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

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AUTO BODY TECHNOLOGY
NONCREDIT CERTIFICATE PROGRAMS

Noncredit Auto/Body Collision Repair — Certificate of Completion

This program is composed of noncredit ATCH courses. Students who successfully complete all courses will be eligible for the certificate. Upon completion of this certificate, noncredit ATCH students will have acquired the skills for entry level automotive positions.

Required Courses (0 credits)

ABOD 570	Auto Body Repair I	108
ABOD 571	Advanced Auto Body	108
Total Hours:		**216**

Click Here For Program Student Learning Outcomes

Noncredit Automotive Refinish Repair — Certificate of Completion

This program is composed of noncredit ATCH courses. Students who successfully complete all courses will be eligible for the certificate. Upon completion of this certificate, noncredit ATCH students will have acquired the skills for entry level automotive positions.

Required Courses (0 credits)

ABOD 575	Automotive Painting	162
ABOD 577	Advanced Automotive Painting	108
Total Hours:		**270**

Click Here For Program Student Learning Outcomes

COLLEGE SUCCESS STUDIES
NONCREDIT CERTIFICATE PROGRAM

Academic Skills Bridge to College Credit — Certificate of Completion

This is a noncredit certificate that consists of completing two College Success studies courses: CSS 725: College Learning Strategies and CSS 754: Major and Career Exploration. Upon completion of this certificate, students will be better prepared to transition to credit coursework at the college.

Required Courses (0.0 credits)

CSS 725	College Learning Strategies	108
CSS 754	Major And Career Exploration	54
Total Hours:		**162**

Click Here For Program Student Learning Outcomes

04/2023

Noncredit Reading, Writing, And Grammar — Certificate of Competency

This is a noncredit basic skills certificate that consists of completing two college success studies courses: CSS 758: Grammar Strategies and CSS 789: Integrated Reading and Writing. Upon completion of this certificate, students will be better prepared for college level coursework in reading and writing.

Required Courses (0.0 credits)

CSS 758	Grammar Strategies	36
CSS 789	Integrated Reading And Writing	54 - 90
Total Hours:		**90 - 126**

Click Here For Program Student Learning Outcomes

COMPUTER AND NETWORKING TECHNOLOGY NONCREDIT CERTIFICATE PROGRAM

Noncredit Computer Technician Internship Preparation — Certificate of Completion

This entry level certificate will prepare students for a computer technician internship.

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
Total Hours:		**324**

Click Here For Program Student Learning Outcomes

ENGLISH AS A SECOND LANGUAGE NONCREDIT CERTIFICATE PROGRAMS

ESL Citizenship — Certificate of Competency

This is a noncredit certificate that consists of completing two ESL Citizenship courses: ESL 707A: Citizenship Level 1 and ESL 707B: Citizenship Level 2. Upon completion of this certificate, students will be able to communicate personal information effectively, identify major facts in US history and government, and participate in the US citizenship test.

Required Courses (0.0 credits)

ESL 707A	U.S. Citizenship, Level 1	54
ESL 707B	U.S. Citizenship, Level 2	54
Total Hours:		**108**

Click Here For Program Student Learning Outcomes

Noncredit English As A Second Language - Level I —
Certificate of Competency

This program is designed to meet the students needs as determined by assessment of the students language proficiencies, goals, and interests. ESL instruction integrates language components, vocabulary, grammatical structures, language functions, and pronunciation, in units and topics that are important to the students.

Required Courses (0.0 credits)

ESL 701 . . . . . . Introduction To Literacy . . . . 1 - 108
ESL 702 . . . . . . Literacy 2. . . . . 81 - 108
Total Hours: . . . . **162 - 216**

Click Here For Program Student Learning Outcomes

Noncredit English As A Second Language - Level II —
Certificate of Competency

This program is composed of two beginning level ESL integrated skills courses. Instruction focuses on beginning level listening, speaking, reading, and writing skills. Upon successful completion of the two required courses, students are eligible for a certificate of competency. Students who earn the certificate will be able read beginning level texts, communicate in simple conversations, and write a series of sentences in English.

Required Courses (0.0 credits)

ESL 703 . . . . . . Beginning-Low Integrated Skills . . . . 81 - 108
ESL 713 . . . . . . Beginning Integrated Skills. . . . . 81 - 108
Total Hours: . . . . **162 - 216**

Click Here For Program Student Learning Outcomes

Noncredit English As A Second Language - Level III —
Certificate of Competency

This program is composed of two integrated skills ESL courses, one at the high beginning level, and one at the low intermediate level. Instruction focuses on listening, speaking, reading, and writing skills. Upon successful completion of the two required courses, students will be eligible for a certificate of competency. Students who earn the certificate will be able to read low intermediate texts, write short paragraphs, and use low intermediate grammar and vocabulary in speaking and writing.

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**

Click Here For Program Student Learning Outcomes

Noncredit English As A Second Language - Level IV — Certificate of Competency

This program is composed of two integrated skills ESL courses, one at the intermediate level, and one at the high intermediate level. The courses aim to help students communicate with intermediate level proficiency in writing and orally in social and academic environments. Students who successfully complete the two required courses will be eligible for the certificate. Upon completion of this certificate, students will be able to read intermediate texts, write paragraphs, and use intermediate grammatical structures and vocabulary in speaking and writing.

Required Courses (0.0 credits)

ESL 705	Intermediate Integrated Skills	81 - 108
ESL 715	High Intermediate Integrated Skills	81 - 108
Total Hours:		**162 - 216**

Click Here For Program Student Learning Outcomes

Noncredit English As A Second Language - Level V — Certificate of Competency

This program is composed of two integrated skills ESL courses, one at the low-advanced level, and one at the advanced level. The courses aim to help students communicate with advanced level proficiency in writing and orally in social and academic environments. Students who successfully complete the two required courses will be eligible for the certificate. Upon completion of this certificate, students will be able to read advanced texts, write multiple paragraph compositions, and use advanced grammatical structures and vocabulary in speaking and writing.

Required Courses (0.0 credits)

ESL 706	Low Advanced Integrated Skills	81 - 108
ESL 716	Advanced Integrated Skills	72 - 108
Total Hours:		**153 - 216**

Click Here For Program Student Learning Outcomes

Noncredit ESL: Grammar — Certificate of Competency

This program is composed of ESL Grammar courses at the intermediate and high-intermediate levels. Students who successfully complete these courses will be eligible for the certificate. Upon completion of this certificate, English speakers of other languages will be able to recognize and use a variety of grammatical structures at the high-intermediate level.

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

This program is composed of low beginning and beginning ESL conversation courses. Students who successfully complete these two courses will be eligible for the certificate. Upon completion of this certificate, English speakers of other languages will be able to communicate effectively in basic social interactions.

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

This program is composed of ESL speaking and listening courses at the intermediate and high-intermediate levels. Students who successfully complete all courses will be eligible for the certificate. Upon completion of this certificate, English speakers of other languages will be able to communicate effectively in academic, professional, and social environments.

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

Transitions — Certificate of Competency

This is a noncredit certificate that consists of completing two advanced level ESL courses: ESL 797: College and Career Foundations and ESL 798: Transition to College and Career. Upon completion of this certificate, students will have developed the English and academic proficiency level necessary to transition successfully to employment and/or further education.

Required Courses (0.0 credits)
ESL 797 . . . . . .   College And Career Foundations. . . . . 180 - 252
ESL 798 . . . . . .   Transition To College And Career . . . . 180 - 252
Total Hours: . . . . **360 - 504**
Click Here For Program Student Learning Outcomes

VOCATIONAL ESL
NONCREDIT CERTIFICATE PROGRAM

Noncredit Vocational English As A Second Language —
Certificate of Completion

This program is composed of two ESL vocational and computer literacy courses. Students who successfully complete both courses will be eligible for the certificate. Upon completion of this certificate, English speakers of other languages will be able to communicate effectively and apply relevant computer skills in workplace environments.

Required Courses (0.0 credits)

VESL 711 . . . . . Work-Related Communication
And Computer Literacy, Level 1 . . . . 36 - 54
VESL 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

The Hospitality Foundation Certificate will prepare students to enter the hospitality field in an entry level position. The Certificate will allow those in the hospitality industry to further their careers with knowledge gained in the Foundation Certificate program. Hospitality industry employment opportunities exist in hotel and lodging, restaurants and food service, wineries, clubs, and theme parks.

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
Total Hours: **279**

Click Here For Program Student Learning Outcomes

BASIC SKILLS HIGH SCHOOL
NONCREDIT CERTIFICATE PROGRAM

Secondary Education — Certificate of Completion

The High School Program offers the opportunity for local high school districts to collaborate with Cuesta College to offer noncredit Cuesta courses to local high school students in a variety of subject matter.

Required Courses (0.0 credits)
Choose two courses from the following:

BSHS 404 . . . . Noncredit Basic Skills Biology . . . . 72 - 144
BSHS 405 . . . . Noncredit Basic Skills English . . . . 72 - 144
BSHS 406 . . . . Noncredit Basic Skills Economics 72
BSHS 407 . . . . Noncredit Basic Skills World History. . . . . 72 - 144
BSHS 408 . . . . Noncredit Basic Skills U.S. History . . . . 72 - 144
BSHS 409 . . . . Noncredit Basic Skills Algebra I . . . . 72 - 144
BSHS 410 . . . . Noncredit Basic Skills Algebra II . . . . 72 - 144
BSHS 411 . . . . Noncredit Basic Skills Geometry . . . . 72 - 144
BSHS 412 . . . . Noncredit Basic Skills Political Science. . . . . 72 - 144
BSHS 414 . . . . Noncredit Basic Skills Spanish I. . . . . 72 - 144
Total Hours: . . . . 144 - 288

Click Here For Program Student Learning Outcomes

BASIC SKILLS NONCREDIT
NONCREDIT CERTIFICATE PROGRAM

GED Preparation — Certificate of Competency

This program is composed of GED preparation courses. Students who successfully complete the courses will be eligible for the certificate. Upon completion of this certificate, students will have the skills to achieve the GED high school equivalency.

Required Courses (0 credits)
BSNC 500A . . . GED Preparation A. . . . . 18 - 54
BSNC 500B . . . GED Preparation B. . . . . 18 - 54
Total Hours: . . . . 36 - 108

Click Here For Program Student Learning Outcomes

VOCATIONAL EDUCATION
NONCREDIT CERTIFICATE PROGRAMS

California Conservation Awareness — Certificate of Completion

The California Conservation Corps Awareness program offers workforce preparation skills to students seeking employability in the conservation industry.

Required Courses (0.0 credits)

VOCE 725A . . . California Conservation Awareness-An Introduction . . 18
VOCE 725B . . . California Conservation Employment 36
Total: **54**

Click Here For Program Student Learning Outcomes

Noncredit Adobe Acrobat Tools — Certificate of Completion

Earners of this certificate will demonstrate an understanding of PDFs: How they are created, combined, edited, exported, reviewed, annotated, comments generated and shared.

Required Courses (0.0 credits)

VOCE 513 . . . . Introduction To Adobe Acrobat Tools 9
VOCE 514 . . . . Advanced Applications Of Adobe Acrobat. 9
Total Hours: **18**

Click Here For Program Student Learning Outcomes

Noncredit Basic Digital Imaging — Certificate of Completion

This certificate enables students to develop image editing, file organization, and design project skills that make them more employable.

Required Courses (0.0 credits)

VOCE 534 . . . . Adobe Lightroom Essentials 18
VOCE 536 . . . . Photoshop For Imaging 9
VOCE 604 . . . . Introduction To Adobe Illustrator 27
Total Hours: **54**

Click Here For Program Student Learning Outcomes

Noncredit Basic Internet Skills — Certificate of Completion

Prepares learners in today's computerized environment to conduct basic academic and professional research, and develop basic online research presentations. Earners will be able to submit applications and tests online, communicate with instructors, registrars, and potential employers via email. These courses will also enable students to participate in job specific training that is increasingly delivered in online formats.

Required Courses (0.0 credits)

VOCE 594 . . . . Searching The Web 9
VOCE 595 . . . . E-Mail For Beginners 9
VOCE 596 . . . . Optimizing Photos For The Internet And Email 9
VOCE 536 . . . . Photoshop For Imaging 9
Total Hours: **36**

Click Here For Program Student Learning Outcomes

Noncredit Basic Mac Software Skills — Certificate of Completion

Participants are able to navigate the MAC environment, format text, create simple presentations, advertisements, and spreadsheets, as well as organize a variety of work tasks.

Required Courses (0.0 credits)

VOCE 523 . . . . Introduction To iTunes, iPods, And iPads 9
VOCE 524 . . . . Living The iLife 27
VOCE 526 . . . . Microsoft Office For The Mac. 27
Total Hours: **63**

Click Here For Program Student Learning Outcomes

Noncredit Basic Office Software Skills — Certificate of Completion

Participants learn to navigate computer screens, format text, create simple presentations, and spreadsheets, as well as organize a variety of work tasks.

Required Courses (0.0 credits)

VOCE 609 . . . . Basic Outlook 9
VOCE 610 . . . . Basic Spreadsheets For Beginners 18
VOCE 611 . . . . Introduction To MS Excel 9
VOCE 612 . . . . Introduction To MS Word. 9
VOCE 517 . . . . Basic Powerpoint. 9
VOCE 608 . . . . Basic Word Processing 18
Total Hours: **72**

Click Here For Program Student Learning Outcomes

Noncredit Beginning Computer Skills — Certificate of Completion

Provides students with a basic knowledge of computer functions and the Microsoft Windows environment to help students in their academic progression as well as their professional advancement.

Required Courses (0.0 credits)

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

Click Here For Program Student Learning Outcomes

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Noncredit Beginning Mac Skills — Certificate of Completion

Provides students with a basic knowledge of Macintosh computer functions.

Required Courses (0.0 credits)

VOCE 585 . . . . Introduction To Mac Os X Level 1 18
VOCE 586 . . . . Introduction To Mac Os X Level 2 18
VOCE 587 . . . . Introduction To The Macintosh 18
Total Hours: **54**

Click Here For Program Student Learning Outcomes

Noncredit Computer And Device Fundamentals —
Certificate of Completion

Students acquire skills and knowledge of computer and device technology.

Required Courses (0.0 credits)

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

Click Here For Program Student Learning Outcomes

Noncredit Digital Design Software Basics For The Office —
Certificate of Completion

This certificate enhances employability in a variety of office and business positions using print and online graphic media. This certificate also provides a basis for expanded coursework and career laddering.

Required Courses (0.0 credits)

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

Click Here For Program Student Learning Outcomes

Noncredit Digital Maker — Certificate of Completion

Earners of this certificate will identify the processes and tools involved in digital prototyping and manufacturing. They will also identify the materials and methods of fabrication and show an understanding of the current and potential impact of digital manufacturing.

Required Courses (0.0 credits)

VOCE 506 . . . . Introduction To 3-D Printing 18
VOCE 507 . . . . Product Design And Prototyping Workshop 9
Total Hours: 27
Click Here For Program Student Learning Outcomes

Noncredit Digital Printing: Newsletters & Magazines For The Office — Certificate of Completion

Earners of this certificate demonstrate the ability to create a digital newsletter and a digital magazine.

Required Courses (0.0 credits)

VOCE 508 . . . . Producing A Digital Newsletter 9
VOCE 509 . . . . Producing A Digital Magazine 9
Total Hours: 18
Click Here For Program Student Learning Outcomes

Noncredit Foster Youth Child Advocate — Certificate of Completion

This certificate enables students to serve as youth advocates.

Required Courses (0.0 credits)

VOCE 615 . . . . Foster Youth Child Advocate 1. . . . . 9 - 18
VOCE 616 . . . . Foster Youth Child Advocate 2. . . . . 9 - 18
Total Hours: . . . . 18 - 36
Click Here For Program Student Learning Outcomes

Noncredit Green Documents For Business — Certificate of Completion

Earners of this certificate demonstrate the ability to produce secure interactive digital forms for electronic distribution, eliminating the need for paper documents.

Required Courses (0.0 credits)

VOCE 511 . . . . Digitizing Documents 9
VOCE 512 . . . . Preparing Digital Images 9
Total Hours: 18
Click Here For Program Student Learning Outcomes

Noncredit Harness The Cloud To Maximize Work Performance — Certificate of Completion

Courses in this certificate enable students to develop a better understanding of uses of technology in the Cloud. Students utilize tools such as business apps, Google Drive and Cloud storage to facilitate the creating, managing, sharing, collaborating and backing up of information. This certificate is also a gateway into other noncredit and credit programs, helping students develop workplace skills and training that will qualify them for greater employment opportunities.

Required Courses (0.0 credits)

VOCE 558 . . . . Best Business Apps 9
VOCE 559 . . . . Introduction To Google Drive 18
VOCE 560 . . . . The Best Cloud Backup Options To Protect Your Data . 9
Total Hours: **36**

Click Here For Program Student Learning Outcomes

Noncredit Information Design For The Office — Certificate of Completion

Demonstrates ability to use Illustrator to produce three distinct charts/graphics and analyze these graphics for effectiveness of communication, appropriateness of the design within the data types and overall aesthetics. Produces programmatically-generated visualizations. Applies design principles and analyzed visualization styles.

Required Courses (0.0 credits)

VOCE 583 . . . . Information Design For Print 9
VOCE 584 . . . . Interactive Informative Design For The Screen. 9
Total Hours: **18**

Click Here For Program Student Learning Outcomes

Noncredit Powerful Presentations — Certificate of Completion

Earners apply presentation delivery and formatting skills needed in today's workforce. Additionally, they demonstrate the ability to use advanced persuasion skills to communicate ideas successfully at meetings. Earners practice business presentations with the focus on clarity, brevity and impact.

Required Courses (0.0 credits)

VOCE 516 . . . . High Impact Presentations And Proposals
                For The Work Place 9
VOCE 517 . . . . Basic Powerpoint 9
Total Hours: **18**

Click Here For Program Student Learning Outcomes

Noncredit Research Specialist — Certificate of Completion

Earners of this certificate develop skills to identify information needs in the workplace, locate and evaluate credible information sources, and communicate their research clearly and efficiently to others.

Required Courses (0.0 credits)

VOCE 518 . . . . Online Research Skills. 9
VOCE 519 . . . . Presenting Research With Infographics 9
Total Hours: **18**

Click Here For Program Student Learning Outcomes

Noncredit Web Design For The Office — Certificate of Completion

Earners of this certificate demonstrate the ability to use Photoshop to create functional mockups that includes: UI elements, type, and web graphics. They create a functional three-page website using HTML5 and CSS for desktops, tablets, and smartphones. They collaborate with a client, creating a website concept and proposal.

Required Courses (0.0 credits)

VOCE 588 . . . . Web Design Basics. 18
VOCE 589 . . . . Web Coding Fundamentals 18
VOCE 590 . . . . Photoshop For Web Design 18
Total Hours: **54**

Click Here For Program Student Learning Outcomes

Noncredit Windows Server Administration — Certificate of Completion

This certificate provides students with skills required to install, configure, and administer a Windows Server. Students will learn how to perform these functions, as well as learn appropriate design of Windows Active Directory. This certificate is a gateway into credit programs, helping students prepare for a more complete set of courses and programs in the system administration area.

Required Courses (0.0 credits)

VOCE 504 . . . . Installing And Configuring Windows Server 27
VOCE 505 . . . . Administering Windows Server 27
Total Hours: **54**

Click Here For Program Student Learning Outcomes

WORKFORCE PREPARATION
NONCREDIT CERTIFICATE PROGRAMS

Employability & Transitions — Certificate of Competency

This program is composed of Academic Fundamentals courses. Students who successfully complete all courses will be eligible for the certificate.

Required Courses (0.0 credits)

NAWD 701	Skill Building For Work And Community Life	9 - 108
NAWD 705	Transition Readiness Preparation	27 - 54
NAWD 710	Employability Skills	54 - 108
Total:		**144 - 324**

Click Here For Program Student Learning Outcomes

Noncredit Accounting Basics For Small Business — Certificate of Completion

The Accounting Basics for Small Business Certificate provides a framework for students to develop skills and knowledge in accounting software techniques, enabling them to open up additional work and advancement opportunities. The certificate is also a gateway into other noncredit and credit programs. Students develop workplace skills and training that will qualify them for even more work opportunities.

Required Courses (0.0 credits)

WKFP 567	Setting Up Quickbooks For Small Business	18
WKFP 568	Monthly Procedures For Using Quickbooks	18
WKFP 569	Year End Procedures	18
Total Hours:		**54**

Click Here For Program Student Learning Outcomes

Noncredit Career Strategist — Certificate of Completion

The Career Strategist Certificate trains students to develop the skills needed to gain an accurate understanding of their strengths, interests, abilities and work values. Students also develop the skills to combine personal characteristics with career information to improve their skills at seeking, obtaining, maintaining and changing jobs. Each related course is designed and taught by a career counselor to improve the career development competencies required for strategic career decision making.

Required Courses (0.0 credits)

WKFP 561	Personalized Career Planning	9
WKFP 562	Strategic Job Search	9
WKFP 563	Linkedin For Business	9
Total Hours:		**27**

Click Here For Program Student Learning Outcomes

Noncredit Customer Relations — Certificate of Completion

This certificate develops communication skills that relate to quality customer service. Additionally, earners understand different personality styles and how to adapt to each. They are able to provide strategic customer service recommendations based on their classroom experience as well as demonstrate collaborative problem solving.

Required Courses (0.0 credits)

WKFP 537 . . . . Best Practices In Customer Service. 9
WKFP 538 . . . . The Art Of Negotiating And Collaborating. 9
WKFP 539 . . . . Effective Communication And Personality Styles 9
Total Hours: **27**

Click Here For Program Student Learning Outcomes

Noncredit Effective Marketing Communication Management — Certificate of Completion

Earners of this certificate will acquire skills in Marketing Communication Management. They will also demonstrate a strong understanding of marketing campaign creation, effectively communicating marketing messages across multiple mediums, and marketing communication techniques to enhance personal and professional development.

Required Courses (0.0 credits)

WKFP 540 . . . . Effective Communication In Promotional Marketing. . 18
WKFP 541 . . . . Managing A Marketing Campaign 18
WKFP 542 . . . . Self-Management And Development 18
Total Hours: **54**

Click Here For Program Student Learning Outcomes

Noncredit Emerging Leaders — Certificate of Completion

The Emerging Leaders Certificate enables students to develop the additional management, supervisory and leadership skills to open up additional work and advancement opportunities. This certificate is also a gateway into other noncredit and credit programs, helping students develop workplace skills and training that will qualify them for even more work opportunities.

Required Courses (0.0 credits)

WKFP 564 . . . . Leadership Skills 9
WKFP 565 . . . . Supervisory Skills 9
WKFP 566 . . . . Motivating Yourself And Others 9
Total Hours: **27**

Click Here For Program Student Learning Outcomes

Noncredit Enterprise Communication — Certificate of Completion

Earners of this certificate demonstrate oral and written workplace communication skills requiring inquiry, acknowledgment, advocacy and problem solving. Students create scripts using role play to participate in effective difficult conversations, and develop and deliver a constructive criticism feedback session. Students apply constructive business writing concepts to writing letters and emails using complete sentences with sentence variety, clarity with pronouns, proper punctuation, paragraphing and clear organization of ideas.

Required Courses (0.0 credits)

WKFP 527 . . . . Workplace Communication Strategies 9
WKFP 528 . . . . Difficult Conversations 9
WKFP 529 . . . . Business Writing In A Technological World 9
Total Hours: **27**

Click Here For Program Student Learning Outcomes

Noncredit Enterprise Communication 2 — Certificate of Completion

The Enterprise Communication 2 Certificate enables students to develop the additional strategic communication techniques and skills to open up additional work and advancement opportunities. This certificate is also a gateway into other noncredit and credit programs, helping students develop workplace skills and training that will qualify them for even more work opportunities.

Required Courses (0.0 credits)

WKFP 530 . . . . Workplace Politics 9
WKFP 531 . . . . Resolving Differences In The Workplace 9
WKFP 532 . . . . Assertive Communication 9
WKFP 533 . . . . Emotional Intelligence In The Workplace. 9
Total Hours: **36**

Click Here For Program Student Learning Outcomes

Noncredit Global Trends In Human Resources — Certificate of Completion

This certificate provides skills necessary for employees and managers to create teams as well as recruit, interview, hire, and monitor new employees. It prepares the student to face the issues, communication benefits, and challenges of the global human resources global community, which is found in both digital and physical space.

Required Courses (0.0 credits)

WKFP 591 . . . . Domestic And Global Issues In Employment 9
WKFP 592 . . . . Interviewing And Hiring In The Global Marketplace. . . . 9
WKFP 593 . . . . Evaluating And Monitoring Performance
                 Of Your Global Team. 9
Total Hours: **27**

Click Here For Program Student Learning Outcomes

Noncredit High Performance Teams — Certificate of Completion

Earners of this certificate demonstrate an understanding of the stages of team development, team roles, leadership emergence, team maintenance strategies, how to adapt to different personality styles. Negotiation, collaboration and communication strategies are key skills developed by earners of this certificate.

Required Courses (0.0 credits)

WKFP 543 . . . . Building High Performance Teams   9
WKFP 539 . . . . Effective Communication And Personality Styles   9
WKFP 544 . . . . Change Is The New Constant In The Workplace   9
Total Hours: **27**

Click Here For Program Student Learning Outcomes

Noncredit Management Tool Box — Certificate of Completion

Earners of this certificate demonstrate an understanding of delegation, communication, time management and motivation techniques and skills needed for a successful manager.

Required Courses (0.0 credits)

WKFP 515 . . . . Successfully Managing And Developing People 18
WKFP 527 . . . . Workplace Communication Strategies   9
Total Hours: **27**

Click Here For Program Student Learning Outcomes

Noncredit Managing To Maximize Performance — Certificate of Completion

Earners of this certificate demonstrate coaching and management collaboration techniques and skills to open up additional work and advancement opportunities.

Required Courses (0.0 credits)

WKFP 528 . . . . Difficult Conversations   9
WKFP 546 . . . . Coaching To Improve Managerial Effectiveness   9
Total Hours: **18**

Click Here For Program Student Learning Outcomes

Noncredit Project Management — Certificate of Completion

The Project Management Certificate enables students to develop the additional planning, idea generation and implementation skills to open up additional work and advancement opportunities. This certificate is also a gateway into other noncredit and credit programs, helping students develop workplace skills and training that will qualify them for even more work opportunities.

Required Courses (0.0 credits)

WKFP 543	Building High Performance Teams	9
WKFP 574	Process Improvement	9
WKFP 575	Project Management For Non-Project Managers	9
WKFP 576	Innovation And Creativity In The Workplace	9
Total Hours:		**36**

Click Here For Program Student Learning Outcomes

Noncredit Sales Techniques — Certificate of Completion

Earners of this certificate develop and deliver a series of sales scripts to fit a given sales situation. They demonstrate techniques for closing sales, as well delivering scripts for call centers and inside sales.

Required Courses (0.0 credits)

WKFP 521	Closing Techniques That Win The Sale	9
WKFP 522	Winning Sales Scripts	9
Total Hours:		**18**

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Noncredit Social Media For Business — Certificate of Completion

This set of courses takes students through the planning process of using social media as part of a business marketing strategy. They analyze the ways in which business and nonprofits use social media marketing to engage customers in dramatically different ways from the past. Students create a successful business presence on social media using the Facebook, Twitter, LinkedIn, YouTube, Instagram, and Pinterest business environments, and learn how to use these tools to capture all of the benefits of social media marketing.

Required Courses (0.0 credits)

WKFP 577	Pinterest And Instagram For Business	9
WKFP 578	You Tube For Business	9
WKFP 579	Facebook For Business	9
WKFP 581	Twitter For Business	9
WKFP 563	Linkedin For Business	9
Total Hours:		**45**

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Noncredit Strategic Marketing — Certificate of Completion

Earners of this certificate develop strategic marketing skills related to social media communication, planning, and manipulation of goals.

Required Courses (0.0 credits)

WKFP 552	Business Branding.	9
WKFP 553	Promotional Marketing Tools	9
WKFP 554	Marketing Maps.	9
WKFP 555	Mobile Marketing.	9
Total Hours:		**36**

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Noncredit Thrive And Survive In The Workplace — Certificate of Completion

The Certificate enables students to develop professional etiquette techniques and self-management strategies. It also explores best practices for employees to thrive and survive at work. These skills and strategies can open up additional work and advancement opportunities. This certificate is also a gateway into other noncredit and credit programs, helping students develop workplace skills and training that will qualify them for even more work opportunities.

Required Courses (0.0 credits)

WKFP 570	Accountability.	9
WKFP 571	Championing Diversity In The Workplace	9
WKFP 572	Secrets Of A Great Employee.	9
WKFP 582	Professional Etiquette.	9
Total Hours:		**36**

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Noncredit Workplace Essentials — Certificate of Completion

Earners of this certificate demonstrate effective and professional business writing skills using appropriate business tone, organization, formatting, word choice and persuasion. They learn the art of matching the delivery channel (email, letter, memo or text) to the message type and situations. Earners gain a deeper understanding of time management tools, critical thinking techniques and problem solving strategies.

Required Courses (0.0 credits)

WKFP 529	Business Writing In A Technological World	9
WKFP 549	Time Management	9
WKFP 551	Critical Thinking, Problem Solving And Decision Making.	9
Total Hours:		**27**

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WELDING
NONCREDIT CERTIFICATE PROGRAM

Noncredit Structural Steel Certification — Certificate of Completion

Students enrolled in these courses have the opportunity to develop entry level skills and knowledge required in the ironworker industry and obtain welder qualifications to the AWS D1.1/1.1M Structural Steel Welding code.

Required Courses (0.0 credits)

WELD 770A . . . Basic Welding 108
WELD 770B . . . Advanced Welding 108
WELD 780A . . . Structural Steel Welding Certification 108
Total Hours: **324**

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