CAREER SKILLS INSTITUTE

SBCC SCHOOL OF EXTENDED LEARNING

CAREER SKILLS INSTITUTE

CERTIFICATE CATALOG

Business
Design
Technology
Career

Career Skills Institute (CSI)

SBCC SCHOOL OF
EXTENDED
LEARNING

CAREER SKILLS INSTITUTE

PROGRAM OVERVIEW

Boost your career with in-demand SBCC School of Extended Learning's Career Skills Institute courses. Our courses are designed to help you land a job, get promoted, or build your business. Earn a certificate and digital badge to prove your skills and stand out to employers.

Ready to sharpen your negotiation skills, or build a foundation in computer or design skills? SBCC Career Skills Institute offers the courses and certificates you need to stay competitive and confident in today's job market.

CAREER TRAINING AND CERTIFICATES

FREE, LOCAL & IN DEMAND

New classes and one-day workshops start every week. SBCC School of Extended Learning's Career Skills Institute offers free courses that have been carefully selected to provide the training you need to enter or return to the workforce, or advance your career or business.

FREE & FLEXIBLE All Career Skills Institute classes and certificates are free – in person and/or via Zoom.

LOCAL Network and create community. Our instructors are experts in their fields.

IN DEMAND Sharpen your skills to match local employer needs. Take individual classes or a sequence of classes to earn a certificate, demonstrating you have acquired new skills.

DIGITAL BADGES

Showcase skills to employers and colleagues by posting your certificates as digital badges on your online profiles such as LinkedIn, website and resume.

CAREER ADVISING

Career Skills Institute can also help you connect with employers through our Ready. Match. Hire! free career advising program.

Business	Design	Technology	Career

200 SHORT COURSES AND WORKSHOPS
80 CERTIFICATES

The free certificates cover four key areas: Business, Design, Technology, and Career Education.

WHO SHOULD TAKE THESE CLASSES?

- Adults entering and returning to the workforce
- Local employees up-skilling to advance their career
- Self-employed or small business owners

HOW WILL IT BENEFIT ME?

Career Skills Institute courses are designed to provide individuals with the skills to succeed or advance in the workplace.

WHAT DOES IT COST?

All classes are free and include free access to LinkedIn Learning.

HOW DO I SIGN UP?

- Review our listing of classes and certificates at sbcc.edu/csi.
- Enroll by completing an application and register online at sbcc.edu/selapply
- For assistance, visit us in person at the Wake or Schott Campus!

WAKE CAMPUS

300 N. Turnpike Rd., Santa Barbara, California 93111
sbcc.edu/csi | csi@sbcc.edu | (805) 683-8282

Business

AI Foundations and Creative Applications

Empower students with in-demand AI skills and provide foundational and applied knowledge of generative AI tools (e.g., ChatGPT, Canva AI, Google Gemini, etc.) to help students leverage these technologies for personal branding, content creation, and business productivity. Promotes lifelong learning and adaptability.

Introduction to Generative AI
PROW NC200 | 8 Hours

Generative AI and its transformative potential for business operations. Students will explore popular AI tools and their applications, from automating content creation to streamlining workflows and enhancing customer engagement. The course will also cover the ethical implications and privacy considerations of using AI, ensuring responsible and informed implementation. By the end of the course, participants will have a foundational understanding of how AI can improve efficiency, drive innovation, and support professional and small business growth in a competitive landscape.

Generating Content with AI Tools for Increased Efficiency
PROW NC210 | 8 Hours

Explore the fundamentals of leveraging AI tools to create high-quality, brand-aligned content. They will learn to define and apply voice, tone, and messaging consistency to ensure AI-generated content reflects their unique brand identity so that the copy does not sound robotic. Through hands-on exercises, students will refine AI outputs for clarity, engagement, and customization, transforming raw AI-generated text into polished, professional human sounding content. The course also addresses critical privacy considerations, equipping students with best practices for using AI ethically and securely. By the end of the course, students will have the skills to integrate AI-powered content creation into their workflows effectively and responsibly.

Creating Graphic Designs with AI Tools
PROW NC220 | 8 Hours

Introduces students to the power of AI-driven design tools for creating professional-quality graphics with ease. Participants will learn how to generate banners, brochures, social media graphics, business cards, and website visuals while understanding the principles of effective design. The course will also cover the legal and copyright considerations of AI-generated content, ensuring ethical and compliant usage. Additionally, students will explore how AI can assist in crafting basic website layouts, streamlining the design process for entrepreneurs and small businesses. By the end of the course, students will have the skills to leverage AI for visually compelling, brand-aligned designs.

Career Launch and Job Search

The Career Launch and Job Search Certificate combines self-assessment knowledge with current career information to improve the skills needed to seek, obtain, maintain and change jobs. Students completing this certificate will learn to locate, evaluate, and interpret a broad range of career information. Each related course is designed and taught by a career counselor to improve the career development competencies required for strategic career decision-making.

Personalized Career Planning
PDW NC001 | 8 Hours
Focuses on the assessment of individual strengths, interests, values, personality and abilities in the context of career and education planning. Students improve decision-making skills by exploring and applying specific models to their career planning processes.

Strategic Job Search
PDW NC002 | 8 Hours
Designed to help students develop and implement a strategic career and job search plan. Students learn about sources of occupational information and how to utilize this information in the career planning and job search process.

Acing Your Interview
PDW NC003 | 6 Hours
Designed to help students develop and implement interview strategies to increase employment prospects. Students will learn how to interview for jobs that align with employment and career goals.

Create a Compelling Cover Letter and Resume
PDW NC004 | 6 Hours
Designed to help students create a resume, cover letter and reference list in preparation for applying for employment opportunities. Students will learn how to create professional employment application documents that align with their employment and career goals.

Leveraging LinkedIn for Your Job Search
PDW NC005 | 6 Hours
Designed to help students expand their job search and network opportunities using LinkedIn. Students will develop a professional profile and become familiar with the website in order to support their employment and career goals.

Business

Career Strategist

The Career Strategist Certificate trains professionals 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.

Personalized Career Planning
PDW NC001 | 8 Hours
Focuses on the assessment of individual strengths, interests, values, personality and abilities in the context of career and education planning. Students improve decision-making skills by exploring and applying specific models to their career planning processes.

Strategic Job Search
PDW NC002 | 8 Hours
Designed to help students develop and implement a strategic career and job search plan. Students learn about sources of occupational information and how to utilize this information in the career planning and job search process.

LinkedIn for Business
CMPW NC017 | 8 Hours
LinkedIn is the world's most popular business-oriented social media networking platform. Students learn 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.

Customer Relations

The Best Practices in Customer Service Certificate enables students to further develop customer relationship skills by dissecting the anatomy of a complaint, assessing and regulating one's own verbal and nonverbal responses, practicing clarification tools such as paraphrasing or perception checking, and then utilizing critical problem solving methods to retain valuable customers. Emphasis on understanding one's own conflict style and customer's style, collaborating with customers and practicing active listening and solution-oriented communication to defuse angry customers.

Best Practices in Customer Service
PROW NC050 | 8 Hours
Apply practical strategies to retain a valuable customer base, diffuse difficult situations and earn re-peat 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.

Personality Styles and Challenging Relationships
PROW NC019 | 8 Hours
Exploration of participants' own behaviors and personality styles, while learning to adapt one's behavior to be effective with other personality styles in a variety of work situations. Emphasis is placed on dealing with challenging relationships and communicating in a way that matches the needs of all involved to achieve relationship satisfaction and organizational objectives.

The Art of Negotiating and Collaborating
PROW NC036 | 8 Hours
Participants apply collaboration tools for building high-trust synergistic relationships Analyze the conflict cycle and practice skills to diffuse conflict at each stage for mutual benefit. Assess one's strengths and utilize tools to facilitate and adapt to others styles. Skills include re-framing, neutralizing language, discovering of interests, and leveraging innovative solutions through a collaborative negotiation process.

Business

Effective Marketing Communication Management

Examine how to manage a marketing campaign, the methods used to communicate brand messaging, and how to develop personal and professional behaviors that support successful outcomes. Prepares students by teaching marketing communication skills across multiple mediums.

B2B and B2C Marketing
MKTW NC005 | 8 Hours
Focuses on communication techniques used to raise customer awareness. Both business-to-consumer and business-to-business strategies are covered. Techniques help students succeed in careers such as sales, public relations, copywriting. and other marketing positions.

Market Research
MKTW NC006 | 8 Hours
Focuses on the research, planning, execution and evaluation of a marketing campaign. Examines the specific activities used to promote products, services and businesses including multimedia marketing campaigns.

Self-Management and Development
MKTW NC007 | 16 Hours
Focuses on self-management skills that encourage behavior that results in the achievement of personal and professional goals.

Emerging Leaders

The Emerging Leaders Certificate enables students to develop the additional management, supervisory and leadership skills to open up additional work and advancement opportunities.

Increasing Productivity
PROW NC038 | 8 Hours
Personal productivity results from a combination of factors which all impact each other. Develop an individualized plan optimizing your effectiveness in both your professional and personal lives.

Leadership Skills
PROW NC006 | 8 Hours
Take your leadership from good to great by exploring and applying the top ten skills that every leader must have.

Motivating Yourself and Others
PROW NC014 | 8 Hours
Individuals and leaders explore the key ingredients for strengthening workplace commitment, engagement, and career satisfaction.

Supervisory Skills
PROW NC012 | 8 Hours
Learn the key tools for effective management and supervision. Course covers delegation, feedback, communicating with employees, motivation and management styles.

Enterprise Communication

The Enterprise Communication Certificate enables students to develop the oral and written communication techniques and skills to open up additional work and advancement opportunities.

Navigating Courageous Conversations
PROW NC032 | 8 Hours

Learn to prepare for a difficult conversation by clarifying your intentions and assumptions and applying a simple model to help you stay centered while you constructively shape what you say. Scripts and tips will be provided and applied to prepare for your next difficult conversation.

Persuasive Business Writing
PROW NC002 | 8 Hours

Develop effective and professional business writing skills using business tone, organization and formatting, word choice and persuasion. Matching the delivery channel (email, letter, memo, text, etc.) to the message type and situation will be covered, as well as the best methods to deliver bad news.

Workplace Communication Strategies
PROW NC004 | 8 Hours

Assess and optimize current workplace communication skills. Differentiate content, emotions, perceptions and intentions in a communication exchange. Build an advanced communication toolkit to forward your career. Illustrate clear and congruent verbal and nonverbal messages tailored to the personalities involved, the desired outcomes, and the context.

Business

Enterprise Communication 2

The Enterprise Communication 2 Certificate enables students to develop the additional strategic communication techniques and skills to open up additional work and advancement opportunities.

Communicating with Confidence & Clarity
PROW NC044 | 8 Hours

Enhance your assertiveness skills for immediate on-the-job use. Discover techniques to be an assertive communicator, acquire tools to receive and give feedback, and address business etiquette when professionalism and assertiveness are required. Identify your areas of strength and growth applicable to this critical skill and understand how social styles affect assertive behaviors.

Emotional Intelligence in the Workplace
PROW NC013 | 8 Hours

Emotional Intelligence (EI) is vital to being an effective and high-performing employee, supervisor and leader. Explore the EI competencies: self awareness, social awareness, self management and relationship management. Learn and apply the tools and techniques for mastering each domain. Create strategies using the EI framework which can optimize your professional performance and working relationships.

Navigating Workplace Dynamics
PROW NC035 | 8 Hours

Learn constructive workplace behavior that creates win-win situations, unblocks barriers to change, creates greater "buy-in" on key projects, develops cohesion and improves decision making.

Resolving Differences in the Workplace
PROW NC025 | 8 Hours

Learn collaboration skills to build high-trust relationships. Practice communication techniques at each stage of the conflict cycle to get to win-win. Discover your interpersonal communication strengths.

Assess your conflict style and understand others. Practice problem-solving with multiple parties and decision makers to create long-term peace. Skills include nonverbal communication, empathy, listening and paraphrasing.

High Performance Teams

The High Performance Teams Certificate enables students to develop key team building skills that apply to anyone who works within a team or leads one. Learn sources of power and influence, explore how teams move through stages, learn how team members perform different task and maintenance roles, identify communication behaviors that create a supportive climate, demonstrate effective meeting and facilitation strategies, explore how to help team members and oneself move through organizational change. and utilize tools for critical problem solving and decision making. Practical application within a team structure is emphasized. These applied skills open up additional work and advancement opportunities.

Building High-Performance Teams
PROW NC015 | 8 Hours
Participants explore and apply key team building skills for working within a team or leading one. Learn to influence a high performing team. Emphasis on, stages of team development, team roles, supportive communication climate, meeting strategies and tools for first-rate problem solving and decision making. Practical application within a team structure is emphasized.

Personality Styles and Challenging Relationships
PROW NC019 | 8 Hours
Exploration of participants' own behaviors and personality styles, while learning to adapt one's behavior to be effective with other personality styles in a variety of work situations. Emphasis is placed on dealing with challenging relationships and communicating in a way that matches the needs of all involved to achieve relationship satisfaction and organizational objectives.

Successfully Navigating Change
PROW NC017 | 8 Hours
The rate of change in the workplace continues to escalate. Learn how to manage change that is imposed on you or your team; as well as to identify opportunities for change, initiate change and support your staff during the change process.

Business

Introduction to Bookkeeping and Accounting

The Accounting Basics for Small Business Certificate students to obtain a basic understanding of the accounting cycle and thereby enable entry-level job sufficiency. This is the first step in opening up advancement opportunities. The two individual courses that comprise the Accounting Basics for Small Business series are (1) Accounting Basics I; and (2) Accounting Basics II.

Introduction to Accounting Basics 1
ACTV NC101 | 15 Hours
Learn the basics of accounting for a small business, including financial reporting, analyzing and recording financial transactions. Understand the concept of keeping the accounting equation in balance with a double-entry system using debits and credits. Discuss accounts receivable, accounts payable and the accounting cycle.

Introduction to Accounting Basics 2
ACTV NC102 | 12 Hours
Discuss and apply the accounting fundamentals learned from Accounting Basics 1 and how they apply to cost of goods sold and sales tax. Prepare bank, credit card and loan statement reconciliations. Discuss petty cash and implement payroll integration.

Introduction to Entrepreneurship

The Introduction to Entrepreneurship certificate teaches students to identify the step-by-step process to create a startup business of their choice utilizing the business model canvas. It describes the primary forms of business ownership and identifies the necessary financial and people management competencies for successThe program also involves learning how to implement a growth mindset by deploying innovative strategies and value-added processes to create enhanced customer experiences that drive engagement, retention, and ultimately long-term growth.

Entrepreneurship 101
ENTW NC001 | 8 Hours

Teaching students how to identify the step-by-step process to create a startup business of their choice. Essential elements of entrepreneurship include how to generate innovative business for the modern digital market, test validity and potential profit of the business ideas using the Business Model Canvas, and the latest trends in entrepreneurship undertakings.

Entrepreneurship Challenge: People and Finance
ENTW NC002 | 8 Hours

An effective entrepreneurial venture includes two determining elements for success - how to manage people and money. Course content concentrates on how to recruit and develop an effective founding team, and the inceptive finance estimates and projections for its sustainable approach in the next 3-5 years.

Marketing and Entrepreneurship
MKTW NC008 | 8 Hours

Marketing plays a critical role in the entrepreneurial process. Students learn to recognize startup business models and their unique problems and opportunities in order to develop the optimal marketing strategy for products and services in a digital-first era. Focus on the marketing mix, and strategies and tactics used by new venture companies to acquire customers by utilizing outbound, inbound, or social and traditional media marketing.

Marketing and Growth Strategies
MKTW NC009 | 8 Hours

Getting customers isn't enough. The branding and marketing effort that accelerates the business ahead of the competition is the ultimate goal of all new ventures. These tactics involve implementing a growth mindset by deploying innovative strategies and value-added processes to create enhanced customer experiences that drive engagement, retention, and ultimately long-term growth.

Business

Leader for Diversity, Equity, and Inclusion

This two-course series deepens participant's understanding of the many hidden and misunderstood forms of inequity, and how they are perpetuated and upheld in our society. Participants learn specific ways they can become effective and accountable collaborators for a more equitable, inclusive, and just world in both their personal and professional lives.

Applying an Equity Mindset
COMW NC002 | 25 Hours
The second course in a two-part series on building and applying an equity mindset. Participants learn how they can actively engage in creating a more equitable and just society in both in their personal lives and workplaces by applying an anti-racism framework.

Building an Equity Mindset
COMW NC001 | 25 Hours
Deepens understanding of an increasingly used word in our society: Equity. Through readings, videos and podcasts, the many hidden and misunderstood forms of inequity are explored so that people interested in addressing inequity can enter the conversation prepared with a solid foundation of knowledge.

Management Toolbox

The Management Toolbox Certificate enables students to develop the delegation, communication, time management and motivation techniques and skills to open up additional work and advancement opportunities.

Successfully Leading and Developing People
PROW NC033 | 16 Hours
Learn and refine the skills needed to be an effective manager or supervisory. Topics covered include: adapting your management style to every situation, communicating effectively, developing your employees through delegation, managing conflict, motivating staff, and facilitating change.

Workplace Communication Strategies
PROW NC004 | 8 Hours
Assess and optimize current workplace communication skills. Differentiate content, emotions, perceptions and intentions in a communication exchange. Build an advanced communication toolkit to forward your career. Illustrate clear and congruent verbal and nonverbal messages tailored to the personalities involved, the desired outcomes, and the context.

Managing to Maximize Performance

The Managing to Maximize Performance Certificate enables students to develop the coaching and management collaboration techniques and skills to open up additional work and advancement opportunities.

Coaching for Success
PROW NC021 | 8 Hours

Learn coaching techniques to solve workplace problems and energize employees and how to best apply these techniques to close the gap between actual and desired performance.

Navigating Courageous Conversations
PROW NC032 | 8 Hours

Learn to prepare for a difficult conversation by clarifying your intentions and assumptions and applying a simple model to help you stay centered while you constructively shape what you say. Scripts and tips will be provided to prepare for your next difficult conversation.

The Art of Negotiating and Collaborating
PROW NC036 | 8 Hours

Learn the differences between nonprofit and for-profit organizations. Explore the operations of nonprofit organizations including governance, board development, strategic planning, fiscal management, legal obligations, evaluation, fundraising, advocacy strategies and collective impact. Practical application for employees at every level of an organization is emphasized.

Business

Nonprofits 101

The Nonprofit 101 Certificate enables students to develop the core skills necessary to effectively navigate the nonprofit landscape including learning about all aspects of nonprofit operations with a special focus on strategic planning and fundraising.

Introduction to Nonprofits
PROW NC100 | 8 Hours

Participants are introduced to the nonprofit sector and learn the differences between nonprofit and for-profit organizations. This course offers an opportunity to explore the operations of nonprofit organizations including governance, board development, strategic planning, fiscal management, legal obligations, evaluation, fundraising, advocacy strategies and collective impact. Practical application for employees at every level of an organization is emphasized.

Principles of Fundraising
PROW NC102 | 8 Hours

Explore and apply key fundraising strategies for nonprofit organizations. Learn the foundations of fundraising and how to develop a fundraising plan for a nonprofit organization. This course will discuss the art of the ask, annual giving, corporate sponsorships, donor stewardship and fundraising events. Practical application for organizations of every size is emphasized.

Strategic Planning for Nonprofits
PROW NC101 | 8 Hours

Explore and apply key strategic planning tools and processes for nonprofit organizations. Learn the foundations of strategic planning and how to implement a strategic planning process in a nonprofit organization. This course will demonstrate how to use strategic planning to develop organizational priorities, allocate resources to support priorities and create a strategic plan to strengthen impact. Practical application for organizations of every size is emphasized.

Nonprofit Finance

The Nonprofit Finance Certificate enables students to develop the financial skills necessary for nonprofit organizations of all types and sizes. Participants will learn the basics of accounting for a small business and have the opportunity to discuss and apply these accounting fundamentals.

Introduction to Accounting Basics 1
ACTV NC101 | 15 Hours

Learn the basics of accounting for a small business, including financial reporting, analyzing and recording financial transactions. Understand the double-entry system using debits and credits. Discuss accounts receivable, accounts payable and the accounting cycle.

Introduction to Accounting Basics 2
ACTV NC102 | 12 Hours

Discuss and apply the accounting fundamentals learned from Accounting Basics 1 and how they apply to cost of goods sold and sales tax. Prepare bank, credit card and loan statement reconciliations. Discuss petty cash and implement payroll integration.

Introduction to Nonprofits
PROW NC100 | 8 Hours

Participants are introduced to the nonprofit sector and learn the differences between nonprofit and for-profit organizations. This course offers an opportunity to explore the operations of nonprofit organizations including governance, board development, strategic planning, fiscal management, legal obligations, evaluation, fundraising, advocacy strategies and collective impact. Practical application for employees at every level of an organization is emphasized.

Business

Nonprofit Fundraising

The Nonprofit Fundraising Certificate enables students to develop the skills necessary to be effective fundraisers for nonprofit organizations of all types and sizes. Participants demonstrate a strong understanding of the principles of fundraising, the grantwriting process and the negotiation skills necessary to solicit major gifts.

Grantwriting
PROW NC103 | 8 Hours
Learn the fundamentals of grantwriting for nonprofit organizations and how to develop an effective grant proposal. This course will consider the complete grant cycle from identifying funders to writing effective proposals to reporting and grant management. Practical application for organizations of every size is emphasized.

Introduction to Nonprofits
PROW NC100 | 8 Hours
Participants are introduced to the nonprofit sector and the differences between nonprofit and for- profit organizations. Explore the operations of nonprofit organizations including governance, board development, strategic planning, fiscal management, legal obligations, evaluation, fundraising, advocacy strategies and collective impact.

Principles of Fundraising
PROW NC102 | 8 Hours
Explore key fundraising strategies for nonprofit organizations. Learn the foundations of fundraising and how to develop a fundraising plan. This course will discuss the art of the ask, annual giving, corporate sponsorships, donor stewardship and fundraising events. Practical application for organizations of every size is emphasized.

Nonprofit Manager's Toolbox

The Nonprofit Manager's Toolbox Certificate enables students to develop the coaching, delegation, motivational and communication skills needed to open up additional work and advancement opportunities.

Coaching for Success
PROW NC021 | 8 Hours
Coaching employees improves performance outcomes, helps turn around problem situations, and increases an employee's overall enthusiasm and motivation. Learn coaching techniques to solve workplace problems and energize employees to close the gap between actual and desired performance.

Introduction to Nonprofits
PROW NC100 | 8 Hours
Participants are introduced to the nonprofit sector and learn the differences between nonprofit and for-profit organizations. This course offers an opportunity to explore the operations of nonprofit organizations including governance, board development, strategic planning, fiscal management, legal obligations, evaluation, fundraising, advocacy strategies and collective impact. Practical application for employees at every level of an organization is emphasized.

Successfully Leading and Developing People
PROW NC033 | 16 Hours
Learn and refine the skills needed to be an effective manager or supervisory. Topics covered include: adapting your management style to every situation, communicating effectively, developing your employees through delegation, managing conflict, motivating staff, and facilitating change.

Business

Nonprofit Marketing

The Nonprofit Marketing Certificate enables students to acquire skills in marketing to become effective communicators for nonprofit organizations. Participants will learn the promotional techniques and tools necessary to raise awareness and interest in social causes.

B2B and B2C Marketing
MKTW NC005 | 8 Hours
Focuses on communication techniques used to raise customer awareness and interest. Students learn to identify the mediums that will be most effective for a particular target market. Both business-to-consumer and business-to-business strategies are covered. These techniques will help students succeed in various careers such as sales, public relations, copywriting and other marketing positions.

Introduction to Nonprofits
PROW NC100 | 8 Hours
Participants are introduced to the nonprofit sector and learn the differences between nonprofit and for-profit organizations. This course offers an opportunity to explore the operations of nonprofit organizations including governance, board development, strategic planning, fiscal management, legal obligations, evaluation, fundraising, advocacy strategies and collective impact. Practical application for employees at every level of an organization is emphasized.

Marketing for Social Change
PROW NC104 | 8 Hours
Learn the essentials of marketing for nonprofit organizations and how to develop an effective marketing plan. This course will cover internal and external communication strategies, developing a marketing plan, branding, social media strategy and public relations. Practical application for organizations of every size is emphasized.

Nonprofit Strategic Planning

The Nonprofit Strategic Planning certificate provides students with the opportunity to develop strategic planning skills necessary to the effective operation of nonprofit organizations of all types and sizes. Participants develop familiarity with strategic planning tools and the innovation techniques needed to engage in productive strategic planning.

Innovation and Creativity
PROW NC039 | 8 Hours
Learn techniques to promote creativity and innovation in the workplace.

Strategic Planning for Nonprofits
PROW NC101 | 8 Hours
Explore and apply key strategic planning tools and processes for nonprofit organizations. Learn the foundations of strategic planning and how to implement a strategic planning process in a nonprofit organization. This course will demonstrate how to use strategic planning to develop organizational priorities, allocate resources to support priorities and create a strategic plan to strengthen impact. Practical application for organizations of every size is emphasized.

Powerful Presentations

Participants explore and apply current presentation delivery and formatting skills needed in today's workforce. Students learn advanced persuasion skills to get their ideas heard at meetings, sell themselves in an interview and organize any business presentation with clarity, brevity and impact.

MS Excel 1
CMPW NC63A | 10 Hours
An introduction to basic concepts and characteristics of Microsoft Excel. Students explore various uses of spreadsheets. Topics covered include the basics of creating a spreadsheet, using formulas and functions, and creating charts.

High Impact Presentations and Proposals for the Workplace
PROW NC067 | 8 Hours
Learn how to craft a presentation focused on the message you need to convey to your audience. Learn to consider your audience's expectations, biases, emotions, needs and wants to plan an effective slideshow, and to engage them with powerful imagery and meaningful data.

Business

Project Management

The Project Management Certificate enables students to develop the additional planning, idea generation and implementation skills to open up additional work and advancement opportunities.

Building High-Performance Teams
PROW NC015 | 8 Hours

Participants explore and apply key team building skills for working within a team or leading one. Emphasis on, stages of team development, team roles, supportive communication climate, meeting strategies and tools for first-rate problem solving and decision making.

Innovation and Creativity
PROW NC039 | 8 Hours

Learn techniques to promote creativity and innovation in the workplace.

Process Improvement
PROW NC011 | 8 Hours

Process improvement assessment methods and techniques to increase efficiency, improve quality and increase employee satisfaction and motivation.

Project Management for Non Project Managers
PROW NC010 | 8 Hours

For anyone who wants to know how to manage tasks or small projects with a structured approach to ensure success. Apply the basic principles of project management to your work and create action plans for on-the-job application. Utilize strategies for communicating with team members and stakeholders with confidence.

QuickBooks Basics for Small Business

Develop the QuickBooks accounting software skills and techniques necessary to enhance competence in entry-level bookkeeping positions, as well as 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.

Monthly Procedures using QuickBooks
ACTV NC002 | 16 Hours
Apply monthly procedures used in accounting for small business. Gain practical experience with day-to-day transactions. Reconcile balance sheet accounts and audit income statement accounts; prepare adjusting journal entries and financial statements.

Setting up QuickBooks for Small Business
ACTV NC001 | 16 Hours
Accounting fundamentals - Learn the basics of small business bookkeeping, financial reporting; analyze and record financial transactions. Discuss accounts receivable, accounts payable, payroll procedures, sales taxes and common banking activities.

Year End Procedures
ACTV NC003 | 16 Hours
Apply year-end procedures used in accounting for small business; year-end closing journal entries; reports for tax accountant.

Sales Techniques

The Sales Techniques Certificate enables students to develop the sales techniques and skills to open up additional work and advancement opportunities in the area of sales. 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.

Closing Techniques That Win the Sale
PROW NC056 | 8 Hours
In any selling situation obstacles have to be overcome before a buying decision is reached. Learn to resolve objection effectively through a process that involves careful listening along with positive factual responses to buyer concerns. Learn techniques to address customers' emotional needs, get past the obstacles preventing them from buying, and build long-term customer relationships.

Winning Sales Scripts
PROW NC057 | 8 Hours
More and more sales is now being done "inside" with sales persons contacting perspective buyers using the phone and email. Learn how to maximize this revenue source and increase the effectiveness of "inside" sale using scripts.

Business

Strategic Marketing

Workforce preparation for increasing strategic marketing skills that enable students to develop improved social media communication and sharpen planning and goal setting skills. Enhance retention of long-term customers to increase profitability through creation and implementation of marketing strategies.

Business Branding
MKTW NC002 | 8 Hours
Learn to produce a universal brand via social media and develop an understanding of the relationship between sellers and buyers. Identify and implement branding strategies that respond to existing needs and wants of customers. Use of social media is explored as integral in building a brand. Stu- dents research and review digital data from social media websites (such as LinkedIn, Twitter, and Facebook) in order to analyze the relationships between sellers and buyers in the digital world, and to understand value creation.

Digital and Mobile Marketing
MKTW NC004 | 8 Hours
Mobile marketing encompasses global exchange activities on devices such as smartphones, tablets and various others. Modern businesses today look for customer-based profitability and investment solutions using mobile devices. These devices attract, engage, acquire, and retain local and international customers. Mobile communication offers real-time solutions via gathering data, insights, and content in the marketplace.

Market Positioning
MKTW NC003 | 8 Hours
Business success begins with responding to target markets by positioning the products in the minds of customers. This is done with a thorough knowledge of customer demographics, psychographics and geographic information. Successful marketing messaging requires perceptional knowledge of targeted customers. Positioning strategies focus on the right mix of people with relevant benefits and features offered by businesses.

Marketing Fundamentals
MKTW NC001 | 8 Hours
Effective marketing includes the creation and maintenance of sustained product brand awareness. Helps students understand the importance of marketing for organizational profitability. Students address promotional strategies and use marketing tools such as public relations, advertising, relation- ship selling and social media. Students learn to use communication tools for growth and customer retention, the importance of relationship-building, and discovering tools for cementing long-term relationships to gain a lifetime value in every customer.

Successful Work and Life Transitions Certificate

The Successful Work and Life Transitions Certificate enables students to develop the skills, attitudes and practical steps to effectively navigating work and life transitions. Those who earn this certificate increase their self-awareness and learn not only what it takes to secure a new job, but also how to prepare for a better job.

Creating a Life of Purpose for Workplace Success
PROW NC080 | 8 Hours
Focuses on the integral role that purpose plays in our lives - both professionally and personally - and how to discover, optimize, and align life purpose with employment for optimal health, happiness and success in the emerging "Purpose Economy." Combining concepts from brain science, several seminal books on purpose and leadership and the Japanese Ikigai model, we examine, define, and tie our life purpose to our day-to-day operations and interactions.

Creating Successful Life and Work Transition Plans
PROW NC082 | 8 Hours
Explore, identify, analyze, and develop critical thinking skills to learn to adapt to a new environment while bringing your experience and strengths with you. Curriculum also includes strategizing and developing a life, housing & employment blueprint. Develop complex problem-solving skills for managing your personal and professional relationships and challenges in order to thrive during transitions and prepare to enter or re-enter the workforce.

Transitions Nuts and Bolts 1
PROW NC081 | 8 Hours
Reconnected community living and working is the result of a multitude of factors that all work in tandem. Explore, identify, analyze and develop critical thinking regarding the factors involved in person- ally engaged community living. Knowledge into the creation of an individualized transitions strategy, or "plan," is applied. Learn to develop your social emotional intelligence and reconnect to yourself and your communities in ways that are personally and professionally meaningful.

Business

Tax Preparation

Tax Preparation Certificate enables students to obtain the skills and information to open additional work pathways and advancement opportunities in tax preparation.

Exploring IRS Enrolled Agent Work
ACTV NC214 | 8 Hours
The student explores the work of an IRS enrolled agent and studies the requirements for the profession, including the Special Enrollment Examination, how to maintain enrolled agent status, and Circular 230 regulatory requirements.

Fundamentals of Income Tax
ACTV NC215 | 72 Hours
Covers practical information on Federal and California income tax law as it relates to individuals and small businesses (proprietorships, partnerships, corporation and fiduciary entities).

Teaching with Humanizing Technology

Social-Emotional Learning pedagogy emphasizes the foundational skills educators and students need in place in order to best facilitate learning. This program reviews major approaches to Social-Emotional Learning and presents evidence for how it works to support student success and persistence through the cultivation of a sense of academic and cultural belonging among students.

Teaching with Humanizing Technology I
PROW NC070 | 16 Hours
A two-week course taught in Canvas that examines why and how to "humanize" online learning as well as the electronic components of our on-campus classes. Students are encouraged to step out- side their comfort zones in a supportive, experimental learning environment, to create content with tools that infuse learning with their individual "presence."

Teaching with Humanizing Technology II
PROW NC071 | 16 Hours
A two-week course taught in Canvas that examines strategies to integrate learners' voices, engage them in the active construction of knowledge, foster emotional connection and provide students with a choice of authentic assessments. Provides students hands-on experience with emerging technologies.

Thrive and Survive in the Workplace

Develop professional etiquette techniques and self management strategies to open up additional work and advancement opportunities.

Increasing Diversity, Equity, and Inclusivity in the Workplace
PROW NC028 | 8 Hours
Explore diversity within organizations and increase one's awareness of different attitudes, beliefs, lifestyles, sexual orientations, and values that we all bring to work.

Professional Etiquette
PROW NC068 | 8 Hours
Learn the behavior, communication and appearance needed for the professionalism to thrive and survive in the workplace.

Secrets of a Great Employee
PROW NC051 | 8 Hours
Discover the secrets that make you an irreplaceable employee with a renewed appreciation for professional effectiveness, satisfaction and success.

The Accountability Advantage
PROW NC064 | 8 Hours
Transform your success in the professional world. Learn the skills needed to become proactive and accountable.

Visionary Leadership

The Visionary Leadership Certificate develops students strategic vision, communication, and interpersonal skills that position them to be effective and successful future leaders.

Planning for Your Future Success in the Workplace
PROW NC087 | 8 Hours
Workplace changes as a result of cultural and global pandemic related shifts, client needs, new technology, and retirement of baby boomers require students to evaluate their current work skills to better position themselves as qualified candidates for future positions.

The Art and Science of Giving and Receiving Feedback
PROW NC088 | 8 Hours
This class clearly outlines why the most successful organizations only exist in an atmosphere of open feedback and provides techniques and practical applications of best practices in giving and receiving feedback.

Thriving in a Multigenerational Workforce
PROW NC086 | 8 Hours
With up to five different generations in the U.S. workforce, this course develops the tools needed to capitalize on the strengths that each generation brings to better collaborate across generations for greater gains.

Business

Workplace Essentials

Workplace Essentials is perfect for anyone seeking employment or wanting to advance one's current professional effectiveness. These courses will develop workplace effectiveness and training that will qualify them for jobs they may not previously been qualified and open advancement opportunities within a current job.

Critical Thinking, Problem Solving and Decision Making
PROW NC005 | 8 Hours
In todays' workplace it is everyone's job to a solve problems and make decisions. Analytical thinking, decision making and problem solving involve breaking things down into their component parts, applying deductive reasoning and then applying judgment and insight.

Persuasive Business Writing
PROW NC002 | 8 Hours
Develop effective and professional business writing skills using business tone, organization and for- matting, word choice and persuasion.

Time Management
PROW NC003 | 8 Hours
Explore time management strategies and tools for effectively managing expanding workloads, shifting priorities, and increasing demands. Practice prioritizing "Important" versus "Urgent" activities.

Workplace Wellness Certificate

Learn and build the self-awareness, communication, health, and wellness skills to lower stress, manage conflict appropriately, and build resilience, all of which have been shown to result in better health, higher productivity and morale, and better outcomes for both the employee and the employer.

Building Resilience in the Workplace
PROW NC085 | 8 Hours
Because of our global economy and 24/7 access to the internet and technology, work is a constant presence in our lives. Focus on the foundational components of resilience and how to incorporate them into your daily life.

Effectively Managing Workplace Stress
PROW NC083 | 8 Hours
Address one of the biggest individual and societal problems today: the high costs of stress. Take a stress assessment, and learn to proactively build resilience and lessen exposure to stress.

Maximize Trust, Minimize Conflict
PROW NC084 | 8 Hours
Proactively build trust and relationships at work and in your personal life as a means to minimize conflict. Learn how to handle yourself in a conflict and how to restore trust and relationships after conflict has occurred.

Basic Digital Imaging

The Basic Digital Imaging Certificate enables students to develop image editing, file organization, and design project skills that will make them more marketable.

Adobe Illustrator Overview
MATW NC009 | 8 Hours
Students work with Illustrator basic techniques to create and edit vector imagery. Topics include working with paths, working with layers, working with shapes, working with type, creating color libraries, and manipulating objects. Students will also learn how to set document parameters, convert bitmap images to vector, and how to create illustrative type.

Lightroom Essentials
MATW NC010 | 8 Hours
Students will learn the basics of the Lightroom software, learning to both manage libraries of files, and to increase the quality of their photos and videos using editing techniques.

Photoshop Overview
GDPW NC005 | 10 Hours
This introductory course offers an overview of Photoshop tools and functionality to discover the creative potential of image editing. Students will become familiar with the Photoshop window, tools, and main menu bar. The class will cover opening and saving files, image com-positing and collage, selections, layers and image correction.

Desktop Publishing Principles (Bilingual)

This certificate provides students with skills required to create basic graphic design work in printed media for office use. The certificate prepares and encourages students to transfer into credit programs in the graphics design area.

Fundamentals of Photoshop (Bilingual)
MATW NC004 | 54 Hours
This bilingual course offers the student a basic understanding of Adobe Photoshop and enables students to create and design digital artwork for print and web publication. Through a series of projects, students develop the skills needed to work efficiently in Photoshop.

Windows Video Editing Fundamentals (Bilingual)
MATW NC002 | 54 Hours
This bilingual course promotes the basic understanding of Windows Photos as a multimedia application. Designed to assist beginning students in creating movies using pictures and videos. Students are offered an overview of the tools, text editing functions, transitions, audio, effects, graphics insertion and title application.

Design

Digital Design Basics

The Digital Design Basics Certificate of Completion prepares students for entry-level graphic design work in print and career laddering. Students complete class assignments to practice and demonstrate the skills required to design and complete professional projects.

3 Required

Digital Cameras, Digital Photos
PHOW NC001 | 10 Hours
Students learn 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. Designed for beginners or students with some experience in digital photography. Students should bring cameras and sample pictures to class.

Digital Design Techniques
GDPW NC001 | 25 Hours
Students learn how to create flyers, brochures, logos, and more using Illustrator, Photoshop, and InDesign programs from the Adobe CS suite. Class will examine how the programs work together to seamlessly combine photos, graphics, and page layouts to produce high quality products. This course may be taught bilingually.

Introduction to Adobe Illustrator
GDPW NC010 | 25 Hours
Adobe Illustrator is a powerful graphic design and illustration program and an essential tool for any design project. Learn how to create illustrations, logos, and more using Illustrator from the Adobe CS suite.

Choose 1 Elective

Introduction to Dreamweaver
MATW NC001 | 25 Hours
Students learn to create a professional Web site using HTML and CSS cascading style sheets. Basic knowledge of PC or Mac and internet navigation skills recommended.

Photoshop
MATW NC003 | 25 Hours
Students learn Photoshop for the PC and Mac, the premiere visual editing software package that enables combination of images, retouching photos, and the creation of digital artwork. The class presents a solid foundation in basic tools and techniques for creating, enhancing, and collaging images. This course may be taught bilingually.

Photoshop for Digital Photographers
PHOW NC002 | 25 Hours
This class focuses on the capabilities of Photoshop, including advanced layering, composition, and retouching techniques. Familiarity with Photoshop on the PC or Macintosh recommended. This course may be taught bilingually.

Digital Photograph Management

Prepares students for entry-level jobs, such as photographic assistant and digital techs, which have high employment potential in Santa Barbara County. A basic knowledge of Adobe Lightroom Classic and will also help students in their professional advancement, notably in the photographic industry.

Lightroom Classic 1

PHOW NC003 | 16 Hours

Students learn to use the Adobe Lightroom Classic library module. Focuses on learning the necessary tools to catalog, file name, organize and backup photographic files. Students master importing into a catalog from camera, existing computer image files as well as from scanned prints and negatives.

Lightroom Classic 2

PHOW NC004 | 16 Hours

Students learn to use the Adobe Lightroom Classic develop module and process and develop photo- graphic files. Skills covered include cropping, color correcting, enhancing and exporting image files for various final uses. Focuses on learning the necessary tools to develop digital photographic files.

Lightroom Classic 3

PHOW NC005 | 16 Hours

Students learn to use the Adobe Lightroom Classic Map, Slideshow, Book and Print Modules. Participants learn to print, create a slideshow and design a book with their photographic files.

Design

Digital Photography Level 1

Digital Photography Level 1 Certificate of Completion prepares students to enter the photographic market and provides a basis for more advanced college training and career advancement. Students learn the basics of digital photography to produce photographic essays for specific markets covering a wide range of subjects. Using Adobe Lightroom Classic, participants will also gain the skills to optimize the impact and storyline of their images, making them more competitive and enhancing their employability in this market.

Digital Cameras, Digital Photos
PHOW NC001 | 10 Hours
Students learn 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. Designed for beginners or students with some experience in digital photography. Students should bring cameras and sample pictures to class.

Editorial Photography
PHOW NC006 | 16 Hours
Create photo essays on specific editorial subjects for magazines, books, blogs and company newsletters. Student focus will be on photographing architecture, food, location, nature, events and people.By the end of this class, students will learn the skills to produce dynamic photo stories on a wide range of topics.

Lightroom Classic 1
PHOW NC003 | 16 Hours
Students learn to use the Adobe Lightroom Classic library module. Focuses on learning the necessary tools to catalog, file name, organize and backup photographic files. Students master importing into a catalog from camera, existing computer image files as well as from scanned prints and negatives.

Lightroom Classic 2
PHOW NC004 | 16 Hours
Students learn to use the Adobe Lightroom Classic develop module and process and develop photo- graphic files. Skills covered include cropping, color correcting, enhancing and exporting image files for various final uses. Focuses on learning the necessary tools to develop digital photographic files.

Digital Printing: Newsletter and Magazines

The Digital Printing: Newsletters and Magazines certificate is designed to introduce or update skills needed to produce newsletters and magazines for digital print and electronic formats. Students will be guided through the basic step-by-step processes of formatting exciting electronic publications using Adobe InDesign while working on a prototype project of their own.

Producing a Digital Magazine
GDPW NC042 | 0 Hours
Focuses on basic techniques of formatting a magazine cover and interior master pages for print or digital platforms. Guidance on tools are given while applying skills to a real-time project.

Producing a Digital Newsletter
GDPW NC041 | 8 Hours
Focuses on formatting a newsletter for print and digital platforms. Students will be given guidance while laying out an actual publication of their own choosing or will be given a prototype to produce.

Fundamentals of Graphic and Web Design (Bilingual)

This certificate provides students with skills required to create basic graphics and Web design work. It prepares and encourages under-served students to transfer into credit programs in the graphic design area.

Computer/Skills (Bilingual)
CMPW NC010 | 54 Hours
The bilingual computer skills course features individualized, hands-on instruction and small group lectures. Students learn at their own pace and design their own practice schedule in keyboarding, data entry, 10-key, Window operating systems, MS Office (Word, Excel, Publisher, PowerPoint), and Internet/email.

Fundamentals of Graphics (Bilingual)
GDPW NC015 | 48 Hours
This bilingual course introduces the student to the basic operation of Adobe Photoshop and other graphic applications. Students develop the skills to work efficiently in these programs through a series of projects.

Fundamentals of Web Design (Bilingual)
MATW NC011 | 48 Hours
This introductory bilingual course is designed to offer basic web page creation techniques. Students acquire essential skills, methods, and techniques related to basic web page design.

Design

Green Documents: Documents for the Environment

Documents for the Environment badge/certificate is designed for individuals who are looking for alternatives to paper documents. Students will learn how to create new documents that can be digitally form filled, signed, secured, distributed and archived electronically. Includes instruction on how to prepare images for use in both digital, web and print based documents.

Preparing Digital Images
GDPW NC052 | 8 Hours
Students will learn about pixels, the building blocks for digital images, and how they relate to image size and resolution. Demonstrate how the "intent" (print, web, digital documents) determines the size and resolution. Additionally students will learn how to use Photoshop to perform basic photo editing and re-touching.

Save a Tree, Go Paperless!
GDPW NC051 | 8 Hours
Students will learn how to create secure forms and interactive documents for electronic distribution using Adobe Acrobat Pro. Includes securing forms with passwords and digital signatures. Topics include strategies for good design utilizing industry standard software, conversion to secure PDF forms, creation of interactive fields and calculations. Students will learn how to distribute via email.

Increase Efficiency and Productivity with Adobe Acrobat Tools

In this electronic age, it is more necessary to learn how to digitalize documents in the workplace. This certificate uses Adobe Acrobat Professional to create PDF formats for all types of documents so they can be globally acceptable without the need of compatible software applications, languages or computer hardware.

Apply Adobe Acrobat Tools
GDPW NC022 | 8 Hours
Streamline your workflow and eliminate paper as you gain additional skills with Adobe Acrobat Professional. This course demonstrates the use of PDFs 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.

Learn Adobe Acrobat Tools
GDPW NC021 | 8 Hours
We download PDFs from the web and share them as emails. What are they, and how can they make our lives easier? This course demonstrates the basics of working with PDFs using Adobe Acrobat Professional to create, combine, edit, export, review, annotate, and comment, as well as how to share with others.

Web Designer

This certificate provides students with basic tools and techniques in Photoshop in order to create images, type and graphics for web design. Students learn how to write HTML, understand HTML5, turn a design created in Photoshop into a website in Dreamweaver, use jQuery to add interactivity to their webpages and how to design and structure website content to be more readable and efficient on multiple devices.

Photoshop for Web Design
MATW NC005 | 16 Hours
This course provides students with basic tools and techniques in Photoshop that lie behind great images and graphics in web design.

Responsive Web Design
MATW NC007 | 16 Hours
Discover how to structure your website content to create a user experience that embodies utility, ease of use, and efficiency. Learn how to design your website to be more readable and efficient on multiple devices responsive website techniques. Learn how to use Dreamweaver's Fluid Grid Layout frame- work and media queries to create a responsive website design.

Web Coding Fundamentals
MATW NC006 | 16 Hours
Learn how to write HTML, the programming language that powers the web. Gain a deeper understanding

of HTML5, and learn how to create richer, more meaningful webpages with HTML5 structural tags and enhanced semantic markup. Learn how to use jQuery to add web form usability, audio and video, animation, and other features.

Technology

Basic Internet Skills

This workplace preparation certificate addresses the need to prepare adult learners in today's computerized environment to conduct basic academic as well as professional research, submit applications and tests online, communicates with instructors, registrars and potential employers via email, and develop basic online research presentations. It will also enable students to participate in job-specific training that is increasingly delivered in online formats. The program comprises two required courses: Searching the Web and Email for Beginners: in addition, students must select one of two elective courses: Optimizing Photos for the Internet and Email or Photoshop Overview.

2 Required

Email for Beginners
CMPW NC041 | 10 Hours
This course provides a basic introduction to email. Topics include how email works and its uses, set- ting up an email account, reading and sending email, and dealing with attachments.

Optimizing Photos for the Internet and Email
CMPW NC042 | 10 Hours
Students learn to manipulate photos for efficient e-mailing or uploading to the internet. Using Adobe Photoshop or other graphic editing software, students will 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 class develops photo editing and basic internet skills for business or personal use.

Choose 1

Searching the Web
CMPW NC040 | 10 Hours
This course defines the internet and teaches students how to search the Web and get the results they need. Students learn techniques and methods to narrow search results and troubleshoot difficult queries.

Photoshop Overview
GDPW NC005 | 10 Hours
This introductory course offers an overview of Photoshop tools and functionality to discover the creative potential of image editing. Students will become familiar with the Photoshop window, tools, and main menu bar. The class will cover opening and saving files, image compositing and collage, selections, layers and image correction.

Basic MAC Software Skills

The Basic MAC Software Skills Certificate of Completion prepares students for entry-level office clerk jobs, and provides a basis for more advanced college and career laddering, notable with the advertising industry.

Exploring Microsoft Office for the MAC
CMPW NC035 | 25 Hours

Students learn the basics and how the Office programs are designed to work as a single application. Topics include: MS Word), Excel PowerPoint and Outlook. Working professionals, small business owners, and individuals interested in honing their software skills will receive hands-on instruction as they make decisions about the software program that will meet their needs.

Intro to iTunes, iPods, and iPads
CMPW NC036 | 10 Hours

This course teaches students how to use MP3 players and hand-held computers, focusing on iPods, iPod Touch, and iPads. Students learn how to download music, videos, and podcasts to a computer and organize, play, and sync them to an iDevice. Topics include the applications available on iDevices, such as calendars, contacts, and games.

Living the iLife
CMPW NC037 | 25 Hours

Students learn 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.

Technology

Beginning MAC Skills

This certificate for MAC beginners prepares students for entry-level jobs, such as counter clerks or receptionists, which have a high employment potential in Santa Barbara County. A basic knowledge of computer functions and the MAC environment will also help students in their professional advancement, notably in the advertising industry.

Introduction to Mac OS X Level 1
CMPW NC031 | 20 Hours

Level 1 class covers the basics of Mac OS and some of its most popular programs. Students make, name, and rename and find files and folders. Class will cover some of the most useful programs that come with OS including Safari, Address Book, and iCal.

Introduction to Mac OS X Level 2
CMPW NC032 | 20 Hours

Level 2 course proceeds with a more in-depth examination of Mac OS, including ways to customize the Mac. Examine more of the Mac OS programs as they integrate with Mail, iPhoto, and iMovie. May be taught bilingually.

Introduction to the Macintosh
CMPW NC030 | 20 Hours

Designed for those with limited or no experience with computers. Learn 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.

Blogging for Business

The key to great blogging is to share valuable insight and information with the world. If a blog does this well, it can become a trusted source of information for the company's customers. These courses take students through the planning process of creating a blog as part of a business marketing strategy, from defining the blog's goals and target audience, to creating high quality content, through the publication of the blog and use of success measurement tools.

Create Compelling Content
CMPW NC081 | 8 Hours

Explore how to create content that is relevant, valuable and engaging to your audience by analyzing their needs, wants and likes, discovering questions they are asking, and problems you can solve for them. Find your authentic voice to create text, design, images that are of shared value to your brand and to your core audience.

Setting Up a Blog
CMPW NC080 | 8 Hours

Learn to create, manage, and promote a blog. You will define the blog's goal, 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.

Computer Basic Skills, Level 1

The Basic Computer Skills, Level 1 Certificate of Completion prepares students for entry-level office clerk jobs, such as counter clerks or receptionists, which have an employment potential in Santa Barbara County and California; in addition, a basic knowledge of the Computer functions and Microsoft Windows environment will help students in their academic progression as well as their professional advancement.

Computer Keyboard and Mouse Basics and Tips
CMPW NC020 | 10 Hours

This course gives students an orientation to the computer keyboard and mouse as well how to utilize mouse and keyboard shortcuts for better computer efficiency. Students learn the layout and function of special computer keys, learn how to properly hold the mouse, and practice using mouse as well as many tips for computer efficiency. No previous typing or computer experience required.

Computers for Beginners
CMPW NC022 | 12.5 Hours

This beginning course is designed for students with limited experience with computers. Learn to perform basic computer tasks, including 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.

Email for Beginners
CMPW NC041 | 10 Hours

Topics include how email works and its uses, setting up an email account, reading and sending email, and dealing with attachments.

Learn to Type
CMPW NC021 | 12.5 Hours

Course teaches the correct finger and wrist placement and keyboard reaches for typing and texting. Students can brush up on keyboard skills, increase speed, and learn techniques and strategies to prevent carpal tunnel syndrome. Individualized instruction allows students to work at own pace. May be taught bilingually.

Windows Basics
CMPW NC023 | 12.5 Hours

This class is a slow-paced introduction to the Windows Operating System. Students will explore Help, windows navigation and management, file management, desktop customization, and other Windows Operating System tools and applications.

Technology

Computer Basic Skills, Level 2

The Computer Basic Skills, Level 2 Certificate of Completion prepares students for entry-level office clerk jobs, such as counter clerks or receptionists, which have an employment potential in Santa Barbara County and California; in addition, a basic knowledge Microsoft Windows environment, MS Word and MS Excel will help students in their academic progression as well as their professional advancement.

3 Required

Introduction to MS Windows
CMPW NC024 | 10 Hours
An introduction to the Microsoft Windows Operating System. Students explore Help, windows navigation and management, file management, desktop customization, and other Windows Operating System tools and applications.

MS Excel Basics for Beginners
CMPW NC062 | 12.5 Hours
Class provides a slow-paced introduction to basic concepts and functions of Microsoft Excel. Topics include the basics of creating a spreadsheet, using formulas and functions.

Choose 1

MS Word Basics for Beginners
CMPW NC050 | 12.5 Hours
This slow-paced class provides a introduction to basic concepts and functions of Microsoft Word allowing students to become comfortable with the computer and editing techniques. Topics include the basics of creating, entering text, revising, formatting, previewing and printing of a document.

Computer Hardware Fundamentals

The Hardware Fundamentals Certificate of Completion prepares students for entry-level technology related jobs and provides a basis for more advanced college training and career laddering. The program consists of two required courses: Keeping a PC Hard Disk Clean and Organized, and Optimize and Upgrade Your PC; students also need to take one of the two following electives: Tech Talk: What's New in Computers and Technology?, or Introduction to Handheld Devices.

3 Required

Keeping a PC Hard Disk Clean and Organized
CNEW NC103 | 10 Hours
Students learn to organize, clean and optimize a PC hard disk drive to maximize performance. Topics include techniques for file organization, program removal, garbage identification, and the removal of malware and basic maintenance.

Optimize and Upgrade Your PC
CNEW NC102 | 25 Hours
Learn hardware and software tools and strategies to improve the productivity and increase the efficiency of PC systems. 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.

Choose 1

Tech Talk: What's New in Computers and Technology?
CNEW NC071 | 25 Hours
Examines the rapidly evolving technical world and its future. Students 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. May be taught bilingually.

Introduction to Handheld Devices
CNEW NC070 | 10 Hours
Teaches students the practical use of a variety of handheld computer devices including music players, e-Books, Smartphones, iPods, iTouch and iPads. Students learn to use common PC and Mac applications to run devices and how to find tutorials or manuals, useful settings and interesting add-ons for handheld devices. Information learned will provide tips on how to use handheld devices effectively and observe protocol in decisions to use these devices in a work environment.

Technology

Computer Technology Fundamentals

This certificate provides students with skills required to operate computers and diagnose simple computer issues. This certificate is a gateway into credit programs, helping students prepare for a more complete set of courses and programs in the information technology area.

Computer Information Technology Fundamentals: Part 1
CISV NC100 | 8 Hours
This class is an introduction to computer technology concepts. Students will explore the history of computing, hardware concepts, and categories of software.

Computer Information Technology Fundamentals: Part 2
CISV NC101 | 8 Hours
This class is an introduction to computer technology concepts. Students will explore the network technologies, Internet and Web technologies, computer security and computer careers.

Desktop Publishing Principles (Bilingual)

This certificate provides students with skills required to create basic graphic design work in printed media for office use. The certificate prepares and encourages students to transfer into credit programs in the graphic design area.

Computer/Skills (Bilingual)
CMPW NC010 | 54 Hours
The bilingual computer skills course features individualized, hands-on instruction and small group lectures. Students learn at their own pace and design their own practice schedule in several computer software programs including keyboarding, data entry, 10-key, Window operating systems, MS Office (Word, Excel, Publisher, PowerPoint), and Internet/email.

Microsoft PowerPoint Fundamentals (Bilingual)
CMPW NC006 | 48 Hours
This introductory bilingual course provides a basic understanding of Microsoft PowerPoint, a program that allows students to create effective digital presentations to convey a message through the use of words, graphics, shapes, color, sound and special effects.

Fundamental Computer Skills (Bilingual)

Fundamental Computer Skills (Bilingual) Certificate of completion provides the basis for entry-level office jobs, college training and career advancement. The program consists of four required courses: Typing/Keyboarding (Bilingual), Introduction to Computers (Bilingual), Introduction to Windows Operating Systems (Bilingual) and Computer Skills (Bilingual). Post-program participation students will be able to perform clerical work tasks such as file management, understand the use of key software applications, and text formatting. Upon completion students will be prepared for more advanced college courses and for job advancement.

Computer/Skills (Bilingual)
CMPW NC010 | 54 Hours
The bilingual computer skills course features individualized, hands-on instruction and small group lectures. Students learn at their own pace and design their own practice schedule in several computer software programs including keyboarding, data entry, 10-key, Windows operating systems, MS Office (Word, Excel, Publisher, PowerPoint), and Internet/email.

Introduction to Computers (Bilingual)
CMPW NC002 | 48 Hours
This bilingual course promotes an understanding of basic computer skills. This class provides basic knowledge of computers such as hardware, software and basic terminology. It is designed for beginners who desire to learn the navigation of the windows environment, file management, keyboard layout and mouse techniques.

Introduction to Windows Operating Systems (Bilingual)
CMPW NC003 | 48 Hours
This bilingual course provides a basic overview of the Windows Operating System. Topics include file management, memory and storage management, and desktop customization. Recommended for students new to computers and serves as a foundation for various Windows Operating System versions.

Typing-Keyboarding (Bilingual)
CMPW NC001 | 40 Hours
This bilingual course promotes an understanding of basic typing and keyboarding skills. It is intended for students who have no keyboarding experience or who need to improve their keyboarding skills.

Students increase their speed, and learn techniques and strategies to prevent repetitive strain injuries and carpal tunnel syndrome.

Technology

Harness the Cloud to Maximize Work Performance

The Harness the Cloud to Maximize Work Performance Certificate enables students to develop 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.

Best Business Apps
CMPW NC011 | 8 Hours
Learn to choose, install and sync apps with your different technology to help you become more successful and productive in the workplace.

How to Use Google Drive to Maximize Performance
CMPW NC012 | 16 Hours
Learn how to use Google Drive to organize files, collaborate with coworkers, and promote going paperless for meetings. Google Drive includes drive storage and the apps Docs, Sheets and Slides.

The Best Cloud Backup Options to Protect Data
CMPW NC013 | 8 Hours
Backing up to the Cloud provides a way to protect data from fire, theft and/or hardware failure, as well providing access to data whenever the Internet is available. Students learn to assess data needs, choose the best cloud backup option and create a backup plan.

Microsoft Office Skills, Level 1

Students completing this certificate will learn skills necessary for using the Microsoft Office software to expand their ability to find work and to enable them to work more efficiently in the business office or current work environment. This set of courses takes students through Microsoft's main software of Office: Word, Excel and PowerPoint to prepare students with the ability to effectively deal with basic office administration tasks and prepare them for further education. Post-program participants will be able to navigate computer screens, format text, create simple presentations and spreadsheets, and organize a variety of work tasks.

MS Access 1
CMPW NC83A | 10 Hours
An introduction to Microsoft Access. Topics include how to navigate an existing database, create a database, manage records and run a simple query, and generate and adjust reports and forms.

MS Excel 1
CMPW NC63A | 10 Hours
An introduction to basic concepts and characteristics of Microsoft Excel. Students explore various uses of spreadsheets. Topics covered include the basics of creating a spreadsheet, using formulas and functions, and creating charts.

MS Outlook 1
CMPW NC58A | 10 Hours
Provides a basic hands-on introduction to Microsoft Outlook, Microsoft's premier email and information management program. Students learn how to stay up-to-date at home or work by using Outlook to set up an account and connect with colleagues, customers, family and friends. Topics include how to use basic aspects of Outlook to do email, handle people (contact) lists, maintain a calendar and track tasks.

MS PowerPoint 1
CMPW NC55A | 10 Hours
Turn facts, figures and photos into a creative display of slides, outlines, graphs and multimedia using Microsoft PowerPoint. Students learn the basics of presentation design and how to use templates, insert graphics, add animation, rehearse timings, and run and share a presentation.

MS Word 1
CMPW NC51A | 10 Hours
An introduction to Microsoft Word functions for document creation, including entering text, revising, formatting, previewing and printing. Students practice on a variety of documents.

Technology

Microsoft Office Skills, Level 2

Students completing this certificate will learn skills necessary for using the Microsoft Office software to expand their ability to find work and to enable them to work more efficiently in the business office or current work environment. This set of courses takes students through Microsoft's main software of Office: Word, Excel and PowerPoint to prepare students with the ability to effectively deal with more complete tasks and prepare them for further education. Post-program participants will be able format and navigate long documents, work with large and multiple worksheets and workbooks in Excel and modify an existing PowerPoint presentation to improve its overall appearance. By utilizing an addition Microsoft application that is part of office suite participants will enhance employability skills.

MS Access 2: Tables/Queries
CMPW NC83B | 10 Hours
Covers how to better improve the integrity of data by managing relational databases and using tables for referential integrity, creating data entry and data validation rules, and using complex queries.

MS Excel 2
CMPW NC63B | 10 Hours
Microsoft Excel topics include working with large and multiple worksheets and workbooks, managing lists, creating and managing tables and conditional formatting.

MS Outlook 2
CMPW NC58B | 10 Hours
Covers many of the built-in tools of Microsoft Outlook to better manage email, contact, calendars, tasks and notes. Some of the topics include organizing email using folders; sorting and filters for better efficiency; importing and exporting contact lists; prioritizing, tracking and delegating tasks; and using notes.

MS PowerPoint 2
CMPW NC55B | 10 Hours
Covers how to enhance an existing Microsoft PowerPoint presentation by modifying objects, animation and transitions. Other topics include inserting slides and templates from other presentations, creating and modifying templates, rehearsing timings and running a presentation, and sharing a presentation.

MS Word 2
CMPW NC51B | 10 Hours
Using Microsoft Word to create a novel, family history, dissertation, thesis, operations manual, or business and/or academic reports. Covers layout/structure features including applying styles; table of contents; outline view; page setup; choosing fonts; controlling line, paragraph and page breaks; and many more.

Microsoft Office Skills, Level 3

Students completing this certificate will learn skills necessary for using the Microsoft Office software to expand their ability to find work and to enable them to work more efficiently in the business office or current work environment. This set of courses takes students through Microsoft's main software of Office: Word, Excel and PowerPoint to prepare students with the ability to effectively deal with more complex office administration tasks and prepare them for further education. Post-program participants perform a mail merge to create, print or share documents and/or publications, use advanced formulas and transform data in Excel, prepare a PowerPoint presentation for printing and sharing. By utilizing an addition Microsoft application that is part of office suite participants will enhance employability skills

MS Access 3: Forms/Reports
CMPW NC83C | 10 Hours
Covers how to analyze and share data using find, sort, and filter records in forms, create, modify and print reports. Other topics include advanced form features, advanced report features and how to utilize charts in forms and reports.

MS Excel 3
CMPW NC63C | 10 Hours
Advanced Microsoft Excel topics including defining advanced formulas, data validation, lookups, ways to transform data, custom views and macros.

MS Outlook 3
CMPW NC58C | 10 Hours
Covers many of the built-in tools of Microsoft Outlook to become more efficient with email, contacts, calendars, tasks and journal. Some of the topics include organizing with flags and categories, tips to quickly locate items, customize people (contact) using photos, linking and folders, using shared and multiple calendars, delegating tasks and tracking time with journal.

MS PowerPoint 3
CMPW NC55C | 10 Hours
Covers integrating Microsoft PowerPoint with other programs and the World Wide Web, collaborating with a workgroup, and producing and delivering an on-screen slide show in class.

MS Word 3
CMPW NC51C | 10 Hours
Covers creating, managing and formatting tables in Microsoft Word and using Microsoft Word mail merge to create letters, labels and envelopes.

Technology

Office Computer Applications (Bilingual)

This certificate of completion provides students with necessary skills required to perform office and administrative support jobs. The series of courses helps prepare students for employment, more advanced college courses, and career advancement.

Computer/Skills (Bilingual)
CMPW NC010 | 54 Hours
The bilingual computer skills course features individualized, hands-on instruction and small group lectures. Students learn at their own pace and design their own practice schedule in several computer software programs including keyboarding, data entry, 10-key, Window operating systems, MS Office (Word, Excel, Publisher, PowerPoint), and Internet/email.

Microsoft Excel Fundamentals (Bilingual)
CMPW NC007 | 48 Hours
This bilingual course for beginners provides a basic understanding of Microsoft Excel. Students learn the basics of creating a spreadsheet, using formulas, functions, and inserting charts.

Microsoft PowerPoint Fundamentals (Bilingual)
CMPW NC006 | 48 Hours
This introductory bilingual course provides a basic understanding of Microsoft PowerPoint, a program that allows students to create effective digital presentations to convey a message through the use of words, graphics, shapes, color, sound and special effects.

Microsoft Word Fundamentals (Bilingual)
CMPW NC005 | 48 Hours
This introductory bilingual course provides a basic understanding of Microsoft Word functions for document creation, including entering text, revising, formatting, previewing and printing. Students practice creating a variety of documents.

Typing-Keyboarding (Bilingual)
CMPW NC001 | 40 Hours
This bilingual course promotes an understanding of basic typing and keyboarding skills. It is intended for students who have no keyboarding experience or who need to improve their keyboarding skills.

Students increase their speed, and learn techniques and strategies to prevent repetitive strain injuries and carpal tunnel syndrome.

Office Computer Applications Essentials (Bilingual)

The Office Computer Applications Essential (Bilingual) Certificate of Completion prepares adult learners to navigate computer screens, organize files and folders, perform online research, communicate via email, and understand basic use of key software applications. Upon completion, students will be prepared for entry-level office clerical jobs, more advanced college courses, and career advancement.

Computer/Skills (Bilingual)
CMPW NC010 | 54 Hours
The bilingual computer skills course features individualized, hands-on instruction and small group lectures. Students learn at their own pace and design their own practice schedule in several computer software programs including keyboarding, data entry, 10-key, Window operating systems, MS Office (Word, Excel, Publisher, PowerPoint), and Internet/email.

Introduction to Computers (Bilingual)
CMPW NC002 | 48 Hours
This bilingual course promotes an understanding of basic computer skills. This class provides basic knowledge of computers such as hardware, software and basic terminology. It is designed for beginners who desire to learn the navigation of the windows environment, file management, keyboard layout and mouse techniques.

Introduction to the Internet and Email (Bilingual)
CMPW NC004 | 48 Hours
This introductory bilingual course provides a basic understanding of the Web and electronic mail. Students learn to navigate the Web, use search engines and techniques to obtain specific information.

Email etiquette, email management, security and protection of privacy are included

Microsoft Word Fundamentals (Bilingual)
CMPW NC005 | 48 Hours
This introductory bilingual course provides a basic understanding of Microsoft Word functions for document creation, including entering text, revising, formatting, previewing and printing. Students practice creating a variety of documents.

Typing-Keyboarding (Bilingual)
CMPW NC001 | 40 Hours
This bilingual course promotes an understanding of basic typing and keyboarding skills. It is intended for students who have no keyboarding experience or who need to improve their keyboarding skills.

Students increase their speed, and learn techniques and strategies to prevent repetitive strain injuries and carpal tunnel syndrome.

Technology

Powerful Presentations

Participants explore and apply current presentation delivery and formatting skills needed in today's workforce. Students learn advanced persuasion skills to get their ideas heard at meetings, sell themselves in an interview and organize any business presentation with clarity, brevity and impact. Emphasis is placed on current business presentations, supporting technology, situational and audience analysis, persuasion and organizing ideas to achieve maximum results. Participants practice influencing by applying appropriate verbal and nonverbal strategies.

MS PowerPoint 1
CMPW NC55A | 10 Hours
Turn facts, figures and photos into a creative display of slides, outlines, graphs and multimedia using Microsoft PowerPoint. Students learn the basics of presentation design and how to use templates, insert graphics, add animation, rehearse timings, and run and share a presentation.

Research Specialist

Students completing this certificate will learn to identify information needs in the workplace, use advanced search skills to find and evaluate credible sources and communicate their research using free, web-based applications. Research Specialists can distinguish themselves on the job by using skilled research and communications to improve work quality and collaborate with others. These courses develop the information literacy skills required for professionals to stay current on information in their field and share these sources with others.

Online Research Skills
LIBW NC001 | 8 Hours
Need help finding quality information on the Internet without wasting time? This course teaches advanced Internet search skills to yield relevant, credible sources. Guided by a college librarian, students will locate, evaluate, and organize information sources to create a research pathfinder that will inform others and demonstrate their research expertise.

Presenting Research with Infographics
LIBW NC002 | 8 Hours
Need to present information in a concise, memorable, cutting-edge format? This course teaches data visualization to communicate information clearly and efficiently. Guided by a college librarian, students will locate, evaluate, and organize information to create infographics that will inform others and demonstrate their research expertise.

Social Media for Business

This set of courses takes students through the planning process of using social media as part of a business marketing strategy. They will analyze the ways in which business and nonprofits use social media marketing to engage customers in dramatically different ways from the past. Students will 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 offered to a business/organization.

Facebook for Business
CMPW NC014 | 8 Hours
Create effective profiles, pages, groups and ads. Establish goals and learn how and what to post to achieve them. Build relationships with current and new customers. Increase traffic to your website. Measure the success of your Facebook marketing.

LinkedIn for Business
CMPW NC017 | 8 Hours
Students learn 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.

Pinterest and Instagram for Business
CMPW NC016 | 8 Hours
Students learn to market and expand a brand using Pinterest and Instagram. Provides the basics and beyond of these platforms, including how to produce high level content and effectively use the sites in a marketing strategy to develop a loyal, enthusiastic customer base for their brand.

Twitter for Business
CMPW NC015 | 8 Hours
Students learn to set up a Twitter business presence to leverage the power of real-time marketing, optimize and manage an account, and find and follow influencers and leads.

YouTube for Business
CMPW NC018 | 8 Hours
Students learn 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. Students learn 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.

Technology

Visual Basic for Applications Fundamentals

The certificate in Visual Basic for Applications (VBA) Fundamentals is designed to provide students with introductory skills in automating Microsoft Office applications. Successful completion of this certificate prepares students with career-related work skills in organizations desiring to automate the Microsoft Office Suite.

Visual Basic for Applications: Access
CISV NC021 | 8 Hours
Course introduces students to automating Access applications using Visual Basic for Applications programming.

Visual Basic for Applications: Excel
CISV NC020 | 8 Hours
Course introduces students to automating Excel applications using Visual Basic for Applications programming.

VMware vSphere Install, Configure, Manage

The certificate of completion in VMware vSphere Install, Configure, Manage provides students with the skills and competencies to install, configure and manage vSphere systems. 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.

VMware vSphere Advanced Management
CISV NC006 | 27 Hours
Managing advanced features of VMware vSphere.

VMware vSphere Install and Configure
CISV NC005 | 27 Hours
Introduction to VMware vSphere, with an emphasis on the installation and configuration of the product.

Windows Desktop Administration

This certificate provides students with skills required to install, configure and administer a Windows desktop or client computer. The certificate is a gateway into credit programs, helping students prepare for a more complete set of courses and programs in the system administration area.

Configuring Windows Devices
CISV NC002 | 36 Hours
Introduces students to the process of configuring Windows devices.

Installing and Configuring Windows Desktop
CISV NC001 | 36 Hours
Introduces students to the process of installing and configuring Windows desktop.

Administering Windows Server
CISV NC004 | 36 Hours
Provides students with the skills required to administer Windows servers.

Installing and Configuring Windows Server
CISV NC003 | 36 Hours
Course introduces students to the process of installing and configuring a Windows server.

Career

Advanced Green Gardener

This certificate is awarded to individuals who have completed both the Advanced Green Gardener course and the Green Gardener Recertification course, thereby encouraging Green Gardeners to refresh and update their knowledge and skills related to sustainable landscaping. Unlike the basic Green Gardener courses (Module 1 and 2), the Advanced Green Gardener and Green Gardener Recertification courses offer hands-on training in sustainable landscaping, thus this certificate is awarded to Green Gardeners who have added hands-on training to their landscaping experiences.

Advanced Green Gardener
EHV NC104 | 90 Hours
Recommended to be taken after completion of Green Gardener Course Modules 1 and 2, as it builds on same topics with greater detail and including a lab component with hands-on experience in sustainable landscape care.

Green Gardener Recertification
EHV NC105 | 8 Hours
Provides students who have received certification from the Green Gardener Modules 1 and 2 a way to maintain active status on public listings that promote Green Gardeners to the general public. Also offers a review of past and up to date additional information for students who wish to keep current with the latest emerging techniques, laws and technology in the sustainable landscaping field.

Ecological Landscape Design

In the Permaculture Program students learn how to apply ecological, social and environmental principles, tools and techniques to design, build and maintain regenerative landscapes that restore our ecology and build resiliency in the face of global change. The successful student receives an ecological landscape certificate granted by the State of California.

Ecological Landscape Design 1
EHV NC010 | 10 Hours
This course covers an introduction to the design method and process along with the basic hands-on ecological landscaping tools necessary to design, build and maintain a regenerative landscape. These tools and their practical application result in landscapes that are locally sustainable, require reduced inputs and lower costs.

Ecological Landscape Design 2
EHV NC011 | 10 Hours
Learn how to apply ecological and environmental principles to design regenerative landscapes that are locally sustainable, require reduced inputs and lower costs. Enjoy a balance of hands-on learning, expert guest presenters, group work and local site visits. This course will give you the fundamentals to get started in the profession of ecological landscaping.

Green Gardener

The Green Gardener Program offers education, training, certification, and the promotion of participating gardeners and landscape contractors. This regional program trains gardeners in resource-efficient landscaping practices within Santa Barbara County.

Green Gardener Module 1
EHV NC001 | 13.5 Hours
Attention landscapers, maintenance gardeners, property owners and managers. This course is designed for interested individuals who wish to develop knowledge and skills in order to pursue a career in sustainable landscaping. Participants will become certified after completing the course requirements and passing exams. Students who complete the course will benefit from discounts, free advertising, and promotion by the program sponsors. Expert guest lecturers will cover irrigation efficiency, green waste reduction, pest and fertilizer management and proper plant maintenance. Includes both classroom and fieldwork.

Green Gardener Module 2
EHV NC002 | 13.5 Hours
This class builds on the Green Gardener Module 1 course, providing the landscape professional additional training in resource conservation, pollution, prevention and sustainability.

Certified Nursing Assistant

Explores the career choices in Health Care including information about requirements for different nursing/health care programs, specifically the CNA program. Content follows the California State-approved CNA curriculum which teaches basic care-giving skills focusing on the elderly. Upon completion, student will meet requirements to take a written and skills test for California CNA certification. Provides preparation for employment and meeting CNA prerequisites for entry into nursing programs.

Career Choices in Health Care
CNAV NC100 | 6 Hours
Explores the career choices in Health Care. This class includes information about requirements for different nursing/health care programs.

Certified Nursing Assistant
CNAV NC101 | 191 Hours
Content follows the California State-approved CNA curriculum which teaches basic care-giving skills focusing on the elderly. Upon completion, student meets requirements to take the CA CNA test that grants CNA certification. Students must apply through the Health Technologies office.

Medical Assistant Training Program

The Medical Assistant Training Program consists of three courses (MA IA, MA IB, and Integrating the Worksite Environment). These courses include content related to front office administrative duties, back office clinical duties, and job readiness skills of a Medical Assistant. The program prepares students to work as entry level medical assistants in medical provider offices or clinics. An awareness of socioeconomic diversity, cross-cultural patient care, and communication skills will be emphasized.

Integrating the Worksite Environment
AHV NC009 | 24 Hours

Third of the three-course Medical Assistant Training Program that enhances student development by integrating Medical Assistant Scope of Practice skills into a hands-on practicum. A Job Developer supports engagement of the students' hands-on assignment at a local medical provider worksite through an externship of 100-120 hours, as recommended by area employers. Classroom in-person interaction will augment the worksite experience through discussion, shared conversational challenges, and critical thinking. An awareness of cross-cultural care and communication is emphasized as a necessary component to serve culturally diverse patients.

Medical Assistant IA: Administrative and Clinical Skills
AHV NC005 | 112 Hours

First of a three course Medical Assistant Training Program that prepares students for entry-level Medical Assisting. The Administrative (Front Office) component includes HIPAA including legal regulations, medical records, patient reception, and appointment scheduling. Clinical (Back Office) instruction in a practicum oriented classroom includes: infection control, vital signs, diagnostic tests, assisting with primary/family and specialties (surgery, OB/GYN, and pediatrics).

Medical Assistant IB: Administrative and Clinical Skills Part Two
AHV NC006 | 49 Hours

Second of a three course Medical Assistant Training Program that prepares students to work as en- try-level Medical Assistants. The Administrative skills learned in Medical Assistant I A will be strengthened. Clinical skills enhancement will include cardiopulmonary procedures, and instruction in the collection and testing of laboratory specimens. Additionally, students will begin preparation for their hands-on externship assignment at an area medical provider worksite.

Noncredit Construction module

Introduction to residential construction includes four consecutive 4-week courses in framing, finish carpentry, electrical and plumbing, leading to Certificate. Prepares students for workforce and credit Construction Technology program.

Construction Electrical
CTV NC003 | 12 Hours

Beginning course in residential construction electrical work. Take as stand-alone course or as part of a 4-course series of construction classes. Topics include intro to home electrical systems, electrical and job-site safety, tool use and materials identification.

Construction Finish Carpentry
CTV NC002 | 12 Hours

This is a beginning course in residential construction framing (housebuilding). Take as a stand alone course or as part of a 4-course series of construction classes. (It is a good transition course to the credit Construction).

Construction Framing
CTV NC001 | 12 Hours

This is a beginning course in residential construction framing (housebuilding). Take as a stand alone course or as part of a 4-course series of construction classes. (It is a good transition course to the credit Construction Technology program at SBCC.) Topics include the framing of floors, walls, ceilings, and roofs, and jobsite safety.

Construction Plumbing
CTV NC004 | 12 Hours

Beginning course in residential construction plumbing. Take as a stand-alone course or as part of a 4-course series of construction classes. Topics include intro to home plumbing systems and materials, working with piping, installing fixtures, and trouble shooting.

Career

Noncredit Electrical Training Module 1

A three-course module of State-approved electrical trainee courses including Introduction to National Electrical Code, Electrical Theory, and Electrical Mathematics

Electrical Mathematics
CTV NC153 | 54 Hours
Basic mathematics and its application to electrical and other technologies. Topics include arithmetic, common fractions, decimal fractions, percentages, graphs, measurements and introduction to algebra. (Approved School #138 for California Electrician Trainees.)

Electrical Theory
CTV NC136 | 54 Hours
Basic electrical theory. Topics include ohms law, series/parallel circuits, voltage, magnetism, 3-phase systems, AC/DC theory, inductance and capacitance, etc.

Introduction to National Electrical Code
CTV NC194 | 54 Hours
Layout and content of the National Electrical Code. Purpose, intent and scope of electrical codes, as well as utilization and application, include use of the Code for calculations and hazardous locations.

Noncredit Electrical Training Module 2

A three-course module of State-approved electrical trainee courses in grounding systems; motors, motor controllers, process controllers; and transformers.

Grounding Systems
CTV NC135 | 54 Hours
Basic function, operation and characteristics of grounding systems.

Motors, Motor Controllers and Process Controllers
CTV NC133 | 54 Hours
Basic function, operation, installation and characteristics of various types of motors (AC, DC, Dual Voltage, Repulsion, Universal, 3-Phase, Squirrel Cage and Synchronous).

Transformers
CTV NC134 | 54 Hours
Basic function, operation, installation and characteristics of transformers.

Noncredit Electrical Training Module 3

A three-course module of State-approved electrical trainee courses in blueprint reading for electricians, lighting systems and specialty systems.

Blueprint Reading for Electricians
CTV NC121 | 54 Hours
Students receive an overview of blueprints, plans and specifications. Participants learn symbols used in electrical-related trades; and prepare and use as-built drawings, wiring and line diagrams, schematics and ladder diagrams. (Approved School #138 for California Electrician Trainees.)

Lighting Systems
CTV NC132 | 54 Hours
Basic function, operation, installation and characteristics of various lighting systems.

Specialty Systems
CTV NC137 | 54 Hours
Basic function, operation and characteristics of specialty electrical systems. Topics include fire alarms, security alarms, voice/data signaling systems, lighting protection systems, fiber-optic systems, etc.

Career

Noncredit Intermediate Construction Module

Continued introduction to residential construction includes four consecutive four-week courses in intermediate framing, intermediate finish carpentry, intermediate electrical, and construction measuring and estimating.

Construction Measuring and Estimating
CTV NC014 | 12 Hours
A beginning course in residential construction math. Take as a stand-alone course or as part of a four- course series of construction classes. Topics include working with common, decimal, and carpenter fractions; using a standard tape measure; estimating material; and using a construction calculator

Intermediate Construction Electrical
CTV NC013 | 12 Hours
Intermediate course in constructional electrical work. Take as a stand-alone course or as part of a four-course series of construction classes. Offers more advanced topics in home electrical including circuit design, grounding issues, wire selection, etc. Course uses typical tools of the trade.

Intermediate Construction Finish Carpentry
CTV NC012 | 12 Hours
An intermediate course in residential finish carpentry. Take as a stand-alone course or as part of a four-course series of non-credit construction classes. Offers more advanced topics in finish work including shelf design and install, cabinet install, and fireplace mantle trim. Course uses typical tools of the trade.

Intermediate Construction Framing
CTV NC011 | 12 Hours
An intermediate course in residential construction framing. Take as a stand-alone course or as part of a four-course series of construction classes. Offers more advanced topics in framing including rake walls, I-joists, roof trusses, horizontal openings, etc. Hands-on practice will use the typical tools of the trade.

Personal Care Attendant Program

The Personal Care Attendant Program consists of two courses (PCA I and PCA II). These courses include content related to non-medically directed personal care and home management activities, including dementia and end-of-life care. The program prepares students to seek entry level Personal Care Attendant employment.

Personal Care Attendant I: Basic Care
AHV NC020 | 42 Hours

Introduces students to entry-level Personal Care Attendant skills. Students will be taught how to assist patients and families with non-medically directed personal care and home management activities. It will prepare students to seek entry-level Personal Care Attendant employment.

Personal Care Attendant II: Dementia & End of Life Care
AHV NC021 | 21 Hours

Focuses on dementia and end-of-life care. Topics include potential causes and successful strategies to deal with communication difficulties and problem behaviors, as well as activities that lead to successful care giving. End-of-life topics include advance planning, practical and emotional issues related to death and dying, and community resources for the support of families and caregivers.

Restorative Nurse Assistant Training Program

The Restorative Nurse Assistant Training Program consists of two courses (RNA Introduction and RNA Advanced). These courses include content related to mobility, performance of activities of daily living, aging effects on the five senses and management of cognitive deficit. The RNA Program prepares students to work as restorative assistants focusing on therapeutic modalities, exercise and rehabilitation management.

Restorative Nurse Assistant Training - Advanced
AHV NC031 | 14 Hours

Advanced course for licensed CNAs reviewing the aging process on the five senses, restorative techniques for the therapeutic use of heat and cold, positioning and exercise, and management for cognitive deficit.

Restorative Nurse Assistant Training - Introduction
AHV NC030 | 40 Hours

Prepares licensed CNAs (Certified Nurse Assistants) to assist patients/residents in maintaining or promoting independence in the areas of mobility, range of motion, and the performance of activities of daily living. This course is the first in a two-part series leading to a SBCC Noncredit Educational Programs Certificate of Completion for Restorative Nurse Assistants.

Career

Safe Food Preparation and Food Service

The completion of Safe Food Preparation and Food Service will prepare students for entry level employment in the food service industry. This program emphasizes food safety in temperature controls, proper personal hygiene and proper storage procedures, including proper cleaning and sanitizing regulation. Prepares students for the California Food Handlers Certification.

Safe Food Preparation and Serving, Module I
CAV NC013 | 14 Hours
This course is Module I of a two-part course of study designed to provide students with information on various aspects of food handling, receiving, storing, and preparing. Upon completion of Modules I and II, students will be prepared to take the ServSafe Foodhandler Test. May be taught bilingually.

Safe Food Preparation and Serving, Module II
CAV NC014 | 14 Hours
Module II of a two-part course of study designed to provide students with information on various aspects of food handling, including equipment cleaning, pest control, and serving. Upon completion of Modules I and II, students will be prepared to take the ServSafe Foodhandler Test. May be taught bilingually.

Small Scale Food Production for the Home Landscape

Explores the natural and sustainable techniques and skills used to produce healthy organic produce in the home landscape. Soil development, composting, mulching, suitable vegetables, fruit trees and herb cultivation are covered.

Small Scale Food Production 1
EHV NC207 | 12 Hours
Explores the natural and sustainable techniques and skills used to produce healthy organic produce in the home landscape. Soil development, composting, mulching, suitable vegetables, fruit trees and herb cultivation covered.

Small Scale Food Production 2
EHV NC208 | 12 Hours
Demonstrates the natural and sustainable techniques and skills used to produce healthy organic pro- duce in the home landscape. Soil development, composting, mulching, suitable vegetables, fruit trees and herb cultivation covered.

Sustainable Building Module

A two-course module showing the usefulness/sustainability/marketing feasibility of the reuse of construction materials (from remodels and new construction), and the processes leading to reuse: deconstruction, repurposing, refurbishing, and reuse.

Deconstruction and ReUse
CTV NC021 | 15 Hours
An introduction to deconstructing buildings for material reuse. Technique, tools, safety, assessment and markets are covered.

Repurposing and Refurbishing
CTV NC022 | 15 Hours
Introduction to repurposing and refurbishing construction materials. Topics include creative re-design, commercial and residential application, marketing and materials processing.

Work Readiness and Career Planning

The Work Readiness and Career Planning Certificate enables students with intellectual and developmental disabilities to develop the basic planning, time management, technology, communication and self-advocacy skills necessary to enhance their ability to secure and maintain competitive integrated employment.

Self-Advocacy Skills for Educational and Vocational Settings
DSPS NC002 | 48 Hours
Designed to provide students who have disabilities with the self-advocacy skills necessary to direct the course of their own lives in educational and vocational settings. Topics include, but are not limited to: defining self-advocacy and related terms, the disability rights movement, self-assessment, and creating and implementing a self-determination plan.

Vocational Exploration and Planning
DSPS NC001 | 48 Hours
Designed to provide students who have disabilities with the foundational knowledge and skills necessary for vocational exploration and planning. Topics include, but are not limited to: developing vocational awareness; identifying preferences; creating and implementing a person-centered vocational plan; and building related communication, technology and time management skills.

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