



# Student Coursework Record

Student Name: \_\_\_\_\_

	<b>BUSINESS</b>	Date	Completed ✓
➔	<b>Accounting Basics for Small Business (New name coming soon)</b>		
<input type="checkbox"/>	ACTV NC001 Setting up Quickbooks for Small Business (16 hours)		
<input type="checkbox"/>	ACTV NC002 Monthly Procedures using Quickbooks (16 hours)		
<input type="checkbox"/>	ACTV NC003 Year End Procedures (16 hours)		
➔	<b>Introduction to Bookkeeping and Accounting (Fall 2021)</b>		
<input type="checkbox"/>	ACTV NC101 Introduction to Accounting Basics 1 (15 hours)		
<input type="checkbox"/>	ACTV NC102 Introduction to Accounting Basics 2 (12 hours)		
➔	<b>Career Strategist (3 required)</b>		
<input type="checkbox"/>	PDW NC001 Personalized Career Planning (8 hours)		
<input type="checkbox"/>	PDW NC002 Strategic Job Search (8 hours)		
<input type="checkbox"/>	CMPW NC017 LinkedIn for Business (8 hours)		
➔	<b>Customer Relations (3 required)</b>		
<input type="checkbox"/>	PROW NC019 Personality Styles and Difficult Relationships (8 hours)		
<input type="checkbox"/>	PROWW NC036 The Art of Negotiating and Collaborating (8 hours)		
<input type="checkbox"/>	PROW NC050 Best Practices in Customer Service (8 hours)		
➔	<b>Effective Marketing Communication Management (3 required)</b>		
<input type="checkbox"/>	MKTW NC005 B2B and B2C Marketing (formally Creating Effective Communication in Promotion Mktg) (8 hours)		
<input type="checkbox"/>	MKTW NC006 Market Research (formally Managing a Marketing Campaign) (8 hours)		
<input type="checkbox"/>	MKTW NC007 Self-Management and Development (8 hours)		
➔	<b>Emerging Leaders (4 required)</b>		
<input type="checkbox"/>	PROW NC006 Leadership Skills (8 hours)		
<input type="checkbox"/>	PROW NC038 Increasing Productivity (8 hours)		
<input type="checkbox"/>	PROW NC012 Supervisory Skills (8 hours)		
<input type="checkbox"/>	PROW NC014 Motivating Yourself and Others (8 hours)		
➔	<b>Enterprise Communication (3 required)</b>		
<input type="checkbox"/>	PROW NC002 Business Writing in the Technology Age (8 hours)		
<input type="checkbox"/>	PROW NC004 Workplace Communication Strategies (8 hours)		
<input type="checkbox"/>	PROW NC032 Difficult Conversations (8 hours)		
➔	<b>Enterprise Communication 2 (4 required)</b>		
<input type="checkbox"/>	PROW NC013 Emotional Intelligence (8 hours)		
<input type="checkbox"/>	PROW NC044 Assertive Communication (8 hours)		
<input type="checkbox"/>	PROW NC025 Resolving Differences in the Workplace (8 hours)		
<input type="checkbox"/>	PROW NC035 Workplace Politics (8 hours)		
➔	<b>Global Trends in Human Resources (3 required)</b>		
<input type="checkbox"/>	IBW NC001 Dom. & Global Employment Law (8 hours)		
<input type="checkbox"/>	IBW NC002 Interviewing & Hiring Globally (8 hours)		
<input type="checkbox"/>	IBW NC003 Team Performance Evaluation (8 hours)		
➔	<b>High Performance Teams (3 required)</b>		
<input type="checkbox"/>	PROW NC015 Building High Performance Teams (8 hours)		
<input type="checkbox"/>	PROW NC017 Change is the New Constant (8 hours)		
<input type="checkbox"/>	PROW NC019 Personality Styles and Difficult Relationships (8 hours)		
➔	<b>Leader for Diversity, Equity, and Inclusion</b>		



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<input type="checkbox"/>	COMW NC001 Building an Equity Mindset		
<input type="checkbox"/>	COMW NC002 Applying an Equity Mindset		
<b>→</b>	<b>Management Toolbox (2 required)</b>		
<input type="checkbox"/>	PROW NC004 Communication Strategies for the Workplace (8 hours)		
<input type="checkbox"/>	PROW NC033 Successfully Managing and Developing People (16 hours)		
<b>→</b>	<b>Managing to Maximize Performance (3 required)</b>		
<input type="checkbox"/>	PROW NC021 Coaching Skills (8 hours)		
<input type="checkbox"/>	PROW NC032 Difficult Conversations (8 hours)		
<input type="checkbox"/>	PROW NC036 The Art of Negotiating and Collaborating (8 hours)		
<b>→</b>	<b>Nonprofits 101 (3 required) Coming Soon</b>		
<input type="checkbox"/>	PROW NC100 Introduction to Non -coming soon		
<input type="checkbox"/>	PROW NC101 Strategic Planning-coming soon		
<input type="checkbox"/>	PROW NC102 Principles of Fundraising-coming soon		
<b>→</b>	<b>Powerful Presentations (2 required)</b>		
<input type="checkbox"/>	CMPW NC055 Basic PowerPoint (10 hours)		
<input type="checkbox"/>	PROW NC067 High Impact Presentations and Proposals for the Workplace (8 hours)		
<b>→</b>	<b>Powerful Presentations (2 required) New Update coming waiting for approval</b>		
<input type="checkbox"/>	CMPW NC55A MS Powerpoint		
<input type="checkbox"/>	PROW NC067 High Impact Presentations and Proposals for the Workplace (8 hours)		
<b>→</b>	<b>Preparation for IRS Specialized Enrollment Examination *COMING SOON</b>		
<input type="checkbox"/>	ACTV NC214 Exploring IRS Enrolled Agent Work		
<input type="checkbox"/>	ACTV NC215 Fundamentals of Income Tax		
<b>→</b>	<b>Project Management (4 required)</b>		
<input type="checkbox"/>	PROW NC011 Process Improvement (8 hours)		
<input type="checkbox"/>	PROW NC010 Project Management for the Non-Project Manager (8 hours)		
<input type="checkbox"/>	PROW NC015 Building High Performance Teams (8 hours)		
<input type="checkbox"/>	PROW NC039 Innovation and Creativity (8 hours)		
<b>→</b>	<b>Sales Techniques (2 required)</b>		
<input type="checkbox"/>	PROW NC056 Closing Techniques to Win the Sale (8 hours)		
<input type="checkbox"/>	PROW NC057 Winning Sales Scripts (8 hours)		
<b>→</b>	<b>Strategic Marketing (4 required)</b>		
<input type="checkbox"/>	MKTW NC001 Marketing Fundamentals (formally Promotional Marketing Tools (8 hours)		
<input type="checkbox"/>	MKTW NC002 Business Branding (8 hours)		
<input type="checkbox"/>	MKTW NC003 Market Positioning (formally Marketing Maps) (8 hours)		
<input type="checkbox"/>	MKTW NC004 Digital And Mobile Marketing (formally Mobile Marketing) (8 hours)		
<b>→</b>	<b>Successful Work and Life Transitions (3 required) Coming Soon</b>		
<input type="checkbox"/>	PROW NC080 Creating a Life of Purpose for Workplace Success		
<input type="checkbox"/>	PROW NC081 Transitions Nuts And Bolts 1		
<input type="checkbox"/>	PROW NC082 Creating Successful Life And Work Transition Plans		
<b>→</b>	<b>Teaching with Humanizing Technology</b>		
<input type="checkbox"/>	PROW NC070 Teaching with Humanizing Technology 1		



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<input type="checkbox"/>	PROW NC071 Teaching with Humanizing Technology 2		
<b>→ Thrive and Survive in the Workplace (4 required)</b>			
<input type="checkbox"/>	PROW NC051 Secrets of a Great Employee (8 hours)		
<input type="checkbox"/>	PROW NC028 Championing Diversity in the Workplace (8 hours)		
<input type="checkbox"/>	PROW NC068 Professional Etiquette (8 hours)		
<input type="checkbox"/>	PROW NC064 Accountability (8 hours)		
<b>→ Visionary Leadership - DRAFT working title</b>			
<input type="checkbox"/>	PROW NC086 Thriving in A Multigenerational Workforce		
<input type="checkbox"/>	PROW NC087 Succession Planning for Continual Organizational Success		
<input type="checkbox"/>	PROW NC088 The Art And Science of Giving And Receiving Feedback		
<b>→ Workplace Essentials (3 required)</b>			
<input type="checkbox"/>	PROW NC002 Business Writing in the Technology Age (8 hours)		
<input type="checkbox"/>	PROW NC003 Time Management (8 hours)		
<input type="checkbox"/>	PROW NC005 Critical Thinking, Problem Solving and Decision Making (8 hours)		
<b>→ Workplace Wellness Certificate (3 required) Coming soon</b>			
<input type="checkbox"/>	PROW NC083 Effectively Managing Workplace Stress		
<input type="checkbox"/>	PROW NC084 Maximize Trust Minimize Conflict		
<input type="checkbox"/>	PROW NC085 Building Resilience In The Workplace		
<b>DESIGN</b>			
<b>→ Digital Design Basics (3 required + 1 elective*)</b>			
<input type="checkbox"/>	PHOW NC002 Photoshop for Digital Photographers (25 hours)		
<input type="checkbox"/>	MATW NC003 Photoshop (25 hours)		
<input type="checkbox"/>	GDPW NC001 Digital Design Techniques (25 hours)		
<input type="checkbox"/>	<i>*MATW NC001 Introduction to Dreamweaver (25 hours)</i>		
<input type="checkbox"/>	<i>*GDPW NC010 Introduction to Adobe Illustrator (25 hours)</i>		
<input type="checkbox"/>	<i>*PHOW NC001 Digital Cameras, Digital Photos (10 hours)</i>		
<b>→ Digital Maker (2 required)</b>			
<input type="checkbox"/>	DRFW NC001 Introduction to 3D Printing (16 hours)		
<input type="checkbox"/>	DRFW NC002 Design and Prototyping Workshop (16 hours)		
<b>→ Digital Photograph Management (3 required)</b>			
<input type="checkbox"/>	PHOW NC003 Lightroom Classic 1		
<input type="checkbox"/>	PHOW NC004 Lightroom Classic 2		
<input type="checkbox"/>	PHOW NC004 Lightroom Classic 3		
<b>→ Digital Printing: Newsletters and Magazines (2 required) (Certificate coming soon)</b>			
<input type="checkbox"/>	GDPW NC041 Producing a Digital Newsletter (8 hours)		
<input type="checkbox"/>	GDPW NC042 Producing a Digital Magazine (8 hours)		
<b>→ Green Documents: Documents for the Environment (2 required)</b>			
<input type="checkbox"/>	GDPW NC051 Save a Tree, Go Paperless! (8 hours)		
<input type="checkbox"/>	GDPW NC052 Preparing Digital Images (8 hours)		
<b>→ Information Design Certificate (2 required)</b>			
<input type="checkbox"/>	GDPW NC031 Information Design for Print (8 hours)		



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<input type="checkbox"/>	GDPW NC032 Interactive Information Design (8 Hours)		
<b>→ Learn and Apply Adobe Acrobat Tools (2 required)</b>			
<input type="checkbox"/>	GDPW NC021 Learn Adobe Acrobat Tools		
<input type="checkbox"/>	GDPW NC022 Apply Adobe Acrobat Tools		
<b>→ Web Designer (3 required)</b>			
<input type="checkbox"/>	MATW NC005 Photoshop for Web Design		
<input type="checkbox"/>	MATW NC006 Web Coding Fundamentals (16 hours)		
<input type="checkbox"/>	MATW NC007 Responsive Web Design (16 hours)		
<b>TECHNOLOGY</b>			
<b>→ Basic Internet Skills (2 required + 1 elective*)</b>			
<input type="checkbox"/>	CMPW NC040 Searching the Web (10 hours)		
<input type="checkbox"/>	CMPW NC041 Email for Beginners (10 hours)		
<input type="checkbox"/>	<i>*CMPW NC042 Optimizing Photos for the Internet and E-mail (10 hours)</i>		
<input type="checkbox"/>	<i>*GDPW NC005 Photoshop Overview (10 hours)</i>		
<b>→ Beginning Computer Skills (2 required + 2 electives*) -Archived</b>			
<input type="checkbox"/>	CMPW NC022 Computer for Beginners (12.5 hours)		
<input type="checkbox"/>	CMPW NC024 Introduction to Windows (10 hours)		
<input type="checkbox"/>	<i>*CMPW NC021 Learn to Type (12.5 hours)</i>		
<input type="checkbox"/>	<i>*CMPW NC020 Computer Keyboard &amp; Mouse Basics (10 hours)</i>		
<b>→ Computer Basic Skills Level 1 (3 required + 1 electives*) -NEW</b>			
<input type="checkbox"/>	CMPW NC022 Computer for Beginners (12.5 hours)		
<input type="checkbox"/>	CMPW NC041 Email for Beginners (10 hours)		
<input type="checkbox"/>	CMPW NC023 Windows Basics (12.5 hours)		
<input type="checkbox"/>	<i>*CMPW NC020 Computer Keyboard &amp; Mouse Basics (10 hours)</i>		
<input type="checkbox"/>	<i>*CMPW NC021 Learn to Type (12.5 hours)</i>		
<b>→ Computer Basic Skills Level 2 (3 required + 1 elective*) -</b>			
<input type="checkbox"/>	CMPW NC050 MS Word Basics (12.5 hours)		
<input type="checkbox"/>	CMPW NC063 MS Excel Basics (10 hours)		
<input type="checkbox"/>	CMPW NC024 Intro to MS Windows		
<b>→ Basic MAC Software Skills (3 required courses; no electives)</b>			
<input type="checkbox"/>	CMPW NC036 Intro to iTunes, iPods, and iPads (10 hours)		
<input type="checkbox"/>	CMPW NC037 Living the iLife (25 hours)		
<input type="checkbox"/>	CMPW NC035 Exploring Microsoft Office for MAC (20 hours)		
<b>→ Beginning MAC Skills (3 required)</b>			
<input type="checkbox"/>	CMPW NC030 Introduction to the MAC (20 hours)		
<input type="checkbox"/>	CMPW NC031 Introduction to MAC OS X Level 1 (20 hours)		
<input type="checkbox"/>	CMPW NC032 Intro to MAC OS X Level 2 (20 hours)		
<b>→ Blogging for Business (2 required)</b>			
<input type="checkbox"/>	CMPW NC080 Setting Up a Blog (8 hours)		
<input type="checkbox"/>	CMPW NC081 Create Compelling Content (8 hours)		
<b>→ Computer Hardware Fundamentals (2 required + 1 electives*)</b>			
<input type="checkbox"/>	CNEW NC102 Optimize and Upgrade Your PC (25 hours)		
<input type="checkbox"/>	CMPW NC103 Keeping a PC Hard Disk Clean and Organized (10 hours)		



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<input type="checkbox"/>	*CMPW NC071 Tech Talk: What's New in Computer (25 hours)		
<input type="checkbox"/>	*CMPW NC070 Introduction to Handheld Devices (10 hours)		
<b>➔</b>	<b>Harness the Cloud to Maximize Work Performance (3 required)</b>		
<input type="checkbox"/>	CMPW NC011 Best Business Apps (8 hours)		
<input type="checkbox"/>	CMPW NC012 How to Use Google Drive to Maximize Performance (16 hours)		
<input type="checkbox"/>	CMPW NC013 The Best Cloud Backup Options to Protect Your Data (8 hours)		
<b>➔</b>	<b>Basic Office Software Skills (3 required + 1 elective*) -ARCHIVED</b>		
<input type="checkbox"/>	CMPW NC051 Introduction to MS Word (10 hours)		
<input type="checkbox"/>	CMPW NC055 Basic MS PowerPoint (10 hours)		
<input type="checkbox"/>	CMPW NC063 Introduction to MS Excel (10 hours)		
<input type="checkbox"/>	CMPW NC050 Word Processing Basics for Beginners (12.5 hours)		
<input type="checkbox"/>	*CMPW NC062 Basic Spreadsheets for Beginners (12.5 hours)		
<b>➔</b>	<b>Microsoft Office Skills Level 1 (3 required 1 elective*)</b>		
<input type="checkbox"/>	CMPW NC051A MS Word 1		
<input type="checkbox"/>	CMPW NC063A MS Excel 1		
<input type="checkbox"/>	CMPW NC051A MS PowerPoint 1		
<input type="checkbox"/>	CMPW NC058A MS Outlook 1*		
<input type="checkbox"/>	CMPW NC137A MS Publisher 1*		
<input type="checkbox"/>	CMPW NC135A MS Access1*		
<b>➔</b>	<b>Microsoft Office Skills Level 2 (3 required 1 elective*)</b>		
<input type="checkbox"/>	CMPW NC051B MS Word 2		
<input type="checkbox"/>	CMPW NC063B MS Excel 2		
<input type="checkbox"/>	CMPW NC051B MS PowerPoint 2		
<input type="checkbox"/>	CMPW NC058B MS Outlook 2*		
<input type="checkbox"/>	CMPW NC137B MS Publisher 2*		
<input type="checkbox"/>	CMPW NC135B MS Access2 (tables)*		
<b>➔</b>	<b>Microsoft Office Skills Level 3 (3 required 1 elective*)</b>		
<input type="checkbox"/>	CMPW NC051C MS Word 3		
<input type="checkbox"/>	CMPW NC063C MS Excel 3		
<input type="checkbox"/>	CMPW NC051C MS PowerPoint 3		
<input type="checkbox"/>	CMPW NC058C MS Outlook 2*		
<input type="checkbox"/>	CMPW NC137C MS Publisher 2*		
<input type="checkbox"/>	CMPW NC135C MS Access2 (Forms)*		
<b>➔</b>	<b>Social Media for Business (3 required + 1 elective*)</b>		
<input type="checkbox"/>	CMPW NC014 Facebook for Business		
<input type="checkbox"/>	CMPW NC015 Twitter for Business		
<input type="checkbox"/>	CMPW NC017 LinkedIn		
<input type="checkbox"/>	*CMPW NC018 YouTube for Business		
<input type="checkbox"/>	*CMPW NC016 Pinterest/Instagram		
<b>➔</b>	<b>Research Specialist (2 required)</b>		
<input type="checkbox"/>	LIBW NC001 Online Research Skills		
<input type="checkbox"/>	LIBW NC002 Presenting Research with Infographics		
<b>➔</b>	<b>Visual Basic for Applications Fundamentals Certificate</b>		
	CISV NC020 Visual Basic for Applications Excel		
	CISV NC021 Visual Basic for Applications: Access		
<b>➔</b>	<b>Windows Desktop Administration</b>		



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<input type="checkbox"/>	CISW NC001 Installing and Configuring Windows Desktop		
<input type="checkbox"/>	CISW NC002 Configuring Windows Devices		
<b>→</b>	<b>Windows Server Administration</b>		
<input type="checkbox"/>	CISW NC003 Installing and Configuring Windows Server		
<input type="checkbox"/>	CISW NC004 Administering Windows Server		
<b>→</b>	<b>VMware vSphere Install, Configure, Manage</b>		
<input type="checkbox"/>	CISW NC005 VMware vSphere Install and Configure		
<input type="checkbox"/>	CISW NC006 VMware vSphere Advanced Management		
	<b>BILINGUAL COMPUTER</b>		
<b>→</b>	<b>Desktop Publishing Principles (Bilingual)</b>		
<input type="checkbox"/>	MATW NC002 Windows Video Editing Fundamentals (Bilingual) 48-54 hours		
<input type="checkbox"/>	MATW NC004 Fundamentals of Photoshop (Bilingual)		
<input type="checkbox"/>	CMPW NC006 Microsoft PowerPoint Fundamentals (Bilingual)		
<input type="checkbox"/>	CMPW NC008 Microsoft Publisher Fundamentals (Bilingual)		
<input type="checkbox"/>	CMPW NC010 Computer Skills lab (Bilingual)		
<b>→</b>	<b>Fundamental Computer Skills (Bilingual)</b>		
<input type="checkbox"/>	CMPW NC001 Typing-Keyboarding (Bilingual)		
<input type="checkbox"/>	CMPW NC002 Introduction to Computers (Bilingual)		
<input type="checkbox"/>	CMPW NC003 Introduction to Windows Operating System (Bilingual)		
<input type="checkbox"/>	CMPW NC010 Computer Skills lab (Bilingual)		
<b>→</b>	<b>Fundamentals of Graphic and Web Design Bilingual)</b>		
<input type="checkbox"/>	GDPW NC015 Fundamentals of Graphics (Bilingual)		
<input type="checkbox"/>	GDPW NC011 Fundamentals of Web Design (Bilingual)		
<input type="checkbox"/>	CMPW NC010 Computer Skills lab (Bilingual)		
<b>→</b>	<b>Office Computer Applications (Bilingual)</b>		
<input type="checkbox"/>	CMPW NC005 Microsoft Word Fundamentals (Bilingual)		
<input type="checkbox"/>	CMPW NC001 Typing-Keyboarding (Bilingual)		
<input type="checkbox"/>	CMPW NC006 Microsoft PowerPoint Fundamentals (Bilingual)		
<input type="checkbox"/>	CMPW NC007 Microsoft Excel Fundamentals (Bilingual)		
<input type="checkbox"/>	CMPW NC008 Microsoft Publisher Fundamentals (Bilingual)		
<input type="checkbox"/>	CMPW NC010 Computer Skills lab (Bilingual)		
<b>→</b>	<b>Office Computer Applications Essentials (Bilingual)</b>		
<input type="checkbox"/>	CMPW NC001 Typing-Keyboarding (Bilingual)		
<input type="checkbox"/>	CMPW NC002 Introduction to Computers (Bilingual)		
<input type="checkbox"/>	CMPW NC004 Introduction to the Internet and E-mail (Bilingual)		
<input type="checkbox"/>	CMPW NC005 Microsoft Word Fundamentals (Bilingual)		
<input type="checkbox"/>	CMPW NC010 Computer Skills lab (Bilingual)		
<input type="checkbox"/>	<b>CAREER</b>		
<b>→</b>	<b>Advanced Green Gardener *COMING SOON</b>		
<input type="checkbox"/>	EHV NC104 Advanced Green Gardener		
<input type="checkbox"/>	EHV NC105 Green Gardener Recertification		



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<b>→ Green Gardener (2 required)</b>			
<input type="checkbox"/>	EHV NC001 Green Gardener Module 1		
<input type="checkbox"/>	EHV NC002 Green Gardener Module 2		
<b>→ Sustainable Building Module (2 required)</b>			
	CTV NC021 Deconstruction and ReUse		
	CTV NC022 Repurposing and Refurbishing		
<b>→ Medical Assistant Training (3 required)</b>			
<input type="checkbox"/>	AHV NC005 Medical Assistant IA: Administrative and Clinical Skills Part 1		
<input type="checkbox"/>	AHV NC006 Medical Assistant 1B: Administrative and Clinical Skills Part 2		
<input type="checkbox"/>	AHV NC007 Medical Assistant II: Job Readiness & Field Work <b>-Changing</b>		
<b>→ Personal Care Attendant (2 required)</b>			
<input type="checkbox"/>	AHV NC020 Personal Care Attendant I: Basic Care		
<input type="checkbox"/>	AHV NC021 Personal Care Attendant II: Dementia and End-of-Life Care		
<b>→ EMT Proficiency Enhancement *COMING SOON</b>			
<input type="checkbox"/>	EMT NC111 Emergency Medical Technician-Basic Recertification		
<input type="checkbox"/>	EMT NC112 EMT Psychomotor Skills Lab		
<b>→ Restorative Nurse Assistant Training (2 required)</b>			
<input type="checkbox"/>	AHV NC030 Restorative Nurse Assistant Training - Introduction		
<input type="checkbox"/>	AHV NC031 Restorative Nurse Assistant Training - Advanced		
<b>→ Noncredit Construction Module (4 required)</b>			
<input type="checkbox"/>	CTV NC001 Construction Framing		
<input type="checkbox"/>	CTV NC002 Construction Finish Carpentry		
<input type="checkbox"/>	CTV NC003 Construction Electrical		
<input type="checkbox"/>	CTV NC004 Construction Plumbing		
<b>→ Noncredit Intermediate Construction Module (4 required)</b>			
<input type="checkbox"/>	CTV NC011 Intermediate Construction Framing		
<input type="checkbox"/>	CTV NC012 Intermediate Construction Finish Carpentry		
<input type="checkbox"/>	CTV NC013 Intermediate Construction Electrical		
<input type="checkbox"/>	CTV NC014 Construction Measuring and Estimating		

