

Example of Stacked Curriculum Through Another Consortia

- 1st - Email and meetings with Faculty groups.
- 2nd – Identify areas of wants and needs (Surveys and Faculty/administration input)
- 3rd – Write course curriculum
- 4th – Stack the course curriculum for non-credit certifications
 - Examples of Stacked Noncredit Certification below

Basic Career Readiness

Required Courses

-Adult Basic Education

Lecture: 1-288

Improve basic skills of adult learners. Content includes reading comprehension, language and mathematics.

-Career Development

Lecture: 90

Career preparation, assessment, and interest inventory. Exploration of career fields and employment opportunities. Resume writing, cover letter, interview skills, and employment portfolio. Internet for use in career exploration.

-Personal Computer Applications

Lecture: 1-288

Improve keyboarding skills using software programs. Word processing, spreadsheet, presentation software, email and internet for personal management and for use in school and at work.

Office Computer Applications

Required Courses

-Basic Computing -Level 1

(May be taken for Pass/No Pass only)

Lecture: 54

Introduction to the personal computer, including terminology and basic computer operations in a Windows environment.

-Basic Computing - Level 2

(May be taken for Pass/No Pass only)

Lecture: 54

Create documents in applications such as Microsoft Word; includes basic computer maintenance and problem-solving techniques. Advisory Prerequisite: VOC CPBC1

-Basic Computing - Level 3

Lecture: 48

Software application skills including creative projects which introduce computer graphics. Advisory Prerequisite VOC CPBC2, Basic Computing - Level 2

-Internet Research - an Introduction

(May be taken for Pass/No Pass only)

Lecture: 54

Fundamental internet functions including terminology, email, search engines and research tools.

-Creative Computing

(May be taken for Pass/No Pass only)

Lecture: 54

Creative skills in utilizing graphic designs for projects such as business cards, letterhead, labels, flyers, posters, greeting cards and computer-generated fabric designs. Advisory Prerequisite: VOC CPBC3 - Basic Computing, Level 3

Small Business Management – Level 1

Required Courses

- Principles of Business

Lecture: 54

Overview of business and its functions, background, development, organization and opportunities. Business terms, current trends, methods, contemporary and future problems, and current business practices are covered.

- Small Business Management

(May be taken for Pass/No Pass only)

Lecture: 54

Organizing, starting, and operating a small business enterprise. Emphasis on entrepreneurial applications in a small business environment.

- Principles of Marketing

Lecture: 54

Organization and function of the system of distributing goods and services from the point of production to the consumer. Preparation of a marketing plan using product, distribution, promotional and pricing strategies.

Retail Management – Level 1

Required Courses

-Business Communications

Lecture: 54

Written communications including letters and memos meeting a variety of situations in the business environment. Includes writing of good news, bad news, sales, claims and persuasive correspondence; letters and resumes appropriate to job seeking and application; and practicing oral skills as applied to job interviews and business reports.

-Microcomputer Applications

May be taken for Pass/No Pass only)

Lecture: 54 Lab: 27

Windows operating system and applications; simple business examples using up-to-date browser; word processing, spreadsheet, database management and presentation software; and integration of software applications.

-Retail Store Management and Merchandising

Lecture: 54

Principles and practices used in the retail buying and merchandising environment. This course emphasizes the buyer's role in merchandising management, pricing strategies, promotion, retail formulas and costing calculations.

or

-Retail Store Management

Lecture: 54

Principles and practices used in the management and merchandising of retail stores. Includes all aspects of the critical buying function, merchandising, promotional techniques, site selection, layout, staffing, market positioning and customer service.

Pet Science

Required Courses

-Animal Science

(May be taken for Pass/No Pass only)

Lecture: 54

Fundamental problems and essential concepts of animal production. Types of domestic animals and their utilization by humans.

-Animal Nutrition

(May be taken for Pass/No Pass only)

Lecture: 54

Composition of feeds and their utilization by domestic animals, including digestive physiology, animal assessment, feed appraisal and compiling of rations.

-Animal Handling & Restraint

Lecture: 36 Lab: 54

Methods of proper handling large and small animals, including chemical and physical techniques of restraint. Field trips Required.

-Animal Breeding

(May be taken for Pass/No Pass only)

Lecture: 54

The science of animal breeding, including fundamentals of inheritance, reproduction and breeding systems for domestic animals. Artificial insemination, embryo manipulation and current topics in reproductive biotechnology will also be included.

-Animal Sanitation and Disease Control

Lecture: 54

Prevention and control of infectious diseases affecting domestic animals, including basic disease concepts, transmissions of infectious diseases, principles of sanitation and fundamentals of immunology

-Small Business Management

(May be taken for Pass/No Pass only)

Lecture: 54

Organizing, starting, and operating a small business enterprise. Emphasis on entrepreneurial applications in a small business environment.

Other Options:

ESL – Beginning, Intermediate and Advance

Human Resource Management

In Home Support Services

Nursery Management

Office Computer Applications
Accounting – Computerized