

NONCREDIT PROGRAMS BUSINESS

Continuing Education

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Department Web Site: www.swccd.edu/continuinged (<http://www.swccd.edu/continuinged/>)

Degree/Certificate Options	Major Code
Certificate of Completion	
Customer Service: Effective Teams (http://catalog.swccd.edu/noncredit-certificates-courses/customerservice-effectiveteams/)	NC035
Customer Service: Effective Communication Approaches (http://catalog.swccd.edu/noncredit-certificates-courses/customerservice-effectivecomm/)	NC036
Office Support Fundamentals: Beginning (http://catalog.swccd.edu/noncredit-certificates-courses/officesupportbegin/)	NC053
Office Support Fundamentals: Intermediate (http://catalog.swccd.edu/noncredit-certificates-courses/officesupportintermed/)	NC054
Office Support Fundamentals: Advanced (http://catalog.swccd.edu/noncredit-certificates-courses/officesupportadv/)	NC055
Tax Preparation (http://catalog.swccd.edu/noncredit-certificates-courses/taxprep/)	NC009