

## Document of Continuing Education Professional Achievement

The Document of Continuing Education Professional Achievement (DCPA) course of study has been specifically designed for individuals who may want to learn basic office skills, improve computer skills, learn sign language, acquire knowledge skills in photography, interior design, event planning and travel planning for career advancement or to prepare for a career in these areas. These programs can also lead to further advancement in the specified fields and enhance your resume! In order to be awarded your DCPA, an assessment or special project must be completed in the final course of the series. In order to be awarded your DCPA, an assessment or special project must be completed in the final course of the series for each specific area. The following courses must be completed in each area.

Course Name	Semester Course is Offered:					
	Fall I	Fall II	Spring I	Spring II	Summer I	Summer II
<b>American Sign Language</b>						
American Sign Language I	✓			✓		
American Sign Language II		✓			✓	
American Sign Language III			✓			✓
<b>Computer Technology</b>						
Computer Fundamentals	✓	✓	✓	✓	✓	✓
Keyboarding	✓		✓		✓	
Microsoft Office	✓	✓	✓	✓	✓	✓
Microsoft Word		✓		✓		✓
Microsoft Excel	✓		✓		✓	
Microsoft PowerPoint		✓		✓		✓
<b>Event Planning</b>						
Food & Beverage Professional Sanitation Certification	✓	✓	✓	✓	✓	✓
Cake Decorating		✓		✓		✓
Floristry I	✓		✓		✓	
Floristry II		✓		✓		✓
Wine Appreciation	✓	✓	✓	✓	✓	✓
Any non credit cooking course	✓	✓	✓	✓	✓	✓
Starting your own business	✓	✓	✓	✓	✓	✓
<b>Home Repair &amp; Maintenance</b>						
Home Repair I	✓		✓		✓	
Home Repair II		✓		✓		✓
Ceramic Tile	✓		✓		✓	
Gardening/Landscaping Design		✓		✓		✓
Interior Decorating I	✓		✓		✓	
Interior Decorating II		✓		✓		✓
<b>Interior Design</b>						
Interior Design	✓			✓		
Interior Design II		✓			✓	
Interior Design III			✓			✓
<b>Photography</b>						
Photography I	✓			✓		
Photography II		✓			✓	
Photography III			✓			✓
<b>Travel Agent</b>						
Travel Agent I	✓			✓		
Travel Agent II		✓			✓	
Travel Agent III			✓			✓