



Course Catalog

WEI has made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice because of actions of the administration of WEI involving the rules and regulations about postsecondary colleges. The college reserves the right to add, amend, or repeal any of its rules, regulations, policies, or procedures.

The College hosts events that are open to the public, such as, but not limited to, graduation, job fairs, speakers, and various activities or other campus venues. Those events are considered news events. Such an event may be photographed, videotaped, or Webcast. Due to the nature of the events, the College has no means by which to prevent such photographs, videotaping, or Webcasting from including a specific student's image or voice. By attending the event, a person grants the College the right to use any still or motion images, or voice recordings in future publicity or publications as needed, without compensation. No release is required by the College to utilize any images captured during a public event appropriately.

Tel: (888) 447-9033

**Email: Admin@WesternEducationInstitute.com
WesternEducationInstitute.com**

MISSION

WEI provides innovative and relevant educational programs and services that lead to the successful completion of vocational certification and basic skills proficiency. The school values and cultivates personal and professional success through a psycho-social approach to learning and works to ensure programming is accessible and affordable to students and the communities we serve. Our main objective is to meet the many layers of needs of our demographically diverse student population, while embracing equity and accountability through statistically measurable student learning outcomes, ethical data-driven decisions, student achievement, and overall student self-sufficiency.

PRINCIPLES

1. **Learning:** Student-centered and outcome-based adult learning designed for success.
2. **People:** A culture of respect and diversity for all learners, cultures, and communities.
3. **Focus:** Provide relevant accredited adult education that leads to gainful employment and self-sufficiency.
4. **Agility:** Be prepared to be flexible when needed, focused on the “real” needs for students, and adjust to those needs as needed
5. **Collaboration:** Cultivate strong relationships with partners and stakeholders to develop programming with a shared responsibility and teamwork approach for the betterment of all students and the communities we serve.
6. **Diversity:** Ensure inclusiveness with all ethnic, socioeconomic, educational, abilities, and cultural backgrounds to meet the needs of the students and the community through our board of directors and partnerships.
7. **Equity:** Provide programming and student services that reflect consideration and value to all populations to gainful employment and self-sufficiency.

GOALS

1. **Develop and foster** student-centered adult learning opportunities, and develop positive attitudes among students through sound processes, decisions, policies, and culture.
2. **Ensure student success** rates through the development and adoption of educational best practices and program designs.
3. **Increase access** to as many students and locations as possible, thereby increasing the levels of success and meeting the changing needs of the communities we serve.
4. **Recruit, develop, and provide leadership** that is focused on the changing needs of the workforce and meet those changing needs through program development and training practices.
5. **Recruit, develop, and foster the diversity** of the board, faculty, staff, administration, and curriculum to ensure inclusiveness of all learners.
6. **Invest in** the professional and leadership development of all staff.

7. **Develop measurable best practices** to adapt to the needs of students and ensure student learning success.
8. **Encourage and support** creativity, flexibility, and innovation.
9. **Engage and invest** in entrepreneurial activities to increase and diversify revenue streams through student success and self-sufficiency.
10. **Maximize** the appropriate and strategic utilization and decrease reliability across multiple levels and funding streams.
11. **Strengthen and increase** strategic alliances and partnerships in local and outside communities.

MODALITIES OF COURSE DELIVERY

WEI is dedicated to delivering comprehensive learning modalities that are flexible to all learners. Our online programs are designed so that adult learners can receive the training they need in a setting that fits their schedule and learning style. Unlike traditional learning systems that would involve traveling away from home, living in a completely unknown city, and struggling in an extremely competitive learning environment, with online education, you can take your program or course wherever you are at your own pace. Learners will use a computer, tablet, or some other device for their learning while connected to the internet to access information or communicate with their instructor and other learners.

We offer both 100% online courses as well as hybrid courses so that our students can receive all the benefits of a traditional learning environment, but using a course shell classroom. The purpose of a hybrid course is to take advantage of the best features of both face-to-face and online learning. While hybrid classes and distance learning classes both have online elements, there are some distinct differences between the two types of courses. The key difference is that in a hybrid course, students still have in-person contact with their instructor or internship for at least a portion of the class time.

Note: All programs and courses are subject to change

ONLINE COURSE TECHNICAL REQUIREMENTS

Prior to the start of classes, students will be sent an e-confirmation letter (to the email address they provide upon registration) with a "user ID" and a "password" as well as instructions to access courses. Please note that some courses may have mandatory group work and mandatory chats where you will be required to be logged into your course at specific times for specified periods of time. These requirements will be indicated in the course description. Minimum technical and software requirements for Online Learning courses (Please note: Individual courses may have additional technical and/or software requirements):

Hardware and operating system:

- **Computer:** A laptop or desktop is recommended. Some sources suggest a computer no older than five years.
- **Processor:** A modern processor, like an Intel Core i5 or AMD Ryzen 5 is ideal for smooth multitasking.
- **RAM:** At least 8 GB of RAM is recommended for efficient performance.
- **Storage:** A minimum of 256 GB SSD is recommended for faster access.
- **Webcam and microphone:** These are crucial for virtual classes and participation.
- **Operating System:** Windows 10/11 or macOS Catalina (10.15) or newer are common requirements.

Software and connectivity:

- **Internet:** A high-speed broadband connection is needed. A minimum speed of 512kbps is often cited, but a higher value is recommended.
- **Web Browser:** A modern browser like Google Chrome, Mozilla Firefox, or Microsoft Edge is necessary. Having a backup browser is a good idea.
- **PDF Reader:** A program like Adobe Acrobat Reader or a similar application is needed to open PDF files.
- **Office Suite:** Familiarity with word processing, presentation, and spreadsheet software (e.g., Microsoft Office, Google Apps) is required.

Essential skills:

- **Basic computer literacy:** Proficiency with a keyboard, mouse, and managing files and folders is essential.
- **Email:** Sending, receiving, and managing attachments via email are core skills.
- **Web usage:** Ability to browse the web, use search engines, and follow links.
- **Software usage:** Experience with word processors and presentation software is necessary.
- **File management:** Knowledge of saving, copying, moving, and downloading files in various formats (like .pdf, .docx).
- **Problem-solving:** Ability to learn new technology or troubleshoot basic issues, like clearing browser cache.

TUITION

WEI is focused on making it possible for everyone to benefit from our course offerings. Our courses are priced right, and we offer flexible payment options. Students can pay their tuition fees in full before the course starts. We offer a two-part payment plan for our courses, and a tuition payment plan for students completing a certificate program. Students completing a certification program will receive a **20% discount** on their last two classes. No refunds.

2 Week Course	4 Week Course	6 Week Course	8 Week Course
\$150.00	\$300.00	\$450.00	\$600.00

* Tuition may vary by program

STUDENT SERVICES & RESOURCES

WEI is dedicated to the success of our students. We offer multiple resources to our students to support their academic careers. Executive Dean is here to assist.

PROCEDURES FOR STUDENTS WITH DISABILITIES POLICY

WEI is committed to providing equal access to students with disabilities under the guidelines of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students with disabilities who wish to request reasonable accommodation to ensure equal access to classes, programs, or services must register with the **WEI** Administration Office the contact information below. Support for students includes reasonable and effective accommodation and academic assistance on a case-by-case basis.

If you have an identified disability that may affect your performance in this class and you choose to request reasonable accommodation, please request an appointment with **WEI** so that provisions can be made to ensure you have an equal opportunity to meet all the requirements of this course.

Students may download all student resource forms at:

<https://www.westerneducationinstitute.com/apply-and-enroll>

Please return the forms with the accompanying documentation to:

Executive Dean of Programs
Western Education Institute
14080 Palm Drive, Suite E
Desert Hot Springs, CA 92240
(888) 447-9033

You can email your forms to:

Admin@WesternEducationInstitute.edu

Western Education Institute does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Executive Dean has been designated to handle inquiries regarding the non-discrimination policies. For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

STUDENT RESPONSIBILITIES FOR ONLINE LEARNING

For hybrid online courses, students will have in-class sessions approximately once a week. Students are expected to accomplish at least 50% of the class work online.

For **asynchronous online courses, all classes are online, including lecture time.** The interaction between the instructor and the students (and among students) is based on writing and reading of postings and continuous participation in an online discussion. Students are expected to write and read a lot in addition to the textbook, lectures, and other required readings. It is expected that all students will be able to express themselves and communicate effectively in writing.

To succeed in an online class, students need to have the required level of computer skills, motivation, and a commitment to learn and working on their own. Online classes are good for self-starters: those students who can take the initiative to complete coursework without the direct supervision of a professor.

Upon registration, students will be required to sign the following:

1. Annual Financial Responsibility Agreement (for students enrolled in a certification program)
2. Student Code of Conduct Policy
3. Student Honor Code
4. Student Tuition Plan (for students enrolled in a certification program)
5. Student Promissory Note (if paying tuition in installments)

PROGRAMS & COURSE OFFERINGS

Western Education Institute provides multiple Master Certification programs that can be completed in 6 months or less on a full-time basis. Students can also take courses on an individual basis and receive a certification of completion for every class completed. Our on-demand courses are made up of various content items such as videos, class recordings, PDFs, and presentations that each learner can proceed through at their own speed. Instead of a learner having to join and review material at a specific time, they can go through the course content when it is convenient for them.

AGRICULTURE AND HORTICULTURE CERTIFICATION:

This accredited training program prepares graduates for careers in organic farming, agriculture, community gardening, and other sustainable agriculture-related careers. Students can obtain an Organic Greenhouse & Sustainable Agriculture Farming Certificate Level 1, an Organic Greenhouse & Sustainable Agriculture Farming Certificate Level 2, ***or complete them all to be certified as a Master Grower / Manager Certification.*** Courses are 8 weeks in duration and equate to 3 credit hours each. Courses are in a hybrid format, and students' complete courses using a combination of online learning and on-site practicum.

Organic Greenhouse & Sustainable Agriculture Certificate Level 1. Comprised of 8 classes and 2 practicums. Intended for Organic Greenhouse and Farm Workers. Classes are:

1. Farm Maintenance, Structures & Systems
2. Greenhouse Nutrition & Water Systems, Science & Conservation
3. Organic Greenhouse Management & Plant Propagation
4. Post-Harvest Processes
5. Integrated Pest Management & Plant Health
6. Principles of Plant Science
7. Organic Crop Planning & Production Practicum (Spring or Fall)
8. Organic Crop Planning & Production Practicum (Summer or Winter)

Organic Greenhouse & Sustainable Agriculture Farming Certificate Level 2.

Comprised of 13 classes (8 from the Level 1 Certification) and 2 practicums. Intended for Organic Greenhouse and Outdoor Master Growers / Managers. Classes are:

1. Farm Maintenance, Structures & Systems
2. Direct Food Marketing
4. Organic Crop Planning & Production Practicum (Spring or Fall)
5. Organic Crop Planning & Production Practicum (Summer or Winter)
- 1.



BUSINESS ADMINISTRATION & MANAGEMENT CERTIFICATION:

This accredited training program prepares graduates for careers focused on Business Management. Students who complete the program will understand foundational practices needed to manage a successful business. Students completing the program will learn key skills such as managing finances, analyzing data and market trends, and developing policies to increase business operations' efficiency. This full certification program consists of **16 core courses and 3 elective courses**. This program can be completed in 6 months on a full-time course load or 1 year on a part-time course load.

Core Courses

1. Financial Accounting
2. Principles of Marketing
3. Purchasing Management
4. Management & Leadership in Operations
5. Legal Environment of Business
6. Accounting Computer Applications I
7. Project Mgmt. & Organizational Structures
8. Management & Leadership in Sales
9. The Power of Leadership
10. Human Resources
11. Financial Analysis & Management
12. Effective Hiring & Interviewing
14. Team Performance Management
15. Designing an Effective Team Structure
16. Principles of Management

Elective Courses (choose 3)

- Effective Hiring and Interviewing
- Ethical and Credible Leadership
- Developing High Performance Teams
- Interpersonal Communication Skills
- Leadership and Management Theories and Practice
- Career Development
- Leading Organizational Change
- Planning and Delivering Effective Presentations



CULINARY ARTS CERTIFICATION:

This accredited training program prepares graduates for careers focused on the business of culinary arts. This full certification program consists of **9 modules and 3 electives** and can be completed in 6 months on a full-time course load or 1 year on a part-time course load.

Core Modules (*Prerequisites: City/State Sanitation and Safety Class*)

Module 1: Culinary Math Basics

Module 2: History of Culinary Arts

Module 3: Introduction to Modern Culinary Techniques

Module 4: Baking & Pastry

Module 5: International Cooking Techniques

Module 6: Modern Fine Dining

Module 7: Catering and Large-Scale Preparation Techniques

Module 8: Meats and Meat Preparation

Module 9: Molecular Gastronomy and Other Classic Techniques

Elective Courses (choose 3)

- Effective Customer Service
- Effective Hiring and Interviewing
- Ethical and Credible Leadership
- Developing High-Performance Teams
- Interpersonal Communication Skills
- Leadership and Management Theories and Practice
- Career Development



GRANT WRITING & NONPROFIT MANAGEMENT:

The nonprofit world is changing fast and uses a very different business model than traditional for-profit organizations. As competition for donors and clients heats up, demand is increasing for financial leadership and results in this sector. This certificate prepares nonprofit leaders and aspiring leaders to focus on the mission and achieve financial sustainability while driving the organizational strategy of a nonprofit organization. This program can be completed in 6 months part-time or one year full-time and includes *15 classes a 3 elective courses*.

Core Courses

1. Beginning Grant Writing
2. Intermediate Grant Writing
3. Advanced Grant Writing
4. Grant Management
5. Nonprofit Budget Development
6. Nonprofit Finance
7. Nonprofit Program Development
8. Nonprofit Board Development
9. Nonprofit Strategic Planning
10. Nonprofit Fund Development
11. Nonprofit Team Development
12. Nonprofit Legal Requirements
13. Leadership Management Theories & Practice
14. Nonprofit Compliance
15. Nonprofit Financial Analysis

Elective Courses (Choose 3)

- Effective Customer Service
- Effective Hiring and Interviewing
- Ethical and Credible Leadership
- Developing High Performance Teams
- Interpersonal Communication Skills
- Career Development
- Planning and Delivering Effective Presentations



HOSPITALITY MANAGEMENT:

Hospitality is a diverse and exciting global industry. Whether your current or future responsibilities involve lodging or restaurant operations, travel services, gaming and entertainment, special events planning, or recreation management, this program will provide a hybrid, fast-track program for students to gain the skills they need to enter or advance in the field. This program helps provide preparation for entry-level to management positions in hotels, restaurants, institutions, and other hospitality organizations. This program can be completed in 6 months on a full-time schedule and includes **13 classes with 3 electives**.

Core Courses:

1. Introduction to Hospitality, Tourism, and Travel Industries
2. Fundamentals of Hospitality Management
3. Mathematical and Financial Concepts for Hospitality
4. Hospitality and Room Divisions Management
5. Food, Beverage Management and Cost Control
6. Facilities Planning and Management
7. Food, Beverage Management and Cost Control
8. Effective Customer Service
9. Event Management and Conference Planning
10. Hospitality Sales and Marketing
11. Hotel Operations: Front and Back Office Management
12. Hospitality Human Resource Supervision
13. Hotel Property Management Systems

Elective Courses (choose 3)

- Casino Management
- Career Development
- Ethical and Credible Leadership
- Developing High-Performance Teams
- Interpersonal Communication Skills
- Effective Hiring and Interviewing
- Developing High Performance Teams
- Planning and Delivering Effective Presentations



PROFESSIONAL AUTOMOTIVE CUSTOM COATING CERTIFICATION:

With the ever-changing automotive technical world, liquid wraps have become a new favorite among OC consumers. In this **5-month, 20-week**, intensive program students will learn all aspects of the professional custom coating industry including proper techniques, safety, color mixing, pearls, and color shifts as well as proposer vehicle maintenance form the industry's best. If you are new to the automotive painting world or want to certify your existing shop, this program is the first of its kind. Internship possibilities.

Auto Custom Coating Basics 101 (8 weeks)

- Safety
- Equipment Maintenance
- Product ratios
- Taping/ Masking
- Sanding/prep/washing
- Pre-Spray Prep
- Proper Spraying Techniques
- Clear Coats
- Unmaking and Post Prep
- Follow-up Care and Maintenance

Auto Custom Coating Hydro Dip (4 weeks)

- Safety
- Equipment Maintenance
- Product ratios
- Taping/ Masking
- Sanding/prep/washing
- Pre-Spray Prep
- Proper Dipping Techniques
- Unmaking and Post Prep
- Follow up Care and Maintenance

Auto Custom Coating Pearls/Candy (4 weeks)

- Safety
- Equipment Maintenance
- Product ratios
- Applications
-

Auto Custom Coating Color Creation (4 weeks)

- Safety
- Equipment Maintenance
- Product ratios
- Mixing
- Pigments
- Applications

Auto Custom Coating Air Brush (4 weeks)

- Safety
- Equipment Maintenance
- Product ratios
- Taping/ Masking
- Sanding/prep/washing
- Pre-Spray Prep
- Proper Dipping Techniques
- Unmaking and Post Prep
- Follow up Care and Maintenance



COURSE DESCRIPTIONS

Accounting Computer Applications I - Computerized Applications for Accounting is a practical introduction to the utilization of an integrated accounting package for microcomputers, including considerations necessary in choosing and implementing a computerized accounting system. Students learn the differences between manual and computerized accounting systems and will set up and use integrated computerized general ledger, accounts receivable, accounts payable, inventory, depreciation, and payroll applications to maintain accounting records of a business and produce financial reports, including cash flow, horizontal, and vertical analysis.

Advanced Grant Writing - This 8-week certificate course introduces students is an extension of the Intermediate Grant Writing class and explores the peer review process, developing strong relationships and the importance of networking with grantors, supporting action planning & analyzing an Annual Report's evaluation logic, creating logic models, deep analysis, and peer review of all elements of a grant package.

Auto Custom Coating Air Brush – Students will learn the fundamentals of airbrushing a custom paint application. Students will learn the importance of safety, equipment maintenance, product ratios, taping/ masking, sanding/prep/washing, pre-spray prep, proper spraying techniques, unmaking and post prep, follow-up care, and maintenance of airbrush applications.

Auto Custom Coating Basics 101 - Students will learn the basics of completing a custom paint application. Students will learn the importance of safety, equipment maintenance, product ratios, taping/ masking, sanding/prep/washing, pre-spray prep, proper coating techniques, unmaking and post prep, follow-up care, and maintenance when applying custom coating.

Auto Custom Coating Color Creation - Students will learn the fundamentals of creating a custom paint application. Students will learn the importance of safety, equipment maintenance, product ratios, mixing, pigments, and the proper application process.

Auto Custom Coating Hydro Dip - Students will learn the fundamentals of the hydro dip, a custom paint application. Students will learn the importance of safety, equipment maintenance, product ratios, taping/ masking, sanding/prep/washing, pre-spray prep, proper dipping techniques, unmaking and post prep, follow-up care, and maintenance of airbrush applications.

Auto Custom Coating Pearls/Candy - Students will learn the fundamentals of using pearls and candy in a custom paint application. Students will learn the importance of safety, equipment maintenance, product ratios, taping/ masking, sanding/prep/washing, pre-spray prep, proper application techniques, unmaking and post prep, follow-up care, and maintenance of custom applications.

Baking & Pastry- Learn classic and modern techniques of baking and pastries. Students will understand the science of baking as well as the basics of cakes, doughs, breads, and flaky pastries.

Beginning Grant Writing - This 8-week certificate course introduces students to the basics of grant writing. Students will learn the basics of writing proposals and applications, how to develop a program/project, practice pre-writing exercises, write a project narrative, write a Letter of Inquiry (LOI), and prepare budgets for a basic grant package - program and operating. Federal, state, and foundation grants are explored.

Business Ethics - Students will learn basic business ethics pertaining to the hospitality industry specifically. Topics include inclusion, proper business practices, and the basics of business ethics.

Decision Making & Accountability – This course covers the foundational skills of organizational decision making and accountability. Emphasis is placed on the team accountability process and its importance to organizations. Students will review methods for taking control of their work and making time to manage others, which include creativity, critical thinking, decision-making, and problem-solving.

Designing an Effective Team Structure - This course will introduce students to the topics of teams in the workplace and organizational design. This means that concepts studied will be considered, considering their practical orientation to working with and consulting leaders of teams and organizational design.

Developing High-Performance Teams – High-performance teams are a necessary part of driving business growth. Effective team building skills are at the root of productive and effective leadership and meeting organizational goals and objectives. Students will learn the skills and theories required for developing a high-performance team and maintaining its momentum.

Direct Food Marketing - This course will introduce students to a systems approach to examining the challenges faced by humanity to produce enough food for a growing world population, which is expected to exceed 9 billion by 2050. Challenges include risks from weather events, soil degradation and water shortages, pests, disease pressure, dwindling genetic diversity, and increasing energy demands. The course will also examine the controversies over adoption of technologies as well as social justice and ethical considerations. Potential solutions are examined including sustainable agriculture and the role that consumers can have through the food choices they make.

Effective Customer Service - Students will gain a proper understanding of effective customer service while maintaining a professional stance in the workplace.

Effective Hiring & Interviewing— Instead of HR professionals, front-line managers are now being asked to assess their personnel needs in the workplace and make hiring or firing choices that fit those needs. Many managers have not been trained in how to decide among candidates to make the best choices to fit their team. This course will introduce students to the skills and techniques required for effectively selecting organization candidates.

Ethical & Credible Leadership - This course is an examination of ethics in the workplace and the role of organizational leaders in fostering ethical behavior. Case studies, discussion, self-assessment exercises, and reading assignments explore the basic frameworks of ethical dealings and moral leadership. Students will demonstrate competency in critical thinking skills to both identify and remedy ethical issues typically encountered in organizational settings and interactions.

Event Management & Conference Planning - As the hospitality management industry grows, so does the size and scale of conferences, conventions, and galas. Large-scale events require complex management skills to create themes, organize timelines, and coordinate catering and technical resources that include special audio/visual effects and lighting. This course provides students with an in-depth look at events and conference planning through interactive lectures and group discussions.

Facilities Planning and Management - Students will learn the tools necessary to successfully navigate facilities planning, buildouts, and other management tools.

Farm Maintenance, Structures & Systems - This 8-week course will introduce students to the basic working knowledge of working in the livestock and production facilities: Identify the different pieces of equipment used within the farm; understand how the equipment works; know the different components that operate that equipment; understand the basic concept of electricity; be able to use an electrical testing meter; be able to troubleshoot each piece of equipment; be able to correspond with maintenance techs to save time when maintenance is required; be able to make minor repairs that are within the limits of their safety requirements; to have an overall knowledge of everything they have on the farms.

Financial Accounting – In this course, students gain confidence in identifying and communicating discrepancies or inconsistencies that may harm a business and learn to communicate valuable information to help a business succeed. Students gain confidence in where students will analyze and classify financial data, journalize, post transactions, and prepare financial statements.

Financial Analysis & Management – This course will provide students with a framework for analyzing a firm's past performance to provide information that is useful for estimating its future performance. The course integrates key concepts from accounting, finance, economics, and business strategy and applies them to financial decision-making. The course focuses on teaching students to interpret numbers in financial statements. You should leave the course with the ability to be able to read a set of financial statements and interpret financial ratios.

Food Production & Kitchen Management - All top hotels have something in common: excellent food venues. The ability to manage kitchens efficiently and understand food production is a valuable skill that is essential in today's cost-sensitive environment. The food production course will explore this important department from inventory and progressing to purchasing, storing, menu design, and preparation to plate presentation and planning, and operation. Students will examine kitchen operations in a professional environment.

Food, Beverage Management, and Cost Control - Students will gain an understanding of cost control in the food and beverage industry. Topics include vendor relations, food and labor cost, event and catering cost control, beverage management, bar management, and how to maintain successful procedures for the workplace.

Fundamentals of Hospitality Management - Students will gain an understanding of the different areas of the hospitality industry and the fundamental tools needed to succeed in this industry.

Grant Management – Students will learn the skills necessary to administer and manage their grant financial assistance. Students will learn the steps needed to ensure grant compliance and future grant funding.

Greenhouse Management & Plant Propagation – This 8-week course covers the plant propagation process of increasing the number of plants of a particular species or cultivar. Students will learn the propagation of plants, including sexual reproduction, or the production of viable seeds, exposure to proper environmental conditions, seed germination and maturity, and reproductive plants and asexual propagation methods.

Greenhouse Nutrition & Water Systems, Science & Conservation - This 8-week course will introduce students to skills required to analyze complex situations, such as the allocation of natural resources, as well as the types of water systems and plant nutrition.

History of Culinary Arts - Learn the history of culinary arts and how it has affected today's modern techniques. Students will study geographic history from around the world to gain a better understanding of the current industry.

Hospitality & Rooms Divisions Management - A hospitality enterprise's room division is responsible for meeting guests' expectations for a clean, safe, and secure environment. This course provides students with an understanding of the essential safety policies and procedures associated with OSHA safety regulations, laundry, and maintenance operations, and the best practices for effectively managing a secure environment for your guests.

Hospitality Human Resources Supervision – Students will learn the principles and procedures of human resource management and leading people in the hospitality workplace. Subjects include the procedures involved in recruiting, interviewing, selecting, hiring, and orienting new employees; proper techniques for successful training and development of employees; federal and state laws and regulations relating to human resources management; the responsibilities of a supervisor, such as performance reviews, teambuilding, conflict management, discipline, and termination of employees. Students will learn to distinguish the qualities of a good leader and their ability to plan, organize, communicate, and delegate.

Hospitality Sales & Marketing - Even the most extraordinary property can fail if it is not positioned and marketed properly. From marketing audits and evaluations to consumer targeting and evaluation, this course provides students with an in-depth look at the sales office organization, telemarketing, cross-promotions, and sales force management required to optimize a property's performance and reach a targeted demographic.

Hotel Operations: Front & Back Office Management - Successfully managing a hotel requires an awareness of every transaction and process that takes place from the time a guest checks in to the time they check out. This course provides students with an in-depth look at both front and back-office management responsibilities, including reservation, security, record keeping, and audit procedures.

Hotel Property Management Systems - The digital age hasn't left the hospitality management industry behind. An ever-increasing number of hotels and resorts rely on key property management systems to control everything from reservations and energy management to security and event catering. This course familiarizes students with the industry-leading Micros OPERA System by training them in the uses and functions of technology within hospitality management.

Human Resources - This course examines the role of human resource professionals as a strategic partner in managing today's organizations. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined.

Integrated Pest Management & Plant Health- This 8-week certificate course will introduce learners to monitoring and managing pest levels instead of eliminating pests can preserve the environment, reduce costs, protect the health of humans and animals, and maintain beneficial organisms such as birds, bees, butterflies, predaceous bugs, and other pollinators. This chapter discusses integrated pest management (IPM), an approach that uses knowledge about pests and their life cycles, cultural practices, nonchemical methods, and pesticides to manage pest problems.

Intermediate Grant Writing - This 8-week certificate course introduces students is an extension to the Basic Grant Writing class and explores close reading of company culture, project statement emphasizing need; 3) use theory to clarify & focus a cause, project statement emphasizing need, framing the problem with beneficiaries and innovation in mind, understand range of beneficiaries to find funders, making connections to cultivate collaboration and the dissection of a failed nonprofit.

International Cooking Techniques - Learn cooking techniques from across the globe. Students will understand the different styles and techniques on a worldwide scale, including French, Mediterranean, Asian, Jamaican, American, and other regional cuisines from around the world.

Interpersonal Communication Skills – This course introduces students to the concepts and theories of interpersonal communication. Topics include process and functions of communication, relationship development, communication strategies, interpersonal language skills, listening and response skills, and managing conflict.

Interpreting the Behavior of Others – Students in this course will learn how to become more accurate in attributing causes to behavior in limited interactions, as well as how to increase their ability to get at the heart of a problem when they have the time and resources to do so. Students will learn to use a set of tools that can help them understand other people with efficiency, accuracy, and impact.

Introduction to Hospitality, Tourism & Travel Industries – Students will learn marketing and management of food costs and event planning. Students will be introduced to the wide world of hospitality management and will have an overview of the functions and structures within a typical hospitality enterprise.

Introduction to Modern Culinary Techniques - Learn the basics of the modern professional kitchen. Students will gain an understanding of knife skills and safety, kitchen etiquette, meat cuts and types, proper kitchen temperatures, as well as other modern culinary techniques.

Leading Organizational Change - Students in this course will examine their leadership styles and practice skills that will help them translate ideas into organizational results, find ways to overcome organizational inertia, and examine strategies for overcoming individual resistance to change. Students who complete this course will be able to facilitate change by translating ideas into desired organizational results, identify the change process as it relates to organizations, identify ways to overcome organizational inertia, examine strategies for overcoming individual resistance to change, and explore ways of anticipating and mitigating uncertainty.

Legal Environment of Business - This class will prepare students to understand their role and responsibility within this environment, identify issues, recognize potential problems, and know when to consult with an expert. Each of these skills will result in efficiency and cost-effectiveness for your business. Students will develop improved reasoning and problem-solving skills to better evaluate the legal, regulatory, and ethical environment in which they work and be able to incorporate that knowledge into their business decision-making process.

Management & Leadership in Operations - The course presents leadership and management theories/concepts that have emerged over the past several decades. This course focuses on how skills and abilities in leadership and management can be developed and applied by individuals to make a difference in organizations, communities, or societies.

Management & Leadership in Sales – Students will learn to identify personal improvement opportunities aligned with the changing sales management role. Topics also include strengthening sales management process and leadership skills, becoming increasingly more proactive in a reactive environment, building and sustaining an elite performance management culture, identifying, managing, and coaching to optimum sales metrics, implementing effective planning, tactical mapping, and team communication strategies, determining 'high payoff' priorities, and improving related time management.

Mathematical & Financial Concepts for Hospitality - Like most industries, success in the hospitality management industry depends on ambition, hard work, and numbers. Menu pricing, payroll, and occupancy rates are just a few of the topics covered in this source, which teaches students how to accurately and efficiently associate numbers with both the financial and logistical aspects of hospitality management.

Meats and Meat Preparation - Learn the fundamentals of meat cuts, preparations, smoking, rendering, and the current trends in professional meat preparation and presentation.

Modern Fine Dining - Learn the modern techniques for a classic style. Students will learn from fine dining experts the current techniques being used for classical fine dining in a professional kitchen.

Molecular Gastronomy and Other Classic Techniques - Learn the scientific art of molecular gastronomy as well as classic techniques for a modern kitchen. Students will get a crash course in science behind the beauty of modern plating and techniques.

Nonprofit Development & Management – This course introduces learners to key current management issues for nonprofit organizations. Obtaining nonprofit status, understanding the nonprofit business model, strategic planning, grant writing and fund development, marketing strategies, board and volunteer development, budgeting, financial oversight, leadership development, and taxation criteria.

Nonprofit Finance – Students will learn the language of business through accounting fundamentals. Students will gain the skills and knowledge to analyze financial statements as they pertain to the nonprofit business model.

Nonprofit Program Development - This course will introduce students to the process of starting a nonprofit in the United States. Students will learn what a non-profit business owner does, how to raise money and develop programs, how to develop their skills to succeed as a non-profit business owner, and how to start their own non-profit and get donors.

Nonprofit Board Development - This course will familiarize students with the key roles of a nonprofit Board of Directors. Students will be introduced to the key concepts of board development, including mission impact, board recruitment, and board responsibilities.

Nonprofit Strategic Planning - This course will familiarize students with a nonprofit strategic plan. Students will be introduced to the key concepts of creating a strategic plan, how to tie the strategic plan to a mission or program, and how to use the plan for fund development.

Nonprofit Fund Development – This course will familiarize students with the way to connect a strategic plan to a fund development plan. Students will further explore how to use a fund development plan to fund the programs and strategic goals of a nonprofit organization.

Nonprofit Team Development – This course will familiarize students with the key roles of a nonprofit organization. Students will be introduced to the key roles in a nonprofit organization and how to develop teams within the organization and throughout various programs.

Nonprofit Legal Requirements – This course will familiarize students with the legal requirements for a federally recognized nonprofit organization. Students will learn the key responsibilities and expectations of a nonprofit and how to maintain their nonprofit status.

Nonprofit Compliance – This course will familiarize students with maintaining compliance within their organization. Students will learn why compliance is critical in maintaining an organization's nonprofit status and the consequences of losing its nonprofit status.

Nonprofit Financial Analysis – This course will familiarize students with the key ratios nonprofits use on their financial statements and how those statements are publicly reported. Students will also learn how financial reporting affects their fundraising capabilities.

Planning & Delivering Effective Presentations - This course helps students discover how to craft presentations around essential objectives, present key concepts and ideas with power and enthusiasm, design and present effective visuals, and employ techniques for polishing and mastering presentation delivery. Executives, managers, and staff alike will boost presentation performance.

Post-Harvest Processes - This 8-week course covers the study of the biology and current technologies used for handling fruits, nuts, vegetables, and ornamentals in California. It is designed for research and extension workers, quality control personnel in the produce industry, and business, government, or academic professionals interested in current advances in the postharvest technology of horticultural crops.

Principles of Management – This course will introduce students to management and analysis of basic management functions: planning, organizing, leading, directing, and controlling for establishing and accomplishing business objectives. Case studies are utilized. The scope of this study will also include aspects of the principles of management on individuals and organizations.

Principles of Marketing – This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision-making.

Principles of Plant Science - This 8-week course is an introduction to botanical concepts, plant biodiversity, structure and function, growth and development, photosynthesis and water relations, and ecology.

Project Management & Organizational Structures – This course introduces students to the basics of project management and the many kinds of organizational structures that a project can resemble. These structures include a functional structure, departmental structure, matrix structure, flat structure, and virtual structure. This course examines the types of functional structures and how employees are grouped according to their specialties.

Team Performance Management - Performance management systems, which typically include performance appraisal and employee development, are the “Achilles’ heel” of human resources management. They suffer flaws in many organizations, with employees and managers regularly bemoaning their ineffectiveness. This course will introduce students to the skills and techniques for developing effective performance management systems.

The Power of Leadership - Students will learn the sources and uses of power and learn influence strategies to help them become more collaborative and successful leaders. Whether you’re a high-potential leader preparing to take on more responsibility or a high-impact executive with a proven track record of success, you’ll learn the essential communication, collaboration, and coaching skills you need to empower and inspire your teams.