

# Business/Workforce

## Partial Listing of Courses and Programs

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### Accounting & Finance

Bookkeeping Basics  
Financial Intelligence for Non-Financial Managers

### Aviation

Aviation Maintenance Technology  
A & P License Test Preparation  
Basic Electronics and Troubleshooting  
AeroTech: Radial Aircraft Engines

### Certificates and Certifications

APICS Supply Chain Professional (CSCP)  
CATIA v.5 Certificate  
Flagging and Traffic Control Certification  
Human Resources Management Certificate  
IPC -A-610 Specialist Soldering Certification or Recert  
IPC-A-620 Certification or Recert  
J-STD-001 Certification or Recert  
IPC-A-610E CIS Certification  
Lean Six Sigma Green Belt Certificate  
High Performance Management Certificate  
Project Management Certificate

### Communications

Active Listening for Results  
Commas to Content: Edit your own writing  
Communication Styles Essentials  
ESL for Warehouse and Manufacturing  
Power of Persuasive Writing  
Professional PowerPoint Techniques  
Next Level Executive Presentations  
SuperHost: Customer Service Training Program  
Technical Writing—Online  
The Power of Persuasive Writing  
Empowered Negotiations: Play to win/win

### Computers & Technology

Quick Keyboarding  
Welcome to Computers: Using Windows XP  
Welcome to Office 2007- New features  
Introduction to Windows 7  
Word 2003/2007/2010 Level 1: Word processing basics  
Word 2003/2007/2010 Level 2: Beyond Word basics  
Word 2003/2007/2010 Level 3: Complex documents  
Excel 2003/2007/2010 Level 1: Spreadsheet basics  
Excel 2003/2007/2010 Level 2: Beyond Excel basics  
Excel 2003/2007/2010 Level 3: Advanced features  
Access 2003/2007/2010 Level 1: The basics  
Access 2003/2007/2010 Level 2: Beyond the basics  
Access 2003/2007/2010 Level 3: Advanced features  
PowerPoint 2007/2010

### Computers & Technology (continued)

Quickbooks 2010  
Quickbooks: Advanced bookkeeping entries  
Quickbooks: Custom reports and graphs  
Quickbooks: Custom templates and mailings  
Quickbooks: Payroll  
Microsoft Windows Sharepoint 2010 Level 1  
Microsoft Windows Sharepoint 2010 Level 2  
Network Fundamentals  
Introduction to Programming using VB.NET  
Outlook 2007/2010  
Business Intelligence  
Networking Fundamentals

### Engineering - Electrical

Electronics and Troubleshooting  
IPC-A-610d Certified IPC Specialist (CIS) w Inspection Lab  
Hands-on Soldering Training and Assembly  
Lead Free Hands on Soldering and Assembly

### Engineering - Mechanical

Blueprint Reading--Basics  
Blueprint Reading--Advanced  
GD&T Interpretation  
Shop Math

### Engineering - Software

CATIA v.5 Boot Camp--Hybrid  
Introduction To CATIA v.5  
Assembly Design Fundamentals & Advanced  
Sketcher and Auto-Constraints  
Part Design Fundamentals  
Part and Product Integration  
Drafting Fundamentals  
Introduction to Surfacing  
Surfacing Operations  
Functional Tolerancing and Annotation  
Wireframe Fundamentals  
CATIA v.5: For Airframe Mechanics  
and Manufacturing Engineers  
AutoCAD 2009- Online

### High Performance Management Certificate

High Performance Management Essentials  
Introduction to Performance Excellence  
Financial Intelligence for Non-Financial Managers  
Next Level Leadership  
High Performance Management Certificate Capstone  
Understanding Budgets  
Team Management  
ASQ Manager of Quality Test Preparation

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### **Human Resources Certificate Program**

Human Resources Management Certificate  
Benefits Basics  
Business Basics for HR Professionals  
Employment Law  
HR Systems and Metrics (on-line)  
HR Integration Capstone  
Human Resources Essentials  
Managing Employee Performance  
Payroll Practice and Management  
Safety and Security  
Talent Management--Finding and Keeping the best  
Total Rewards  
Working with Organized Employees  
Managing a Culturally Diverse Workforce  
HR Certificate Capstone  
Employee Training and Development

### **Lean Six Sigma Green Belt Certificate**

Lean Six Sigma Green Belt--Foundations  
Lean Six Sigma Green Belt--Advanced Topics  
Lean Six Sigma Project Capstone  
Teacher Training and Facilitation  
Quality Improvement for Project Managers  
Lean for the Office  
Lean Mastery--Online  
Root Cause Investigation & Analysis  
Lean Six Sigma ASQ Test Preparation  
Lean Practices Overview  
Basic Statistics for Continuous Improvement

### **Machining**

Machine Operator Certificate

### **Next Level Leadership Institute**

Next Level Executive Presentations  
Next Level Leadership  
Next Level Success Skills  
Next Level Supervisor Training

### **Project Management Certificate Program**

Project Management Essentials  
Project Planning and Scheduling Techniques  
Project Execution and Control  
Project Team Management  
MS Project 2007/2010 Overview

### **Project Management Certificate Program** (Continued)

Managing Small Projects  
Critical Project and Portfolio Management  
Project Requirements Management  
Project Risk Management Essentials  
Communication for Sales and Service  
Earned Value Management  
Quality Improvement Overview  
Virtual Teams--Managing Projects Today

### **Supervision/Leadership**

Supervisor Training Intensive  
Making the Leap to Leader  
Managing to Motivate  
Dealing with Difficult Behavior  
Direct, Delegate, or Do it Myself?  
Building Successful Teams  
Coaching and Correcting  
Communicating Effectively for Supervisors  
Leading Others through Change  
Leading High Performance Teams  
Managing Challenging Behavior  
Performance Management  
Performance Appraisal  
Managing Priorities  
Leading and Facilitating Effective Meetings  
Time Management Tools and Techniques  
Four Generations in the Workplace

### **Supply Chain Management**

Basics of Supply Chain Management  
Master Planning of Resources  
APICS Supply Chain Professional (CSCP)  
Certified Green Supply Chain Professional  
Strategic Management of Resources  
Detailed Scheduling and Planning

### **Teacher/Trainer Education**

Teacher Training and Facilitation  
Course Design for e-Learning  
Instructional Systems Design

### **Welding/Fabrication**

WABO Certification  
Sheet Metal Fabrication: Available upon demand  
Oxyacetylene Welding: Available upon demand  
Gas Metal Arc Welding: Available upon demand  
Gas Tungsten Arc Welding: Available upon demand