CATEGORIES	WECM	CIP	Course Name	Course Description	Course Hours	Class Delivery Method	Start Date	End Date
Leadership	BMGT 1020	52.0201	Leadership Skills for Supervisor/Managers	Concepts and skills of leadership in the work setting. Introduces leadership and motivational theories and leadership styles. Includes evaluation of leadership performance. Describe leadership styles; apply leadership theories; and demonstrate communication strategies.	8	In Person or Online	8/4/2025	8/8/2025
Management or Leadership	BMGT 1012	52.0201	Fundamentals of Management	Management functions, and decision-making processes including planning, organizing, leading, staffing, and controlling. Describe management functions; and solve problems according to contemporary management processes.	8	In Person or Online	8/11/2025	8/15/2025

Management or Leadership	BUSG 1000	52.0101	Fundamentals of Management Workshop	This seminar provides the framework for organizations to build strength among managers at all levels. Participants learn in what way their management style influences how they manage time, make decisions, approach problems and what they need to do to adapt to the styles of others to bring out the best in each and every employee. Participants receive the tools they need to coach and develop competent, motivated employees by gaining a deeper understanding of individual strengths and challenges.
				Elements in this course include:
				   Learn one's personal management style based on a proven model.
				   Know priorities, strengths and challenges as it relates to management and the DiSC Model.
				   Understand how to direct and delegate by style.
				   Create a motivating environment that engages employees.
				   Have strategies to adapt communications and address conflict.
				   Help individuals work better with their own manager.
					16	In Person or Online	8/18/2025	8/22/2025

Customer Service	BUSG 1005	52.0101	Introduction to Customer Services	The process of providing service to a diverse customer base Describe types of customers; identify customers' needs; and determine strategies to provide quality customer service.	8	In Person or Online	8/25/2025	8/29/2025

Microsoft Office S	ITSW 1046	11.0301	Excel - Intermediate	This course builds on the skills and concepts taught in Microsoft Excel – Basic. An assessment of each trainee's knowledge and skill level will be taken on the first day of class, as well as at the end of the class. Results will be reported back to the sponsor company.
				Elements in this course include:
				   Enter and edit text and values, use AutoFill, enter formulas and examine the order of operations, save and update a workbook, and save a workbook in different file formats.
				   Move and copy data, use the Office Clipboard, move and copy formulas, use AutoFill to copy formulas, use Paste Link, view formulas, work with relative and absolute references and insert and delete ranges, rows and columns.
				   Use the SUM function, AutoSum and the AVERAGE, MIN, MAX, COUNT and COUNTA functions to perform calculations in a worksheet.
				   Format text, cells, rows, and columns, merge cells, apply color and borders, format numbers, create conditional formats, and use the Format Painter.
				   Create, format, modify and print charts based on worksheet data, work with various chart elements and apply chart types and chart styles.
				   Create, format and modify pivot tables.
				   Insert and modify a picture, represent data graphically within cells by applying three forms of conditional formatting (data bars, color scales and icon sets), and insert and modify SmartArt graphics.
				   Check spelling, find and replace text and data, preview and print a worksheet, set page orientation and margins, create and format headers and footers and print gridlines.
					16	In Person or Online	8/4/2025	8/8/2025

Microsoft Office S	ITSW 1037	11.0301	PowerPoint - Basic	This introductory course covers the basic functions of Microsoft PowerPoint software, including the window components and the Help system. An assessment of each trainee's knowledge and skill level will be taken on the first day of class, as well as at the end of the class. Results will be reported back to the sponsor company.
				Elements in this course include:
				  Create, save and rearrange presentations.
				  Format text, use drawing objects, work with graphics and insert tables and charts.
				  Use templates and themes, slide masters and transition effects.
				  Proof, run and print presentations.
					8	In Person or Online	8/4/2025	8/8/2025

Microsoft Office S	ITSW 1041	11.0301	PowerPoint - Intermediate	This course builds on the skills and concepts taught in PowerPoint - Basic. An assessment of each trainee's knowledge and skill level will be taken on the first day of class, as well as at the end of the class. Results will be reported back to the sponsor company.
				Elements in this course include:
				  Customize PowerPoint by modifying the Ribbon and changing application settings.
				  Apply themes and templates, and how they will work with SmartArt graphics and tables.
				  Add multimedia content and interactive elements to slides, and learn about presentation distribution options, including PDF, HTML and online broadcasts.
				  Integrate PowerPoint with Word and Excel.
					16	In Person or Online	8/4/2025	8/8/2025

Office Managemer	BMGT 1025	52.0401	Office Management	Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills. Identify skills and competencies of an office manager; describe different forms of organizations; and develop processes for office operations.	48	In Person or Online	8/11/2025	8/18/2025
Office Managemer	DNTA 1051	51.0601	Dental Office Management	Use computers/and or manual systems to process dental information and interpret and practice learned dental office management skills. Perform dental office administrative duties; demonstrate accounting and financial operations; comply with federal and state guidelines regarding health care providers; and operate dental technology and software systems.	32	In Person or Online	8/18/2025	8/22/2025
Office Managemer	DNTA 1052	51.0601	Fundamentals of Dental Office Procedures	Fundamental front desk procedures. Employ patient reception principles; foster personal relations; demonstrate telephone techniques; maintain dental records; manage supplies and inventory; and schedule appointments.	16	In Person or Online	8/25/2025	8/29/2025