

CATEGORIES	WECM	CIP	Course Name	Course Description	Course Hours	Class Delivery Method	Start Date	End Date
Ethics	BMGT 1041	52.0201	Business Ethics	Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility. Define business ethics; identify the consequences of unethical business practices; describe reasoning for analyzing ethical dilemmas; describe different ethical views; explain how business, government, and society function interactively; and explain corporate social responsibility.	48	In Person or Online	9/2/2025	9/26/2025
Hospitality	HAMG 2005	52.0901	Hospitality Management and Leadership	An overview of management and leadership in the hospitality industry with an emphasis on management philosophy, policy formulation, communications, motivation and team building. Compare and contrast the various styles of leadership and management; develop mission statements supported by goals and objectives; identify motivation and team building practices as they relate to the hospitality industry; and evaluate the communication styles of leaders and managers.	32	In Person or Online	9/2/2025	9/26/2025
Business Software Management	ITSC 2032	11.0101	Advanced Computer Applications in Business	Utilize packaged software to prepare business applications. Create an advanced business application.	8	In Person or Online	9/8/2025	9/12/2025
Microsoft Office Software	ITSW 1001	11.0602	Word - Basic	This is an introductory level course designed to familiarize trainees on the use and application of Microsoft Word software. 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: Use the Help system and navigate documents. Enter and edit text, create and save documents and learn how to enhance the appearance of a document by using various formatting options. Create tables, insert headers and footers, proof and print documents and insert graphics. Insert graphics and clip art, move graphics, wrap text around graphics and modify graphics. Examine and compare text formatting, work with character styles and work with a document outline. Proof a document by checking spelling and grammar, use AutoCorrect, preview and print documents, create PDF and XPS documents and edit PDF documents in Word.	8	In Person or Online	9/15/2025	9/19/2025
Microsoft Office Software	ITSW 1001	11.0602	Word - Intermediate	This is an intermediate to advanced level course designed to build on the skills and concepts taught in Microsoft Word - Basic. An assessment of each trainee's knowledge and skill level will be taken on the first day of training, as well as at the end of class. Results will be reported back to the sponsor company. Elements in this course include: Use the elements of the Word window, create and save documents and navigate a document and select text by using the keyboard and the mouse. Insert and delete text, create hyperlinks, use the Undo and Redo commands, cut, copy and paste text, and find and replace text. Use document templates, manage document revisions and work with Web features. Create tables, work with text in a table, adjust a table's structure, apply table formatting and styles and work with data in a table. Add headers and footers, set and change document margins, change page orientation, set text flow options and add and delete manual page breaks. Work with styles, sections and columns and will use the Navigation pane to work with outlines. Examine and compare text formatting, work with character styles and work with a document outline. Format tables, print labels and envelopes and work with graphics.	16	In Person or Online	9/15/2025	10/3/2025

Microsoft Office Software	ITSW 1004	11.0301	Excel - Basic	<p>This is an introductory level course designed to familiarize trainees on the use and application of Microsoft Excel software. 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.</p> <p>Elements in this course include:</p> <ul style="list-style-type: none"> Use the Help system and navigate worksheets and workbooks. Recognize spreadsheet terminology. Start Microsoft Excel and identify the components of the Excel interface. Enter and edit text, values, formulas and pictures. Understand how to save workbooks in various formats. Move and copy data, learn about absolute and relative references and work with ranges, rows and columns. Use simple functions, basic formatting techniques and printing. Create and modify charts and learn how to manage large workbooks. 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. 	8	In Person or Online	9/15/2025	9/19/2025
Microsoft Office Software	ITSW 1037	11.0301	PowerPoint - Basic	<p>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.</p> <p>Elements in this course include:</p> <ul style="list-style-type: none"> 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	9/15/2025	9/19/2025
Office Management Software	HAMG 1013	52.0901	Front Office Management	<p>Functions of front office operations as they relate to customer service. Includes a study of front office interactions with other departments in the lodging operation. Identify the various service levels and market segments in the lodging industry as they pertain to the front office area of the hospitality operation; and identify front office responsibilities, accounting procedures, revenue management, checkout and settlement procedures, and night audit functions and verification.</p>	32	In Person or Online	9/2/2025	9/19/2025
Project Management Software	ITSC 1015	11.0101	IT Project Management	<p>Use of project management tools for developing a project plan including timelines, milestones, scheduling, life cycle phases, management frameworks, skills, and processes. Use project management tools to plan and manage a project; organize and evaluate project phases; produce documents applicable to the project; determine project tasks; and demonstrate teamwork.</p>	64	In Person or Online	9/8/2025	10/10/2025
Business fundamentals	BUSG 1001	52.0101	Introduction to Business	<p>Fundamental business principles including structure, functions, resources, and operational processes. Identify business functions of accounting, management, marketing, and economics; and describe the relationships of social responsibility, ethics, and law; and describe the scope of global business enterprise.</p>	48	In Person or Online	9/22/2025	10/3/2025
Communication Skills	BMGT 2005	52.0201	Advanced Communication in Management	<p>A study of advanced principles of oral and written communications for managers. Apply procedures for writing reports, proposals, and conducting research; and produce oral presentations.</p>	48	In Person or Online	9/22/2025	10/10/2025