

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	General Business	An overview of the history of business including economic systems, types of ownerships, and laws affecting business. Describe the history of business and the evolution of business organizations.	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 Software	ITSW 1046	11.0301	Intermediate Spreadsheets I	Instruction in moving and copying, cell contents; sorting mathematical, statistical, and financial functions; date and time arithmetic; report generation; and built-in graphics support. Create macros; utilize database features; apply data analysis features; and utilize linked worksheets.	16	In Person or Online	8/4/2025	8/8/2025
Microsoft Office Software	ITSW 1037	11.0301	Introduction to Presentation Software	Introduction to computerized presentation graphics that leads the participant through planning, design, and production of business graphics and charts. Presentation files are produced utilizing multimedia software. Use presentation graphics concepts and terms; create and run a slide presentation; edit and spell-check text; create, edit, and enhance objects; integrate data between presentation and word processing software.	8	In Person or Online	8/4/2025	8/8/2025
Microsoft Office Software	ITSW 1041	11.0301	Intermediate Presentation Graphics Software	Create and modify multimedia presentations complete with slides, charts, and special effects. Create and modify presentations by using visual and audio effects; and integrate other software applications into a presentation.	16	In Person or Online	8/4/2025	8/8/2025
Office Management Software	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 Management Software	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 Management Software	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