

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	Introduction to Word Processing	An overview of the production of documents, tables, and graphics. Identify word processing terminology and concepts; create technical documents; format and edit documents; use simple tools and utilities; and print documents.	8	In Person or Online	9/15/2025	9/19/2025
Microsoft Office Software	ITSW 1004	11.0301	Introduction to Spreadsheets	Instruction in the concepts, procedures, and application of electronic spreadsheets. Define spreadsheet terminology and concepts, create formulas and functions, use formatting features, and generate charts, graphs, and reports.	8	In Person or Online	9/15/2025	9/19/2025
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	9/15/2025	9/19/2025
Office Management Software	HAMG 1013	52.0901	Front Office Management	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.	32	In Person or Online	9/2/2025	9/19/2025
Project Management Software	ITSC 1015	11.0101	IT Project Management	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.	64	In Person or Online	9/8/2025	10/10/2025
Business fundamentals	BUSG 1001	52.0101	Introduction to Business	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.	48	In Person or Online	9/22/2025	10/3/2025
Communication Skills	BMGT 2005	52.0201	Advanced Communication in Management	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.	48	In Person or Online	9/22/2025	10/10/2025