

CATEGORIES	WECM	Course Name	Course Description	Course Hours	Start Date	End Date
Microsoft Office Software	ITSW 1001	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	9/15/2025	9/19/2025
Microsoft Office Software	ITSW 1004	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	9/15/2025	9/19/2025
Microsoft Office Software	ITSW 1037	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	9/15/2025	9/19/2025
Leadership	BMGT 1020	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	9/22/2025	9/26/2025
Management or Leadership	BMGT 1012	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	9/2/20225	9/26/2025
Microsoft Office Software	ITSW 1046	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	9/2/20225	9/26/2025
Microsoft Office Software	ITSW 1037	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	9/2/20225	9/26/2025
Microsoft Office Software	ITSW 1041	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	9/2/20225	9/26/2025
Office Management Software	DNTA 1052	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	9/2/20225	9/26/2025