## Certificate Programs (continued)

Continuing Education for Accountants
Culinary
- Culinary Technician
- Baking Technician
- Food Service Technician
Electronics Engineering Technology
Entertainment Technology
Environmental Technician Fiber Optics
Fiber Optics
Fire Science Technology
Fitness Trainer Certification
Foundations of Drug Development and
    Clinical Research
Funeral Service
Heating, Refrigeration and
    Air conditioning
Information Systems
Information Systems Management
International Business
Legal Assistant
Marketing Communications
Medical Office Assistant
Medical Practice Manager
Medical Records Technician
Meeting and Event Planning
Microcomputer Applications
Microsoft Office
Office Automation with Options
- Administrative Assistant
- Computerized Bookkeeping
- Legal Office Assistant
- Medical Secretary
- PC Applications Specialist
- Retail Sales/Customer Service
- Secretary/Word Processing
- Software Applications

Office Management and Technology
Office Systems Technology
Ornamental Horticulture
Payroll Administration
Pharmacy Technician Training
Professional Banking
Professional Cooking
Security Officer Training
Service Representative
Small Business Management
Surveying Technology
Technology/Land Use Managment
Total Qualilty Management
Travel Agent
Web Administrator
Web Designer
Web Developer
Web Master

## State Licensure Programs

Dental X-Ray Technician
Uniform Construction Code

# A Sampling of Training Programs

## Management/Leadership & Supervisory Skills

Business Analyses
Change Management
Coaching
Competing in the Global Economy
Conducting Meetings
Conducting Performance Appraisals
Conducting Training Sessions
Conflict Management
Creative Problem Solving
Developing and Motivating Employees
Finance and Accounting for
    Non-financial Managers
Goal Setting
Interviewing
Leadership
Managing Difficult People and Situations
Managing a Diverse Workforce
Memory Skills
Motivating Your Team
Negotiating to Win/Win
Performance and Productivity
Personal Productivity
Project Management
Problem Solving/Decision Making
Public Speaking
SHRM Certification
Stress Management
Successful Supervision
Team Building
Time Management

## Total Quality Management

Continuous Process Improvement
ISO2000
ISO Internal Auditor
Lean Enterprise
Six Sigma for Service
Statistical Process Control (SPC)
Team Building Tools and Techniques

Total Quality Management
Manufacturing Process Skills
APICS Certification
Basics of Supply Chain Management
Blueprint Reading
Detail Scheduling and Planning
Inventory Control
Just-In-Time Manufacturing
Lean Enterprise
Lean Manufacturing
Manufacturing  Processes
Manufacturing Resource Planning
Master Planning and Resources
Project Management
Purchasing
Six Sigma
Statistical Process Control (SPC)
Strategic Management of Resources
Supply Chain Management
Technical Train the Trainer
World Class Manufacturing

## Technology

Architectural Drawing
Architecture and Design
AutoCAD
Automotive Technology
Conditioning
Device and Digital Electronics
Electricity
Electronics
Electronics Engineering Technology
Fiber Optics Technology
Fire Science Technology
Heating, Refrigeration and
    Air Conditioning
Land Use Management
Machining
Mechanical Skills
MicroStation

Ornamental Horticulture
Physical Optics
Welding

## Computer Technology
Desktop:
Keyboarding
Microsoft Office
Access
Excel
Outlook
Power Point
Word
Desktop Publishing (PC or Macintosh):
Adobe Illustrator
Adobe InDesign
Adobe PageMaker
Adobe Photoshop
Quark Xpress
Quality Analysis

## Computer Application and Information Systems Skills
A+ Certification
C+ Programming
Computer Forensics
Designing Database with MS Access
Dreamweaver
Flash
HTML
Java
LAN Administrator
Microsoft Certified Systems
Engineer (MCSE)
Object Oriented Design and
Development
Oracle
Power Builder
Scripting Languages
Technical Support Specialist
UNIX

Visual Basic
Web Applications-Certificate
Web Design and Development
Web Developer/Program Certificate
XML

## Computer Aided Manufacturing Skills
Computer Aided Manufacturing
MAPICS (Manufacturing,
Accounting and Production
Information Control System)
Modern Inventory Control Methods
PLC (Programming Logic Control)

## Marketing and Sales Promotion
Advertising
Customer Service
Digital Transformation
Direct Mail
E-Commerce
E-Marketing
Effective Sales Presentations
Fundamentals of Modern Marketing
Marker Research
Public Relations
Sales Training

## Office Management/ Staff Support
Business Mathematics
Cultural Diversity in the Workplace
Customer Service
Developing a Professional Image
Editing Your Supervisor's Work
Effective Writing
Handling Office Politics
Help Desk
Keyboarding
Office Accounting
Office Administration
Sexual Harassment
Telephone Courtesy

## Communication Skills
Business Writing
Communication Skills
Conducting Effective Meetings
Documentation
Effective Listening and
Interpersonal Skills
Effective Technical Writing
E-mail Etiquette
English as a Second Language
Presentation with PowerPoint
Proofreading and Editing
Report Writing
Speaking with Confidence
Technical Writing
Written and Verbal Communications
for Researchers whose primary
language is other than English

## Workplace Competency Skills
Accent Reduction
Adult Basic Education
American Sign Language
Business English for Foreign Nationals
Business Writing for ESL Students
Business German, French, Italian,
Spanish
English as a Second Language
GED Preparation
Math
Reading
Spanish for Healthcare Workers
Survival Spanish in the Workplace
Writing

## Train the Trainer
Fundamentals of Adult Learning
Instructional Design
Needs Assessment
Program Evaluation
Presentation Skills

## Medical/Pharmaceutical
Anatomy and Physiology
CNA/HHA
CPR
Dental and X-Ray Preparation
Drug Development and
Clinical Research
First Aid Radiography
Fitness Trainer
Medical Billing and Coding
Medical Coding
Medical Office Assistant
Medical Practice Manager Program
Medical Records Technician
Medical Terminology
Medical Transcription
Phlebotomy
Veterinary Assistant

## Certificate Programs
Academy for Notaries
Accounting
Addictions Specialist
Alcohol and Drug Counselor
AMA Human Resources
AMA Project Management
APICS Certification
Architectural Technology
Assisted Living Administrator
Automotive Technology
Bookkeeping
Business Communication
Child Care Career Development
Computer Aided Design
Computer Network Administration
Construction Project Management
Computer Reservation System
for Travel
Computer Science
Computer Systems and
Networking Technology