

## LEADERSHIP

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEUs/Hrs
17FLDR073-1	Achieving Supervisory Excellence	Tu	09/26	10:00 AM – 11:00 AM	C242	TBA	\$65	1 Hr
17FLDR073-2	Achieving Supervisory Excellence	Th	10/26	05:30 PM – 06:30 PM	C242	TBA	\$65	1 Hr
17FLDR073-3	Achieving Supervisory Excellence	W	12/06	09:00 AM – 10:00 AM	C242	TBA	\$65	1 Hr
17FLDR074-1	Better Business Writing	Th	09/28	10:00 AM – 11:00 AM	C242	TBA	\$65	1 Hr
17FLDR074-2	Better Business Writing	Tu	11/07	05:30 PM – 06:30 PM	C242	TBA	\$65	1 Hr
17FLDR075-1	Conflict Management	M	10/09	09:00 AM – 10:00 AM	C242	TBA	\$65	1 Hr
17FLDR075-2	Conflict Management	Sa	11/11	10:00 AM – 11:00 AM	C242	TBA	\$65	1 Hr
17FLDR076-1	Connecting Generations	W	10/11	09:00 AM – 10:00 AM	C242	TBA	\$65	1 Hr
17FLDR076-2	Connecting Generations	Sa	11/11	11:10 AM – 12:10 PM	C242	TBA	\$65	1 Hr
17FLDR077-1	Handling the Difficult Employee	Tu	09/26	11:10 AM – 12:10 PM	C242	TBA	\$65	1 Hr
17FLDR077-2	Handling the Difficult Employee	Tu	10/24	05:30 PM – 06:30 PM	C242	TBA	\$65	1 Hr
17FLDR077-3	Handling the Difficult Employee	W	12/06	10:10 AM – 11:10 AM	C242	TBA	\$65	1 Hr
17FLDR078-1	Project Management	Th	10/26	06:40 PM – 07:40 PM	C242	TBA	\$65	1 Hr
17FLDR078-2	Project Management	Tu	11/07	06:40 PM – 07:40 PM	C242	TBA	\$65	1 Hr
17FLDR079-1	Putting Diversity to Work	M	10/09	10:10 AM – 11:10 AM	C242	TBA	\$65	1 Hr
17FLDR079-2	Putting Diversity to Work	Th	11/30	09:00 AM – 10:00 AM	C242	TBA	\$65	1 Hr
17FLDR080-1	Understanding Organizational Change	Th	09/28	11:10 AM – 12:10 PM	C242	TBA	\$65	1 Hr
17FLDR080-2	Understanding Organizational Change	Tu	10/24	06:40 PM – 07:40 PM	C242	TBA	\$65	1 Hr
17FLDR081-1	50 One - Minute Tips to Better Communications	W	10/11	10:10 AM – 11:10 AM	C242	TBA	\$65	1 Hr
17FLDR081-2	50 One – Minute Tips to Better Communications	Th	11/30	10:10 AM – 11:10 AM	C242	TBA	\$65	1 Hr

Days: **M**-Monday, **Tu**-Tuesday, **W**-Wednesday, **Th**-Thursday, **F**-Friday, **Sa**-Saturday, **Su**-Sunday

## MS OFFICE PRODUCTS

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/Hrs
17FMOS001-1	Excel 2016 Basic	Sa	09/02 & 09/09	08:30 AM – 02:30 PM	C241	Kristal Cooper	\$169	1.0 CEUs
17FMOS001-2	Excel 2016 Basic	M & Tu	10/16 & 10/17	08:30 AM – 02:30 PM	C241	TBA	\$169	1.0 CEUs
17FMOS002-1	Excel 2016 Intermediate	Sa	09/16 & 09/23	08:30 AM – 02:30 PM	C241	TBA	\$169	1.0 CEUs
17FMOS002-2	Excel 2016 Intermediate	W & Th	10/18 & 10/19	08:30 AM – 02:30 PM	C241	TBA	\$169	1.0 CEUs
17FMOS003-1	Excel 2016 Advanced	Sa	09/30 & 10/07	08:30 AM – 02:30 PM	C241	Kristal Cooper	\$169	1.0 CEUs
17FMOS003-2	Excel 2016 Advanced	F & Sa	10/20 & 10/21	08:30 AM – 02:30 PM	C241	TBA	\$169	1.0 CEUs
17UOAD0028-1	MS Office Intro 2016	M & W	09/11 – 10/18	06:00 PM – 09:00 PM	C241	TBA	\$400	35 Hrs
17UOAD0028-2	MS Office Intro 2016	M & W	11/06 – 12/20	06:00 PM – 09:00 PM	C241	TBA	\$400	35 Hrs
17FMOS004-1	Word 2016 Basic	M & Tu	10/30 & 10/31	08:30 AM – 02:30 PM	C241	TBA	\$169	1.0 CEUs
17FMOS004-2	Word 2016 Basic	Sa	11/11 & 11/18	08:30 AM – 02:30 PM	C241	Kristal Cooper	\$169	1.0 CEUs
17FMOS005-1	Word 2016 Intermediate	W & Th	11/01 & 11/02	08:30 AM – 02:30 PM	C241	TBA	\$169	1.0 CEUs
17FMOS005-2	Word 2016 Intermediate	Sa	12/02 & 12/09	08:30 AM – 02:30 PM	C241	Kristal Cooper	\$169	1.0
17FMOS006-1	Word 2016 Advanced	F & Sa	11/03 – 11/04	08:30 AM – 02:30 PM	C241	TBA	\$169	1.0 CEUs
17FMOS006-2	Word 2016 Advanced	Sa	12/16 – 12/23	08:30 AM – 02:30 PM	C241	Kristal Cooper	\$169	1.0 CEUs

## ONLINE COURSES (Skill Building)

Course		Fee	CEUs/Hrs
Achieving Success with Difficult People	Go to <a href="http://www.ed2go.com/workforce/">http://www.ed2go.com/workforce/</a> to register	\$109	24 Hrs
Effective Business Writing	Go to <a href="http://www.ed2go.com/workforce/">http://www.ed2go.com/workforce/</a> to register	\$109	24 Hrs
Nonprofit Management and Grant Writing Suite	Go to <a href="http://www.ed2go.com/workforce/">http://www.ed2go.com/workforce/</a> to register	\$349	96 Hrs
Presentation Skills Suite	Go to <a href="http://www.ed2go.com/workforce/">http://www.ed2go.com/workforce/</a> to register	\$261	72 Hrs
Project Management Fundamentals Series	Go to <a href="http://www.ed2go.com/workforce/">http://www.ed2go.com/workforce/</a> to register	\$174	48 Hrs

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### ONLINE COURSES (Career Training)

Course No.	Course		Fee	CEUs/Hrs
GES 871	Administrative Professional with MS Office Specialist 2016 (Vouchers Included)	Go to <a href="http://careertraining.ed2go.com/workforce/">http://careertraining.ed2go.com/workforce/</a> to register	\$3295	455 Hrs
GES 872	Administrative Professional with MS Office 2016 Master (Vouchers Included)	Go to <a href="http://careertraining.ed2go.com/workforce/">http://careertraining.ed2go.com/workforce/</a> to register	\$2895	365 Hrs
GES 124	CBCS Medical Billing and Coding (Voucher Included)	Go to <a href="http://careertraining.ed2go.com/workforce/">http://careertraining.ed2go.com/workforce/</a> to register	\$1995	340 Hrs
GES 145	CPC Medical Billing and Coding (Voucher Included)	Go to <a href="http://careertraining.ed2go.com/workforce/">http://careertraining.ed2go.com/workforce/</a> to register	\$2695	340 Hrs
GES 147	Certified Medical Administrative Assistant (CMAA) Voucher Included)	Go to <a href="http://careertraining.ed2go.com/workforce/">http://careertraining.ed2go.com/workforce/</a> to register	\$1495	160 Hrs

### WORKSHOPS & ORGANIZATIONS

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEUs/Hrs
	NSCC Toastmasters Club	W	2 <sup>nd</sup> & 4 <sup>th</sup>	12:15 PM – 01:15 PM	C242	N/A	N/A	N/A
	Parenting and Divorce	<i>Online Course Available. Check website for details.</i>						

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