

LEADERSHIP

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEUs/Hrs
18SLDR073-1	Achieving Supervisory Excellence	Th	01/25	10:00 AM – 11:00 AM	C242	TBA	\$65	1 Hr
18SLDR073-2	Achieving Supervisory Excellence	M	02/12	11:10 AM – 12:10 PM	C242	TBA	\$65	1 Hr
18SLDR073-3	Achieving Supervisory Excellence	Th	03/15	11:10 AM – 12:10 PM	C242	TBA	\$65	1 Hr
18SLDR073-4	Achieving Supervisory Excellence	M	04/09	11:10 AM – 12:10 PM	C242	TBA	\$65	1 Hr
18SLDR074-1	Better Business Writing	Sa	01/27	9:00 AM – 10:00 AM	C242	TBA	\$65	1 Hr
18SLDR074-2	Better Business Writing	Tu	03/13	11:00 AM – 12:00 PM	C242	TBA	\$65	1 Hr
18SLDR074-3	Better Business Writing	M	04/23	5:30 PM – 6:30 PM	C242	TBA	\$65	1 Hr
18SLDR075-1	Conflict Management	Sa	02/03	9:00 AM – 10:00 AM	C242	TBA	\$65	1 Hr
18SLDR075-2	Conflict Management	Tu	02/27	5:30 PM – 6:30 PM	C242	TBA	\$65	1 Hr
18SLDR075-2	Conflict Management	Th	04/26	6:40 PM – 7:40 PM	C242	TBA	\$65	1 Hr
18SLDR076-1	Connecting Generations	Sa	02/03	1:40 PM – 2:40 PM	C242	TBA	\$65	1 Hr
18SLDR076-2	Connecting Generations	M	02/12	10:00 AM – 11:00 AM	C242	TBA	\$65	1 Hr
18SLDR076-3	Connecting Generations	W	02/14	11:10 AM – 12:10 PM	C242	TBA	\$65	1 Hr
18SLDR076-4	Connecting Generations	Th	03/29	5:30 PM – 6:30 PM	C242	TBA	\$65	1 Hr
18SLDR076-5	Connecting Generations	M	04/09	10:00 AM – 11:00 AM	C242	TBA	\$65	1 Hr
18SLDR077-1	Handling the Difficult Employee	Th	01/25	11:10 AM – 12:10 PM	C242	TBA	\$65	1 Hr
18SLDR077-2	Handling the Difficult Employee	Th	03/15	10:00 AM – 11:00 AM	C242	TBA	\$65	1 Hr
18SLDR077-3	Handling the Difficult Employee	Th	04/26	5:30 PM – 6:30 PM	C242	TBA	\$65	1 Hr
18SLDR078-1	Project Management	M	01/23	10:00 AM – 11:00 AM	C242	TBA	\$65	1 Hr
18SLDR078-2	Project Management	Sa	01/27	10:10 AM – 11:10 AM	C242	TBA	\$65	1 Hr
18SLDR078-3	Project Management	Tu	03/13	12:10 PM – 1:10 PM	C242	TBA	\$65	1 Hr
18SLDR078-4	Project Management	Tu	03/27	6:40 PM – 7:40 PM	C242	TBA	\$65	1 Hr
18SLDR079-1	Putting Diversity to Work	Sa	01/27	1:40 PM – 2:40 PM	C242	TBA	\$65	1 Hr
18SLDR079-2	Putting Diversity to Work	Sa	02/03	12:30 PM – 1:30 PM	C242	TBA	\$65	1 Hr
18SLDR079-3	Putting Diversity to Work	Th	03/01	5:30 PM – 6:30 PM	C242	TBA	\$65	1 Hr
18SLDR079-4	Putting Diversity to Work	Th	03/29	6:40 PM – 7:40 PM	C242	TBA	\$65	1 Hr
18SLDR080-1	Understanding Organizational Change	Sa	01/27	12:30 PM – 1:30 PM	C242	TBA	\$65	1 Hr
18SLDR080-2	Understanding Organizational Change	Sa	02/03	10:10 AM – 11:10 AM	C242	TBA	\$65	1 Hr
18SLDR080-3	Understanding Organizational Change	Tu	02/27	6:40 PM – 7:40 PM	C242	TBA	\$65	1 Hr
18SLDR080-4	Understanding Organizational Change	Th	03/01	6:40 PM – 7:40 PM	C242	TBA	\$65	1 Hr

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

LEADERSHIP

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEUs/Hrs
18SLDR081-1	50 One - Minute Tips to Better Communications	M	01/22	11:10 AM – 12:10 PM	C242	TBA	\$65	1 Hr
18SLDR081-2	50 One – Minute Tips to Better Communications	W	02/14	10:00 AM – 11:00 AM	C242	TBA	\$65	1 Hr
18SLDR081-3	50 One – Minute Tips to Better Communications	Tu	03/27	5:30 PM – 6:30 PM	C242	TBA	\$65	1 Hr
18SLDR081-4	50 One – Minute Tips to Better Communications	M	04/23	6:30 PM – 7:30 PM	C242	TBA	\$65	1 Hr

MS OFFICE PRODUCTS

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/Hrs
18SMOS001-1	Excel 2016 Basic	M & W	02/05 - 02/12	6:00 PM – 9:30 PM	C241	TBA	\$169	1.0 CEUs
18SMOS001-2	Excel 2016 Basic	Sa	02/17 & 02/24	8:30 AM – 2:30 PM	C241	TBA	\$169	1.0 CEUs
18SMOS002-1	Excel 2016 Intermediate	M & W	02/26 - 03/05	6:00 PM – 9:30 PM	C241	TBA	\$169	1.0 CEUs
18SMOS002-2	Excel 2016 Intermediate	Sa	03/17 & 03/24	8:30 AM – 2:30 PM	C241	TBA	\$169	1.0 CEUs
18SMOS003-1	Excel 2016 Advanced	M & W	03/26 - 04/02	6:00 PM – 9:30 PM	C241	TBA	\$169	1.0 CEUs
18SMOS003-2	Excel 2016 Advanced	Sa	04/14 & 04/21	8:30 AM – 2:30 PM	C241	TBA	\$169	1.0 CEUs
18SMOS004-1	Word 2016 Basic	M & W	02/19 - 02/26	6:00 PM – 9:30 PM	C241	TBA	\$169	1.0 CEUs
18SMOS004-2	Word 2016 Basic	Sa	03/03 & 03/10	8:30 AM – 2:30 PM	C241	TBA	\$169	1.0 CEUs
18SMOS005-1	Word 2016 Intermediate	M & W	03/12 - 03/19	6:00 PM – 9:30 PM	C241	TBA	\$169	1.0 CEUs
18SMOS005-2	Word 2016 Intermediate	Sa	03/31 & 04/07	8:30 AM – 2:30 PM	C241	TBA	\$169	1.0 CEUs
18SMOS006-1	Word 2016 Advanced	M & W	04/16 - 04/23	6:00 PM – 9:30 PM	C241	TBA	\$169	1.0 CEUs
18SMOS006-2	Word 2016 Advanced	Sa	04/28 & 05/05	8:30 AM – 2:30 PM	C241	TBA	\$169	1.0 CEUs
18SOAD0028-1	MS Office Intro 2016	Tu & Th	01/23 – 02/22	6:00 PM – 9:30 PM	C241	TBA	\$400	35 Hrs

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ONLINE COURSES (Skill Building) {Visit our ed2go website for a complete catalog of courses offered}

Course		Fee	CEUs/Hrs
A to Z Grantwriting	Go to http://www.ed2go.com/workforce/ to register	\$109*	24 Hrs
A to Grantwriting II Beyond the Basics	Go to http://www.ed2go.com/workforce/ to register	\$109*	24 Hrs
Introduction to QuickBooks 2017	Go to http://www.ed2go.com/workforce/ to register	\$109*	24 Hrs
Intermediate QuickBooks 2017	Go to http://www.ed2go.com/workforce/ to register	\$109*	24 Hrs
Project Management Fundamentals	Go to http://www.ed2go.com/workforce/ to register	\$109*	24 Hrs
Project Management Fundamentals II	Go to http://www.ed2go.com/workforce/ to register	\$109*	24 Hrs
Project Management Fundamentals Series	Go to http://www.ed2go.com/workforce/ to register	\$174*	48 Hrs
QuickBooks 2017 Series	Go to http://www.ed2go.com/workforce/ to register	\$199*	48 Hrs

(*Prices increase effective Feb. 2018 visit our ed2go website for current pricing)

ONLINE COURSES (Career Training) {Visit our ed2go website for a complete catalog of courses offered}

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

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WORKSHOPS & ORGANIZATIONS

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEUs/Hrs
	NSCC Toastmasters Club	W	2 nd & 4 th	12:15 PM – 1:15 PM	C242	N/A	N/A	N/A
	Parenting and Divorce	<i>Online Course Available. Check website for details.</i>						

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