COLUMBUS STATE
community college
Center for Workforce Development

Your**Workforce**Partner

HEALTHCARE | INFORMATION TECHNOLOGY | GREEN CONSTRUCTION | LANGUAGE | AND MORE!

21ST Century Skills Catalog

FALL **2011** COURSES

What's **New!**

- **Business Analysis Training**
- **Online Innovative Courses:**
  - Social Media
  - Google Analytics
  - Creating Cell Phone Apps
- **Construction & Environmental Industry Training:**
  - Home Inspection
  - EPA Renovation, Repair and Painting Rule

COLUMBUS STATE Community College

www.cscc.edu/workforce/catalog | **614-287-5858**

Welcome!

It's an exciting time to be furthering your education. The 21st century workforce environment demands new skills—and workers with those skills typically see opportunities, advancement, rewards, and more job satisfaction than their colleagues who are just "getting by."

The **Community Education and Workforce Development Division of Columbus State** is a great place to find education and training opportunities designed to meet your needs. Whether you want to change careers, advance in your existing career, or transition back into the workforce, we will help you reach your goals.

Noncredit classes are available online and face to face in many content areas—from career management, to healthcare, to language training, and more. Our courses focus on current industry topics, such as green construction, online courses in Google analytics, and corporate financial training as a Certified Treasury Professional. We are committed to offering comprehensive programs, cutting-edge technology, and college connections to help you succeed in the 21st century.

Sincerely,

David T. Harrison, Ph.D.
President
Columbus State Community College

Recognized as a leader in workforce initiatives and professional development offerings:

Ohio Economic Development Association for **Excellence in Workforce Innovation** – 2010

Columbus C.E.O **"Best" Continuing Education Provider** - 2009 & 2010

Department Of Labor Award
- $4.6 million Logistics Grant

COLUMBUS STATE community college | Center for Workforce Development

Need more information? **614.287.5858** | **cscc.edu/workforce**
315 Cleveland Avenue | PO Box 1609 | Columbus, OH 43216

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Academic Enrichment

TESTING CENTER AND TESTING PREPARATION

More than GED!

Classes in the Academic Enrichment Program are designed for students who want to earn a GED so that they have increased career and educational opportunities. AEP courses also welcome students wishing to improve their math and language arts literacy skills for personal achievement and enrichment.

Language arts classes provide instruction in reading, writing, grammar, spelling, and vocabulary. Math classes are designed to build skill in number functions, multi-step word problems, and beginning algebra and geometry. Students wishing to earn their GED are required to take Fundamentals of Writing, which prepares them for the essay portion of the GED test and teaches critical writing skills that will help them succeed in the workplace, and in credit-bearing college courses.

AEP classes review GED test subjects at the high school level for the purpose of improving college placement test scores or as preparation for the Ohio General Education Development (GED) test which leads to the Ohio High School Equivalent Diploma. Our "Bridge to College Credit" course helps students who have earned their GED prepare for college-level coursework, in an interdisciplinary course that uses best practices in adult education to prepare non-traditional students for college through instruction in critical thinking, writing, statistics, research, media literacy, and 21st century skills curriculum.

Direct classroom instruction is supported by instructional software, extensive practice for the GED test, and tutorials in Math and Writing that tutor students in areas where they specifically need development. We are committed to differentiating instruction—teaching to each student—rather than a "one size fits all" approach used by many other programs.

Student services include new student orientation, academic planning, free tutoring, disability services, and a graduation ceremony for AEP students who earn their GED.

Pre-Registration requirements include: TABE placement test, Academic Planning meeting, and completion of New Student Orientation. Please note that students under the age of 19 have additional requirements. For more information, call (614) 287-5858.

Language Arts 1 — $140

TWBSC 101-001	**T Th**	**9/22 – 12/6**	**8:30 – 10:20 AM**
TWBSC 101-002	**M W**	**9/21 – 12/5**	**5:30 – 7:20 PM**

This course is designed to strengthen the student's vocabulary and basic writing skills and reading ability by focusing on comprehending and interpreting a variety of written materials. PREREQUISITES: Placement between 3.0 and 5.9 on the TABE Reading assessment. Students with scores below 3.0 will be referred to Basic English program.

Math 1 — $140

TWBSC 102-001	**M W**	**9/21 – 12/5**	**7:30 – 9:20 PM**
TWBSC 102-002	**T Th**	**9/22 – 12/6**	**10:30 AM – 12:20 PM**

This course will cover whole numbers, fractions, decimals, percentages, ratios, and proportions. The student will work on multi-step word problems as well as tables and graphs.
PREREQUISITES: Placement between 1.0 and 5.9 on the TABE math assessment.

Language Arts 2 — $140

TWBSC 201-001	**M W**	**9/21 – 12/5**	**8:30 AM – 10:30 AM**
TWBSC 201-002	**T Th**	**9/22 – 12/6**	**5:30 – 7:20 PM**

This course extends the student's ability to read a variety of genres and to plan, write, and edit extended and technically correct paragraphs

with proper grammar and mechanics. The course includes building spelling, grammar, and punctuation skills.
PREQUISITES: Placement between 6.0 and 8.9 on the TABE reading assessment.

Math 2 $140

TWBSC 202-001	**M W**	**9/21 – 12/5**	**10:30 AM – 12:20 PM**
TWBSC 202-002	**T Th**	**9/22 – 12/6**	**5:30 – 7:20 PM**

This course reviews basic mathematical instruction and introduces beginning concepts of algebra and geometry, including complex word problems.
PREQUISITES: Placement between 6.0 and 8.9 on the TABE math assessment.

Language Arts 3 $140

TWBSC 301-001	**T Th**	**9/22 – 12/6**	**10:30 AM – 12:20 PM**
TWBSC 301-002	**M W**	**9/21 – 12/5**	**7:30 – 9:20 PM**

This course is designed to improve student's English grammar, essay writing, and literary skills. It focuses on preparing students for the reading portions of the GED test and Ohio High School Equivalent Diploma.
PREQUISITES: Placement at 9.0 or above on the TABE Reading assessment.

Math 3 $140

TWBSC 302-001	**T Th**	**9/22 – 12/6**	**8:30 – 10:20 AM**
TWBSC 302-002	**M W**	**9/21 – 12/5**	**5:30 – 7:20 PM**

This course builds upon curriculum from Math 2, with increasingly complex skill development in algebra and geometry. It focuses on preparing students for the mathematics portions of the GED test and Ohio High School Equivalent Diploma.
PREQUISITES: Placement at 9.0 or above on the TABE Applied Math assessment.

Language Arts 4 $140

TWBSC 401-001	**M W**	**9/21- 12/5**	**8:30 - 10:20AM**
TWBSC 401-002	**T Th**	**9/22- 12/6**	**1:30 - 3:20 PM**
TWBSC 401-003	**M W**	**9/21- 12/5**	**5:30 – 7:20 PM**
TWBSC 401-004	**M W**	**9/21- 12/5**	**7:30 – 9:20 PM**

In this course, students will learn the writing skills needed for college-level work, the essay portion of the GED, workforce readiness, and personal development. This course guides AEP Language Arts students through mastery of the essay portion of the GED test.

***NOTE:** Completion of this course is a prerequisite for taking the Official Practice Test (OPT) for the GED. This course may be taken at the same time as Language Arts 3.
PREQUISITES: Placement at 11.0 or above on the TABE Reading assessment, and completion of Language Arts 2.

Online Test Preparation Courses

ed2go®

www.cscc.edu/workforce/online

GED Preparation $99
Want to pass the GED? This course will help you develop the skills you'll need to succeed.

GMAT Preparation $99
Discover powerful test-taking techniques and methods for improving your score on the GMAT.

GRE Preparation – Part 1 (Verbal and Analytical) $99
Discover powerful strategies for success in the verbal and analytical sections of the GRE (course 1 of 2).

GRE Preparation – Part 2 (Quantitative) $99
Learn a variety of useful techniques for tackling the math section of the GRE (course 2 of 2).

Praxis I Preparation $99
Develop the knowledge and skills you need to pass the Praxis I Exam as you review and prepare for everything the test includes.

Prepare for the GED Language Arts, Writing Test $99
Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test.

Prepare for the GED Math Test $99
Master the skills you'll need to successfully pass Test 5 in the GED test series.

SAT/ACT Preparation – Part 1 $99
Master the reading, writing, English, and science questions on the ACT and new SAT.

SAT/ACT Preparation – Part 2 $99
Master the math questions on the ACT and new SAT.

Columbus State Testing and Talent Assessment Center

Ohio | University System of Ohio
Talent Development Network

Testing and Talent Assessment Center
USO/Talent Development Network
Center for Workforce Development
Columbus State Community College

The Columbus State Community College Workforce Development Center's Testing and Talent Assessment Center is an authorized Test Center to deliver internet-based and paper-pencil national, state, and professional certification and licensor exams and training services to individuals, employers, and professional organizations. Vendor Service Agreements include ACT, Prometric, PearsonVUE, Pearson, ETS, LSAC, PAN, Certiport, Comira, PSI/LaserGrade, National Testing Network, Iso-Quality Testing, TABE, MAT, Kryterion, The College Board, National Healthcare Association, ICC, and ATI for over 2,800 exams ranging from IT/Computer, Healthcare, Education, Government, Graduate/Professional School Admissions, Construction, Engineering and many other industry and professional certification exams. The Center also provides proctoring for universities and organizations across the United States as well as CSCC specific program admissions exams such as the A2, TEAS, and HESI exams for nursing students and the Basic English placement tests. Member of National College Testing Association (NCTA). Member of the University System of Ohio (USO) Talent Development Network bringing this portfolio of six vendors and their testing/assessment products (approx. 840) to serve our College and community.

For more information or to schedule a test, contact the Testing and Talent Assessment Center at 614-287-5750 or e-mail at act1@cscc.edu.

Career Management and Professional Development

Business and Professional Development

Accounting

ed2go®

Online Accounting Courses

www.cscc.edu/workforce/online

Accounting Fundamentals $119
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting and more.

Accounting Fundamentals II $119
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

Introduction to Peachtree Accounting 2009 $99
Get the training you need to perform everyday accounting tasks using Peachtree Accounting software.

Introduction to QuickBooks 2007 $99
Learn how to quickly and efficiently gain control over the financial aspects of your business.

Introduction to QuickBooks 2008 $99
Learn how to quickly and efficiently gain control over the financial aspects of your business.

Introduction to QuickBooks 2009 $99
Learn how to quickly and efficiently gain control over the financial aspects of your business.

Introduction to QuickBooks 2010 $89
Learn how to quickly and efficiently gain control over the financial aspects of your business.

Performing Payroll in QuickBooks 2007 $99
Learn to create paychecks, pay tax liabilities and produce dazzling payroll reports.

Performing Payroll in QuickBooks 2009 $99
Learn to use QuickBooks 2009 to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

QuickBooks 2007 for Contractors $99
Learn how to use the Premier Contractor Edition of QuickBooks 2007 to run your contracting business more efficiently.

QuickBooks 2009 for Contractors $99
Learn how to use the Premier Contractor Edition of QuickBooks 2009 effectively to meet the accounting needs of your contracting business.

Business Analysis

PmCentersUSA

Business Analysis Training in partnership with PMCentersUSA

PmCentersUSA©'s business analysis training is designed to meet the standards established by the IIBA, as well as to transfer knowledge and develop skills in the BA discipline. This courseware was created to be compliant with the IIBA's Business Analysis Body of Knowledge Version 2.0 (BABOK Version 2.0) and structured to prepare individuals with knowledge and course hours for the professional certification examination.

The Master's Certificate Track consists of seven focused courses in business analysis, delivered in four evening classroom sessions. When the program is completed, students receive a Master's Certificate in Business Analysis and either 98 PDUs, 98 PDs, 98 CDUs.

Business Analysis Masters Certificate Track $3,330

CPEBUS-230-001

Sign up for the entire Business Analysis Master Certificate Track and receive a 20% discount! Regularly $4,165

Business Analysis Fundamentals $595

CPEBUS-231-001 T TH 9/6 - 9/15/11 6:00 – 10:00 PM

Business analysis represents a critical factor for project success. Disconnects can exist between the producers of the solution and the business users who need the functionality that the project will provide. Business analysts (BAs) are the conduit between these two worlds, bridging the communication gap with their unique grasp of both sides of the project. This course is designed around the seven knowledge areas identified by the International Institute of Business Analysis (IIBA®): Business Analysis Planning & Monitoring, Elicitation, Requirements Management & Communication, Enterprise Analysis, Requirements Analysis, Solution Assessment & Validation, and Underlying Competencies. This course will introduce you to the complex world of the business analyst and will include a step-by-step tour of an actual IT project from the perspective of a business analyst.

WHO SHOULD ATTEND: This course will benefit business analysts, project managers, executives, functional managers and programmers interested in expanding their effectiveness, and any other individuals involved in project work. **PREREQUISITES: None**

Business Analysis Planning & Monitoring $595

CPEBUS-232-001 T TH 9/27 - 10/6/11 6:00 – 10:00 PM

Before the business analyst (BA) begins working, many decisions are made concerning the project. These decisions concern how the business analysis process will be used; how the team will work together; and how the requirements will be elicited, traced, and prioritized. This course, designed around the first knowledge area identified by the International Institute of Business Analysis (IIBA®), will introduce you to the complex world of planning and monitoring of business analysis activities. What methods will be used to elicit and document requirements? Which stakeholders will provide input on requirements? What will our sources of information be? The strategic thinking that goes into requirements risk assessment, requirements work planning, and communication will permeate the project to its completion and affect every aspect of the BA's work.

WHO SHOULD ATTEND: This course will benefit business analysts, project managers, executives, functional managers and programmers interested in expanding their effectiveness, and any other individuals involved in project work. **PREREQUISITES: None**

Elicitation $595

CPEBUS-233-001 T TH 10/18 - 10/27/11 6:00 – 10:00 PM

This is the most important task that a business analyst (BA) is faced with. If the requirements are not elicited and produced properly in the beginning, the cost associated with fixing those mistakes later in the project will be high. In this course, students will learn about the various types of project requirements and how to go about eliciting them. The various techniques for eliciting requirements from the project stakeholders will be looked at in detail, along with methods for testing the requirements for completeness and correctness.

WHO SHOULD ATTEND: This course will benefit business analysts, project managers, executives, functional managers and programmers interested in expanding their effectiveness, and any other individuals involved in project work. **PREREQUISITES: None**

Requirements Management & Communication $595

CPEBUS-234-001 T TH 11/8 - 11/17/11 6:00 – 10:00 PM

The Requirements Management & Communication course covers the activities for managing and expressing requirements to project stakeholders. It is important to ensure that all stakeholders have a shared understanding of the project requirements, and that all stakeholders with approval authority are in agreement with the requirements the solution will meet. As the elicitation effort proceeds and the scope of the project evolves, the changes must be tracked and handled properly. Moreover, traceability and requirements reuse must be tracked as well. Throughout the process, the requirements must be properly documented and communicated back to the stakeholders, to ensure that they are all on board with the project as it moves forward. This course will help you improve your skills in communicating requirements and managing requirements over the life of the project.

WHO SHOULD ATTEND: This course will benefit business analysts, project managers, executives, functional managers and programmers interested in expanding their effectiveness, and any other individuals involved in project work. **PREREQUISITES: None**

Enterprise Analysis $595

CPEBUS-235-001 T TH 11/29 - 12/8/11 6:00 – 10:00 PM

Before the business analyst (BA) begins working, many decisions are made at the enterprise level. Business needs, problems, or opportunities must be identified; the basic nature of appropriate solutions to these problems must be understood; and the necessary investments must be justified prior to commencement of any projects. This course, designed around the enterprise analysis knowledge area identified by the International Institute of Business Analysis (IIBA®), will introduce you to the complex world of project decision making. Why is this project happening? What business requirements will this project satisfy? The strategic thinking that goes into project scoping and feasibility studies will permeate the project to its completion and affect every aspect of the BA's project work.

WHO SHOULD ATTEND: This course will benefit business analysts, project managers, executives, functional managers and programmers interested in expanding their effectiveness, and any other individuals involved in project work. **PREREQUISITES: None**

Requirements Analysis $595

CPEBUS-236-001 T TH 1/3 - 1/12/12 6:00 – 10:00 PM

An excellent way to record requirements information is to use the many diagramming models available to the business analyst (BA). These diagrams serve two vital purposes – documentation and analysis of the information gathered, and testing of the requirements. By putting the requirements down on paper and holding them up to the hard, cold light of reality, the analyst is able to locate, identify, and correct problems. A picture is worth a thousand words! This course is designed to provide the BA with the knowledge and tools needed to diagram, model, and analyze requirements, as well as to prioritize and organize requirements to meet project and stakeholder needs.

WHO SHOULD ATTEND: This course will benefit business analysts, project managers, executives, functional managers and programmers interested in expanding their effectiveness, and any other individuals involved in project work. **PREREQUISITES: None**

Solution Assessment & Validation $595

CPEBUS-237-001 T TH 1/24 - 2/2/12 6:00 – 10:00 PM

Once a project's requirements are elicited and verified, and once the results are documented and analyzed, the detailed design of the solution begins. At this point, the business analyst's job is complete, right? Wrong! No one on the team knows more about the business aspects of this project than the business analyst. No one else is better prepared to assist with the selection of the solution, to monitor development to ensure that it continually meets the project requirements, and to oversee and assist with implementation. The business analyst must be completely familiar with the quality assurance activities that take place and must be prepared to assist with and participate in those testing activities.

WHO SHOULD ATTEND: This course will benefit business analysts, project managers, executives, functional managers and programmers interested in expanding their effectiveness, and any other individuals involved in project work. **PREREQUISITES: None**

Technical Skills for Business Analysts* $595

CPEBUS-238-001 T TH 2/14 - 2/23/12 6:00 – 10:00 PM

The business analyst (BA) is the conduit between two worlds - the business with the need and with the users of the solution, and the developers who will actually design, build, and implement the IT solution. In order to be truly effective in the role of an interpreter/ translator, the BA must be able to speak the languages of both sides. This two-day course is designed to get the BA up and running with enough technical knowledge to participate in discussions and to facilitate testing of IT solutions. The course will focus on Structured Query Language (SQL), programming concepts and technical jargon, and the technical components of a web application. Configuration Management will also be discussed..

WHO SHOULD ATTEND: This course will benefit business analysts, project managers, executives, functional managers and programmers interested in expanding their effectiveness, and any other individuals involved in project work. **PREREQUISITES: None**

* This course is not required for the Masters Certificate in Business Analysis

CBAP Prep Class $795

CPEBUS-239-001 M W 11/7 - 11/16/11 6:00 – 10:00 PM

CPEBUS-239-001 T TH 3/5 - 3/14/12 6:00 – 10:00 PM

This course provides an intensive review of the subject matter tested on the International Institute of Business Analysis (IIBA) Certified Business Analysis Professional™ (CBAP) examination (Version 2.0). You will improve your test-taking skills by completing a sample examination of 200 questions and by discussing the rationale behind both correct and

Business Analysis

CBAP Prep Class (Continued)

incorrect answers. This course is specifically designed to maximize the probability that you will succeed in passing the examination the first time you take it. Each student will receive a course manual, sample examination questions, and a copy of the IIBA A Guide to the Business Analysis Body of Knowledge (Version 2.0).

WHO SHOULD ATTEND

This course will benefit business analysts, project managers, executives, functional managers and programmers interested in expanding their effectiveness, and any other individuals involved in project work. **PREREQUISITES: None**

On-Site 5-Day Business Analysis Training

Contact us for Pricing and Details
David Watts – Technical Programs Coordinator 614-287-5787
An Examination of the Essential Skills and Techniques Needed by the Modern Business Analyst

Business analysis dramatically increases the chances of successfully completing and correctly engineering the most difficult component of a project – the project's requirements. While business analysis has been around for a while now, only in the past few years has the profession been formally codified and certified by the International Institute of Business Analysis (IIBA®). This five-day course is designed around the seven knowledge areas identified by the IIBA: Business Analysis Planning & Monitoring, Elicitation, Requirements Management & Communication, Enterprise Analysis, Requirements Analysis, Solution Assessment & Validation, and Underlying Competencies. This course will prepare you to immediately start implementing the principles and techniques of business analysis in your business and work environment.

WHO SHOULD ATTEND

This course will benefit business analysts, project managers, executives, functional managers and programmers interested in expanding their effectiveness, and any other individuals involved in project work.

UGotClass
Online certificates and courses

www.cscc.edu/workforce/online

Business Research Certificate $495

****The following courses are only available as part of the above certificate**

Introduction to Business Research 9/6 – 9/30/11

One month instructor led

Business Research will provide the specific knowledge needed to succeed in researching and utilizing the best and most appropriate data for decision making. It will also provide the skills needed to effectively communicate research results to a specific audience for maximum impact and effective decision making. The course is broad based and provides a strong foundation for meeting business research needs. More advanced courses will be available after completion of this foundation course.

Instructor: Cathy Boys

Business Statistics 10/3 – 10/28/11

One month instructor led

Numbers are vitally important to all types of business decision-making. From budget projections to inventory tracking, business leaders rely on numbers to help them make sound business decisions.

How can you make these numbers meaningful to you in your day-to-day planning and decision-making? Learn how to apply and interpret numbers in real-world business ideas in our business statistics course.

Instructor: Mary Dereshiwsky

Qualitative Business Research 11/7 – 12/2/11

One month instructor led

Words are powerful information sources for sound business decisions. As a business leader, you talk to others when you have a question or need to solve a business problem. They provide a richness of information that numbers alone cannot.

How can you effectively harness the power of words when you have a need to know something? Learn how to use qualitative methods (information in words) to make the best possible business decisions in our course.

Instructor: Mary Dereshiwsky

Communication Skills

Report & Proposal Writing $145

BIBUS-111-001 T 10/11 8:30 AM – 4:30 PM

In this course, participants will learn how to construct reader-centered reports and proposals to get better results. A variety of formats for reports and proposals and tips for successfully writing these documents will be explored, including the request for proposal.

PREREQUISITES: None

Technical & Procedural Writing $145

BIBUS-110-001 T 11/22 8:30 AM – 4:30 PM

In this course, participants will learn how to design a clear and concise message using a step-by-step organizational pattern. Participants will be provided with an understanding of the elements of technical and procedural writing and the techniques to successfully produce technical and procedural documents.

PREREQUISITES: None

Grants – Research & Writing $145

BIBUS-105-001 W 9/14 8:30 AM – 4:30 PM

This course is designed to provide participants with an overview of the grant writing process. The steps from visioning through actual submission will be reviewed and discussed and the following three-step grant process will be explored in this class:

1. Request for proposal
2. Writing the grant
3. Review and notification process

PREREQUISITES: None

Writing for Business: Level 1 $145

BIBUS-109-001 F 12/9 8:30 AM – 4:30 PM

Strong, clear business writing is more important now than ever. In today's business world, "face time" (time spent communicating verbally face-to-face) is hard to come by. Flex-time, telecommuting, geographically dispersed co-workers and pressing time commitments make it hard to spend as much time as we'd like speaking with one another directly.

PREREQUISITES: None

Writing for Business: Level 2 $145

BIBUS-112-001 F 12/16 8:30 AM – 4:30 PM

Your business writing speaks directly for you. You can't stand over your readers' shoulders and explain what you really meant when you were writing your message. In most cases, your business messages—letters, memos and e-mails—have to stand on their own. Even if you do have the opportunity to answer questions or clarify your points in person, your business writing will often be the first impression of you (and your organization) that others receive.

In Level 1, we learned the basics of crafting business communications. The first part of this course will review the three forms of business writing and the three stages of composing a business message.

In this course, you will develop additional skills in proofreading, editing, memo organization and audience analysis.
Prerequisite: Writing for Business: Level 1

Online Communication Skills Courses

www.cscc.edu/workforce/online

Interpersonal Communication $99

Become aware of the conscious and unconscious codes of meaning we send when communicating with others.

Keys to Effective Communication $99

At a lost for words? Don't be! Learn to build rapport, trust, warmth and respect through conversation.

Fundamentals of Technical Writing $99

Learn the skills you need to succeed in the well-paying field of technical writing.

Business and Marketing Writing $99

Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

Effective Business Writing $99

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Grammar Refresher Communication Skills $99

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Entrepreneurial (Income Opportunities)

For entrepreneurial development assistance and high-end business consulting for start-up and emerging business owners, please see page 57 for more information.

Ohio Small Business Development Centers

UGotClass Online certificates and courses

Online Entrepreneurial Courses

www.cscc.edu/workforce/online

Certificate in Online Teaching

$495

$795 to become a Certified Online Instructor

Advanced Teaching Online

10/17 – 10/21/11 $195

One week instructor led
In the 21st century, half of all learning will be online. The opportunities are tremendous for teaching online. Discover how to plan, develop and teach an online course. Take home a ten step model for developing your online course. Experience one of the most advanced online classrooms for teachers. Learn how to create online audio lectures with slide shows. Plus, find out how self quizzes enhance learning.

See an animation, drop-and-drop exercise, and dynamite welcome pages. Engage in online discussion with other teachers. An instructor's book, Advanced Teaching Online, is included.

Instructor:William A. Draves

Designing Online Instruction

10/31 – 11/4/11 $195

One week instructor led
Learn about the online instructional environment, envisioning your online course, developing a web course, phases of design and development, design guidelines, and more.

Discover the principles behind the adoption of technology innovation and the nature of the online learning environment. Then get tips for planning your online course, identifying resources and design guidelines.

Discuss the phases of design and development and models, motivating student-student interaction, and managing interaction. Get the latest information on copyright issues, assessment and evaluation.

Your instructor is co-author of the book 'The Online Teaching Survival Guide," which you will recieve in the mail with this course.

Instructor: Dr. Rita-Marie Conrad

Building Online Learning Communities 11/28 – 12/2/11 $195

One week instructor led
In the online classroom it is the relationships and interactions among people through which knowledge is primarily generated. Come learn how to do it with the foremost authorities and authors of the popular book by the same title.

Acquire a new understanding of redefining community in cyberspace. Find out the importance of a learning community. Learn about dialogue as inquiry, negotiating discussion guidelines, and intergroup and other forms of collaboration.

Instructor: Dr. Rena M. Palloff/Dr. Keith Pratt

eMarketing Essentials Certificate $495

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising.

Relevant for any type of organization, including businesses, compa-

nies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions.

Three one month courses; including readings; Dan Belhassen, lead instructor.

$195 each or $495 for eMarketing certificate (all 3 courses, including: Improving Email Promotions, Boosting Your Website Traffic, and Online Advertising)

Improving Email Promotions

9/6– 9/30/11 $195

One Month instructor led
Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the bench marks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing.

Get a basic introduction to email promotions. If you are advanced, your instructor is an email expert and can answer your toughest questions as well.

Instructor: Dan Belhassen & Susan Hurrell

Boosting Your Website Traffic

10/3 – 10/28/11 $195

One Month instructor led
Acquire the basic skills to boost your web site traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results.

No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well.

Instructor: Dan Belhassen & Susan Hurrell

Online Advertising

11/7 – 12/2/11 $195

One Month instructor led
Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget Adword campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach.

No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well.

Instructor: Dan Belhassen & Susan Hurrell

Social Media for Business Certificate $495

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization.

Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out

what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing.

Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks.

Online, Three one month courses; Just $495 total. Jennifer H. Selke and Suzanne Kart, instructors.

Introduction to Social Media

9/6– 9/30/11 $195

One Month instructor led
Get involved in the move from in-person to online communication. Learn what social media are and their role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Explore the options for your organization. Look at case studies of what other organizations are doing. Let your instructor guide your exploration of Facebook and YouTube. For anyone interested in social media.

Your instructor is a nationally known speaker, consultant and trainer on social networks and social media

Instructor: Suzanne Kart

Marketing Using Social Media

10/3 – 10/28/11 $195

One Month instructor led
Develop a two-way communication and marketing strategy for your organization using social media. Let your instructor guide you in exploring major social media, including Twitter, LinkedIn, and blogging. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business. You'll find out the advantages and disadvantages of each, and learn what's right for your work and kind of organization.

Your instructor is a director of marketing for a national association, and writes and speaks on the topic

Instructor: Jennifer Selke

Integrating Social Media in Your Organization 11/7 – 12/2/11 $195

One Month instructor led
Take away a practical strategy and techniques for implementing social media for your organization or business. Learn how to create your own private social media using Ning, work socially using Google Docs and calendars, and move your web site to an interactive Web 2.0 site.

Then your instructor will help you choose which social media tools are right for your situation, and then integrate them into your web site to develop a social media strategy for your organization.

Find out what you can be doing, what you should be doing, and take back a plan to integrate social media into your communication and marketing.

Instructor: Jennifer Selke

Virtual Meeting Planner Certificate

9/ 6 – 11/15/11 $795

Two months instructor led
Finally, you can acquire the best professional development in virtual meeting planning. Plus get the option of being recognized for your knowledge by becoming a Certified Virtual Meeting Planner (CVP). Virtual meetings are distance seminars and education featuring audio, slides and video in a synchronous format. They include webinars, webcasts, video casts, two-way web cams, and other audio and video formats.

Discover the various synchronous distance meeting formats available and learn about the technology of producing distance meetings. Then get the best instructional techniques on the design and teaching of effective distance or virtual meetings. Lastly, acquire the virtual meeting planning skills involved in budgeting, pricing, and marketing virtual meetings.

Instructor: William A. Draves & Suzanne Kart

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www.cscc.edu/workforce/online

Get Paid to Travel $99
Learn everything you need to start your new and exciting career as a professional tour director.

Business Law for Small Business Owners $99
Learn how to successfully protect your small business and solve most of the legal problems that may arise

Creating a Successful Business Plan $99
Turn your business ideas into a solid plan for financing and long-term success.

Growing Plants for Fun and Profit $99
An industry professional teaches you everything you need to prosper in the backyard nursery business.

Introduction to Internet Writing Markets $99
A professional writer shows you how to make money writing on the Internet.

Learn to Buy and Sell on eBay $99
Auction pros teach you how to work from home to earn extra income by buying and selling goods online.

Marketing Your Business on the Internet $99
E-commerce expert helps you develop an Internet marketing plan for your business.

Publish It Yourself: How to Start and Operate Your Own Publishing Business $99
Convert manuscripts into income by producing and selling books like the pros.

Real Estate Investing $99
Build and protect your wealth by investing in real estate.

Real Estate Investing II: Financing Your Property $99
Discover the tools professional investors use to crunch numbers and analyze potential deals, and learn how to make better decisions with sophisticated, yet easy-to-use worksheets for doing your own financial analysis.

Secrets of the Caterer $99
Learn cooking and business secrets from a professional caterer.

Business $99
An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

Start Your Own Arts and Crafts Business $99
Learn how to start your own arts and crafts business from a professional artist.

Start Your Own eBay Drop Off Store $99
Turn people's unwanted items into a lucrative source of income by starting an eBay drop off store.

Start Your Own Small Business $99
Stop dreaming and learn how to start your own successful small business.

Starting a Consulting Practice $99
Find out how you can earn income by sharing your training or knowledge with others.

Wow, What a Great Event! $99
Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

Stocks, Bonds and Investing: Oh, My! $99
Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

The Analysis and Valuation of Stocks $99
Discover valuable techniques that show you step-by-step how to research and value stocks.

Where Does all My Money Go? $99
Learn how to get control of your money once and for all.

Finance

Certified Treasury Professional (CTP)

www.cscc.edu/workforce/treasury

The AFP Learning System™ Treasury teaches the essential principles and functional practices of corporate cash and treasury management. Based on the Certified Treasury Professional (CTP) body of knowledge and written by experts, it is the preferred study resource for the CTP exam.

Certified Treasury Professional Preparation Course $1,095

CPEBUS-125 -001 Thursdays, 8/25-11/17 5:30 – 8:30 PM

Instructors, Jeff Rayis and Jenny Morrison
This course provides seven print modules covering the complete content of Essentials of Treasury Management®, Second Edition.

- Background and Environment Management
- General Financial Analysis
- Liquidity Management
- Treasury Technology
- Long-Term Finance
- Global Finance
- Other areas of Treasury Management

The CTP sets the standard in the financial profession and is a symbol of excellence. It signifies that an individual has demonstrated the knowledge and skills required to perform competently in today's complex treasury environment.

Who should enroll? If you have been looking to broaden your knowledge and skills in the field of corporate treasury management in an effort to further your career, help your company, or prepare for the CTP exam, this course is for you!

- Practitioners executing treasury, finance or accounting functions;
- Bankers and other financial service providers developing and implementing products and services for use by corporate finance organizations;
- Technical and administrative staff supporting treasury and finance functions;
- CTPs looking for recertification credits.

This course if offered in cooperation with the Central Ohio Association for Financial Professionals.

Human Resources

Over the last several decades, the human resource function has evolved into an extremely complex profession requiring an understanding of how each facet of human resources management impacts the organization as a whole.

Continuing professional development is very important in a business climate that is becoming more diverse and more complicated all the time. The challenges that face business professionals in today's workplace are not the same ones that were faced by the business leaders of yesterday.

The Community Education and Workforce Development Division offer a variety of educational opportunities to meet the needs of today's HR professionals.

SHRM Learning System PHR/SPHR Certification Preparation Course $975

39 hrs; CEUs through Society of Human Resource Management (SHRM)

CPEHRM-100 -001
Orientation, Wednesday, 8/24 5:30 – 8:30 PM
Wednesdays, 8/31 – 11/16, 5:30 – 8:30 PM

Instructor, Jim Evans, Evans and Associates

This course provides a comprehensive review of the entire body of HR knowledge using the SHRM Learning System, the most widely used tool available to prepare for the certification exam. This intensive, fast-paced program helps participants focus their review in an instructor-led classroom environment. The program and related tasks are designed to help attendees review a great deal of information quickly, refresh areas that they may not currently be practicing, and have an opportunity to brush up on test-taking skills by answering multiple-choice questions. This course is intended for individuals who are:

- Preparing to take the PHR or SPHR examination with 2 years of exempt-level experience
- Seeking continuing professional development or a broad overview of the human resource field
- PHR or SPHR designees needing recertification credit

PREREQUISITES: Please see above information.

SHRM Essentials in HR Management $499

CPEHRM-101-001 W 11/2 & 11/9 8:00 AM – 5:00 PM

Breakfast and lunch included both days
Instructor, Jane Evans, PHR, Evans and Associates

There is no better way to gain a solid foundation in human resource management. Build consistent organization-wide HR practices, learn efficient and capable employee management skills and avoid costly litigation that could be prevented through basic HR best practices.

- Review key pieces of federal legislation on sexual harassment, age discrimination and the Family and Medical Leave Act
- Explore the role of the EEOC and understand its investigation process
- Improve employee recruitment and selection while avoiding legal pitfalls
- Understand the importance of effectively communicating base pay, incentive compensation and benefits information to staff at all levels
- Increase your knowledge of employee orientation, on boarding, development and training
- Learn the process, methods and purpose of performance appraisals

Participants receive a certificate of completion and earn up to 1.5 continuing education units (CEUs) or up to 15 recertification hours and a certificate of completion.

- Human resource management
- Recruitment and selection
- Employee development
- Employment law
- Compensation and benefits
- Performance management

Target audience: Administrative assistants, trainers, executive assistants, office managers, HR administrators, line managers, small business owners, HR specialists.

PREREQUISITIES: None

Online Leadership/ Supervisory Skills Courses

UGotClass
Online certificates and courses

www.cscc.edu/workforce/online

Supervisory & Leadership Certificate
9/ 6 – 10/28/11 $395

Two months instructor led
Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers.

Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader.

Take home practical information along with tips and techniques that can be applied at your job immediately.

Online Human Resources Courses

ed2go®

www.cscc.edu/workforce/online

Employment Law Fundamentals $99
Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

Understanding the Human Resources Function $99
Learn to handle Human Resource functions to ensure the best possible results.

Workers Compensation $99
Gain essential skills and a solid understanding of one of the fastest growing areas in law.

Achieving Success with Difficult People $99
Learn how to have successful relationships with difficult bosses, co-workers, students, neighbors or relatives.

Building Teams that Work $99
Learn the secrets of dynamic team building.

Leadership $99
Gain the respect and admiration of others, exert more control over your destiny and enjoy success in your professional and personal life.

Fundamentals of Supervision and Management $99
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Online Professional Development/Career Management Courses

www.cscc.edu/workforce/online

Individual Excellence $99
Master 12 career-enhancing skills, including goal setting, time management, personal organization and creativity.

Mastery of Business Fundamentals $99
Acquire practical experience in strategic planning, management and finance without enrolling in an MBA program.

High-Speed Project Management $99
Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing and skimpy budgets.

Administrative Assistant Applications $99
Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant.

Administrative Assistant Fundamentals $99
Prepare to take advantage of the many new job opportunities in healthcare, legal services and other industries.

Explore a Career as an Administrative Medical Assistant $89
Learn all about the in-demand career of medical infor-mation management as you explore the job of an administrative medical assistant (AMA) in a doctor's office – from appointment scheduling and chart creation to medical billing and coding.

Explore a Career in Medical Transcription $99
Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist.

Introduction to Business Analysis $99
Learn powerful techniques to improve your decision-making skills at work.

Managing Customer Service $99
Become indispensable to any organization by understanding how to identify and meet customer needs.

Principles of Sales Management $99
Master the art of managing sales teams from a sales management professional.

Purchasing Fundamentals $99
Improve your company's bottom line by mastering the fundamentals of purchasing.

Successful Construction Business Management $99
Gain a powerful and permanent advantage over the competition by learning how to practice expert business management.

Resume Writing Workshop $99
Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.

Handling Medical Emergencies $99
Every second counts during a medical emergency. Learn how to respond if someone needs your help.

Praxis I Preparation $99
Develop the knowledge and skills you need to pass the Praxis I exam as you review and prepare for everything the test includes.

Get Funny! $99
Learn how to use humor to speak more effectively, write better and increase your popularity.

Making Age an Asset in Your Job Search $99
This course is a guide for older workers looking to make a career change, find employment opportunities or learn strategies that give them the best chance of getting hired.

Twelve Steps to a Successful Job Search $99
World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

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Online certificates and courses

www.cscc.edu/workforce/online

Successful Survey Techniques $395

One-month instructor led
Your customers hold the key to your organization's success. Getting to know your customers better means lower costs and better results, including higher retention, more customer satisfaction, and more returning customers.

Surveys are one of the best ways to find out what your customers want, and how they want it. But too many surveys ask the wrong people the wrong questions. Discover who to survey, what questions to ask, and the key to getting a higher response to your surveys.

This hard-hitting practical course will yield a huge ROI for your organization. Whether you need to analyze profitability, satisfaction, service or all three, this course will generate thousands of dollars in increased sales, greater efficiency, or more effectiveness. We guarantee it (or your money back)!

Course includes a personal FREE critique of one of your surveys!
Instructor: William A. Draves

Professional Development (Teachers)

www.cscc.edu/workforce/online

Being Bully Free Is on You an Me! $99.00

BIPDV – 111-001	**T**	**10/11**	**8:30 AM – 4:40 PM**
BIPDV – 111-002	**S**	**11/19**	**8:30 – 4:30 PM**
BIPDV – 111-003	**S**	**12/17**	**8:30 AM - 4:40 PM**

This course will educate participants about the destructive effects that bullying behavior, harassment and intimidation have on the erosion of the social fabric of our schools and community as aligned in Ohio H.B 276. This comprehensive program utilizes research-based material and incorporates information from the latest trends in bullying behavior. This course has been approved for Counselor CEUs through the Counselor, Social Worker and Marriage and Family Therapist Board of Ohio.

Participants will:

- Acquire basic information and obtain tools for appropriately addressing bullying behavior, harassment and intimidation
- Examine the harmful effects of bullying behavior and discuss the risk factors for those involved
- Understand the role of the bystanders and their importance in stopping bullying behavior
- Learn elements of an effective anti-bullying program

Target Audience: Parents, teachers, school administrators, social workers, mental health workers, child-care providers, recreation leaders, lunchroom leaders, playground leaders, counselors, violence prevention coordinators and anyone who is interested in learning more about bullying behavior.

PREREQUISITES: None
Instructor: Michelle Upshaw

Professional Development (Teachers)

ed2go®

www.cscc.edu/workforce/online

An Introduction to Teaching ESL/EFL — $99
Learn how to be an effective English language teacher from an expert in the field.

Practical Ideas for the Adult ESL/EFL Classroom — $99
Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world.

Teaching ESL/EFL Reading — $99
Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.

Creating a Classroom Website — $99
Learn how to create a classroom website and how having one can make you a more effective and dynamic teacher.

Easy Classroom Podcasting — $99
In this professional training course for teachers, you'll learn how to make a podcast that creates a memorable learning experience for your students.

Guiding Kids on the Internet — $99
Gain confidence and experience so you can help your children discover all the Internet has to offer.

Integrating Technology in the Classroom — $99
In this professional development course for teachers, you'll learn the secrets of technology integration in the classroom, gaining the skills educators need to use tools such as wikis, podcasts and blogs effectively.

Microsoft Excel 2003 in the Classroom — $99
Discover the many ways Microsoft's powerful mathematic and analytic tool can help you and your students.

Microsoft Excel 2007 in the Classroom — $99
Learn the basics of Microsoft Excel 2007 in this professional development course for teachers, and get the training every teacher needs for using and teaching this powerful program effectively in the classroom.

Microsoft PowerPoint 2003 in the Classroom — $89
Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.

Microsoft PowerPoint 2007 in the Classroom — $99
In this course for teachers, you'll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2007 into your classroom.

Microsoft Word 2003 in the Classroom — $89
Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.

Microsoft Word 2007 in the Classroom — $99
Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.

The Classroom Computer — $99
Learn how to use the classroom computer to increase learning and motivate students.

Using the Internet in the Classroom — $99
Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

Web 2.0: Blogs, Wikis and Podcasts — $99
In this course, you'll join the Web 2.0 world as you learn how to create and maintain your own blog, wiki, and podcast.

Creating K–12 Learning Materials — $99
Increase student performance and earn extra income by converting your ideas for instructional aids into reality.

Creating the Inclusive Classroom: Strategies for Success — $99
In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day and learn proven strategies that turn diversity into opportunity.

Differentiated Instruction in the Classroom — $99
Improve your ability to teach diverse learners with real-world examples from elementary, middle and high school classrooms.

Easy Classroom Podcasting — $99
In this professional training course for teachers, you'll learn how to make a podcast that creates a memorable learning experience for your students.

Solving Classroom Discipline Problems $99
A veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

Solving Classroom Discipline Problems II $99
In this professional development course, you'll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you're teaching make more responsible choices.

Survival Kit for New Teachers $99
Veteran instructor shares the secrets for success in your first years of teaching.

Teaching Preschool: A Year of Inspiring Lessons $89
In this course on teaching preschoolers, you'll learn how to come up with creative and balanced preschool lesson plans for every month of the school year.

Teaching Students with Autism: Strategies for Success $99
Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.

Teaching Students with Learning Disabilities $99
Learn how to successfully meet the diverse needs of the learning disabled students in your classroom.

The Creative Classroom $99
Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom.

Understanding Adolescents $99
Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop and how you can best meet their needs.

Response to Intervention: Reading Strategies That Work $99
Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.

Singapore Math: Number Sense and Computational Strategies $99
In this teacher training course, you'll learn Singapore's innovative and practical strategies for solving addition, subtraction, multiplication and division problems.

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Online certificates and courses

www.cscc.edu/workforce/online

Courses for K-12 Teachers

Students with Aspergers
10/3 - 10/28/2011 **$245**

One month instructor led
Today, every school in America has students who have been diagnosed with Asperger's Syndrome—a neurological disorder on the autism spectrum. The effects of this disorder vary widely, but it is important for every teacher to understand how to recognize behaviors that may indicate Asperger's Syndrome. In this course, you take away strategies for working effectively with Asperger's students. And you will find out how to work effectively with parents to create the most positive learning environments for children and teens with Asperger's Syndrome. The course is geared for K-12 teachers, but it is also relevant for counselors, faculty in higher education, parents and anyone else interested in understanding this important issue.

Instructor: Julie Coates

Gender in the Classroom
10/3 - 10/28/2011 **$245**

One month instructor led
Discover why girls waste 30% of their study time, why boys get worse grades than girls, why boys do less homework than girls, and the 5 learning habits girls get in school that hurts them in the workplace.

Your female students learn differently than your male students. Discover how girls learn. Take away 10 top tips for helping girls learn more, and the 5 tips to help girls succeed more. Then discover how boys learn. Take away 10 top tips for helping boys learn more, and the 5 tips to help boys succeed more. Get info about research not available anywhere else.

Instructors: Julie Coates and William A. Draves

Online Learning & Teaching for K-12 Teachers
10/3 - 10/28/2011 **$245**

One month instructor led
Discover the fascinating world of online learning and teaching. Specifically for K-12 teachers, you will find out why and how your students learn online. Find out about all the wonderful eTools being used, from drag-and-drop games to virtual labs.

Then find out how you can begin to use the web in your own teaching. See why web-enhanced courses are being introduced in K-12 schools. Then take home online strategies for helping your students to learn more and preparing them for the workplace.

Instructor: William A. Draves,

Social Media for K-12 Teachers
11/7 - 12/2/2011 **$245**

One month instructor led
Facebook, Twitter, YouTube, it's seems everyone, including your students, talk about ways the Internet let's them stay in touch and see what others are doing. Since many of your students are already there, have you been curious if any of these tools might keep them engaged in your class? Do you ever wonder if there might be some time effective ways to communicate with their parents? GoogleDocs, Adobe ConnectNow, iGoogle, Flicker, animoto, earth album, Teacher Tube, blogs, virtual labs and yes, even Facebook and Twitter can help you add dimension and interest to your class. Discover tips to use a variety of social media and online tools to help your students. You will also spend some time discussing ways to overcome resistance you might encounter in using these programs. For any teacher interested in social media, from beginners to advanced social networkers.

Instructor: Heather Dimitt

Generational Learning Styles for K-12 Teachers
11/7 - 12/2/2011 **$245**

One month instructor led
Regardless of your age, it is always helpful to increase your understanding of how your current students learn and what your future students might need. Students learn in a variety of ways, this course will focus on the influence of generational characteristics on learning styles. Your students learn differently than you do. Come find out how to help your students learn more. And discover something new about yourself too!

We will explore fascinating information on the brain and how each generation has responded to their unique "cohort experience". You will acquire the skills and information needed to facilitate Gen Y and the emerging generation of learners. Understand how your own generational characteristics impact your learning AND your teaching.
Come away with our top 20 generational techniques for helping your students learn more.

Instructor: Kassia Dellabough,MS, GCDF

Computer Skills and Graphics

Get up to speed quickly through multiple offerings of short, effective one-day computer application seminars from Microsoft Office.

Introduction to Microsoft® Word 2007 $145

BICPT-501-001	F	9/23	8:30 AM – 4:30 PM
BICPT-501-002	W	11/30	8:30 AM – 4:30 PM

This course will provide students with the basic concepts required to create, edit and enhance simple documents.

PREREQUISITES: Students should be comfortable in the Windows environment and be able to manage information on a computer. They should be able to launch and close programs, navigate to information stored on the computer and manage files and folders.

Intermediate Microsoft® Word 2007 $145

BICPT-511-001	F	10/07	8:30 AM – 4:30 PM
BICPT-511-002	W	12/07	8:30 AM – 4:30 PM

In this course, you will create complex documents in Microsoft Word 2007 by adding components such as customized lists, tables, charts and graphics.

PREREQUISITES: Students should be able to use Microsoft Word 2007 to create, edit, format, save and print basic business documents that contain text, basic tables and simple graphics.

Introduction to Excel 2007 $145

BICPT-502-001	W	10/19	8:30 AM – 4:30 PM
BICPT-502-002	F	12/2	8:30 AM – 4:30 PM

In this course you will use Microsoft Excel 2007 to manage, edit and print data.

PREREQUISITES: Students should be familiar with using personal computers with a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, they should be able to launch and close programs, navigate to information stored on the computer and manage files and folders.

Intermediate Excel 2007 $145

BICPT-512-001	W	11/2	8:30 AM – 4:30 PM
BICPT-512-002	F	12/16	8:30 AM – 4:30 PM

In this course, you will use Microsoft Excel 2007 to streamline and enhance your spreadsheets with templates, charts, graphics and formulas.

PREREQUISITES: To ensure your success, we recommend that you have experience with creating, editing, formatting, saving and printing basic spreadsheets in Microsoft Excel 2007.

Introduction to Microsoft® Access 2007 $145

BICPT-504-001 T 9/20 8:30 AM – 4:30 PM

In this course you will examine the basic database concepts and create and modify databases and their various objects using the Microsoft Office Access 2007 relational database application.

PREREQUISITES: Students should have completed the following courses or possess equivalent knowledge before starting this course:

- Windows 2000: Introduction
- Windows XP: Introduction
- Windows XP: Level 1
- Windows XP: Level 2

Intermediate Microsoft® Access 2007 $145

BICPT-514-001 W 10/4 8:30 AM – 4:30 PM

In this course, you will learn to use Access more effectively by learning how to normalize and implement referential integrity. In addition, learn how to relate tables, create advanced queries, add graphics and calculations to forms and reports and add charts.

PREREQUISITES: Students should have completed the following courses or possess equivalent knowledge before starting this course:

- Windows 2000: Introduction
- Windows XP: Introduction
- Windows XP: Level 1
- Windows XP: Level 2

Introduction to Microsoft® Project $145

BICPT-601-001 F 10/28 8:30 AM – 4:30 PM

In this course, you will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources and finalize the project to implement the project plan.

PREREQUISITES: Students enrolled for this course should have the following:

- An understanding of project management concepts
- Knowledge of a Windows operating system, either Windows XP or Windows Vista
- Project management fundamentals
- A basic knowledge of Microsoft Word and Microsoft Excel

Advanced Microsoft® Project $145

BICPT-621-001 F 11/18 8:30 AM – 4:30 PM

In this course, you will learn advanced tools and techniques such as baselines, hyperlinks, drawing tools, reports, consolidating multiple projects and sharing resources across projects.

PREREQUISITES: Students enrolled for this course should have the following:

- An understanding of project management concepts
- Knowledge of a Windows operating system, either Windows XP or Windows Vista
- Project management fundamentals
- A basic knowledge of Microsoft Word and Microsoft Excel

UGotClass
Online certificates and courses

Online Computer Skills and Graphics

www.cscc.edu/workforce/online

Facebook for Business

10/3 – 10/28/11 **$245**

One-month instructor led

Advanced Skills for Businesses and Organizations
Find out what goes on behind the scenes on Facebook Pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a Page on Facebook and have some basic knowledge of the platform.

Instructor: Jennifer Selke

Google Analytics 10/3 – 10/28/11 $195

One-month instructor led
If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool.
You'll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leverage more success from their website.

Instructor: Dan Belhassen and Susan Hurrell

Technology Update with Gareth Mitchell 10/17 – 10/21/11 $45

Join an internationally known technology reporter for a one-week online chat on the latest technology. Here's your chance to ask your questions about where technology is going, what's hot, and the latest big thing.

Your presenter will choose his 3 picks for the latest, next important technology. Listen to some of your presenter's latest broadcasts on them. Then engage him and other participants in a week-long online conversation and ask your questions.

Participate anytime, day or night, all week long. Don't miss this unique one-time opportunity.

Instructor: Gareth Mitchell

Twitter 10/3 – 10/28/11 $195

One-month instructor led
Twitter is a hot social media platform these days – and everyone seems to be using it. Learn the best way to take advantage of the unique opportunities Twitter offers – and discover the best ways to create relationships and network with your key constituents. You will find out the best – and easiest – techniques for successful interactions in the Twitterverse.

Instructor: Suzanne Kart

YouTube for Business 10/3 – 10/28/11 $195

One-month instructor led
Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people.

Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features.

YouTube can enhance your current marketing and communication strategy. After attending this course you will take back proven strategies and techniques for making YouTube work successfully for your organization.

Instructor: Jennifer Selke

Computer Skills for the Workplace $99
Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to Linux $99
Learn how to use the Linux desktop operating system along with the included productivity, multimedia and Internet software.

Keyboarding $99
Use the computer program FasType for Windows to learn the basic skills of touch-typing.

Navigating the Internet $99
Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, e-mail and more.

Advanced Microsoft Excel 2003 $89
Increase your potential and maximize your value by becoming an expert Microsoft Excel user.

Intermediate Microsoft Excel 2003 $89
Work faster and more productively by learning to use some of Excel 2003's most powerful tools.

Intermediate Microsoft Excel 2007 $99
Master advanced features of Microsoft Excel 2007, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity.

Introduction to Crystal Reports 10 $99
Make the points you want to make by converting raw database or accounting information into impressive and meaningful reports.

Introduction to Microsoft Excel 2003 $89
Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Introduction to Microsoft Excel 2007 $99
Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

Intermediate Microsoft Access 2003 $89
Learn to solve real-world business problems with Microsoft Access 2003.

Intermediate Microsoft Access 2007 $99
Expand your Microsoft Access 2007 skills to build better, more user-friendly Access databases.

Intermediate Oracle $99
Learn how write powerful and flexible PL/SQL programs.

Introduction to Database Development $99
An experienced professional guides you through a structured approach to database design and development.

Introduction to Microsoft Access 2003 $89
Learn how to store, locate, print and automate access to all types of information.

Introduction to Microsoft Access 2007 $99
Learn how Microsoft's powerful database can help you store and manage information you've collected about your business, home or community.

Introduction to Oracle $99
Learn how to use the Oracle database management system to plan, organize and manage your data.

Introduction to SQL $99
Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to Microsoft Project 2003 $89
An experienced project manager reveals how to use the world's most popular tool for planning, implementing and controlling projects.

Introduction to Microsoft Project 2007 $99
Learn how to effectively plan, implement and control projects using Microsoft Project 2007.

Introduction to Microsoft Visio 2003 $89
Learn how to design professional-looking diagrams with Microsoft Visio 2003.

Introduction to Microsoft Visio 2007 $99
Get the training you need to create professional-looking flowcharts and diagrams using one of the most popular flowcharting programs on the market, Microsoft Visio 2007.

Creating Web Graphics with Photoshop CS3 $89
Learn how to use Photoshop to create graphics for the Web.

Design Projects for Adobe Illustrator CS2$89
Practice while you learn the fundamentals of Adobe Illustrator CS2 with useful design projects.

Discover Digital Photography $99
An informative introduction to the fascinating world of digital photography equipment.

Intermediate Dreamweaver CS3 $89
Take your Adobe Dreamweaver skills to the next level under the tutelage of a proven web development expert.

Intermediate Photoshop CS3 $89
Have fun taking your Photoshop CS3 skills to the next level of creativity and productivity.

Intermediate Photoshop CS4 $99
Learn advanced techniques for using Adobe Photoshop CS4 to edit your images and photos.

Introduction to Adobe Acrobat 9 $99
Create PDF documents and more with Adobe Acrobat 9 Pro, and learn to use many of the software's time- and cost-saving features.

Introduction to Dreamweaver 8 $99
A Silicon Valley veteran shows you how to harness the power of the industry standard tool for web designers.

Introduction to Dreamweaver CS3 $89
Learn Adobe Dreamweaver from a web design pro, and get the training you need to develop first-class websites!

Introduction to Dreamweaver CS4 $89
Learn to use Adobe Dreamweaver CS4 to design, create and maintain user-friendly websites full of professional-quality web pages.

Introduction to Flash 8 $99
Learn how to create exciting interactive animations from a working Flash designer and author.

Introduction to Flash CS4 $89
Learn how to use Adobe Flash CS4 software to create engaging websites, Flash movies, animation and interactive applications.

Introduction to Flash MX 2004 $99
Learn to quickly create dynamic, entertaining, and interactive websites with Flash MX 2004.

Introduction to Illustrator CS3 $89
In this class, you'll get the training you need to create infinitely resizable vector images using Adobe Illustrator CS3, one of the best illustration programs on the market.

Introduction to InDesign CS3 $89
In this Adobe InDesign CS3 class, you'll get hands-on desktop publishing training and come away knowing how to use this popular page layout software to design and create professional quality letterhead, business cards, brochures, PDF files that play movies and more.

Introduction to Photoshop CS3 $89
Learn how to use Photoshop CS3 to fix and process photos and create original images.

Photoshop CS3 for the Digital Photographer $99
Learn how to use Adobe's Photoshop CS3 to edit and enhance your photographic images.

Photoshop CS4 for the Digital Photographer $99
Learn how to use the Adobe Photoshop CS4 software to edit and enhance your digital photos.

Photoshop Elements 6.0 for the Digital Photographer $89
Learn the secrets of Adobe's Photoshop Elements 6.0 and successfully edit your images.

Photoshop Elements 6.0 for the Digital Photographer II $89
If you already know the basics of Photoshop Elements 6.0, it's time to learn the advanced features.

Photoshop Elements 7 for the Digital Photographer $99
In this Adobe Photoshop Elements 7 class, you'll learn the secrets to successfully editing photos and bringing out the best in your images.

Photoshop Elements 7.0 for the Digital Photographer II — $99
If you already know the basics of Photoshop Elements 7, it's time to learn the advanced features.

Photoshop Elements 8.0 for the Digital Photographer — $99
Learn to use Adobe Photoshop Elements 8 to bring out the best in your digital photos and images.

Photoshop Elements 8.0 for the Digital Photographer II — $89
If you already know the basics of Photoshop Elements 8, it's time to learn the advanced features.

Introduction to CorelDRAW X3 — $99
Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the web.

Creating User Requirements Documents — $99
An experienced developer teaches you how to use discovery and documentation to meet or exceed customer expectations.

Creating Web Pages — $99
Learn the basics of HTML so you can design, create and post your very own site on the Web.

Creating Web Pages II — $99
Learn to develop polished and interactive pages complete with tables, forms, frames, audio and CSS.

Designing Effective Websites — $99
Learn powerful graphic design techniques and build websites that are both attractive and effective.

Intermediate CSS and XHTML — $99
Take your CSS and XHTML skills to the next level and learn how to create professional-quality websites.

Introduction to CSS and XHTML — $99
Learn to create state-of-the-art websites using modern CSS and XHTML techniques.

Construction and Environmental Industry

Home Inspection Training $995

CPETMT-107-001

Monday-Thursday 6-10 PM & Saturday 8 AM – 5 PM, 9/12, 9/13, 9/14, 9/15, 9/17, 9/19, 9/20, 9/21, 9/22, 9/24

Ohio currently has over 100,000 annual home sales, over 40,000 licensed real estate sales professionals, nearly 2,500 licensed real estate appraisers, and less than 700 practicing home inspectors. That leaves a great deal of work for a small number of inspectors.

Property inspection is a technical and complex field that requires expert skills and a professional approach. By taking this course you will have an opportunity to gain, these technical and complex, skills needed to be successful in this career.

By taking this course, students will have an opportunity to begin a new career and gain the knowledge needed to succeed, in the Home Inspection field. The course includes: 45 hours of instruction to learn the InterNACHI standards for home inspection, experience several on-site inspections and a free one-year membership to NACHI.

Instructor: Dale Williams

EPA Renovation, Repair, and Painting Rule (RRP) Training $249

CPETMT-106-001 Friday, September 16, 8 AM – 5 PM
CPETMT-106-002 Friday, November 18, 8 AM – 5 PM

Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips by disturbing lead-based paint, which can be harmful to adults and children. To protect against this risk, on April 22, 2008, EPA issued a rule requiring the use of lead-safe practices and other actions aimed at preventing lead poisoning. Under the rule, beginning April 22, 2010, contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination.

By taking this EPA certified course, you will have a full understanding of lead safe practices that are required. At the successful completion of the course you will receive your EPA recognized lead RRP Certification, which is good for 5 years.

45 Hours of Instruction and hands-on experience;
Learn InterNACHI standards;
Several on-site inspections included;
Free one-year membership to NACHI;
Free telephone support before and after completing the class.

Instructor: A representative from the Environmental Solutions Association, Inc.

GREEN

Green Education for Green Jobs

Turn your passion for the environment into a green career.

Columbus State Community College is making sustainability a prominent part of campus culture, from how our institution operates to the courses offered to students. The Center for Workforce Development is dedicated to creating the workforce needed in the community to fill jobs in the emerging green economy.

LEED Green Associate Preparation Course — $450

CPETMT-110-011 S 8:00 AM – 5:00 PM
10/8 & 10/15
Instructor: Dan Ball

CPETMT-110-012 T 6:00 – 9:00 PM
11/1, 11/8, 11/15, 11/22, 11/29
Instructor: Nikki Wildman

Passing the Green Associate exam is your first step to becoming a LEED Accredited Professional. Our program will not only increase your chances for passing this exam, it also meets the GBCI eligibility requirements for a person to be engaged or to have completed an educational program that addresses green building principles. This course covers everything you need to know to pass the exam, including a review of all LEED rating systems, a review of the Green Building concepts such as vegetated roofs, rapidly renewable materials, on-site renewable energy, low-emitting materials and other essential concepts. The course also includes a complete discussion on what the United States Green Building Council (USGBC) calls its core curriculum: Sustainable Sites, Water Efficiency, Energy and Atmosphere, Materials and Resources and Indoor Environmental Quality. Included in the course is a field trip to a LEED Certified building and the following materials: Green Building and LEED Core Concepts Guide, First Edition, and LEED Green Associate Study Guide.

This course is ideal for facility owners, contractors, construction managers, architects, lawyers, builders, engineers, electricians, suppliers, manufacturers, legal counsel, government agencies, inspectors, non-profit organizations, city planners, product representatives, facility managers, energy industry professionals, real estate brokers, students and anyone interested in understanding green building principles or looking for a new career path (or anyone interested in developing a foundation of basic green building knowledge).

PREREQUISITES: There are no prerequisites to TAKE the class; however, for an individual to TAKE the LEED GREEN ASSOCIATE exam, individuals must have experience in the form of involvement on a LEED-registered project, employment (or previous employment) in a sustainable field of work or engagement in (or completion of) an education program that addresses green building principles. An individual must meet only one of these criteria to demonstrate eligibility.

Residential Alternative Energy Basics Series — $190

CPETMT- 125-001 S 8:30 AM – 12:30 PM
9/10, 9/17, 9/24

CEUs Available! 12 hours (CEUs available from the Ohio Board of Build-

ing Standards and the Building Performance Institute (BPI); the Ohio Construction Licensing Board and the Ohio Department of Commerce, Division of Real Estate, and the
American Institute of Architects (AIA) and pending CEUs through the Green Building Certification Institute (GBCI).
These courses are presented as a series or as three stand-alone courses.

Early Bird Special: $190.00 for entire series or $70.00 each
Price increase after 9/3/11: $210.00 for entire series or $80 each

Solar Thermal Basics

CPETMT- 126-001 S 8:30 AM – 12:30 PM 9/10
Instructor: Darin Hadinger

Solar Electric Basics

CPETMT-127-001 S 8:30 AM – 12:30 PM 9/17
Instructor: Michael Robison

Wind Energy Basics

CPETMT-128-001 S 8:30 AM – 12:30 PM 9/24
Instructor: Darin Hadinger

This series provides the basics to common sources of alternative energy, including small wind turbines, solar photovoltaic (PV) and solar thermal systems. Major topics include history, component parts, field applications, basic designs, investment and return strategies, government regulations, comparative efficiencies and the overall importance of energy efficiency.

Target audience: Professionals within the electric, HVAC, plumbing and construction industries, as well as individuals interested in learning more about alternative energy.

PREREQUISITES: None

Solar Thermal Basics $70

CPETMT-126 9/10 4 hours
This session will provide an overview of energy use and resource availability, the history of harnessing solar energy, solar thermal components and associated functions, solar thermal applications and basic designs, solar thermal installation considerations, local case studies and roles and certifications associated with solar design and installation.

Solar Electric Basics $70

CPETMT-127 9/17 4 hours
This session will provide an overview of energy use and resource availability, history of harnessing solar energy, solar electric components and associated functions, solar electric applications and basic designs, solar electric installation considerations, local case studies and roles and certifications with solar design and installation.

Wind Energy Basics $70

CPETMT-128 9/24 4 hours
This session will provide an overview of energy use and resource availability, history of harnessing wind energy, types of wind turbines, wind turbine components and associated functions, wind turbine installation considerations, local case studies and roles and certifications associated with wind system design and installation.

Energy Auditor Certification Preparation $1,495

CPETMT-130-001 T TH 8/30 – 11/17 5:30 PM – 8:30 PM
To become a certified energy professional, an individual must have the necessary training and certifications first. This preparation course is the first step in preparing individuals for the exam for certification. It will teach individuals the fundamentals of building science and the performance of full residential energy audits. Participants will also gain an understanding of how to perform a thorough building analysis, including work scope recommendations and the credentials to qualify clients for a variety of incentive programs.

Online GREEN Courses

www.cscc.edu/workforce/online

UGotClass
Online certificates and courses

Green Buildings & Preparing for LEED Green Associate

9/ 6 – 10/28/11 $695

Two months instructor led

Get the knowledge to excel as a green professional in the new economy. Acquire an introduction to sustainability and how it lays the foundation for a deeper understanding of the green building process. Participants who successfully complete this course are eligible and prepared to sit for the US Green Building Council's Leadership in Energy and Environmental Design (LEED) Green Associate exam.

For anyone who wants more than a basic understanding of sustainability and green building concepts, including those with a stake in their company's building practices, those directly involved in green building projects, and those pursuing the LEED Green Associate professional accreditation. LEED is a third-party certification program and nationally accepted benchmark for the design, construction, and operation of high performance green buildings.

Instructor: Michelle Halle-Stern, AIA, PE, LEED Faculty

ProTrain™

ENTRY LEVEL GREEN TRAINING

Green Building Sales Professional $395

This program is specifically for professionals selling or marketing a certified green residential (real estate professionals), commercial or government project. Our goal is to provide homeowners, developers, builders, investors, realtors and professionals with a resource for clearly understanding the in-depth concept of green building and how it applies to your projects, purchases, marketing and sales within the marketplace. Topics covered: intro green building, environmental quality, resource efficiency advantages, sustainable preventative maintenance and sales and marketing advantage.

40 hours 6 month access Instructor Supported

ProTrain™

Green Building Technical Professional $395

This course provides you with the tools needed to determine a green project. Discover what the future may hold for a green lifestyle. This track is designed specifically for those individuals who are involved in the nuts and bolts of green building. Engineers, architects, builders and those who would like to have a more in-depth approach to green building. Topics covered: intro green building, environmental quality, resource efficiency advantages, sustainable preventative maintenance and advanced green technologies.

40 hours 6-month access Instructor Supported

Green Building for Contractors $725

Ideal for the contractor in the field! Learn green building practices for experts in the field. Train your crew to be "green" savvy! Once an emerging trend, green building has become a growing part of today's construction industry. With the down market, it has become even more important for industry players to capture the opportunity created by the demand for more sustainable buildings. To become Green Builder certified, each enrolled user must complete the first seven courses. Each study course in this curriculum addresses the fundamental principles of green building relating to energy efficiency, building durability, indoor air quality, resource efficiency and water efficiency.

60 hours 12-month access Self-paced

Green Building for Contractors Level 2 $725

This six-course Advanced Green Builder certification program, presented in partnership with EEBA, the Energy and Environmental Building Alliance, features the acclaimed "Houses that Work" housing science curriculum and is accredited for continuing education by AIA, AIBD, BPI, NAHB, RESNET and USGBC. Completion of the course work includes passing the test associated with each course. Users who pass all tests, and complete a student feedback evaluation, will be eligible to receive an Advanced Green Builder Certificate. The course presenters are some of the most knowledgeable building scientists in the business.

40 hours 12-month access Self-paced

ProTrain

Carbon Strategies $399

This course provides an overview of the World Resources Institute (WRI) Greenhouse Gas Protocol Initiative and describes various components of a climate-related strategy. It will summarize the critical steps for your firm to develop a successful carbon strategy across its boundaries, which includes assessing emissions and exposure to climate related risks, evaluating action options, setting goals and targets, developing financial mechanisms, engaging the organization, formulating policy strategy and managing external relationships.

10 hours 6-week course Instructor supported

Green Purchasing Fundamentals $349

Organizational purchasing has evolved tremendously over the last decade shifting from an administrative function to a strategic role. Green Purchasing Fundamentals introduces foundational concepts that align with systems, policies, and procedures that support green purchasing practices and organization sustainability.

10 hours 6-week course Instructor supported

Sustainability 101 $299

Sustainability resides within three foundational pillars of society: economic, social and environment. Our Sustainability 101 & CSR Essentials course establishes a common framework for employees at various levels and roles of the organization, while bringing together a global set of lenses to look through. This course is essential for everyone in the organization.

10 hours 6-week course Instructor supported

Fundamentals of Mold Inspection $425

The Fundamentals of Mold Inspection is a course for anyone wanting to learn the core skills needed to evaluate homes and buildings for mold. You will first learn about basic microbiology, causes of mold growth, different categories of mold and their health effects. The course also trains students on how to perform a thorough mold inspection using a five-step process. You will also learn the when, where, why and how to take mold samples and interpret the results.

8 hours 3-month access Instructor supported

ProTrain

LEED CERTIFICATION

LEED Green Associate $225

For professionals who want to demonstrate green building expertise in non-technical fields of practice, GBCI has created the LEED Green Associate credential, which denotes basic knowledge of green design, construction and operations. The Green Associate credential also serves as the first step for professionals pursuing a LEED AP specialization. New Tier I credential that attests to demonstrated knowledge and skill in understanding and supporting green design, construction and operations. Exam simulation prep included.

8 hours 2-month access Self-paced

LEED AP Operations + Maintenance (O+M) $225

Replacing the LEED AP for Existing Buildings exam track, this specialty provides a standard for professionals participating in the operation and maintenance of existing buildings that implement sustainable practices and reduce the environmental impact of a building over its functional life cycle. Exam simulation prep included.

5 hours 2-month access Self-paced

LEED Building Design and Construction (BD+C) $225

Replacing the LEED AP for New Construction exam track, this specialty provides a standard for professionals participating in the design and construction phases of high-performance, healthful, durable, affordable, and environmentally sound commercial, institutional and high-rise residential buildings. Exam simulation prep included.

8 hours 2-month access Self-paced

LEED AP Interior Design + Construction $225

For professionals participating in the design and construction of environmentally responsible, high-performance commercial spaces and tenant improvements that provide healthful, productive places to work and are less costly to operate and maintain, the LEED AP Interior Design + Construction exam is designed to measure your knowledge and skill in understanding the LEED Rating System and ability to facilitate the project certification process. Exam simulation prep included.

8 hours 2-month access Self-paced

Energy Efficient Design for Architects $875

This course is a U.S. Green Building Council Approved Education Provider Program and provides a firm foundation for LEED™. Standard 90.1 for Architects is a concise online course to help architects understand, apply and comply with the standard. It provides the information essential to architects, with a brief overview of engineering that avoids the complex details. ANSI/ASHRAE/IESNA Standard 90.1-2004 is the minimum energy efficiency standard for all non-residential buildings and all residential buildings greater than three stories in height in the United States.

57 hours 12-month access Self-paced

INDOOR AIR QUALITY

Certified Indoor Environmentalist (CIE) $1,000

The Certified Indoor Environmentalist Course Online is an in- depth program teaching you the core skills needed to perform indoor environmental assessments of all building types. The course not only provides the fundamentals of indoor air quality, it teaches more advanced topics that will educate even seasoned veterans in the field.

32 hours 3-month access Instructor supported

Certified Microbial Investigator (CMI) $800

Take your HVAC or mold inspection services to a new level by learning the latest advances in the industry and getting the industry's most recognized microbial certifications, Council-certified Microbial Investigator (CMI) and Council-certified Microbial Consultant (CMC). We'll teach you the core skills needed to perform impressive assessments that will set you apart from the competition.

28 hours 3-month access Instructor supported

Certified Indoor Air Quality Manager (CIAQM) $800

Are you a facility manager, building engineer or property owner that is interested in how indoor air quality (IAQ) affects the occupants of your space? The Certified Indoor Air Quality Manager (CIAQM) course is designed to help you diagnose indoor environmental problems in your building, correct those problems and prevent them from ever happening again. The course gives you practical steps to establish an IAQ Management Plan for your facility that will help you collect, log and resolve air quality complaints. The course also prepares you for the only accredited certification specifically designed for those that manage indoor air quality problems, sponsored by the American IAQ Council. The certification requires certain experience, fees and passing an examination offered at computerized testing centers throughout the United States.

28 hours 3-month access Instructor supported

Indoor Air Quality – Fundamentals of ASHRAE Standard 62.1 $395

Properly designed ventilation systems are essential for the well-being of building occupants, to minimize adverse health effects and improve productivity of workers and students. Standard 62.1, Ventilation and Acceptable Indoor Air Quality, is the industry standard for the design and operation of ventilation systems to provide acceptable indoor air quality.

35 hours 12-month access Self-paced

ENERGY AUDITING

Weatherization Energy Auditor BPI $850

This course is tailored specifically for the Department of Energy's (DOE) Weatherization Program and similar utility-funded programs. This course is based on the "Core Competencies for the Weatherization Assistance Program" developed by the Weatherization Trainers Consortium. The curriculum elements are specifically designed to train technicians involved in the field of building performance and energy efficiency by offering distance learning courses that are suited for continuing education, test preparation and career enhancement. The course is also compliant with the BPI Energy Analyst Standards. The course is not online, but is a series of DVDs and books that is self-paced with instructor support.

60 hours Unlimited access Instructor supported

Home Energy Analyst (HERS) $850

The Building Analyst and HERS Rater course is based upon a broad building science curriculum. It presents a solid scientific foundation upon which inspectors and auditors can build an accurate understanding of modern buildings. Each topic includes an overview of the technology, examples of typical installations and their defects, procedures for performing audits and guidelines for analyzing potential retrofits. A balanced approach to building performance is presented here that addresses energy efficiency, building durability and human health. The information presented here covers the topic areas included in the BPI Building Certification Model, the RESNET Home Energy Rating Standards and the WAP Core Competencies. Students who complete the course will possess the skills needed

to sit for the BPI and RESNET exams. The course is not online, but is a series of DVDs and books that is self-paced with instructor support.

60 hours Unlimited access Instructor supported

Weatherization Installer (WAP) Shell Technician $625

Instruction on performing the basic and more simplistic forms of energy-efficiency measures, including caulking, CFL installations, weather-stripping of windows and doors, minor home repairs, health and safety environmental awareness, customer service, constructions basics review, building sciences overview, crew chief functions and much more. Learn weatherization building practices for experts in the field. Series of DVDs and books included.

60 hours Unlimited access Instructor supported

Home Energy Consultant $595

This program consists of training, certification and a business start-up kit. You will receive everything you need to be able to go out and start conducting home/residential energy audits. You will learn to identify the common energy-wasting areas of a residence. You will also learn more in-depth energy conservation techniques to enable you to provide your clients with the maximum in energy savings insight. Each course is easy to follow and understand, yet detailed and descriptive to educate you thoroughly. Once you have successfully completed the Home Energy Training Program and passed the NEASI Home Energy Certification exam, you are fully prepared to start your very own home energy business. The best way to jump-start your energy business is with our Home Energy Business Kit.

25 hours Unlimited access Instructor supported

Commercial Energy Consultant $545

This program consists of training, certification and a business start-up kit. You will receive everything you need to be able to go out and start conducting retail energy audits. The Commercial Energy Consultant Training Program is a comprehensive training program designed to teach you the basics of energy auditing, the economics of energy and how to turn that knowledge into a functioning, profitable business for yourself. Once you have successfully completed the Commercial Energy Training Program and passed the NEASI Commercial Energy Certification exam, you are fully prepared to start your very own energy business. The best way to jump-start your energy business is with our Commercial Energy Business Kit.

25 hours Unlimited access Instructor supported

Energy Auditing Software Training Brochure $695

Students learn to calculate and complete a heat load, audit short-cuts for quick load calculations; and techniques for using the software as a sales tool. Students, working with an instructor, will have the opportunity to take building specifications and complete a load calculation on several rooms using the software. This will help students not only know how to complete a heat load, but also will give them the information they need to prepare an accurate load. Software, Manual J and instructor support included.

50 hours Unlimited access Instructor supported

Code Training/New Construction Inspection $625

If you are interested in working as a building inspector doing IRC® (International Residential Code) inspections, use our materials to pass the International Code Council's (ICC®) IRC® examination. Learn code provisions from actual real-life scenes and defects. That way, when you get out on site, you are familiar with what you are inspecting. Also, use our extensive, specially designed and field-tested IRC Index to increase your chances of passing the ICC® certification exam. Our IRC® Index goes well beyond the index in the IRC® book.

60 hour DVD and manual Instructor supported

RENEWABLE ENERGY TRAINING

Fundamentals of Solar Hot Water Heating $695

This online course concentrates on the basics of installing code-compliant solar hot water systems. This course will be useful for people who currently work in or plan to be employed in the solar hot water industry. Student technicians will learn practical design criteria, installation guidelines, safety issues, maintenance and legal considerations of solar hot water heating systems. Books included.

60 hours 11 week course Instructor Supported

Photovoltaic System Design & Installation $795

This online course will provide the student technician with the fundamental knowledge of photovoltaic system design and instal-

lation. This course will be suitable for a supervised, entry-level position with a dealer/installer or other photovoltaic industry company. Student technicians will learn the practical design criteria, installation guidelines, safety issues, maintenance, and legal considerations of photovoltaic systems. Books included.

85 hours 16-week access Instructor supported

Wind Energy Technology $2,150

This online program is designed for people who seek entry-level jobs in wind-based electric power generation facilities. Currently there are thousands of wind-based electric generators operating in the United States. Due to environmental reasons as well as a desire to limit reliance on foreign oil, it is expected that wind-based energy is going to be developed at a rapid pace over the next decade. It should also be noted that during the last decade, wind-based energy has dramatically improved its economical competitive position. Some believe that this type of energy is already competitive enough to replace large segments of conventional energy sources. Wide expansion of this energy sector in the United States has already begun. There are very few institutions in the country that provide training for entry-level workers for wind-based electric power plants. Wind-based electric plants (farms) are operated by small groups of highly trained individuals.

400 hours 12-month access Instructor supported

Alternative Energy Operation $455

Topics include power generation, turbine system and control, combustion turbine fundamentals, combustion air and flue gas system, boiler fuel systems, efficiency, reliability and environmentally sensitive operations, hydroelectric power plant operations. Courses are developed by subject matter experts with field and educational experience within each discipline. All lessons are designed using learning outcome based instructional design methods. These online courses incorporate varying types of media, including photographs, graphics, video, animations and three-dimensional representations. Interactive remediation and simulation is also developed for each lesson to maximize the learning experience.

108 hours 12-month access Self-paced

SUSTAINABIITY TRAINING

Certified Sustainability Professional $1,299

Our CSP certification program is designed to give our graduates a great balance of core sustainability topics to enable them to stand out individually or to step into a sustainability leadership role with confidence. The five courses Included in this program are: •Green Purchasing Fundamentals •Sustainability 101: Corporate Social Responsibility Essentials •Carbon Strategies •Sustainability Leader: Your First 180-days to Success •Environmental Management System (EMS) & ISO 14001

50 hours 6-month access Instructor supported

Green Supply Chain Professional $1,499

Our GSCP certification program is designed to give our graduates a comprehensive knowledge of the sustainability areas confronting supply chain and operations professionals. This program will provide the graduate with very unique credentials and experience. The five courses Included in this program are: •Green Purchasing Fundamentals •Sustainability 101: Corporate Social Responsibility Essentials •Green Transportation: 12 Best Practices •Carbon Strategies •Green Supply Chain Management

50 Hours 6-month access Instructor supported

Senior Certified Sustainability Professional $2,499

Our SCSP certification program is designed to give our graduates a comprehensive knowledge of sustainability across multiple functional areas along with a balance of internal and external knowledge of sustainability leadership and consultancy. The 10 courses Included in this program are: •Green Purchasing Fundamentals •Sustainability 101: Corporate Social Responsibility Essentials •Carbon Strategies •Sustainability Leader: Your First 180-days to Success •Green Transportation: 12 Best Practices •Green Marketing & Sales Force Essentials •Green Packaging •The Sustainability Consultant •Advanced Green Purchasing •Environmental Accounting 101

100 hours 12-month access Instructor supported

Certified Green Specialist™ $1,495

This certification is for those wanting a change and to make a difference, including those in the real estate, building, HVAC, engineer, janitorial field or even nursing fields. No background is needed to start learning. We teach you all the basics to wear the label of "Certified Green Specialist," the proprietary U.S.- trademarked title for the serious green professional. You will have a year-long support

commitment from the National Association of Green Specialists. You will be equipped with a full business start up kit, including a three-page website template and business templates to create business cards, stationery, a press release and more.

50 hours 12-month access Instructor supported

Certified Green Designer™ $2,495

The Green Designer Certification is a specialized and tailored educational program developed to bring comprehensive and reliable information to you, the design professional. You'll learn how to apply sustainable design principles and practices to any design project. This program gives you the background and resources you need to evaluate green products and finishes with the entire home's or business' "environment" in mind, allowing you to make careful selection of healthy and environmentally responsible materials and products.

100 hours 12-month access Instructor supported

Fundamentals of Sustainable Buildings and High-Performance Systems Design $745

A thorough introduction to green design practices, benefits, new green building ideas and an overview of the architectural decisions and their impact on sustainable and green project goals. Designed for recent engineering graduates working in HVACR, technicians, architects.

35 hours 12-month access Self-paced

ENVIRONMENTAL TRAINING

Solid Waste Operations Certificate $800

This four-course program is important training for homeland security as it relates to solid waste management. This introductory course includes instruction in Landfill operations, composting operations, household hazardous waste and wastewater operations (solids). These classes will meet or exceed most state requirements for the educational components of certification and/or licensing required for solid waste professionals.

132 hours 12-month access Self-paced

Wastewater Treatment Operations Certificate

Clean water is essential for everyday life. Water treatment plant and system operators treat water so that it is safe to drink. Most state drinking water and water pollution control agencies require courses to improve operators' skills and knowledge.

This five-course program includes: wastewater treatment I; wastewater treatment II, wastewater treatment - Industrial; wastewater collection systems and wastewater analysis. These courses meet or exceed most state licensure requirements. Courses are developed to the standards of the Office of Water Programs at California State University, Sacramento.

Standard Program
320 hours 12-month access Self-study $1,000

Complete Program (all books)
369 hours 12-month access Self-study $1,495

Water Treatment Operations Certificate

Clean water is essential for everyday life. Water treatment plant and system operators treat water so that it is safe to drink. Most state drinking water and water pollution control agencies require courses to improve operators' skills and knowledge.

This five-course program includes: wastewater treatment I; wastewater treatment II, wastewater treatment - Industrial; wastewater collection systems and wastewater analysis. These courses meet or exceed most state licensure requirements. Courses are developed to the standards of the Office of Water Programs at California State University, Sacramento.

Standard Program
240 hours 12-month access Self-study $800

Complete Program (all books)
288 hours 12-month access Self-study $1,395

Healthcare

Activities Programming for the Elderly

Modular Education Program for Activity Professionals **$995**

BIPDV-116-001 T Th 9/22 – 12/ 8 5:00 – 9:00 PM

This 90-hour course is designed for activity professionals who work, or plan to work in geriatric, long-term facilities, adult daycare services, retirement and assisted living communities. You will focus on the psychosocial, creative, intellectual, physical and spiritual development of the elderly. Upon successful completion of this course, you will receive a certificate accepted by the NAAP/NCCAP organizations, and by the Ohio Department of Health.

Why Become NCCAP Certified?

• Federal Law, CMS, states that an activity department must be directed by a "qualified professional." One of the ways to become qualified is to become a Certified Activity Professional.

• NCCAP certification is recognized by CMS (formerly Health Care Financing Administration) as an organization that certifies activity professionals who work specifically with the elderly.

• NCCAP certification assures administrators and surveyors that you have met certain professional standards to become certified.

• Many administrators will only hire activity professionals who are certified.

The Curriculum
The curriculum used for this course was developed by the National Association of Activity Professionals and the National Certification Council for Activity Professionals (NAAP/NCCAP).

Instructor: Marjorie Witkowski

This class is only offered once a year at Columbus State Community College, so register early.

PHARMACY TRAINING TECHNICIAN PROGRAM

Pharmacy Technician **$749**

BIHCT-101-001 M W 9/21 – 12/7 8:00 – 10:30 PM
Westerville Center

The purpose of this non-credit course is to prepare the student to enter the pharmacy field in hospitals, home infusion pharmacies, community pharmacies and mail-order pharmacies as an ancillary working under the supervision of a registered pharmacist. The course is taught by registered pharmacists practicing in Columbus. This course will prepare students for the National Pharmacy Technician Certification Exam.

Topics:

- Medical terminology specific to the pharmaceutical industry
- Reading and interpreting prescriptions
- Defining drugs by generic and brand names
- Dosage calculations
- IV flow rates
- Drug compounding
- Dose conversions
- Dispensing of prescriptions
- Unit dose
- Inventory control
- Billing and reimbursement

Online Healthcare Courses

www.cscc.edu/workforce/online

Explore a Career as an Administrative Medical Assistant $89

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office–from appointment scheduling and chart creation to medical billing and coding.

Explore a Career in Medical Transcription $99

Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist.

Handling Medical Emergencies $99

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

Healing Through Hypnosis $99

Learn to use hypnotic suggestion on yourself and others with amazing results.

Human Anatomy and Physiology $99

Gain a greater appreciation and understanding of the marvelous complexity of the human body.

Human Anatomy and Physiology II $89

Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry and significant events in the life span, from fertilization through old age.

Introduction to Natural Health and Healing $99

Learn how to promote wellness, balance and health in all aspects of your daily life.

Lose Weight and Keep It Off $99

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.

Luscious, Low-Fat, Lightning-Quick Meals $99

Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious.

Become a Physical Therapy Aide $99

Prepare for a rewarding career as a valued member of the physical therapy team.

Become an Optical Assistant $99

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

Certificate in Bioenergy and Spiritual Healing $189

(26 contact hours) This certificate program meets the continuing education needs of medical professionals who work with or want to work with energy healing.

Certificate in Complementary and Alternative Medicine $209

(32 contact hours) Enhance your professional marketability by gaining a broad understanding of alternative healthcare options.

Certificate in End-of-Life Care $189

(26 contact hours) Earn a certificate proving you understand the needs of individuals living with debilitating, chronic or terminal illnesses.

Certificate in Gerontology $189

(40 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

Certificate in Growth and Development Through the Lifespan $209

(31 contact hours) Gain new insights in human development and be better prepared to care for patients of all ages.

Certificate in Issues in Oxygenation $209

(32 contact hours) A holistic approach to the care of patients with disorders of oxygenation.

Certificate in Legal and Ethical Issues in Nursing $169

(23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care.

Certificate in Pain Assessment and Management $169

(24 contact hours) Increase the accuracy of your pain assessment skills and become more effective in your pain management strategies.

Certificate in Perinatal Issues $99
(14 contact hours) Stay current with emerging trends affecting childbearing women, newborns and families.

Certificate in Spirituality, Health and Healing $209
(36 contact hours) Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

Explore a Career in Medical Coding $99
Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment or surgical procedure.

Handling Medical Emergencies $99
Every second counts during a medical emergency. Learn how to respond if someone needs your help.

HIPAA Compliance $99
Learn how to comply with the duties, rights and responsibilities of HIPAA.

Medical Terminology: A Word Association Approach $99
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

ProTrain™

Certificates

Activities Professional Part 1 & 2 (MEPAP) $2,195
The activities profession is a new one and is meeting a need in the healthcare field. It is truly a unique profession in healthcare because it is more interested in "what is RIGHT with the person rather than what is wrong." It puts you in a position to really make a difference in the lives of those you serve. The sky is the limit on what you can accomplish and your creativity will have a wide opportunity for use. It is a profession that allows for great flexibility in defining your work and in utilizing your skills and talents. The Activity Professional Training Program trains students to provide a well-rounded activity program for the aged residents in long-term care, adult day programs, retirements homes and senior centers. Books included Part 1 & 2

180 hours 12-month access Instructor supported

ProTrain™

Pharmacy Technician $1,195
A pharmacy technician most often performs a number of administrative duties such as answering phones, stocking shelves or using the cash register, but can also assist with a number of other pharmacy technician jobs. This course prepares you for the certification exam. Our comprehensive career training materials touch upon many key subjects that could help you work toward your pharmacy technician certification, including medical terminology, basic science, pharmacology, the mathematics of dosage, drug legislation and standards, pharmaceutical preparations and geriatric medication.

240 hours 12-month access Instructor supported

Pharmacy Technician with Pharmacology $2,295
Pharmacology: Basic and practical, this essential course provides an extensive framework of drug information in a concise format for allied health learners. Discover key drug information by classifications, such as their purpose, side effects, cautions and interactions, or utilize the resource to refresh your knowledge of drugs. Use the accompanying CD-ROM and master pharmacology through quizzes, games and case studies. Pharmacy Technician: A pharmacy technician most often performs a number of administrative duties such as answering phones, stocking shelves or using the cash register, but can also assist with a number of other pharmacy technician jobs. This course prepares you for the certification exam. Our comprehensive career training materials touch upon many key subjects that could help you work toward your pharmacy technician certification, including medical terminology, basic science, pharmacology, the mathematics of dosage, drug legislation and standards, pharmaceutical preparations and geriatric medication.

450 hours 12-month access Instructor supported

Certified Coach for Parents $2,395
Two-level program. Level I: Since the turn of the century, coaching parents has become a new self-employment industry, which allows person-oriented professionals and seasoned parents to become trained in skills to help parents and families achieve better communication and connection. A parent coach is a trained professional who is the ultimate go-to resource to help parents discover their own answers and provide mentoring that results in positive changes for the entire family. This course assists you in understanding the role of a coach for parents and also helps you attain the knowledge and skills necessary to become a successful coach for parents. Level II: A coach for parents learns to coach parents through their issues with their children by providing practical strategies for communication as well as connection and behavior. However the backbone of developing a successful home-based business is the marketing within your community and acquiring an Internet presence. This course assists you to move from the marketing mindset to developing a marketing plan for your target market. In addition, understanding how to establish an Internet presence and web- site rich in content

moves into social media and how to use it to prosper in your new role as a coach for parents.

520 hours 12 month access Instructor Supported

Administrative Veterinary Assistant $1,195

Veterinary assistant training can help you make a difference in the lives of animals. Our classes can prepare you for a rewarding career working as a veterinary assistant in a veterinary hospital, animal shelter, zoo, university or other environment that requires a background in animal sciences. Developed by veterinary professionals, our veterinary assistant training will teach you the procedures and skills necessary to bring health and comfort to animals and their owners. You can train at home, in your spare time, without disrupting your current job or family responsibilities. There are no classes to attend – ever! Through our veterinary assistant training program, you'll learn how to channel your love of animals into a rewarding career supporting the activities of the veterinarians and technicians.

220 hours 12-month access Instructor supported

Aromatherapy Certificate $775

Aromatherapy is the fragrant art of using specially selected aromatic oils for therapeutic purposes. It is one of the fastest growing complementary therapies in the world. All essential oils are antiseptic and have different effects – some regulate metabolic function, some stimulate, whilst some others will soothe irritations and anxieties. Massage is used with the oils to enhance their effectiveness. Essential oils can be used safely at home for many ailments. This aromatherapy course will take you through from the extraction to the application of the oils for therapeutic purposes, as well as cover aromatherapy massage techniques.

168 hours 12-month access Instructor supported

Dental Assistant Certificate $1,395

The job of the dental office assistant encompasses all of the business aspects related to running a dental practice. Some of the duties of the dental office assistant may include scheduling and confirming appointments, greeting patients, managing patient files, sending bills, receiving payments and ordering office supplies and dental materials. With on-the-job training, the dental office assistant may also assist in chairside duties such as preparing patients for treatment, obtaining dental records, sterilizing instruments and preparing trays of instruments for dental procedures. This program provides the dental office assistant-related knowledge you will need to gain an entry-level position in the dental field. You will learn the key concepts of running a successful dental office. You will gain hands-on practice in completing routine office duties and the end of the program will prepare you for a successful job search in your new career. Books included.

240 hours 12-month access Instructor supported

Dental Office Assistant $1,395

The Dental Office Assistant course reflects the latest information on operating a dental office. It's logically organized to cover all of the various tasks an administrative dental assistant encounters. It includes CDT-5 Dental Codes, HIPAA (Health Insurance Portability and Accountability Act) and OSHA (Occupational Safety and Health Administration) guidelines, plus examples of key equipment, forms and computer technology. A companion CD-ROM simulates dental practice management, offering opportunities to enter and update patient data, post payment and treatment procedures using dental codes, submit e-claims for payment, evaluate reports and schedule appointments.

150 hours 12-month access Instructor supported

Drug and Alcohol Counseling - Level 1 $1,195

Addiction counseling professionals treat individuals who are in need of substance abuse counseling as well as offer peace of mind to the families of persons who are in need of drug addiction counseling. This drug and alcohol distance learning course will effectively teach you basic drug and alcohol abuse counseling techniques. Our distance learning methods are proven and can provide you with a thorough introduction to the many facets of addiction counseling. You can learn drug and alcohol abuse counseling techniques that could teach you how to help people identify and manage their addictions. If you are looking for a meaningful career in substance abuse counseling, this course can help you get started.

140 hours 12-month access InstructorsSupported

Drug and Alcohol Counseling – Level 2 $1,195

This program examines the use and abuse of alcohol, tobacco, barbiturates, amphetamines, cocaine, opiates and hallucinogens, as well as chemicals such as aerosols, steroids and over-the-counter analgesics. Additionally, the course investigates solid strategies for working with clients: the differences between abusers and addicts; drug effects on children, teenagers, and pregnant and nursing women; and children of alcoholics. Addiction counseling professionals treat individuals who are in need of substance abuse counseling as well as offer peace of mind to the families of persons who are in need of drug addiction counseling. This class is the second in a series and continues to prepare you to meet the qualifications as a substance abuse counselor.

260 hours 12-month access Instructor supported

Drug and Alcohol Counseling – Level 1 & 2 Combined $2,150

This two-level program examines the use and abuse of alcohol, tobacco, barbiturates, amphetamines, cocaine, opiates and hallucinogens, as well as chemicals such as aerosols, steroids and over-the-counter analgesics. Additionally, the course investigates solid strategies for working with clients: the differences between abusers and addicts; drug effects on children, teenagers, and pregnant and nursing women; and children of alcoholics. Addiction counseling professionals treat individuals who are in need of substance abuse counseling as well as offer peace of mind to the families of persons who are in need of drug addiction counseling.

400 hours 12-month access Instructor supported

Feng Shui Certificate $595

In China, many people believe that to remain healthy and create wealth and happiness, it is necessary to maintain a healthy environment in which to live and work. Many businesses both large and small rely on ancient Chinese rules to dictate how their buildings and offices are laid out; even the work desk should conform to these basic rules in order to encourage business. A room that does not conform can create confusion and loss of wealth and, more important to many, health. Feng Shui is the Ancient Chinese system of balancing and creating harmony in your immediate environment. Most of us are familiar with the concept of yin and yang and the balance of Chi energy that flows through our bodies. Some very simple alterations to your immediate environment can bring harmony into your life. This course will enable you to beneficially alter your life and give you the skills to help others.

120 hours 12-month access
Instructor supported

Fitness and Nutrition $1,395

Proper nutrition and physical fitness go hand-in-hand when working to maintain a healthy lifestyle. This distance learning course offers a well-balanced combination of nutrition and physical fitness training to help you take the first step toward a new career in nutrition and fitness. Proper health management is important to a growing number of consumers who are interested in enhancing their lives through increased physical fitness and better nutrition practices. People often rely on persons who have received fitness and nutrition training to help them turn their lives around. Our fitness and nutrition course offers a comprehensive introduction on a number of key fitness and nutrition topics.

240 hours 12-month access Instructor supported

Holistic Beauty Therapist $895

This innovative course has been specifically designed for the therapist who wishes to have the complete training in beauty treatments that include massage, aromatherapy, diet and nutrition and reflexology. The main benefits of this course are the vast and the diverse range of therapies covered that students will be able to offer their clients. It will prepare and motivate and, on completion of this course, the student will be proficient in all these subjects. It will inspire confidence, create knowledge, instill expert techniques and set a standard of success that is unique.

310 hours 12-month access
Instructor supported

Home Health Aide Certificate $1,195

A Home Health Aide (HHA) may also be known as a Home Caregiver or Residential Assistant (RA). An HHA provides basic, personal care and health-related services to a variety of individuals (patients) who require more assistance than family and/or friends are able to provide. HHAs are part of a category of occupations that is commonly referred to as "direct care workers." The services/care that a Home Health Aide provides depends upon his or her specialty area. If you've ever thought about becoming a Home Health Aide, our in-depth curriculum could help you learn important fundamental, practical skills involved in a career as a Home Health Aide. For each patient, an HHA is responsible for recording services performed, as well as the patient's condition and progress. They also record and report any changes in a patient's condition to the case manager or supervisor and discuss observations with them.

140 hours 12-month access Instructor supported

Home Health Aide w/ Medical Terminology $2,195

A Home Health Aide (HHA) may also be known as a Home Caregiver or Residential Assistant (RA). An HHA provides basic, personal care and health-related services to a variety of individuals (patients) who require more assistance than family and/or friends are able to provide. HHAs are part of a category of occupations that is commonly referred to as "direct care workers." The services/care that a Home Health Aide provides depends upon his or her specialty area. If you've ever thought about becoming a Home Health Aide, our in-depth curriculum could help you learn important fundamental, practical skills involved in a career as a Home Health Aide. For each patient, an HHA is responsible for recording services performed, as well as the patient's condition and progress. They also record and report any changes in a patient's condition to the case manager or supervisor and discuss observations with them. Includes 80 Medical Terminology course

220 hours 12-month access Instructor Supported

Japanese Holistic Healing Practitioner $1,095

Japanese healing methods date back thousands of years but have developed over the centuries to assimilate many other methods from many other cultures. The result is a rich and highly flexible set of

holistic healing methods with a strong foundation in the concept of energy balance, and resulting use of life coaching, physical therapies, spiritual healing, exercise and nutrition. In this course we study a wide range of aspects from shiatsu and Japanese herbalism to how life coaching, CBT and relaxation therapy can all play a part in Japanese therapy. Other topics like hydrotherapy, Japanese massage, color therapy, crystal healing, chakra therapy, martial arts in therapy, moxa treatments and many more are also covered.

540 hours 12-month access Instructor supported

Medical Office Assistant $1,395

The job of a medical office assistant can be multifaceted, depending on the size and location of the practice. In a small practice, the assistant may handle all administrative duties, whereas in a larger practice, there may be more specialized administrative positions. Some of the duties of a medical office assistant include answering telephones; greeting patients; scheduling appointments, surgeries, and laboratory services; preparing new patient files; ordering office supplies; preparing purchase orders; handling billing and bookkeeping; preparing and filing medical insurance claims; and arranging for hospital admissions. This online program provides the medical office assistant-related knowledge you will need to gain an entry-level position in the medical field. Throughout the program, you will learn medical terminology and how to perform the duties and job responsibilities of a medical office assistant. The end of the program will prepare you for a successful job search in your new career.

240 hours 12-month access Instructor supported

Medical Terminology $1,095

Common medical terminology is a critical part of the language used by healthcare practitioners. It is essentially a vocabulary that requires a uniform pronunciation, definition and spelling of terms used by professionals. Individuals with medical terminology training are capable of analyzing and interpreting medical reports related to specific body systems. This program is appropriate for adults looking to learn new job skills, refresh or refine existing healthcare knowledge or improve occupational performance by possessing a better understanding of medical terms.

80 hours 12-month access Instructor supported

Medical Office Assistant w/Medical Terminology $2,295

The job of a medical office assistant can be multifaceted, depending on the size and location of the practice. In a small practice, the assistant may handle all administrative duties, whereas in a larger practice, there may be more specialized administrative positions. Some of the duties of a medical office assistant include answering telephones; greeting patients; scheduling appointments, surgeries, and laboratory services; preparing new patient files; ordering office supplies; preparing purchase orders; handling billing and bookkeeping; preparing and filing medical insurance claims; and arranging for hospital admissions. This online program provides the medical office assistant-related knowledge you will need to gain an entry-level position in the medical field. Throughout the program, you will learn medical terminology and how to perform the duties and job responsibilities of a medical office assistant. The end of the program will prepare you for a successful job search in your new career. Includes 80-hour medical terminology course.

240 hours 12-month access Instructor supported

Mental Health Technician $1,395

The Mental Health Technician certificate is a unique, intensive and comprehensive online program of training. It is designed to enhance the provision of care for the mental health consumer by educating case managers, cottage staff, psychiatric technicians, day treatment staff and other mental health direct care providers. Direct care personnel without advanced professional degrees comprise nearly 40% of care staff in mental health organizations, and more than 60% of client care staff in state and county psychiatric hospitals. Mental Health Technicians are known by many names, including direct care service worker, direct care support worker, direct care support professional or paraprofessional, to name just a few. Join this new and expanding career field in the mental health industry.

280 hours 12-month access Instructor supported

Nail Technician $850

Do you want to start your own business as a nail technician? What about working in a nail bar, department store or beauty salon? The employment opportunities for qualified nail technicians are on the increase, and this is the perfect course to turn your dreams into reality. As a nail technician, your job description will be extensive. You will need to be able to apply and decorate false nails and nail extensions, whilst consulting on the general health and well being of the client's hands and feet. You will need to know the necessary procedures to carry out a manicure or pedicure for the client and you may even want to use basic massage techniques to relax the client's hands and feet.

120 hours 12-month access Instructor supported

Natural Health Consultant $995

Many people have an interest in the natural health field, but aren't sure where to start to learn more about a career in natural health. Let us help you take that first step in learning more about homeopathic remedies, herbal medicine, natural health remedies and other natural health topics. Whether you are interested in learning more about a career in natural health or want to learn how homeopathic remedies could be a part of your family's life, this natural health distance learning course is for you! Book included.

140 hours 12-month access Instructor supported

Neuro Linguistic Programming Practitioners $795

NLP (Neuro Linguistic Programming) Practitioners help people come up with solutions in their lives to a wide range of complex problems and situations. NLP is often used in therapeutic work, personal change work, motivational work and sales or presentational cases. This can mean working with a diverse range of clients with all sorts of personal and professional problems. You will gain the knowledge required to work with a range of different people, with varying issues, from different backgrounds. NLP tools can enable you to assist them in formulating new answers and strategies in life. This professional practitioner-training course is designed to provide competence in the use of NLP to a recognized level. This qualification is appropriate for students wishing to work in a professional context as a stand-alone professional practitioner.

119 hours 12-month access Instructor supported

Nutritional Consultant Certificate $1,395

Nutritional Consultant training provides students with an understanding of how food nutrition contributes to the prevention of illness and the promotion of optimal health. Students learn to conduct in-depth diet and lifestyle evaluations and to advise individuals on food plans customized to each individual's taste, temperament and health goals. The fundamentals of whole food nutrition, digestive physiology, metabolism, nutritional biochemistry and current research are presented. The nutritional terrain covered includes macronutrients, micronutrients and phytonutrients, based upon current global research and application. Students are trained to work in the community in a wide variety of institutional, school, business and private practice settings.

140 hours 12-month access Instructor supported

Nutritional Fitness Consultant $2,195

Combined courses: Nutritional Consultant + Fitness and Nutrition. Nutritional Consultant training provides students with an understanding of how food nutrition contributes to the prevention of illness and the promotion of optimal health. Students learn to conduct in-depth diet and lifestyle evaluations and to advise individuals on food plans customized to each individual's taste, temperament and health goals. The fundamentals of whole food nutrition, digestive physiology, metabolism, nutritional biochemistry and current research are presented. The nutritional terrain covered includes macronutrients, micronutrients, and phytonutrients, based upon current global research and application. Fitness and Nutrition: This distance learning course offers a well-balanced combination of nutrition and physical fitness training to help you take the first step toward a new career in nutrition and fitness. Proper health management is important to a growing number of consumers who are interested in enhancing their lives through increased physical fitness and better nutrition practices. People often rely on persons who have received fitness and nutrition training tp help them turn their lives around.

380 hours 12-month access Instructor supported

Physical Therapy Aide $1,195

Thousands of people attend physical therapy schools every day to become a part of this hot career field. In fact, according to the U.S. Department of Labor, employment of physical therapy aides is expected to grow by 29% over the next decade, which is much faster than the average job. A physical therapy aide most often works under the direction of a physical therapist and/or physical therapy assistant. Physical therapy aide jobs often include keeping the treatment area clean and well organized, as well as to help escort patients in wheelchairs, perform clerical duties, order supplies and more. A physical therapy aide generally needs to be well organized, have patience and enjoy working with others.

120 hours 12-month access Instructor supported

Physical Therapy Aide w/ Medical Terminology $2,150

Thousands of people attend physical therapy schools every day to become a part of this hot career field. In fact, according to the U.S. Department of Labor, employment of physical therapy aides is expected to grow by 29% over the next decade, which is much faster than the average job. A physical therapy aide most often works under the direction of a physical therapist and/or physical therapy assistant. Physical therapy aide jobs often include keeping the treatment area clean and well organized, as well as to help escort patients in wheelchairs, perform clerical duties, order supplies and more. A physical therapy aide generally needs to be well organized, have patience and enjoy working with others. Includes 80-hour medical terminology course.

200 hours 12-month access Instructor supported

Reflexology $795

Reflexology is one of the fastest growing holistic therapies now gaining worldwide acceptance. It is based on the scientific principle that every organ in the body is reflected in certain reflexes in the feet. The feet are a microcosm of the human body. By manipulating the reflex areas on the feet, energy congestion in the body is released. Correct stimulation of the feet reflexes, while the client is relaxed, improves the energy flow and the blood supply. This results in an overall feeling of well being and enables the body to function efficiently. Reflexology is a completely safe, natural aid to restoring the body's healthy balance.

243 hours 12-month access Instructor supported

ProTrain

Relaxation Therapist $995

This relaxation therapy course can provide an in-depth introduction to a number of relaxation techniques such as meditation, stretching, hydrotherapy and more. Every day, more and more people are realizing the ongoing benefits of relaxation therapy. Whether people suffer from work-related stress, or need to cope with the rigors of a busy lifestyle, our relaxation therapy course can teach you how to help people find tranquility in their day through a number of coping techniques. Learning more about relaxation therapy with us could be the first step toward a career as a relaxation therapist. You can also apply the relaxation techniques you learn in this relaxation therapy course in your own life, or among family and friends. Note: This course does NOT qualify you to be a massage therapist. Please check with your state and/or country to learn the requirements for a massage therapy license. Book included.

220 hours 12-month access Instructor supported

Basic Animal Care $575

This course is designed to assist the student in understanding the basic needs of animals, and from the information provided, obtain a better understanding of the animal profile and be able to identify problems. Students will then be able to comfortably understand animal breeds and, at an early stage, pass on any problems or information to vets or owners. The course is not designed as a veterinary assistant course, but rather as a possible introduction to the field of animal care to encourage you to consider a career in animal management.

126 hours 12-month access Instructor supported

ProTrain

Gel Nail Art and Design $650

Gel nail art and design is the latest trend in the world of nail art and nail enhancements. Any design, once placed onto an uncured gel color coating, will be able to be dragged using a gel art striper brush into the most intricate of patterns. This program is an in-depth step-by-step course that is designed to teach the student how to carry out gel art and design procedures.

60 hours 12-month access Instructor supported

Manicure and Pedicure Basics $575

Realizing the value of a well-groomed exterior in enhancing self-confidence, this avenue of beauty therapy is becoming of great importance to both females and males. The primary aim of this course is to prepare students for good employment prospects in the beauty industry. The course is delivered as a home-study program with constant tutor support to help you complete your course assignments successfully.

112 hours 12-month access Instructor supported

Massage Basics $725

Massage is a gentle and effective way of helping the body to heal itself. Massage has both physical and psychological benefits. This course has been designed to teach the student the more refined techniques of massage that are easy to learn.

100 hours 12-month access Instructor supported

InformationTechnology

Learn and Earn: How Certification Can Work for You

By earning a Cisco Certification, you gain advanced, market-relevant skills that employers recognize and respect, as well as opportunities to connect with a global community of other certified professionals.

CISCO Academy

The Cisco® CCNA® Discovery curriculum (CPECPT 210 – CPECPT 213) is primarily designed for Cisco Networking Academy® students who are seeking entry-level information and communication technology (ICT) skills.

CCNA 1 Networking for Home and Small Business $1,100

CPECPT-210-001 W 8/24 - 12/14 6:00 – 10:00 PM

This course teaches students the skills needed to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Instructors are encouraged to facilitate field trips and outside-the-classroom learning experiences. Labs include PC installation, Internet connectivity, wireless connectivity, file and print sharing and the installation of game consoles, scanners and cameras.

PREREQUISITES: None

CCNA Security $1,299

CPECPT-233-001 TH 8/25 - 12/15 6:00 – 10:00 PM

CCNA Security equips students with the knowledge and skills needed to prepare for entry-level security specialist careers. This course is a hands-on, career-oriented e-learning solution that emphasizes practical experience. CCNA Security is a blended curriculum with both online and classroom learning. This course is for individuals with an interest in entry-level security specialist careers and taking a hands-on, career-oriented approach to learning networking that emphasizes practical experience.

PREREQUISITES: Students with CCNA-level knowledge and skills

Cisco IT Essentials (A+) $1,295

CPECPT-234-001 MW 9/12 - 11/21 6:00 – 10:00 PM

This course is for students seeking career-oriented, entry-level computer hardware, software, troubleshooting and networking skills. In the first section of this course, students are provided foundational knowledge that aligns with the CompTIA A+ Essentials exam, while the second section explores advanced concepts in greater depth and provides opportunities for practical applications.

CCNP ROUTE $1,500

CPECPT-214 T 1/3/12 - 4/10/12 6:00 PM – 10:00 PM

This course teaches students how to implement, monitor, and maintain routing services in an enterprise network. Students will learn how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutions, using a range of routing protocols in IPv4 and IPv6 environments. The course also covers the configuration of secure routing solutions to support branch offices and mobile workers. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

Target Audience: This course is designed for IT Networking professionals who already hold or have completed training for a CCNA and are pursuing their CCNP Certification.

PREREQUISITES: Cisco Certified Network Associate or equivalent experience.

Instructor: Robert Thomson

Online Information Technology Courses

www.cscc.edu/workforce/online

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Advanced CompTIA A+ Certification Prep $149
Finish your CompTIA A+ Certification Prep by learning how to select, install and service video, sound and portable computers and how to network, secure and troubleshoot.

Basic CompTIA A+ Certification Prep $149
Start preparing for CompTIA A+ certification as you learn PC basics and troubleshoot in a real-world PC environment.

CompTIA Security+ Certification Prep $149
Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.

CompTIA Network+ Certification Prep $149
Prepare to take and pass the CompTIA Network+ exam and begin a career as a network tech.

Intermediate CompTIA A+ Certification Prep $149
Take the second step toward becoming a CompTIA A+ certified technician by going inside the PC to install and configure drives and then diving into the Windows operating system.

PMP Certification Prep 1 $149
Begin a well-paying career as a project manager by preparing to take and pass the PMP certification exam.

PMP Certification Prep 2 $149
Prepare to take and pass the Project Management Institute's PMP certification exam.

Intermediate C# Programming $99
Learn to write graphical user interface programs in the C# programming language.

Intermediate Java Programming $99
Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional.

Intermediate PHP and MySQL $99
Learn how to create a dynamic, interactive online store using advanced PHP techniques and a MySQL database server.

Intermediate Visual Basic 2005 $99
Discover how to write VB programs that can access and modify a database.

Intermediate Visual Basic 2008 $99
Gain in-demand VB skills writing sophisticated Windows programs that access and modify business databases.

Introduction to Ajax Programming $89
Learn Ajax programming and discover how to use the technologies that comprise Ajax (HTML, JavaScript, XML, PHP and more) to create web applications with desktop-like performance.

Introduction to Alice 2.0 Programming $99
Learn the principles of object-oriented computer programming while creating rich, interactive three-dimensional worlds filled with characters, sound and other exciting elements.

Introduction to ASP.NET $99
Learn how to create powerful, interactive, community-based web sites with ASP.NET.

Introduction to C# Programming $99
Learn the fundamentals of computer programming with the new C# programming language.

Introduction to C++ Programming $99
Learn to program in C++, even if you have no prior programming experience.

Introduction to Java Programming $99
An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

Introduction to Perl Programming $99
Learn a programming skill that will make you a more valuable web developer or system administrator.

Introduction to PHP and MySQL $99
Learn how to create dynamic, interactive web sites using PHP and a MySQL database server.

Introduction to Python 2.5 Programming $99
Learn the fundamentals of computer programming in Python with topics that include basic decisions and loops, advanced data structures, object-oriented programming and graphical user interfaces.

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Introduction to Ruby Programming $99
Learn how to create a dynamic blog using the Ruby on Rails programming environment and the Ruby programming language.

Introduction to Visual Basic 2005 $99
An experienced programmer and teacher shows you how to create Windows applications using Visual Basic 2005.

Introduction to Visual Basic 2008 $99
Learn to create Windows applications using the popular and easy-to-master Visual Basic 2008.

Advanced PC Security $99
Use ethical hacking techniques to locate and close security holes in your own network.

Intermediate Networking $99
Gain practical experience in a hot new career field. Topics include VPNs, security and Internet connectivity.

Introduction to Networking $99
Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

Introduction to PC Security $99
A security expert teaches the fundamentals of PC and network security.

Introduction to PC Troubleshooting $99
Learn to decipher and solve almost any problem with your PC.

Wireless Networking $99
An industry expert shows you how wireless networking works, as well as how to plan, deploy and connect to wireless networks.

UGotClass
Online certificates and courses

Creating Cell Phone Apps for your Business 10/3 – 10/28/11 $245

One-month instructor led
Cell phone apps are the latest way smart businesses are reaching their customers. It seems that nearly everyone is carrying and using a Smartphone these days. Smart organizations across the globe are investing in building cell phone apps for their businesses.

In this four- week course, we will provide you with step-by-step instructions on how non-technical users can build, deploy and market Smartphone applications across Android, iPhone and Blackberry platforms. The course is ideal for business owners and executives who want to understand how Smartphone applications can be inexpensively built, and also for technical users who want to understand to how quickly deploy smartphone applications.

Instructors: Dan Belhassen and Susan Hurrell

Cyber Security 10/3 – 10/28/11 $245

One-month instructor led
Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, Intrusion Detection/Prevention, basic security architecture, introductory forensics, and cyber terrorism.

At the end of this course, you will have the knowledge needed to practice safer computing and safeguard your business and work information.

Instructor: Ken Pfeil

Designing Successful Webinars 10/3 – 10/28/11 $195

One-month instructor led
Webinars are a hot new meeting format that save money and reach more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more.

The technology is simple, but good webinar presentation techniques are critical. Discover the power of successful webinars for your business organization. Then learn the 4 key strategies to make your webinars more successful. Acquire techniques and tips that will make your webinars winners with your audiences.

Instructor: William Draves

Language Institute

Basic English 1 — $170

LILNG-100-001	M W F	09/26 - 12/02	10:00 AM - 12:00 PM
LILNG-100-002	M W	09/26 - 11/30	5:30 - 8:30 PM
LILNG-100-003	S Su	10/01 - 12/04	10:00 AM - 1:00 PM

In Basic English 1, students will be introduced to English pronunciation, the alphabet, numbers and basic literacy (reading and writing), as well as American culture as it relates to life skills.

Target Audience: Individuals with limited English and/or literacy skills.
PREREQUISITES: Placement into Basic English 1

Basic English 2 — $170

LILNG-200-001	M W F	09/26 - 12/02	10:00 AM - 12:00 PM
LILNG-200-002	M W	09/26 - 11/30	5:30 - 8:30 PM
LILNG-200-003	S Su	10/01 - 12/04	10:00 AM - 1:00 PM
LILNG-200-901	M W	09/26 - 11/30	5:30 - 8:30 PM

(Delaware Campus)

Using present and past tenses, students will expand their abilities and knowledge in written and spoken vocabulary, questions and answers and descriptions. The course also includes a secondary emphasis on life skills, culture and reading comprehension.

Target Audience: Individuals with limited English and/or literacy skills.
PREREQUISITES: Placement into Basic English 2 or successful completion of Basic English 1

Basic English 3 — $170

LILNG-300-001	M W F	09/26 - 12/02	8:00 - 10:00 AM
LILNG-300-002	T Th	09/27 - 12/01	8:00 - 11:00 AM
LILNG-300-003	S Su	10/01 - 12/04	1:00 - 4:00 PM
LILNG-300-004	T Th	09/27 - 12/01	5:30 - 8:30 PM

Delaware Campus:

LILNG-300-901	M W	09/26 - 11/30	9:30 AM- 12:30 PM
LILNG-300-902	M W	09/26 - 11/30	5:30 - 8:30 PM

Basic English 3 is a course designed to improve vocabulary skills as well as reading comprehension and writing ability. Students will build on previous knowledge and pave the way for further learning.

Target Audience: **Individuals with high-beginning English skills.**
PREREQUISITES: Placement into Basic English 3 or successful completion of Basic English 2

Basic English 4 — $170

LILNG-400-001	M W F	09/26 - 12/02	10:00 AM - 12:00 PM
LILNG-400-002	M W F	09/26 - 12/02	8:00 - 10:00 AM
LILNG-400-003	T Th	09/27 - 12/01	11:00 AM - 2:00 PM
LILNG-400-004	S Su	10/01 - 12/04	1:00 - 4:00 PM
LILNG-400-005	M W	09/26 - 11/30	5:30 - 8:30 PM

Delaware Campus:

LILNG-400-901	M W	09/26 - 11/30	9:30 AM - 12:30 PM
LILNG-400-902	M W	09/26 - 11/30	5:30 - 8:30 PM

In Basic English 4, students will work to improve vocabulary, writing skills, grammar ability and reading comprehension.
Target Audience: Individuals with low-intermediate English skills.
PREREQUISITES: Placement into Basic English 4 or successful completion of Basic English 3

Basic English 5 — $170

LILNG-450-001	T Th	09/27 - 12/01	8:00 - 11:00 AM
LILNG-450-002	M W F	09/26 - 12/02	8:00 - 10:00 AM
LILNG-450-003	M W F	09/26 - 12/02	10:00 AM - 12:00 PM
LILNG-450-004	S Su	10/01 - 12/04	1:00 - 4:00 PM
LILNG-450-005	T Th	09/27 - 12/01	5:30 - 8:30 PM
LILNG-450-006	M W	09/26 - 11/30	5:30 - 8:30 PM

Delaware Campus:

LILNG-450-901	T Th	09/27 - 12/01	9:30 AM - 12:30 PM
LILNG-450-902	T Th	09/27 - 12/01	5:30 - 8:30 PM

This course is designed to further improve the reading, writing, grammar and vocabulary skills of students seeking to improve their ability in English.

PREREQUISITES: Placement into Basic English 5 or successful completion of Basic English 4

Basic English 6 $170

LILNG-610-001	M W F	09/26 - 12/02	8:00 - 10:00 AM
LILNG-610-002	M W F	09/26 - 12/02	10:00 AM - 12:00 PM
LILNG-610-003	T Th	09/27 - 12/01	8:00 - 11:00 AM
LILNG-610-004	S Su	10/01 - 12/04	1:00 - 4:00 PM
LILNG-610-005	M W	09/26 - 11/30	5:30 - 8:30 PM
LILNG-610-006	T Th	09/27 - 12/01	5:30 - 8:30 PM
LILNG-610-901 (Delaware Campus)	T Th	09/27 - 12/01	5:30 - 8:30 PM

In addition to further development of their English skills, students in this course will be able to gain basic computer skills while using interactive language software.

Target Audience: Individuals with a low-intermediate level of English.
PREREQUISITES: Placement into Basic English 6 or successful completion of Basic English 5

Basic English 7 $170

LILNG-710-001	T Th	09/27 - 12/01	8:00 - 11:00 AM
LILNG-710-002	M W F	09/26 - 12/02	8:00 - 10:00 AM
LILNG-710-003	M W F	09/26 - 12/02	10:00 AM - 12:00 PM
LILNG-710-004	S Su	10/01 - 12/04	1:00 - 4:00 PM
LILNG-710-005	T Th	09/27 - 12/01	5:30 - 8:30 PM

The emphasis of this course is on improving students' writing ability in sentences and paragraphs. Students learn to plan, draft, edit and revise their writing. This course is necessary for those who intend to pursue advanced coursework in College.

Target Audience: Individuals with a low-intermediate level of English.
PREREQUISITES: Placement into Basic English 7 or successful completion of Basic English 6

Basic Reading 1 $170

LILNG-480-001	T Th	09/27 - 12/01	5:30 - 8:30 PM

This course is designed to help students read with greater comprehension, retention and speed; they will also improve their passive and active vocabulary skills.

Target Audience: Individuals with a low-intermediate level of English.
PREREQUISITES: Placement into Basic English 4 or above

Basic Communication 1 $170

LIBSC-100-001	M W F	09/26 - 12/02	12:00 - 2:00 PM
LIBSC-100-002	T Th	09/27 - 12/01	5:30 - 8:30 PM

This course focuses on oral communication for students and emphasizes basic pronunciation and conversation.

Target Audience: Individuals with a high-beginning level of English.
PREREQUISITES: It is strongly recommended that a student have placed into Basic English 3 or above

Basic English for Healthcare $170

LILNG-325-001	M W F	09/26 - 12/02	12:00 - 2:00 PM

In this course, students who are interested in working in the healthcare professions can learn English grammar and vocabulary related to this important field of work.
Target Audience: Individuals who are at or above a high-beginning level of English and are interested in health care for personal or professional reasons.
PREREQUISITES: Placement into Basic English 3 or successful completion of Basic English 2

Basic English for Business $170

LILNG-515-001	T Th	09/27 - 12/01	8:00 - 11:00 AM

This course is designed to provide students with some of the language and culture skills needed in the American workplace. Vocabulary will focus on common employment topics, and writing practice will include a resume and cover letter.

Target Audience: Individuals who are at or above a high-beginning level of English and are interested in workplace English.
PREREQUISITES: Placement into Basic English 4 or successful completion of Basic English 3

Basic Spanish 1 $100

LILNG-160-001	M W	09/26 - 11/14	12:30 - 1:30 PM
LILNG-160-002	T	09/27 - 11/13	6:00 - 8:00 PM

This class is designed to provide a basic level of conversational skill and cultural understanding. By the end of these classes, students will be able to ask for and provide basic information as well as express simple statements on a variety of topics.

Target Audience: Individuals who are interested in learning Basic Spanish for personal or professional reasons.
PREREQUISITES: None

Basic Spanish 2 $100

LILNG-260-001	T Th	09/27 - 11/15	12:30 - 1:30 PM
LILNG-260-002	Th	09/27 - 11/15	6:00 - 8:00 PM

This class is designed to continue the improvement of conversational skill and cultural understanding begun in the first class or through previous knowledge.
Target Audience: Individuals who are interested in learning Basic Spanish for personal or professional reasons.
PREREQUISITES: Basic Spanish 1 or prior experience

Basic Somali 1 — $100

LILNG-165-001	M W	09/26 - 11/14	1:00 - 2:00 PM
LILNG-165-002	T	09/27 - 11/13	6:00 - 8:00 PM

This class is designed to provide a basic level of conversational skill and cultural understanding. By the end of these classes, students will be able to ask for and provide basic information as well as express simple statements on a variety of topics.

Target Audience: Individuals who are interested in learning Basic Somali for personal or professional reasons.
PREREQUISITES: None

Basic French 1 — $100

LILNG-170-001	M W	9/26 – 11/14	12:00 – 1:00 PM
LILNG-170-002	Th	9/27 – 11/15	6:00 – 8:00 PM

This class is designed to provide a basic level of conversational skill and cultural understanding. By the end of these classes, students will be able to ask for and provide basic information as well as express simple statements on a variety of topics.

Target Audience: Individuals who are interested in learning Basic Somali for personal or professional reasons.
PREREQUISITES: None

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Online Language Courses

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Teaching ESL/EFL Grammar — $99
Learn new methods for teaching English grammar that will both engage and challenge ESL/EFL students.

Teaching ESL/EFL Reading — $99
Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.

Teaching ESL/EFL Vocabulary — $99
Discover what makes a well-balanced vocabulary course when you're teaching ESL and how to plan one that truly meets your students' needs.

Beginning Braille Transcription — $99
Prepare for a rewarding career as a Braille transcriber by learning to write and read the tactual language of the blind.

Beginning Conversational French — $99
Discover how easy it can be to learn common words and phrases for both leisure and business.

Conversational Japanese — $99
Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

Enhancing Language Development in Childhood — $99
Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.

Instant Italian — $99
Learn Italian from the comfort of your home in this fun and enjoyable online course.

Spanish in the Classroom — $99
Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents.

Speed Spanish — $99
Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

Speed Spanish II — $99
Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency.

Speed Spanish III — $99
Master your ability to speak, understand and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series.

Lean/Six Sigma Certification Courses and ISO/Quality

Comprehensive Lean/Six Sigma Training Program Creates Limitless Opportunities

What grew out of manufacturing is now having the same powerful success in any enterprise.

Lean/Six Sigma as a business improvement system provides a methodology for studying, analyzing and improving business processes in all areas of the organization. Lean becomes a powerful strategic and operational capability to capture market share and leverage assets and profitability.

Lean/Six Sigma Black Belt Training Certification Course $7,499

Blended learning platform of instructor-led and online instruction for independent study

This is an **Independent Study** program allowing you to begin your journey anytime.

Class schedule: This is an Independent Study program allowing you to begin your journey anytime.

The structure of this course is designed to provide strong spaced-interval live instruction contacts and review within the six-month course sequence from the first day you start to final project presentation. Remember, you schedule your personal instructor live "touch points" and create your own schedule.

This training and certification course is designed for use and understanding at all levels of an organization. This course provides the learning development for engineers, front line supervisors, management, business unit managers, program managers and other practitioners who will be conducting Lean/Six Sigma projects. This course provides much greater knowledge and skills mastery of statistical tools, data analysis and Design of Experiments than the Lean Six/Sigma Green Belt program. Minimum algebra-level math skills and ability to use formulas and functions in MS Excel is recommended.

Certification Requirements

- Certification by Columbus State Community College and includes readiness for American Society for Quality (ASQ)
- You will be asked to demonstrate knowledge mastery through the interactive practice exercises, supplemental exercises and quizzes
- One project completion including all elements required by the Master Black Belt within one year of class completion
- Passing the online final exam with 75% minimum (open book)

Instructor: **Rob Jostes** has over 23 years of experience in leading continuous improvement projects in manufacturing and service industries. Rob is a Master Black Belt and has taught and mentored Lean/Six Sigma Black Belt, Green Belt and Lean Master training in manufacturing, health and service industries.

Lean/Six Sigma Green Belt Certification $5,995

This is an **Independent Study** program allowing you to begin your journy anytime.

This Lean/Six Sigma Green Belt Certification course is a blended learning program that incorporates 6 Instructor-led personal Classroom sessions (12 total contact hours) dedicated to only you and 12 Online sessions (approx. 90 hrs). This structure provides an excellent blend of learning methods to allow flexibility yet offers the highly desirable instructor-led learning support environment. Your Master Black Belt Instructor will schedule your six personal learning sessions with you to accommodate your schedule over the several months journey through your DMAIC learning process. He will guide you through review and mastery of any of the online learning tools, concepts and methods, and the selection, implementation, and data analysis of your project scope. Your instructor will also be available by phone and e-mail to answer questions and provide support and guidance throughout your entire journey and project completion.

Each session is a collection of related lessons, practice exercises and includes an interactive quiz at the end of the session. All course material is available online or provided you. The online sessions may be started, stopped, bookmarked, and resumed at any point and the content is delivered on-demand according to your schedule.

The Lean/Six Sigma Green Belt certification course will provide you a solid knowledge of the theory, composition and implementation of a Lean/Six Sigma initiative. The Lean/Six Sigma Green Belt is a practitioner who understands how to use the various tools in the Lean/Six Sigma toolbox and when and where to use them specifically within their work environment. You will receive hands-on training on the Lean tools and become very knowledgeable to lead Lean initiatives. You will also become proficient in all the basic analytical tools necessary to define, measure, analyze, improve, and control Green Belt improvement projects with the exception of design and analysis of experiments. This LSS Green Belt Certification Course is consistent with the ASQ Body of Knowledge.

Target Audience: This training and certification course is designed for use and understanding at all levels of an organization. This course provides the learning development for business unit leaders, technicians, operators, data specialists, etc., and other practitioners who will lead or support Lean/Six Sigma projects. Minimum algebra-level math skills and ability to use formulas and functions in MS Excel is recommended.
PREREQUISITE: None

Instructor: Rob Jostes has over 23 years experience in leading continuous improvement projects in manufacturing and service industries. Rob is a Master Black Belt and has taught and mentored Lean/Six Sigma Black Belt, Green Belt, and Lean Master training in manufacturing, health, and service industries. During his 12 years with General Electric, he installed an ISO 9001 Quality System and was the Management Representative for the plant. He was also in the first wave of Six Sigma Master Black Belts for GE. Rob was with Cardinal Health for 8 years where he championed and led Lean/Six Sigma projects in Manufacturing, Supply Chain, and Back Office processes. He has trained hundreds of Black and Green Belts, as well as Lean Masters and Project Sponsors, in many countries throughout the world.

Online Six Sigma and Quality Courses

www.cscc.edu/workforce/online

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Six Sigma: Total Quality Applications $99

Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.

Going Green at the Workplace $99

Learn cost-effective ways to position your business as a responsible environmental leader in a world of green consumers and carbon-conscious regulators.

Information Technology

Lean Manager Certificate Course $699

CPEQTY-101-001	**T W TH**	**9/6- 9/8/2011**	**8:00 AM – 4:30 PM**
CPEQTY-101-001	**T W TH**	**1/23- 1/25/2012**	**8:00 AM – 4:30 PM**
CPEQTY-101-001	**T W TH**	**4/17- 4/19/2012**	**8:00 AM – 4:30 PM**

This course provides you with an introduction and mastery to the fundamentals of Lean. Incorporating an introduction to all aspects of Lean, this course is designed to transfer knowledge and skill in planning and implementation through interactive learning and examples to anyone who is leading and/or is on a Lean implementation team for any enterprise or industry. Participants will be able to recognize the value and importance of Lean to an organization's operations and identify opportunities for improvement back on their jobs whether on a shop floor or back office. As a result of this training course, participants will be able to contribute to improvement projects in their own institution, government, business, or industry operations.

Target Audience: Lean concepts are appropriate for any functional area within any organization. Lean principles can be applied to any value stream within every aspect of a business, government, non-profit operation, including healthcare, manufacturing and factory management, logistics and supplier management, customer relations, office processes, product design and engineering, and curriculum design and delivery.
PREREQUISITE: None

Instructors TBD

Manufacturing

Online Chemical Operators Program $995

BIPDV-703-001

Chemical Operators need a wide range of chemical, process and safety knowledge. This new collaborative, on-line program provides the training new operators need and advances skills for current operators. You can complete this comprehensive online training course in as little as 3 months (64-contact hours).

Course content includes:
- Applied Mathematics (15 hours)
- Chemical Theory (15 hours)
- Safety, Health & Environmental (16 hours)
- Mechanical Systems (16 hours)

Online Manufacturing Courses

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ed2go®

Manufacturing Applications $99

Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing.

Manufacturing Fundamentals $99

Learn the basic skills required to work in the manufacturing field.

Logistics

Distribution and Logistics Management $99

Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction and improve operational throughput.

Personal Enrichment

Online Personal Enrichment Courses

www.cscc.edu/workforce/online

Academic Enrichment

Math Refresher — $99
Gain confidence in your basic math skills and start using math to your advantage.

Ready, Set, Read! — $99
A learning specialist shows you how to raise a successful reader and writer.

Art and Music

Drawing for the Absolute Beginner — $99
Gain a solid foundation in drawing and become the artist you've always dreamed you could be.

Enjoying European Art Online — $99
An introduction to the most important works of European art, with a wealth of commentary and interesting historical information.

Music Made Easy — $99
Learn the fundamentals of music theory. Be able to read, write, and play simple music.

Start Your Own Arts and Crafts Business — $99
Learn how to start your own arts and crafts business from a professional artist.

Discover Digital Photography — $99
An informative introduction to the fascinating world of digital photography equipment.

Photographing People with Your Digital Camera — $99
Learn to take beautiful pictures of adults, children and babies.

Secrets of Better Photography — $99
Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations.

Family

Enhancing Language Development in Childhood — $99
Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.

Guiding Kids on the Internet — $99
Gain confidence and experience so you can help your children discover all the Internet has to offer.

Homeschool with Success — $99
Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.

Understanding Adolescents — $99
Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs.

Genealogy Basics — $99
Learn where to look, who to contact and how to use research tools to begin an exciting and fascinating exploration of your roots.

Assisting Aging Parents — $99
Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.

Health

Handling Medical Emergencies — $99
Every second counts during a medical emergency. Learn how to respond if someone needs your help.

Luscious, Low-Fat, Lightning-Quick Meals — $99
Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious.

Lose Weight and Keep It Off — $99
Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.

Multimedia

Making Movies with Windows Vista $99
Learn how to create fun, professional-quality movies using Windows Vista.

Making Movies with Windows XP $99
Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD and DVD.

Personal Management

Goodbye to Shy $99
Become more confident in social, professional and romantic situations.

Listen to Your Heart, and Success Will Follow $99
Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

Skills for Making Great Decisions $99
Learn how to make excellent everyday decisions from an experienced counselor and life coach.

Writing

Write Your Life Story $99
Learn how to create and distribute an inspirational and professional autobiography for family, friends and others.

Pleasures of Poetry $99
This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends.

Advanced Fiction Writing $99
Explore advanced fiction writing techniques with a published novelist.

Beginning Writer's Workshop $99
Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

Breaking Into Sitcom Writing $99
Learn from a veteran TV comedy writer how to write professional sitcom scripts and how to break into show business.

Forensic Science for Writers $99
Learn the secrets behind forensic science and add new characters, depth and marketability to your fiction.

Introduction to Internet Writing Markets $99
A professional writer shows you how to make money writing on the Internet.

Introduction to Journaling $99
Discover how journaling can help you learn more about yourself; explore your dreams, values and beliefs; improve your health; survive unwanted change; succeed in your career and express your creativity.

Mystery Writing $99
Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author.

Romance Writing Secrets $99
Learn how to write and sell romance novels from a veteran romance author.

The Craft of Magazine Writing $99
If you're a determined new writer, this class will provide you with the skills you need to get published.

Travel Writing $99
Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

Write and Publish Your Nonfiction Book $99
Become a professional author or advance your career by learning to write, edit and publish nonfiction books of all types.

Beginner's Guide to Getting Published $99
A published writer shows you how to give yourself the credibility you need to get your books and articles published.

Write Fiction Like a Pro $99
A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story.

Writeriffic: Creativity Training for Writers $99
Banish writer's block forever with these tricks from the published writer's toolbox.

Writeriffic 2: Advanced Creativity Training for Writers $99
This advanced writing course will increase your creativity–whether you're writing for personal satisfaction or to launch a career.

Writing for Children $99
A published children's author shows you how to touch the hearts of children by creating books for them.

First Responders and Safety Professionals– Responding to the needs of today's first responders!

The Center for Workforce Development is committed to providing educational, interactive and effective environmental health and safety training. Our safety-related training programs are available to individuals and businesses.

High-Rise/High-Hazard Building Safety Training $249

CPESAF-130-001	**M**	**10/17**	**8:00 AM – 3:00 PM &**
10 hours		**10/24**	**8:00 AM – 12:00 PM**

Instructor: George Hudak

This training program will prepare high-rise and high-hazard building safety personnel for their role as Fire Safety Directors. Participants in the program will be taught the tools to protect occupants and to reduce damage or destruction to the building and its contents. The learning outcomes for this program include fire safety planning, evacuation planning, safety control teams, fire prevention programs and WMD protection plans.

PREREQUISITES: None

Motorcycle Ohio

The Motorcycle Ohio Rider Education Program is in partnership with the Ohio Department of Public Safety. Persons wanting to learn how to ride or wanting to get their motorcycle endorsement may register for these programs.

Beginner Rider Course (BRC)

This 16-hour BRC is the recommended class for beginning riders. If you already ride but have never taken a safety course, the BRC also contains many tips and practices for riders of intermediate skills regardless of how many years/miles you've accrued. Motorcycles and helmets are provided. Ohio law requires this class for 15 ½ to 17 year-old riders. BRC students must have a validated temporary motorcycle learner's permit (TIPIC) or a valid motorcycle endorsement.

Beginner Rider Course-Returning Rider (BRC-RR)

The 9-hour BRC-RR is the recommended class for returning riders or riders that have prior experience but no motorcycle endorsement on their driver license. Motorcycles and helmets ar provided. BRC-RR students must have a validated temporary motorcycle learner's permit (TIPIC) or a valid motorcycle endorsement.

Experienced Rider Course (ERC/BRC2)

Designed primarily for advanced riders, students must have a motorcycle endorsement on their driver license and have been riding for at least 1 year and/or 1,000 miles. Riders taking the course must provide their own motorcycle, proof of insurance, safety gear, and pass a motorcycle safety check.

For Schedule and Registration information, please visit:

www.motorcycle.ohio.gov

Class Location: Ohio Department of Public Safety,
1970 W Broad St, Columbus, 43223

Online Public Safety

www.cscc.edu/workforce/online

Environmental Health and Safety Compliance Training $1,450

The risk of not complying with federal regulations is a high price to pay for today's enterprises. Whether your organization operates in an office, the field or production environment, violations fines, and plant shutdowns can have a significant impact on business and the bottom line. Today's organizations strive to maintain a culture where employees feel motivated and productive. A safe and healthy work environment also helps to reduce costly turnover. Our ES&H solution offers hundreds of hours of approved courseware, in addition to a robust and flexible infrastructure and a proven methodology and implementation process. Over 95 courses topics include; OSHA, EPA and DOT hazardous materials. Self study.

125 hours 12 month access Self-paced

Emergency Response to Bio-Terrorism $750

This eight-course program includes: INTRODUCTION TO MASS FATALITIES, This course is designed to provide the student with an overview of key issues to be addressed when developing mass fatalities response plans. EMERGENCY RESPONSE TO TERRORISM, This course is designed to provide workers with the knowledge and information on how best to respond to such an attack. WORKER SAFETY FOR DISASTER RESPONSE, This course is designed to provide workers with the knowledge, information, and basic skills to work safely at a disaster site, a natural event or man-caused incident. Five courses that address threat and response to: ANTHRAX, SMALLPOX, TULAREMIA, FOOD-BORNE AGENTS, and AGRICULTURAL AGENTS.

74 hours 12 month access Self-paced

HazWoper 24-Hour Moderate Risk $350

This self-paced HazWoper education course on the Internet meets the OSHA/EPA training requirements for workers performing hazardous waste site functions in accord with the provisions of 29 CFR 1910.120. The regulation stipulates that employers at hazardous waste sites, and at many other "sites" as further defined by the regulation, shall ensure that all workers with the potential of chemical exposure will receive a minimum of 24 hours of waste site health and safety training. Content for the course will be provided through text, manuals, web sites, assignments and exercises.

24 hours 12 month access Self-paced

OSHA- 30 Hour Construction Industry Training w/ Study Guide $425

The OSHA 30 Hour Construction Industry Outreach Training course is a comprehensive safety program designed for anyone involved in the construction industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues. OSHA recommends Outreach Training Programs as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. Construction workers must receive additional training, when required by OSHA standards, on specific hazards of the job.

30 hours 6 month access Self-paced

OSHA- 30 Hour General Industry Training w/Study Guide $425

The OSHA 30 Hour General Industry Outreach Training course is a comprehensive safety program designed for anyone involved in general industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues. OSHA recommends Outreach Training Programs as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1910. General industry workers must receive additional training, when required by OSHA standards, on specific hazards of the job.

30 hours 6 month access Self-paced

Ohio | Small Business Development Centers

Free Expert Business Advice

Consider Us Your Business Partner...Only Better!

The Ohio Small Business Development Center (SBDC) at Columbus State Community College is a public-private partnership supported by the U.S. Small Business Administration, the Ohio Department of Development, Columbus State Community College and local partners. Through our programs and services, we provide entrepreneurial development assistance and high-end business consulting to start-up and emerging business owners free of charge. You can register for our programs at www.cscc.edu/sbdc/events.

BASE Start-Up Workshop

BASE provides the basics of business start up for those looking to turn their dreams into reality. Topics covered in BASE include legal business structures, research and tax requirements, research that must be done, how to market your product or service, how to write a business plan and access to sources of financing.

BizStartNow

Anyone can start a business. But to start a business that succeeds and continues to flourish isn't so easy. BizStartNow is here to get you started and moving in the right direction.

The BizStartNow program is an interactive session that will allow you to address various critical areas of a business such as legal, marketing and funding. Through a blend of instruction, coaching and group activities you will begin to develop the structure for the business you've dreamed of starting.

Session 1	Market Research and Brand Development
Session 2	Legal Structure and Funding
Session 3	Social Media, Sales Pipeline, and Business Operations

To participate, the attendee MUST commit to attend all three sessions. This series is offered at no cost. Registration required. Space is limited to 20 participants.

Human Resource Essentials for Small Business

The seminar will address the practical essentials to attracting and recruiting employees to your small business. In these sessions you will learn what tips will get you the best candidates to interview, what are the legal requirements and practical administrative issues in record-keeping, payroll, training and so on, and what job descriptions are for, what are they comprised of, and how performance evaluations are used to improve employees and the business.

Session 1	Recruitment
Session 2	Legalities and administrative issues
Session 3	Performance

To participate, the attendee MUST commit to attend all three sessions. This series is offered at no cost. Registration required. Space is limited to 20 participants.

For Dates, Times and Registration, visit, www.cscc.edu/sbdc/events

IRS Small Business Tax Workshop

Existing or prospective small business owners or the self-employed person can learn about their federal and state tax rights, requirements and responsibilities by attending the IRS Small Business Taxpayers' Workshop. The workshop is designed to provide a general overview of business taxes. Participants receive materials and the instruction necessary for compliance with federal and state business tax requirements. These workshops are offered free of charge and are sponsored by the Ohio Small Business Development Center, the Internal Revenue Service and the Ohio Department of Taxation.

To participate, the attendee MUST commit to attend all three sessions. This series is offered at no cost. Registration required. Space is limited to 20 participants.

Market Your Way to Success!

Marketing is the heart and soul of your business. To be successful you have to know who your best customers are, what your customers want and then use that information to strategically position your product or service to be recognized by, appeal to and effectively persuade them to purchase. Come to the Market Your Way to Success series and learn how to present the best your company has to offer!

Session 1	Identifying and determining your target market.
Session 2	Building a branded message and image that works.
Session 3	Developing marketing strategies that sell.

To participate, the attendee MUST commit to attend all three sessions. This series is offered at no cost. Registration required. Space is limited to 20 participants.

Product Design & Commercialization

This seminar will review and explore the steps needed to take the idea from a thought forward to the development of the drawing, design, models and prototypes. Learn how the steps are integrated concurrently with intellectual property (patents, trademarks, service marks, copyrights, secrets) and the critical marketing and manufacturing or production elements of commercialization.

Session 1:	Ideation and modeling
Session 2:	Prototype Development and Production
Session 3:	Marketing & Commercialization

To participate, the attendee MUST commit to attend all three sessions. This series is offered at no cost. Registration required. Space is limited to 20 participants.

Successful Selling

Attend and allow us to lead you through the development of a simplified business strategy that will help you build long-term relationships and generate increased revenue by learning innovative ways to refocus and sharpen your sales approaches.

Session 1:	Relationship Building
Session 2:	Sales Funnel
Session 3:	Sales Techniques

To participate, the attendee MUST commit to attend all three sessions. This series is offered at no cost. Registration required. Space is limited to 20 participants.

Strategic Planning: Planning for Economic Survival and Success

"Failing to Plan is Planning to Fail"

In these tough economic times, it's critical that each organization creates alignment and focus among its employees. The survival of your company depends upon getting everyone on the same page and creating efficiency. The best way to do this is to implement a strategic planning process.

Strategic planning helps you step back and look at your business strengths, weaknesses, opportunities and threats and see what you need to do to improve your performance and results. You will be surprised by the results of this program. It will help you avoid missteps and make sure everyone is working in the same direction toward the organization's survival and success.

Session 1:	Learn about the Strategic Plan process and how to apply it any time on any issue.
Session 2:	Select a strategic issue specific to his or her business.
Session 3:	Finish a first draft strategic plan for the issue.

To participate, the attendee MUST commit to attend all three sessions. This series is offered at no cost. Registration required. Space is limited to 20 participants.

For Dates, Times and Registration, visit, www.cscc.edu/sbdc/events

How to get information and register for a non-credit class at Columbus State Community College

Where can I get information about non-credit courses?

- On the web: www.cscc.edu/Workforce
- By phone: (614) 287-5858
  [En español: (614) 287-3929]
- By e-mail: cewdreg@cscc.edu
- In person: Non-Credit Registration Office, Room 1090
  Community Education and Workforce Development (315 Cleveland Ave.)
  8:00 AM – 5:30 PM Monday – Thursday
  8:00 AM – 4:30 PM Friday

What do I need to register for a non-credit class?

- Most classes are open to anyone at any time.
- Some classes have prerequisites that are noted in the course description.
- Some classes – such as Basic English, Language Arts and GED Preparation – require a placement test in order to be sure you start in the correct level. The Non-Credit Registration Office can give you information about testing schedules and costs for those classes.
- We accept registrations on a first-come, first-served basis.
- Class sizes are limited to ensure quality, so please register early.
- Be sure to check the policies of your class concerning the registration and drop deadlines.

Our online courses can be found at www.cscc.edu/workforce/online

Columbus State offers online courses in partnership with Gatlin Education/Ed2Go - **www.ed2go.com/cpe** and ProTrain www.theknowledgebase.org/cscc. Many of our online courses are instructor supported or instructor facilitated, meaning an instructor will be available to answer questions via e-mail, provide feedback on course assignments and coach students to meet course objectives on time. Other courses are entirely self-paced, with the student taking responsibility for reading the material, completing assessments and finishing the course within the prescribed time frame.

Some courses have specific start dates that are listed on the course enrollment page. These courses usually have classes starting every 4 weeks. Many courses, however, can be started as soon as enrollment and payment have been completed.

How can I register for a non-credit class?

- On the web: You can register for most of our courses online at **www.cscc.edu/cewd/register**
  Click on "Cougar Web for Continuing Education" and follow the steps to register for your classes. You may pay with a credit card at the time of registration or request to be invoiced for your class.
- By phone: (614) 287-5858
  [En español: (614) 287-3929]
- In person: Community Education and Workforce Development (315 Cleveland Ave.)
  Non-Credit Registration Office
  Room 1090 during normal business hours
  - In-person payments may be made by credit/debit card, check or money order.
  - Cash payments must be made at the Cashier's Office in Rhodes Hall.
- By mail: Complete the Registration Form in this catalog and mail it with your payment to:
  Columbus State Community College
  Center for Workforce Development
  P.O. Box 1609
  Columbus, OH 43216-1609
- By Fax: Complete the Registration Form in this catalog and fax it to (614) 287-5011.

What else do I need to know?

- For some classes you will need to purchase materials. You will receive this information when you register for the class.
- If you need to drop your class or change your schedule, you must contact the Non-Credit Registration Office.
- Unless otherwise noted, most non-credit classes are held in the Center for Workforce Development

(WD building). Contact the Non-Credit Registration Office if you have a question about where your class will meet.

Payment

Payment or appropriate information regarding payment (if your employer or an agency is paying) must be submitted at the time of registration. Payment methods:

- Money order, company check or personal check made payable to Columbus State Community College, if paying by mail or in person
- Company billing - please send a purchase order with your registration
- VISA, MasterCard, or Discover Card
- Eligible State Employee Educational Assistance

Tax Deductions for Educational Expenses

Treasury Regulation 1.625 permits an income tax deduction for educational expenses (including registration fees, travel, meals and lodging) undertaken to maintain and improve professional skills. Please determine how the regulation fits your situation.

Parking

- For classes that last less than 5 weeks, a complimentary parking pass will be sent to you upon registration.
- If your class lasts longer than 5 weeks, you should purchase a parking sticker if you plan to park on campus. Parking stickers cost $25.00 and can be purchased by contacting the Non-Credit Registration Office.

Confirmation

A confirmation letter will be sent to you prior to the start of your class. If you have not received the confirmation letter prior to the start of the class, please call our office at 614-287-5858 or 1-800-621-6407, ext. 5858, to confirm your enrollment and arrange for a parking pass.

Cancellations and Substitutions

Substitutions may be made at any time for an individual registrant. If cancellations are made by the registrant up to 7 calendar days prior to the course, fees are fully refundable. Individuals and/or companies will be charged the full course fee for any cancellation, no-show or withdrawal if notification is not within 7 calendar days of the course date. Requests for cancellation/withdrawal must be in writing and faxed to the college at 614-287-5011. Columbus State reserves the right to cancel or reschedule seminars at its discretion. Contact the Non-Credit Registration Office regarding the cancellation procedures or change of schedule for the Basic English courses and Academic Enrichment courses.

Student Records

You may access your own records for the purpose of review and may question their content in accordance with existing College policy and the Family Educational Rights and Privacy Act of 1974, as amended by Public Law 93-568.

Certificates

A Certificate of Completion will be awarded to those who complete the courses.

Disabilities

If you have a disability and need assistance, please contact the Disability Services office at 614-287-2570, or 1-800-621-6407, ext. 2570. All requests for reasonable accommodations should be made as soon as possible because accommodations may need to be scheduled weeks in advance. TDD users may call through the Ohio Relay Service at 1-800-750-0750.

Guarantee

All courses sponsored by Columbus State Community College are guaranteed. If you are not fully satisfied with the course, you may retake the course without fee under the following conditions:

- This guarantee applies to non-credit courses only.
- Participants are required to have attended 90% of the course.
- Requests must be made within 30 days of the final class meeting of the original course.
- Justification for invoking the guarantee must be provided in writing by the participant.

Are you a professional interested in CEUs for licensure or certification renewal?

Stay up-to-date, safe and in compliance with the Center for Workforce Development! We may offer CEU courses that can help you maintain a current knowledge base in your field. Please contact Tracy LaMar-Nickoli for additional information at 614-287-5436 or tlamar@cscc.edu.

Open Enrollment Registration Form

Mail to: Columbus State Community College, Center for Workforce Development,
P.O. Box 1609, Columbus, Ohio 43216-1609.

PLEASE PRINT
Name (as you wish it to appear on certificate)

Social Security Number | | | | – | | | – | | | | |
OR
Date of Birth _____ / _____ /_____

First | Middle | Last

Address | City | State | Zip code

Company Name

Division | Job Title

Home Phone | Business Phone | FAX

Business Address | City | State | Zip code

Company Billing Address (if different from above) | City | State | Zip code

E-mail Address

Please send my confirmation letter to: ☐ My Home ☐ My Company ☐ My e-mail _____

Course Number	Course Name	Start Date	Fee
		/ /	
		/ /	
		/ /	

Total Amount Enclosed _____

Please indicate method of payment

☐ Seminar fee enclosed with check or money order payable to Columbus State Community College
☐ Purchase order enclosed P.O.#_____
☐ Columbus State internal transfer
☐ Charge my MasterCard ☐ Charge my VISA ☐ Charge my Discover Card

How did you learn about this seminar? _____

Method of payment for eligible government employees only

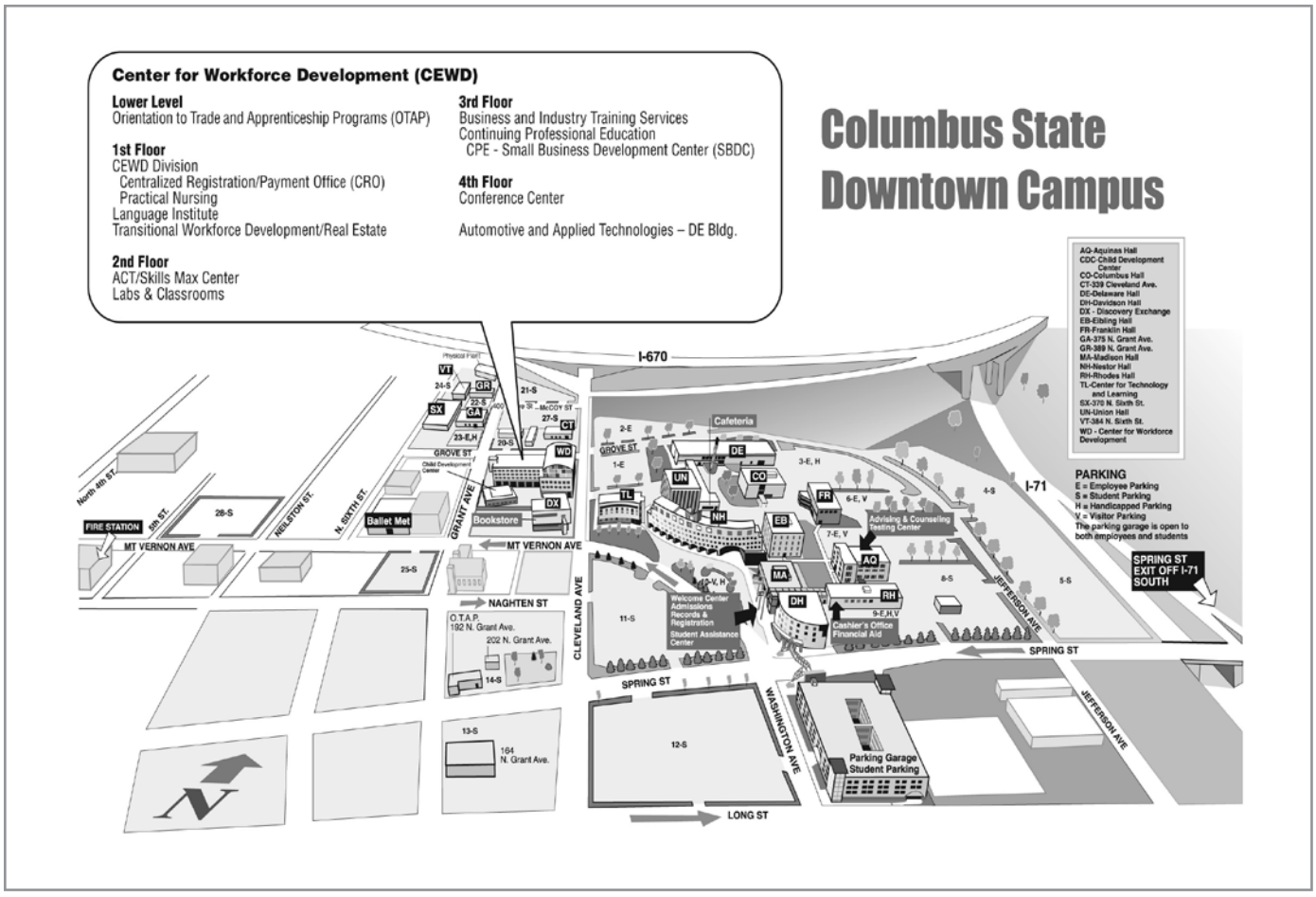
☐ Exempt Professional Development Fund (**EPDP pre-approval, required prior to registration**)
☐ OCSEA: Computer Application Training Voucher (CAT)
Union Education Trust Professional Enhancement Program, registration and payment to be handled by Union Education Trust.

Authorized Signature _____

Name as It Appears on Credit Card _____

Card #_____ Expiration Date_____

Please register early! Registration is accepted on a first-come, first-served basis. Registration deadline is **two to five business days** prior to the start of a course.
To register by phone, call 614-287-5858, or 800-621-6407, ext. 5858. TDD: 800-750-0750. To register by FAX, dial 614-287-5011.



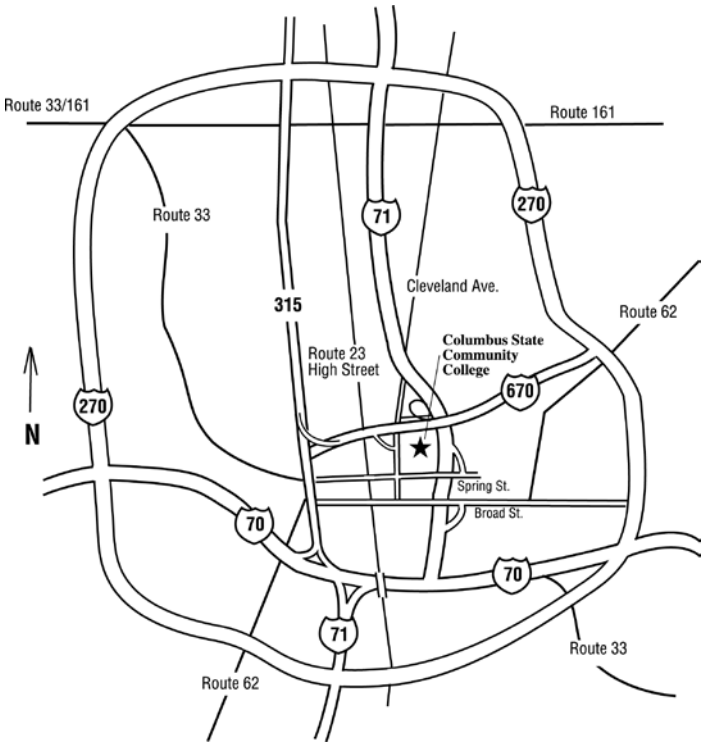
Driving directions to the downtown campus

From the East: Take I-70 West to I-71 North, exit at Broad St. Go LEFT on Broad St., to 3rd light, which is Cleveland Ave. Turn right on Cleveland Avenue, go through four traffic lights, main campus will be on your right.

From the West: Take I-70 East to I-670 East, exit on Cleveland Avenue. Turn RIGHT on Cleveland Ave., Main Campus will be on your left.

From the North: Take I-71 South to the Spring Street exit, which exits off the left side of the highway. Go right on Spring Street, Main Campus will be on your right.

From the South: Take I-71 North, to the Broad Street exit. Go left on Broad Street to the third traffic light, which is Cleveland Avenue. Turn right on Cleveland Avenue, go through four traffic lights, main campus will be on your right.



room with a view

The Columbus State Conference Center is an ideal venue for your next conference, seminar or meeting. Whether for a seated dinner for 300 in our ballroom or a 10-person board meeting, our Center has lots of natural light and offers a panoramic view of the cityscape.

We know affordability is important and our services include:

- **Audio-visual**
- **On-site technical support**
- **Wi-Fi**

Call for a tour—with over 13,000 square feet of multi-functional space, we know we have a room with a view that's just right for you.

COLUMBUS STATE community college | Center for Workforce Development

YourWorkforcePartner

Learn more at **614.287.5858 | cscc.edu/workforce**

Your **Workforce** Partner

What commands 80% of your budget, but represents 100% of your potential growth?

Your workforce.

Creating a performance culture means taking a strategic approach to selecting and keeping the right people, as well as identifying and developing leaders. Partner with Columbus State's Center for Workforce Development to ensure your employees are providing a return on your investment.

We offer:

- Performance management solutions
- Access to best-in-class assessment tools
- Employee development and retention programs
- Leadership development
- Customer service strategies to improve your bottom line

COLUMBUS STATE community college | Center for Workforce Development

614.287.5858 | cscc.edu/workforce

COLUMBUS STATE
community college
Center for Workforce Development

315 Cleveland Avenue
PO Box 1609
Columbus, OH 43216

Non Profit Org.
U.S. Postage
PAID
Columbus, OH
Permit No. 540

John Smith
1234 Main Street
Columbus, Ohio 43210-0000

21ST CENTURY SKILLS CATALOG | FALL 2011 COURSES

Your **Workforce** Partner

In addition to courses and seminars for individuals, the Center for Workforce Development also offers a number of services for businesses including:

- **Talent Management Solutions** that help you select, develop, and retain the right people
- **Industry Sector Strategies** to develop business partnerships and plans that keep your organization sustainable
- **Customized Training** tailored to your business needs and schedule

We Understand the Needs of Employers

"They've been our go-to company for several years because they are always in sync with what our business needs today."

Rochelle D. Pitts
Training Team III Manager
Palmetto GBA

"Continuing education is absolutely essential to maintaining a competitive advantage and we will definitely be using CSCC for additional continuing education in the future."

Sherm D. Moreland
AIA, ACHA, LEED AP
CEO, DesignGroup

"They built a Network Academy right on our site—with up-to-date equipment and an assigned trainer. It was just the solution we needed."

David Leedale
Assistant Manager IT
Midwest Express Group Development
ODW Logistics, Inc. and Dist-Trans Company