



PROFESSIONAL & WORKFORCE DEVELOPMENT COURSES

Professional & Management Development

- * Administrative Assistant Training
- * Career Self Assessment
- * Coaching
- * Conflict Management and Resolution
- * Creating Synergy with your Supervisor or Manager
- * Creating a Working Partnership with Your Boss
- * Customer Service
- * Dealing with Difficult People
- * Delegation
- * Developing as a Professional
- * Finance & Budgets for Non-Financial Managers
- * Influencing Style
- * Intercultural Awareness and Diversity
- * International Business Topics
- * Interpersonal Skills
- * Leadership Skills
- * Managing Multiple Responsibilities
- * Managing Negativity
- * Marketing Essentials
- * Meeting Management
- * Motivation and Morale
- * Negotiation Skills
- * Organizational Change Management
- * Performance Appraisals
- * Presentation Skills
- * Problem Analysis and Decision Making
- * Productive Interviews
- * Project Management
- * Sexual Harassment Awareness Training
- * Stress Management
- * Supervisory Skills
- * Team Building
- * Time Management
- * Train the Trainer
- * Virtual Team Management

Communication

- * Business Writing
- * Communication Skills for Engineers
- * Effective Communication and Feedback
- * ESL
 - Accent Modification
 - Individual Coaching
 - Presentation Skills
 - Programs for Professionals

- Vocational ESL
- * Individual Coaching
- * Individualized Language Tutorials
- * Reading for Key Information
- * Speed Reading
- * Writing Courses
 - Business Correspondence
 - Editing
 - Effective Writing
 - Grammar Brush Up
 - Proofreading
 - Technical Writing
 - Writing Coaching
 - Writing for Different Audiences
 - Writing Effective-Email
 - Writing Effective Policies and Procedures

Health Care

- * Ergonomics
- * Nutrition and Wellness
- * Back Care and Injury Prevention

Software Applications

- * AutoCAD
- * C, C++, C#
- * Desktop Publishing & Imaging
- * FrontPage
- * GUI
- * Java
- * MS Office Suite
- * Perl
- * SQL
- * UNIX
- * Visual Basic
- * Web Design, HTML, and Graphics
- * XML

CENTER FOR APPLIED COMPETITIVE TECHNOLOGIES (CACT) COURSES

Process Improvement

- * Benchmarking
- * Blueprint Reading - Basic to Advanced
- * Computer-Aided Numeric Control (CNC)
- * Continuous Process Improvement (CPI)
- * Defect Analysis & Reduction
- * Design for Manufacturability
- * Design of Experiments (DOE)- Basic to Advanced
- * Engineering Statistics & Data Analysis
- * Failure Mode & Effects Analysis (FMEA)
- * Fiber Optics - Basic to Advanced
- * G D & T with Inspection Controls

- * Geometric Dimensioning & Tolerancing (GD&T)
 - Basic to Advanced
 - GD&T with Inspection Controls
- * Hands-on Electrical Troubleshooting I & II
- * ISO 9001: 2000 Internal Assessor
- * Kaizen Training and Implementation
- * Lean Manufacturing
- * Optical Inspection, Handling, Cleaning
- * Precision Measurement Systems
- * Process Flow Analysis
- * Process Improvement Teams
- * Process Mapping
- * Process Qualification & Validation
- * Quality Assessment
- * Quality Function Deployment
- * Root Cause Analysis and Corrective Action
- * Six Sigma Training and Implementation
 - Green Belt
 - Black Belt
- * Statistical Process Controls (SPC)
- * Supplier Quality Management
- * Total Quality Management

Manufacturing Quality

- * Document Management Systems
- * Internal Auditor Overview and Training
- * ISO 9000; ISO 14000; QS 9000
- * Lead Assessor Training
- * Preparation for Certification
- * Supplier Quality Management

Electronic Manufacturing

- * Electrostatic Discharge Control (ESD)
- * Hand Soldering & Final Assembly
- * IPC J-STD-001C Instructor Certification
- * IPC J-STD-001C Operator Certification
- * IPC-A-610C Instructor Certification
- * IPC-A-610C Worker Proficiency Certification
- * Precision Measurement Systems
- * Programmable Logic Controllers

Manufacturing Training

- * Business and Technical Mathematics
- * Data Communication Topics
- * Electronics Topics
- * Engineering Topics