

# WORKFORCE SKILLS (WORK)

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<b>WORK 100 TRAIN THE TRAINER</b>	<b>0.5-3.3 Credit Hours</b>
Introduction to Train the Trainer - discussion and practice for training and facilitation: materials, plans, activities, workshop preparation, delivery tips, interaction, dealing with difficult participants and tackling tough topics. (0.5-3.3 lecture)	
<b>WORK 101 NEW TEAM LEAD</b>	<b>1.3 Credit Hours</b>
This course is about your leadership journey, communicating for leadership, effective communicating, high impact feedback and listening and resolving workplace conflict. (1.3 lecture)	
<b>WORK 102 EFFECT COMM &amp; TEAMWORK</b>	<b>0.5 Credit Hours</b>
Topics: Practicing effective communication skills, achieving departmental/organizational goals with teamwork and internal and external customer service practices. (0.5 lecture)	
<b>WORK 103 GOAL SETTING&amp;REVIEWING RESULTS</b>	<b>0.5 Credit Hours</b>
Different strategies to overcome procrastination will be discussed. Participants will learn goal setting characteristics of successful people and in turn will become happier and more productive individuals. This course will show the positive effect of shifting the additional role of planner and evaluator from the leader to a shared responsibility between leader and employee. (0.5 lecture)	
<b>WORK 104 STAFF ACADEMY</b>	<b>0.25-0.35 Credit Hours</b>
Practical introduction to customer service, mentoring and the marketing process. (0.25-0.35 lecture)	
<b>WORK 105 MENTORING</b>	<b>0.5 Credit Hours</b>
Introduction to Mentoring - discussion and practice of coaching, mentoring, setting goals, understanding realities, developing options and the importance of trust, providing feedback and overcoming roadblocks. (0.5 lecture)	
<b>WORK 106 SERVANT LEADERSHIP</b>	<b>1-2.1 Credit Hours</b>
Course will focus on the fundamental principles of servant leadership. Principles of meeting environments, problem solving and resolving workplace conflict will be a part of the training. (1-2.1 lecture)	
<b>WORK 107 DISC ASSESS &amp; LEADER JOURNEY</b>	<b>0.25-0.5 Credit Hours</b>
Introduction to the DISC theory of human emotional evaluation, which theorizes that humans express emotions using four behavior types: Dominance (D), Inducement (I), Submission (S), and Compliance (C). These behavioral types come from people's sense of self and their interaction with the environment. The assessment will be used to evaluate each student's needs and priorities so that they can better understand their motivation for doing things, and the motivations of others. "Your Leadership Journey" arms a new or prospective leader with the knowledge and skills they need to confront the challenges they face early in their leadership career. They are introduced to three leadership differentiators that are most important to building a positive reputation as well as contributing to the organization's success. (0.25-0.5 lecture)	
<b>WORK 108 BUSN ETHICS &amp; CAPACTY TO LEARN</b>	<b>0.25-0.5 Credit Hours</b>
Practical introduction to business ethics and increasing capacity to learn, by discussing and hands on practice of what is ethics, implementing ethics in the workplace, ethics in business; also learning and developing ourselves intellectually with tools to take in new information and implementing the things they learn into their overall knowledge base. (0.25-0.5 lecture)	
<b>WORK 109 FINANCIAL MANAGEMENT</b>	<b>0.5 Credit Hours</b>
Course provides you with the tools needed to reduce or eliminate debt - giving financial stability. Topics include: budget, cutting costs, paying off debts, living within your budget, social security and retirement. (0.5 lecture)	
<b>WORK 110 MICROSOFT POWERPOINT</b>	<b>0.1-0.5 Credit Hours</b>
Practical introduction to Microsoft Powerpoint. Discussion and hands-on experiences: formatting, customization, slide show and presentation. (0.1-0.5 lecture)	
<b>WORK 111 MICROSOFT WORD</b>	<b>0.1-0.5 Credit Hours</b>
Practical introduction to Microsoft Word Essentials, including formatting tasks, paragraphs, pages, etc. (0.1-0.5 lecture)	
<b>WORK 112 MICROSOFT EXCEL ESSENTIALS</b>	<b>0.1-0.5 Credit Hours</b>
Practical introduction to Microsoft Excel Essentials. Provides hands-on practice of the Office 365 Web Apps, worksheets and workbooks, files, editing, building formulas, understanding functions, formatting data and insert tools (0.1-0.5 lecture)	
<b>WORK 113 MICROSOFT EXCEL ADVANCE</b>	<b>0.26-0.5 Credit Hours</b>
Participants will learn how to use the advanced features of Excel through a hands-on, customizable approach. (0.26-0.5 lecture)	
<b>WORK 114 BASIC BOOKKEEPING</b>	<b>0.5 Credit Hours</b>
Class is designed for general office workers to learn the basics of bookkeeping so that they may assist in tasks involving things like accounts payable and receivable, debits and credits to accounts and understanding how an accounting ledger works. (0.5 lecture)	
<b>WORK 115 MICROSOFT EXCEL EXPERT</b>	<b>0.5 Credit Hours</b>
Participants will gain an advanced level of understanding for the Microsoft Excel environment and the ability to guide others to the proper use of the program's full features. (0.5 lecture)	

<b>WORK 116 MICROSOFT ONENOTE</b>	<b>0.1-0.5 Credit Hours</b>
Introduction to the way OneNote is integrated into the 365 Web Apps by discussing the Home Page, the Team Site and the Shared Documents list. Participants will also learn how to upload an existing OneNote notebook to the site. (0.1-0.5 lecture)	
<b>WORK 117 ENTREPRENEUR SPECIAL TOPICS</b>	<b>0.06-0.5 Credit Hours</b>
Special Topics. Students will complete coursework, projects and demonstrate knowledge gained in subjects relating to entrepreneurship. (0.06-0.5 lecture)	
<b>WORK 118 RESOLVING WORKPLACE CONFLICT</b>	<b>0.5 Credit Hours</b>
Students will learn how to recognize the signs of escalating conflict and take appropriate action to minimize damage. Introduction to two resolution tactics: couch and meditate. Improving patient satisfaction, by providing exceptional patient service, leading patients who exhibit the three R's of loyalty - return, refer and relate. (0.5 lecture)	
<b>WORK 119 RL EST PRE-LICENSURE (ONLINE)</b>	<b>6 Credit Hours</b>
Course provides student with a basic understanding of the real estate business, concepts of property ownership, the powers of the government and related topics. This class is part of the real estate pre-licensure course. (6 lecture)	
<b>WORK 120 REAL ESTATE APPRAISAL</b>	<b>2 Credit Hours</b>
Practical introduction to the field of real estate appraisal. Course covers: understanding market response to a subject's property, fundamental principles of valuation, market conditions for reasonable asking price and appropriate offers. (2 lecture)	
<b>WORK 121 REAL ESTATE PRINC &amp; PRACT</b>	<b>2 Credit Hours</b>
Course covers: understanding real estate business, property ownership, powers of government and related topics. (2 lecture)	
<b>WORK 122 REAL ESTATE LAW</b>	<b>2.66 Credit Hours</b>
Course covers: basic understanding of the law as it applies to real estate transactions from listing to closing. (2.66 lecture)	
<b>WORK 123 REAL ESTATE FINANCE</b>	<b>2 Credit Hours</b>
Course covers: basic understanding of the procedures and problems with real estate loans and financial investing in and managing property. (2 lecture)	
<b>WORK 124 MEDICAL OFFICE SPECIALIST</b>	<b>10 Credit Hours</b>
Participants will understand medical billing, coding, terminology, customer service and intro to vital signs used in a health care environment. The main focus is learning the content and format of medical billing, medical coding, medical terminology, vital signs, and customer service used in physician's offices, hospitals, clinics and hospital ancillary and support facilities. (150 lecture)	
<b>WORK 125 HEARTSAVER FIRST AID</b>	<b>0.26 Credit Hours</b>
Course is designed for the layperson with no medical experience. Covered: first aid for all victim types; choking relief. (0.26 lecture)	
<b>WORK 126 CERT RES INTERIOR DESIGNER</b>	<b>8 Credit Hours</b>
Course teaches the basics of good design, getting familiar with design styles and movements, exploring the materials that interior designers use and putting knowledge to work as you create your own design concept for a family room. (8 lecture)	
<b>WORK 127 DIGITAL PHOTOGRAPHY</b>	<b>0.5 Credit Hours</b>
Course covers basic camera controls and functions. Exploration of camera types and common photography equipment, and when to use them. Students will learn to improve their work by using rules of composition. Overview and explanation of lens types, their uses and post-processing techniques. (0.5 lecture)	
<b>WORK 128 AMERICAN SIGN LANGUAGE 1</b>	<b>0.8-1.3 Credit Hours</b>
Introduction to American Sign Language (ASL). Focus is on building sign vocabulary, finger spelling, grammatical structure and syntax rules, facial expressions, use of personal space, mime and the development of sensitivity and awareness of the Deaf community in America. (0.8-1.3 lecture)	
<b>WORK 129 AMERICAN SIGN LANGUAGE 2</b>	<b>0.8 Credit Hours</b>
Introduction to American Sign Language (ASL). Focus is on building sign vocabulary, fingerspelling, grammatical structure and syntax rules, facial expressions, use of personal space, mime and the development of sensitivity and awareness of the Deaf community in America. (0.8 lecture)	
<b>WORK 130 EMOTIONAL INTELLIGENCE</b>	<b>0.2-0.5 Credit Hours</b>
Emotional intelligence describes the ability to understand one's own feelings, and that of groups, and how these emotions can influence motivation and behavior. This course will train students to understand and evaluate their own emotional intelligence and that of others, and create solid strategies to deal with challenges that they might face based on these important observations. (0.2-0.5 lecture)	
<b>WORK 131 COMM STRAT/LRN POSITIVE QUESTN</b>	<b>0.25-0.5 Credit Hours</b>
Understanding the different methods of communication and how to make the most of each of them. Strategies will provide a great benefit for any organization and its employees. Through positive questioning, people are directed to move in a positive direction. Recognizing the strengths and values of what works as opposed to what's wrong transforms individuals and thus transforms their organizations. (0.25-0.5 lecture)	
<b>WORK 132 BUSN WRITING &amp; PROFESS SKILLS</b>	<b>0.2-0.6 Credit Hours</b>
Focuses on all aspects of effective writing: structure, grammar, punctuation, legibility, thoroughness, proofreading and document control. Focuses on skills and tools to present him/herself professionally, effectively and with high recognition for using time and resources effectively. (0.2-0.6 lecture)	

<b>WORK 133 INTRPRSNL &amp; EFFECTIVE COMM</b>	<b>0.2 Credit Hours</b>
Practicing effective communication creates the foundation for positive and cooperative working relationships, leading to personal and organizational success. Excellent service to the external customer is dependent upon healthy internal customer service practices. (0.2 lecture)	
<b>WORK 134 ASSERTIVENESS&amp;SELF CONFIDENCE</b>	<b>0.2 Credit Hours</b>
Understanding and developing assertiveness and self confidence. (0.2 lecture)	
<b>WORK 135 TIME MANAGEMENT</b>	<b>0.2 Credit Hours</b>
Time management will cover strategies to help students learn these crucial strategies. Students will be given a skill set that include personal motivation, delegation skills, organization tools and crisis management. (0.2 lecture)	
<b>WORK 136 CHANGE AWARENESS</b>	<b>0.2 Credit Hours</b>
Technologies, processes, people, ideas and methods often change, affecting the way we perform daily tasks. Tools provided to implement changes more smoothly. (0.2 lecture)	
<b>WORK 137 VALUING DIFF/STRAT INFLUENCING</b>	<b>0.5 Credit Hours</b>
Course provides effective skills and tools for exploring others' unique perspectives, understanding and leveraging people's inherent differences. Shows students how to package their ideas in a way that will win over even the most skeptical person. (0.5 lecture)	
<b>WORK 138 YOUR DIGITAL CAMERA</b>	<b>0.08 Credit Hours</b>
Course covers basic camera controls and functions. Exploration of camera types and common photography equipment and when to use them. (0.08 lecture)	
<b>WORK 139 CRITICAL THINKING</b>	<b>0.5 Credit Hours</b>
Critical Thinking will lead to being a more rational and disciplined thinker. Course will provide participants the skills to evaluate, identify and distinguish between relevant and irrelevant information. It will lead the participants to be more productive in their career and provide a great skill in everyday life. (0.5 lecture)	
<b>WORK 140 LUBRICATION THEORY</b>	<b>3.2 Credit Hours</b>
This course will cover the principles of lubrication, including but not limited to lubricant composition, distillation and types, friction and theory, selection and use of appropriate lubricants, handling and storage and lubricant properties and analysis. Special emphasis will be placed on aluminum fabrication and related metalworking processes. (3.2 lecture)	
<b>WORK 141 BLUEPRINT READING</b>	<b>0.26-0.8 Credit Hours</b>
Practical introduction to blueprint reading. Discussion and hands on practice of: plan set, zone plans, plot plans, plat plans, architectural styles, floor plans, exterior elevations, interior elevations and roof styles. (0.26-0.8 lecture)	
<b>WORK 142 ISO TRAINING/CONSULTATION 1</b>	<b>0.4 Credit Hours</b>
Course serves as a practical introduction to ISO auditing by discussing the documentation necessary for an ISO audit and how to set up a system that will ensure compliance. (0.4 lecture)	
<b>WORK 143 ALUMINUM WELDING</b>	<b>1 Credit Hour</b>
Course focuses on hands-on learning; topics covered are: aluminum welding safety, equipment setup, stringer welds, aluminum step welding in all positions, and basic blueprint reading.	
<b>WORK 144 GARAGE WELDING</b>	<b>1.2 Credit Hours</b>
Basic welding procedures and techniques used to complete common household, garage or farm repairs. Learn safe welding practices and common tools used in welding processes. (1.2 lecture)	
<b>WORK 145 NEC/NFPA 70E STANDARDS</b>	<b>0.5 Credit Hours</b>
Practical introduction to NEC/NFPA 70E Standards, discusses the purpose and history of NEC, how to read a NEC code book, related agencies which may help comply with standards and information about the NFPA 70E. (0.5 lecture)	
<b>WORK 146 WORDPRESS BASICS</b>	<b>0.07-0.1 Credit Hours</b>
Introduction to the Wordpress online content management system. (0.07-0.1 lecture)	
<b>WORK 147 CNC MILL OPERATOR</b>	<b>2.5 Credit Hours</b>
Practical introduction to CNC Mill Operation. Serves to help validate that an individual is able to successfully machine parts by operating a computer numerical control (CNC) machine. (2.5 lecture)	
<b>WORK 148 BASIC PHYSICS &amp; CHEMISTRY</b>	<b>0.5 Credit Hours</b>
Course provides insight of the fundamentals of polymer chemistry. Introduction to the concepts in the area of kinematics, dynamics, energy, momentum and thermodynamics. (0.5 lecture)	
<b>WORK 149 INTRO TO WELDING</b>	<b>2.3 Credit Hours</b>
Practical introduction to welding, by discussing and hands on practice of defining different types of welding, welding safety, proper use of welding equipment and techniques required to be a proficient welder and be able to take welding certification tests. (2.3 lecture)	
<b>WORK 150 TEEN TECH ACADEMY</b>	<b>2 Credit Hours</b>
Instructional content includes: Introduction to Raspberry Pi computing & projects; introduction to Linux and Raspian OS; learning to program with Python; learn to build a laptop using Raspberry Pi & components; learn to drive motors using the Raspberry Pi & Arduino boards; learn how the Internet actually works and how to build their own website using Python coding; general computer technology & security topics. (2 lecture)	

<b>WORK 151 TEEN 3D PRINTING ACADEMY</b>	<b>1.6 Credit Hours</b>
Instructional content will include: Introduction to 3D printing; components & functions of most common types of 3D printers; building a 3D printer; exploring the 3D printing slicer, Cura and settings for common materials; 3D printing troubleshooting. (1.6 lecture)	
<b>WORK 152 BASIC INSTRUMENTATION</b>	<b>0.5 Credit Hours</b>
Class is designed for the layperson with no experience in Instrumentation. Covers the basics of reading meters and other measurement tools to ensure proper working of equipment and safety issues that need to be considered when working on equipment. (0.5 lecture)	
<b>WORK 153 OSHA 10 - GENERAL INDUSTRY</b>	<b>0.7 Credit Hours</b>
Participants are provided with basic awareness on the recognition, avoidance, abatement and prevention of workplace hazards. Ten hours of instruction, including topics of OSHA, walking and working surfaces, exit routes, emergency action plans and fire prevention, electrical, personal protective equipment, hazard communication, and other industry hazards or policies. (0.7 lecture)	
<b>WORK 154 INTRODUCTORY CRAFT SKILLS</b>	<b>0.6 Credit Hours</b>
An introduction to the construction trade through knowledge, competencies and performance tasks. Students will develop a basic understanding of safety, blueprints, tools (hand/power) and rigging. (0.6 lecture)	
<b>WORK 155 SIX SIGMA GREEN BELT - ONLINE</b>	<b>8 Credit Hours</b>
Prepare for Six Sigma Green Belt certification by mastering the contents of the American Society for Quality (ASQ) Six Sigma Green Belt body of knowledge. Exam cost included. (8 lecture)	
<b>WORK 156 GOOGLE</b>	<b>0.1 Credit Hours</b>
Practical introduction to Google, with discussion and hands on practice; learning how to market small business. (0.1 lecture)	
<b>WORK 157 DISTILLATION</b>	<b>0.5 Credit Hours</b>
Course is designed for the layperson with no experience in distillation. Covers the purpose and the basic terms of distillation. Participants will learn the boiling point for different materials. (0.5 lecture)	
<b>WORK 158 BASIC MATH</b>	<b>0.4-0.6 Credit Hours</b>
Reducing fractions to lowest terms and recognizing equivalent fractions. Conversion between fractions, decimals and percentages is a critical math skill. (0.4-0.6 lecture)	
<b>WORK 159 BASIC COMPUTER SKILLS</b>	<b>0.2 Credit Hours</b>
Basic computer operation - internet browser, file explorer. Communication skills - Microsoft Word & PowerPoint. Spreadsheets - Microsoft Excel. (0.2 lecture)	
<b>WORK 160 CERT MEDICAL ADMIN ASST</b>	<b>10 Credit Hours</b>
Topics covered: patient registration, scheduling, medical records, accounts receivables, data entry, medical claims. Students will learn to be versatile and be a valuable member of a healthcare team. Students will be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by National Health Career Association (NHA). (10 lecture)	
<b>WORK 161 CERTIFIED OUTPATIENT CODER</b>	<b>13 Credit Hours</b>
The AAPC Certified Outpatient Coder certification program teaches fundamental medical coding skills for an outpatient hospital/facility or ASC setting and prepares you to take AAPC's COC exam. You will acquire advanced skills to review medical records and determine the appropriate CPT, HCPCS Level II and ICD-10_CM code sets. (13 lecture)	
<b>WORK 162 DENTAL ASSISTANT</b>	<b>6 Credit Hours</b>
A practical introduction to the field of dental assisting. This 90-hour course familiarizes the student with all areas of pre-clinical dental assisting and provides training in the professional skills required to function as an assistant in the dental practice. (3.7 lecture, 2.3 lab)	
<b>WORK 163 PHLEBOTOMY</b>	<b>7.5 Credit Hours</b>
This 133-hour program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. This program prepares students to sit for the National Phlebotomy exam. (6.3 lecture)	
<b>WORK 165 CPC MEDICAL BILLING &amp; CODING</b>	<b>22 Credit Hours</b>
Training in legal, ethical and regulatory concepts that are central to the field, including HIPAA compliance and third- party guidelines for filing insurance claims. Hands on, practical experience in medical billing and coding and work with main coding manuals: ICD-10-CM, ICD-10_PCS, CPT and HCPCS Level II. (22 lecture)	
<b>WORK 166 CBCS CMAA W/ BILLING &amp; CODING</b>	<b>33 Credit Hours</b>
The comprehensive program provides a foundation of medical vocabulary to help students better understand doctors' notes and medical record contents. It will also teach students essential medical office management skills that health care managers look for when hiring new front office staff. Upon completion students will be prepared to site for the CBCS and CMAA exams and will also be eligible to sit for the CPC and CCA exams. (33 lecture)	
<b>WORK 167 CBCS MEDICAL BILLING &amp; CODING</b>	<b>22 Credit Hours</b>
Training in legal, ethical and regulatory concepts that are central to the field, including HIPAA compliance and third- party guidelines for filing insurance claims. Practical experience with main coding manuals: ICD-10-CM, ICD-10-PCS, CPT and HCPCS Level II. (22 lecture)	

<b>WORK 180 BEGINNER BEEKEEPING</b>	<b>0.4-0.5 Credit Hours</b>
Practical introduction to Beginner Beekeeping. Discusses the colony and its organization, beekeeping equipment, starting the bees, colony management, managing maladies, honey production and processing, pollination, handling beeswax and pollen trapping.	
<b>WORK 181 BEGINNERS SEWING SKILLS</b>	<b>0.6 Credit Hours</b>
Participants will utilize their personal sewing machine to create a simple garment in this hands-on beginner sewing course. They will learn about different threads, fabrics and seaming techniques in the process. (0.6 lecture)	
<b>WORK 182 ADVANCED BEGMR SEWING SKILLS</b>	<b>0.6-0.8 Credit Hours</b>
In this hands-on advanced beginners sewing course participants will use their personal sewing machine to create a sewing project to showcase skills mastered. Topics: closures, interfacings, working with various fabrics (cutting, marking, pressing, seaming) and an intensive look into pattern usage. (0.6-0.8 lecture)	
<b>WORK 200 CUSTOMER SVC: THE DISNEY WAY</b>	<b>0.07 Credit Hours</b>
This course serves to teach Disney's formula for customer service. (0.07 lecture)	
<b>WORK 201 REAL ESTATE PRE-LICENSURE</b>	<b>8 Credit Hours</b>
120 contact hours covering: Principles and Practices - understanding the real estate business, property ownership concepts and the powers of government; Appraisal - practical introduction to the field of real estate appraisal and principles of valuation for an effective comparative market analysis; Finance - understanding of procedures and problems with real estate loans and financial investing; Law - understanding of the law as it applies to real estate transactions from listing to closing. (8 lecture)	
<b>WORK 202 INTRO TO QUICKBOOKS</b>	<b>0.13 Credit Hours</b>
Learn how to navigate QuickBooks like an expert. You will be guided through the setup process and how to best utilize each portion of the software: banking, expenses, sales and reporting. (0.13 lecture)	
<b>WORK 203 HUMAN RESOURCE MANAGEMENT</b>	<b>0.5 Credit Hours</b>
This class will give managers the basic tools to handle numerous human resource situations such as interviewing, orientation, safety, harassment, discrimination, violence, discipline and termination. (0.5 lecture)	
<b>WORK 204 ESTABLISHED SUPERVISOR TRNG</b>	<b>1 Credit Hour</b>
Course will provide leaders with a model to determine what drives each individual's engagement, as well as methods for proactive engagement and talent recognition. Participants learn how to conduct "engagement conversation". Learners are introduced to a practical process to guide their own and their direct reports' development-planning efforts. (1 lecture)	
<b>WORK 205 MICROSOFT EXCEL</b>	<b>0.5-1 Credit Hours</b>
Practical introduction to Microsoft Excel, by discussing and hands on practice of Microsoft Excel 2016, worksheets and workbooks, working with excel files, editing in the browser, building formulas, understanding functions, working with data, formatting data and insert tools (0.5-1 lecture)	
<b>WORK 206 SHRM TRAINING</b>	<b>1.4 Credit Hours</b>
This training teaches participants about the application of human resources technical and behavioral competencies. It also teaches the participants the common language of human resources and prepares them for the SHRM certification process. (1.4 lecture)	
<b>WORK 207 ADVANCED QUICKBOOKS</b>	<b>0.1 Credit Hours</b>
Students will explore how to set up, use and customize features like class tracking, inventory, sales tax and reporting within QB Desktop. Issue resolution, problem solving and troubleshooting will also be discussed. (0.1 lecture)	
<b>WORK 208 MAXMZ TEAM PERFM &amp; TEAM BLDG</b>	<b>0.5 Credit Hours</b>
This course focuses on how leaders can work with their teams to build the infrastructure that enables maximum performance. Leaders gain experience in diagnosing and applying the five Team Success Factors - Results, Commitment, Communication, Process and Trust. (0.5 lecture)	
<b>WORK 209 BUSINESS COMMUNICATIONS</b>	<b>1.3 Credit Hours</b>
This course serves as a practical introduction to computer keyboarding and using Microsoft Office tools in order to create reports, send e-mails, keep a calendar and generally follow best practices in business writing and communication. (1.3 lecture)	
<b>WORK 210 MOTIVATING/RETAINING TALENT</b>	<b>0.5 Credit Hours</b>
Course will help leaders develop, motivate and retain employees. Leaders are taught how to tailor their approaches based on team members' motivation, personality styles, the organizational environment and the situation. (0.5 lecture)	
<b>WORK 240 GEOMETRIC DESIGN TOLERANCE</b>	<b>0.4 Credit Hours</b>
Course is designed for the layperson with no experience in Geometric Design Tolerance. It will cover the basic terms of Geometric Design Tolerance and the purpose of Geometric Design Tolerance. (0.4 lecture)	
<b>WORK 241 E &amp; I TROUBLESHOOTING</b>	<b>0.5 Credit Hours</b>
This class is designed for the layperson with no experience in E & I troubleshooting. It will cover basic safety. The participants will learn electrical theory, basic circuitry, test instruments and basic instrumentation. (0.5 lecture)	
<b>WORK 242 INTRO TO LEAN</b>	<b>0.6-1.2 Credit Hours</b>
Introductory overview of lean manufacturing. Focuses on the history, philosophy, tools and techniques of lean. The principles learned in this course will enable students to improve customer value and process performance by identifying, reducing/eliminating waste through continuous improvement and sustainability. (0.6-1.2 lecture)	

<b>WORK 1000 .8 ESTABLISHED SUPERVISOR TRNG</b>	<b>0.5 Credit Hours</b>
Course provides leaders with a model to determine what drives each individual's engagement, as well as methods for proactive engagement and talent retention. Participants learn how to conduct "engagement conversation". Learners are introduced to a practical process to guide their own and their direct reports' development-planning efforts. (0.5 lecture)	
<b>WORK 1001 .8 COACHING FOR PK PERFORMANCE</b>	<b>0.5 Credit Hours</b>
Leaders will be able to recognize opportunities to provide coaching to ensure team members' success and/or to improve/ enhance work performance. Leaders will also have a "hands on" opportunity to practice new coaching principles and/or refresh current ones in order to understand how coaching connects departmental/organizational goals to individual ones and thus, create a positive impact on individual, team and organizational performance. (0.5 lecture)	
<b>WORK 1002 .8 SUPERVISING OTHERS</b>	<b>0.5 Credit Hours</b>
Course will help supervisors become more efficient and proficient, with information on delegating, managing time, setting goals and expectations, providing feedback, resolving conflict and administering discipline. (0.5 lecture)	
<b>WORK 1003 REAL ESTATE PRE-LICENSURE</b>	<b>6 Credit Hours</b>
Course provides students with a basic understanding of real estate principles and practice, real estate appraisal, real estate finance and real estate law. (6 lecture)	
<b>WORK 1004 .8 CONFLICT RESOLUTION</b>	<b>0.5 Credit Hours</b>
Participants will learn how to distinguish between conflict and disagreement and the impact both have on a positive work environment. The role of the supervisor in keeping disagreements from escalating into conflict will be covered. (0.5 lecture)	
<b>WORK 1005 .8 EXCEL ESSENTIALS</b>	<b>0.5 Credit Hours</b>
Participants will create worksheets and workbooks and also learn how to format and navigate in worksheets and workbooks. (0.5 lecture)	
<b>WORK 1006 2.4 NEW MANAGEMENT HR</b>	<b>1.6 Credit Hours</b>
Participants will learn about basic human resources, principles of employer confidentiality, managing leadership transitions and how to perform performance reviews. (1.6 lecture)	
<b>WORK 1007 DELIVER CONSTRUCTIVE FEEDBACK</b>	<b>0.5 Credit Hours</b>
Constructive feedback provides the ability to nullify problematic behaviors and develop well rounded and productive people. Participants will gain valuable knowledge and skills that will assist them with this challenging task of delivering constructive feedback. (0.5 lecture)	
<b>WORK 1008 2.4 SHAREPOINT,EXCEL,WORD ESSN</b>	<b>1.6 Credit Hours</b>
Participants will learn about SharePoint, Excel and Word. Includes creating worksheets and workbooks, formatting and navigation in worksheets and workbooks. (1.6 lecture)	
<b>WORK 1009 CSI TEEN ACADEMY</b>	<b>0.6 Credit Hours</b>
Participants will receive an introduction to crime scene investigation, including fingerprinting, evidence processing, identifying blood evidence, crime scene reconstruction, impression & tool mark collection, criminal profiling and court procedures, and documentation procedures (photos, mapping, report writing, etc.) (0.6 lecture)	
<b>WORK 1010 1.6 MICROSOFT SHAREPOINT,EXCEL</b>	<b>1 Credit Hour</b>
Participants will learn about SharePoint and Excel, including creating worksheets and workbooks, how to format and navigate worksheets and workbooks. (1 lecture)	
<b>WORK 1011 FMLA &amp; FLSA HUMAN RESOURCES</b>	<b>0.25 Credit Hours</b>
Participants will learn about FMLA and FLSA requirements. (0.25 lecture)	
<b>WORK 1012 EMPLOYEE MOTIVATION</b>	<b>0.5 Credit Hours</b>
Course will focus on motivation from the employee's point of view; the value in becoming self-motivated. The role and responsibilities of the supervisor in this process will be explored and discussed. (0.5 lecture)	
<b>WORK 1013 WORKPLACE HARASSMENT</b>	<b>0.5 Credit Hours</b>
Workplace harassment reflects modern workplace challenges and is intended to inform participants about specifics of the law/expectations. Participants will learn the core topics: abusive conduct, bullying, gender identity and expression, discrimination, social media and technology in the workplace, religious and ethnic stereotypes, and the persistent challenge of sexual harassment. (0.5 lecture)	
<b>WORK 1014 INCORP INNOVATION&amp;RISK TAKING</b>	<b>0.5 Credit Hours</b>
Participants will learn how to embrace innovative ideas and develop the confidence to take the risk to implement them in the organization. A mindset focused on new ideas and generating unique perspectives on solving problems will be incorporated into the class. (0.5 lecture)	
<b>WORK 1015 HIGH QLTY DECSNS &amp; DRIVING CHG</b>	<b>0.5 Credit Hours</b>
Using an engaging simulation, participants will learn a logical decision-making process that addresses the critical elements that result in high-quality business decisions. Participants will learn the skills and resources needed to accelerate the process of implementing change with their team members. (0.5 lecture)	
<b>WORK 1016 .4 EXCEL EXPERT MOD 3-5</b>	<b>0.25 Credit Hours</b>
The course will teach about measurement, materials, safety, job planning, benchwork and layout. The course will also teach about drill press, turning, milling and grinding. (0.25 lecture)	

<b>WORK 1017 SCIENCE BEHIND CSI</b>	<b>0.3 Credit Hours</b>
Instructional content will include: introduction to crime scene investigation techniques; crime scene documentation (photographing, mapping & report writing); evidence processing (fingerprinting, bloodstain pattern analysis & shooting trajectory); criminal profiling & victimology. (0.3 lecture)	
<b>WORK 1018 HIGH QLTY DECSNS &amp; EMBRCIN CHG</b>	<b>1 Credit Hour</b>
Using an engaging simulation, this course teaches a logical decision-making process that addresses the critical elements that result in high-quality business decisions. Participants will develop the skills and confidence to generate options and compare them to important decision criteria, and to select the best course of action. Utilizing the process will also help individuals avoid the pitfalls that often undermine high-quality decision making. (1 lecture)	
<b>WORK 1019 AL REC LEADERSHIP TRAINING</b>	<b>1.3 Credit Hours</b>
Course topics will include: ABCs of employment law; role of the leader; communication effectiveness; teamwork and collaboration; engaging, motivating and coaching others; embracing and managing change; managing performance and development; managing different personalities and understanding people; having difficult conversations and managing conflict. (1.3 lecture)	
<b>WORK 1020 REASONABLE SUSPICION HR TRNG</b>	<b>0.2 Credit Hours</b>
The course will cover reasonable suspicion in a Human Resources setting. Sample topics include: dangers of workplace impairment caused by substance abuse, defining components of a standard drug and alcohol policy and common testing methodology, executing the 5-step reasonable suspicion process.	
<b>WORK 1021 FELMAN PROD LEADERSHIP TRNG</b>	<b>2.6 Credit Hours</b>
Instructional content includes: ABC's of employment law; maintaining a union-free environment; role of the leader; managing different personalities/ understanding people; motivating and engaging; teamwork and collaboration; communication effectiveness; managing performance and development; coaching for commitment; difficult conversations/managing conflict; embracing and managing change.	
<b>WORK 1022 CORNERSTONE LEADERSHIP TRNG</b>	<b>1.3 Credit Hours</b>
Instructional content includes: understanding people; communication; change; conflict and stress; team performance (engagement and accountability).	
<b>WORK 1250 COMMUNICATION STRATEGIES</b>	<b>0.5 Credit Hours</b>
Communication Strategies describes the nine elements of communication: sender, encode, receiver, decode, message, context, noise, listen and feedback. (0.5 lecture)	
<b>WORK 1251 FIRST AID - CPR</b>	<b>0.25 Credit Hours</b>
This class is designed for the layperson with no medical experience. Students will be instructed on First Aid for all victim types; choking relief will also be covered. Also includes infant CPR and AED equipment use. (0.25 lecture)	
<b>WORK 1252 SURVIVAL SPANISH</b>	<b>0.4 Credit Hours</b>
Participants will learn basic Spanish, including but not limited to the alphabet, numbers, phrases, days of the week, months of the year, holidays and shapes. (0.4 lecture)	
<b>WORK 1253 HINO-ENGLISH AS A SECOND LANG</b>	<b>1 Credit Hour</b>
Instructional content includes: basic English phrases, email and meeting etiquettes, Appalachian culture and slang.	
<b>WORK 1400 FUTURE OF AGRICULTURE</b>	<b>6.4 Credit Hours</b>
This course serves as a practical introduction to the field of agriculture and start up of an agribusiness. The purpose of this 90 contact hour course is to familiarize the student with all areas of agriculture and provide training in the professional skills required to function as an agriculturist in an agricultural setting. (72 lecture, 72 lab)	
<b>WORK 1401 2.6 MOMENTIVE INDUSTR MAINT 1</b>	<b>1.7 Credit Hours</b>
Course designed to train participants about industrial maintenance. This includes operations and parts of air compressors and the basic knowledge of hydraulics will be discussed. (1.7 lecture)	
<b>WORK 1402 3.2 MOMENTIVE MACHINING TRAINING</b>	<b>1.6 Credit Hours</b>
Content includes: measurement, materials, safety, job planning, benchwork, layout, drill press, turning, milling and grinding. (16 lecture, 16 lab)	
<b>WORK 1403 MACHINING SAFETY TRAINING</b>	<b>0.25 Credit Hours</b>
Training covers basic shop safety and an outline of safe usage of milling machines, lathes and other shop tools in an industrial setting. Training will be targeted to people who have had some degree of previous training or experience in machining operations and will be designed as a primer on using the equipment safely. (0.25 lecture)	
<b>WORK 1404 MILLING &amp; LATHE SAFETY TRNG</b>	<b>0.1 Credit Hours</b>
This training covers basic shop safety and an outline of safe usage of milling machines and lathes in an industrial setting. This training will be targeted to people who have had some degree of previous training or experience in machining operations and will be designed as a primer on using the equipment safely. (0.1 lecture)	
<b>WORK 1405 FRUIT TREE PRUNING &amp; CARE</b>	<b>0.1 Credit Hours</b>
Home growers, gardeners and orchardists will learn fruit tree pruning and care skills to improve fruit tree health and harvest. (0.1 lecture)	
<b>WORK 1406 TREE PLANTING &amp; SITE SELECTION</b>	<b>0.1 Credit Hours</b>
In this course, students will learn the importance of site selection when planting trees in an urban environment, proper preparation of the planting site and selecting healthy tree stock. (2 lecture)	

**WORK 1407 ITECH ACADEMY****2.5 Credit Hours**

Participants will learn the basics in accounting, copier systems, IT systems, services and repair, alarm technology, cyber security, sales, social media and customer service. (2.5 lecture)

**WORK 1408 COMPTIA SECURITY PLUS****2.7 Credit Hours**

Participants will gain the knowledge and skills to secure applications, networks and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities and operate with the awareness of applicable policies, laws and regulations. (40 lecture)

**WORK 1409 HVACR BEGINNERS COURSE****5 Credit Hours**

This course is designed to take an individual that has little to no experience in residential heating and cooling and give them the necessary knowledge and ability to take a job and understand the basic fundamentals of the install as well as the service and maintenance of a system. (5 lecture)

**WORK 1410 MACHINING TRAINING 2****3.9 Credit Hours**

Participants will learn about: metrology and print reading; basic mechanical bearings; chains, gaskets, seals and gears; helical, bevel, worm and miter; keys, hubs and couplings, clutches, torque limiters; belts; laser alignment; pump rebuild. (40 lecture, 40 lab)

**WORK 1411 HYDRAULICS FUNDAMENTALS****1 Credit Hour**

Participants will study the fundamentals of hydraulics, including: hydraulic circuits & safety rules; basic concepts of hydraulics; relationship between flow rate, velocity & power; connection/operation of hydraulic circuits; design/operation of directional control valves; connection/operation of functional hydraulic circuits using accumulators, hydraulic motors, pressure reducing valves & remotely controlled pressure relief valves; and developing a methodical approach for testing main components of a hydraulic system. (1 lecture)

**WORK 1412 ELECTRICAL FUNDAMENTALS****1 Credit Hour**

Participants will study electrical fundamentals including: test trouble areas; motor control; motor identification & wiring; schematic symbols & diagrams; conduit bending & use of bending equipment (measuring tools, benders & threaders); basic digital; basic logic & PLCs; and troubleshooting. (1 lecture)

**WORK 1413 GENERAL PROGRAMMING****0.1 Credit Hours**

Open to all ages, this class will serve as an introduction to programming. Participants will learn the applications of programming, how to get started, as well as an overview of the top three computer code languages. Programming is a language used by humans to communicate with computers. (1.5 lecture)

**WORK 1414 CHEMOURS HLTH, SFTY & ENVR TRN****3 Credit Hours**

Safety topics include all OSHA General Industry requirements. Course includes an introduction to the major environmental regulations affecting process industries. Successful completion will result in regulatory compliance for employee and site. (30 lecture)

**WORK 1415 RED X STRATEGIES FOR TECHNCNS****1 Credit Hour**

Shainin LLC training programs consist of three major elements: classroom training, coaching to complete projects and certification. The Technician class will be a combination of lectures and actual hands on workshop. Classroom learning includes the basic tools, and then using their knowledge with hands on experiments simulating the manufacturing environment. It will expose technicians, lead people and maintenance personnel to structured problem solving. They will have a foundation of knowing how to address problems with the Red X tool set. (16 lecture)

**WORK 1416 INTRO TO MIG AND STICK WELDING****1.5 Credit Hours**

This course will focus on building the appropriate skills and knowledge needed to become MIG and Stick welding certified through classroom knowledge attainment as well as hands-on in the WVU Parkersburg Applied Technology Center welding lab. Students will also take the American Welding Society (AWS) national exam. (2 lecture, 36 lab)

**WORK 1417 C&B EQUIPMENT WELDING CERT TNG****0.5 Credit Hours**

Instructional content will include the basics of Stick Welding and a certification test.

**WORK 1418 AUTOMOTIVE TECHNICIAN****3 Credit Hours**

Students who complete the program will be prepared for entry-level positions in the automotive industry as an automotive technician in dealerships, independent repair facilities and other similar establishments. (3 lecture)

**WORK 1429 HOW TO START A FARM****0.1 Credit Hours**

Participants will learn to determine what products or services to market based on the needs of local businesses. Figure the costs of purchasing or leasing land for an agribusiness start-up as well as determine what structures are needed. Include the costs of any equipment necessary in the operations the agribusiness.

**WORK 1430 BEEF QUALITY ASSURANCE****0.15 Credit Hours**

BQA does more than just help beef producers capture more value from their market cattle: BQA also reflects a positive public image and instills consumer confidence in the beef industry. When producers implement the best management practices of a BQA program, they assure their market steers, heifers, cows and bulls are the best they can be.

**WORK 1431 AGRIBUSINESS MARKETING****0.1 Credit Hours**

Determine what products or services to sell. Develop an agribusiness marketing plan that clearly identifies you and the agribusiness. Create a brand and/or logo. Outline a business plan that allows projection of the profits intended to make over a number of years; including expenses from supplies, licenses, insurance, employees and other operating costs.



- WORK 1432 POULTRY PRODUCTION&PROCESSING** **0.15 Credit Hours**  
 Students will be studying one of the fastest growing trends for small and beginning farmers; backyard poultry. Poultry offers a small-scale livestock enterprise without requiring large amounts of capital, land, time or equipment. Topics to be covered include: types of poultry, pullet management, nutrition, bird purchasing, coop plans, clock biosecurity, disease/infection control, poultry processing, selling poultry and egg processing and packaging.
- WORK 1433 TURF MANAGEMENT** **0.2 Credit Hours**  
 The turf management program will prepare students to be proficient in soil fertility, turf grass management, irrigation, landscape plants, landscape construction, plant disease and insect control, horticultural mechanics, lawn care and golf industries and horticultural management.
- WORK 1434 SMALL RUMINANT PRODUCTION** **0.15-0.2 Credit Hours**  
 Students will learn about sheep and goat selection, profitability, health, nutrition, facilities and fences, predator control and marketing.
- WORK 1435 IRRIGATION MANAGEMENT** **0.1-0.2 Credit Hours**  
 Choosing the right irrigation technology, equipment and practices are key to maximizing your farm's revenue. Educating yourself and your coworkers can help you and your team make the right decisions.
- WORK 1436 INTERMEDIATE BEEKEEPING** **0.4-0.5 Credit Hours**  
 This course serves as the next step to beginner beekeeping. Students will learn to keep colonies healthy and productive year after year, expand the amount, quality and type of bee products and services produced, learn about beekeeping business opportunities and gain a deep understanding of honey bees as a living organism.
- WORK 1437 BOVINE ARTIFICIAL INSEMINATION** **0.5 Credit Hours**  
 Bovine artificial insemination will consist of classroom instruction on proper methods, approaches, safety and overview of AI procedures. During the lab portion the students will experience servicing multiple cows. The instructor emphasizes the importance of practice as much as possible during the training.
- WORK 1438 INTEGRATED PEST MANAGEMENT** **0.2 Credit Hours**  
 IPM is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the targeted organism.
- WORK 1439 SOIL HEALTH** **0.1-0.2 Credit Hours**  
 Soil health is defined as the continued capacity of soil to function as a vital living ecosystem that sustains plants, animals, and humans. Healthy soil gives us clean air and water, bountiful crops and forests, productive grazing lands, diverse wildlife and beautiful landscapes.
- WORK 1440 AGRIBUSINESS SHORT TERM PRGRM** **3 Credit Hours**  
 Fifteen segments of class/laboratory training: beef quality assurance; bovine artificial insemination; herb production; tractor operations; beef & swine meat cutting; winterizing bees; maple syrup production; agriculture drone technologies; hydroponics; aquaponics; greenhouse & high tunnel production; equine essentials; equine facility management & riding; equine first aid & hoof care; and livestock management.
- WORK 1441 INTRO TO WELDING FOR INDUSTRY** **5.67 Credit Hours**  
 This course will focus on building the appropriate skills and knowledge needed to become MIG and Stick welding certified through classroom knowledge attainment as well as hands-on in the WVU Parkersburg Applied Technology Center (ATC) welding lab. Students will learn how to become MIG and Stick welding certified and will take the American Welding Society (AWS) national exam at the end of the program. During the four-week break in the program, students will be able to practice at the ATC building on campus to continue sharpening their skills. (10 lecture, 150 lab)
- WORK 1442 TRACTOR OPERATIONS** **0.2 Credit Hours**  
 Tractors are an essential piece of equipment for performing agricultural tasks. In this course, participants will develop knowledge of the operations, maintenance and safety practices of a tractor. Hands-on training will be provided to demonstrate attachment and detachment of tractor implements necessary to complete work on a farm, hydraulic hook-up methods and how to properly store farm equipment for winter.
- WORK 1443 SUSTAINABLE GARDENING** **0.1 Credit Hours**  
 This course explores ways to do more with less in order to handle the scarcity of resources and increasing demand. What we grow, how we grow and how we manage our gardens are important factors we must consider in an effort to be more sustainable.
- WORK 1444 HERB PRODUCTION** **0.3 Credit Hours**  
 This course explores the different aspects of herb production, including different types, uses and the time frame for growing herbs, as well as how to preserve them. (0.3 lecture)
- WORK 1445 WINTERIZING BEES** **0.3 Credit Hours**  
 Fall is the crucial time of year for ensuring your bees are strong and healthy going into winter. This course will teach you how to successfully winter your honey bee colonies and is great for beekeepers of all skill levels.
- WORK 1446 BEEF & SWINE MEAT CUTTING** **0.2 Credit Hours**  
 Beef and swine meat cutting is the process of cutting, boning and portioning large cuts of meat to menu specifications.
- WORK 1447 MAPLE SYRUP PRODUCTION** **0.2 Credit Hours**  
 The fundamental steps for making pure maple syrup are basically the same as they were hundreds of years ago. In this course, students will learn the fundamentals of collecting sap from maple trees while also learning processing techniques for syrup.

**WORK 1448 AGRICULTURE DRONE TECHNOLOGIES****0.2 Credit Hours**

Utilizing drones can play a vital role in improving the production and efficiency in the agricultural arena. Drone applications to agriculture include, but are not limited to: mapping, surveying, monitoring, planting, crop dusting, and spraying. They can increase yields, save time and money, and assist with animal and crop monitoring, planning and management.

**WORK 1449 HYDROPONICS****0.1 Credit Hours**

Students will be studying the technique of growing plants using a water-based nutrient solution rather than soil, and can include an aggregate substrate or growing media such as vermiculite, coconut coir or perlite. Hydroponic production systems are used by small farmers, hobbyists and commercial enterprises. This class will provide students with the basic knowledge and skills to establish their own hydroponic systems.

**WORK 1450 AQUAPONICS****0.1 Credit Hours**

Students will be studying the technique of growing plants and fish in a recirculating system. Aquaponics is a food production system in which fish are raised in tanks of water where plants are also grown, so that the waste from the fish provides food for the plants and the plants keep the water clean.

**WORK 1451 GREENHOUSE & HIGH TUNNEL PROD****0.1 Credit Hours**

High tunnels and greenhouses provide ample opportunities for producers to extend their growing. In this course, students will be provided with new, up-to-date information in greenhouse and high tunnel production. This class can provide guidance to aspiring producers and existing producers.

**WORK 1452 EQUINE ESSENTIALS****0.15 Credit Hours**

Participants will gain an understanding of equestrian fundamentals including the anatomy of horses and how to be around them safely as well as about what equipment to use when riding horses and how to properly tack-up a horse and go over groundwork exercises.

**WORK 1453 EQUINE FACILITY MGMT & RIDING****0.15 Credit Hours**

Equine facility management is integral to not only the ownership of horses but also their care. Students will learn how to properly maintain the barn and stall(s) horses are kept in as well as how to adjust to the changing seasons and weather. Students will also learn the basic mechanics of riding horses and how to be safe while doing so.

**WORK 1454 EQUINE FIRST AID & HOOF CARE****0.15 Credit Hours**

Equine first aid and hoof care discusses common equine emergency situations, addresses how to respond appropriately and covers the necessary supplies to have available. Trailer safety is also discussed. Students will learn the science of the equine hoof and lower limb, as well as the newest and safest techniques for shoeing horses and how to solve hoof-related issues.

**WORK 1455 LIVESTOCK MANAGEMENT****0.2 Credit Hours**

Students will learn proper cattle management practices used in today's agriculture. Topics range from how to identify issues in your herd, day-to-day care, herd/genetic selection, and livestock nutrition.

**WORK 1500 1.6 TEEN 3D PRINTING ACADEMY****0.5 Credit Hours**

Instructional content will include: Introduction to 3D printing; components & functions of most common types of 3D printers; building a 3D printer; exploring the 3D printing slicer, Cura and settings for common materials; 3D printing troubleshooting. (0.5 lecture)

**WORK 1501 3D PRINTING BEGINNERS WORKSHOP****0.1 Credit Hours**

Open to all ages, this will introduce you to the fun and usefulness of 3D printers. You will be able to navigate the most common type of printer, learn the processes in finding, creating and printing your projects, and how to troubleshoot and solve common problems. By the end of the class, you will get to take home a cool 3D-printed trinket and will also receive 3D printer certification valid at our campus maker space (Entrepreneur Center) valued at \$15. (0.1 lecture)

**WORK 1550 YELLOW BELT LEAN SIX SIGMA****0.5 Credit Hours**

This course will cover foundation, measure, define and control of Yellow Belt Lean Six Sigma. (0.5 lecture)

**WORK 1551 GREEN BELT LEAN SIX SIGMA****7 Credit Hours**

This course will cover: foundation, measure, define, analyze, improve and control of Green Belt Lean Six Sigma. (72 lecture, 64 lab)

**WORK 1600 .8 STRATEGIC THINKING****0.5 Credit Hours**

Casting a compelling vision is the starting point to attracting, retaining and engaging an inspired workforce. People naturally desire to be a part of something bigger than themselves and to have an opportunity to contribute to that bigger thing in a powerful way. Effective leaders understand this and are able to craft that compelling vision - a clear picture of the organization becoming something significantly more than it is today. (0.5 lecture)

**WORK 1601 DEVELOPING AWARENESS & MINDSET****0.5 Credit Hours**

Learn a set of attitudes, skills and behaviors that are needed to succeed intellectually in today's workforce with a focus on entrepreneurial thinking. These types of motivations include: initiative & self-direction, risk-taking, flexibility & adaptability, creativity & innovation, critical thinking and problem solving. (0.5 lecture)

**WORK 1602 FOSTERING INNOVATION****0.5 Credit Hours**

Students will use an engaging simulation to learn a logical decision-making process that addresses the critical elements that result in high-quality business decisions. Participants will develop the skills and confidence to generate options and compare them to important decision criteria and to select the best course of action. (0.5 lecture)

**WORK 1603 PEER RECOVERY SUPPORT SPCLST****3 Credit Hours**

This course serves as a practical introduction to the field of Peer Recovery Support Specialist. The purpose of this 75 hour course is to familiarize the student with areas of active listening, cultural competency, appropriate self-disclosure, ethics, certification testing and other important skills essential to achieving the Peer Recovery Support Specialist Certification through the WV Certification Board for Addiction and Prevention Professionals (WVCBAPP). (46 lecture)

**WORK 1604 TEEN MEDICAL EXPLORERS ACADEMY****1.6 Credit Hours**

Teens will learn about use of PPE, taking vitals, taking care of a patient, wheelchair and crutch safety, how to start an IV and check blood sugar. They will also learn about different occupations in the medical field. (1.6 lecture)

**WORK 1605 COMMUNITY HEALTH WORKER****5 Credit Hours**

Community Health Workers (CHWs) aim to help reduce inequities. They increase understanding among health professionals about the effects of social determinants to health on patients' lives and their care, and also support individuals and communities in addressing those determinants. Community Health Workers increase health knowledge and self-sufficiency through a range of activities such as outreach, community education, informal counseling, social support and advocacy. (5 lecture)

**WORK 1606 CERTIFIED NURSING ASSISTANT****6 Credit Hours**

Entry-level course designed to meet the WV State requirements to prepare a nursing assistant to work in a hospital or long-term care facility and sit for the state's certification examination to be a Certified Nursing Assistant. Areas of study include: medical ethics, infection control, communication, patient rights, vital signs, activities of daily living, patient care, restorative care, death and dying, and the aging process. This course includes 65 hours of classroom instruction/lab hours and 55 hours of clinical instruction for a total of 120 NATCEP hours. (4 lecture, 2 lab)

**WORK 1607 MEDICAL ASSISTANT****11 Credit Hours**

This 225-hour program (125 hours of classroom learning and 100 hours of clinical practice) will train participants in: taking patient vital signs, assisting providers with exams and procedures, administering injections or medications, performing EKG, phlebotomy and other essential laboratory procedures, checking patients in/out upon arrival/departure, answering phone calls and questions, and updating/maintaining electronic health records (EHR). (125 lecture)

**WORK 1800 BEGINNER SEWING****0.4 Credit Hours**

Over two evenings, participants will learn how to properly use sewing-related tools and techniques to repair and create. (0.4 lecture)

**WORK 1801 MAKE A WREATH: CURL METHOD****0.2 Credit Hours**

Participants will learn step by step how to make a wreath using the curl method. (0.2 lecture)

**WORK 1802 INTRO AMERICAN SIGN LANGUAGE****0.8 Credit Hours**

This course introduces students to American Sign Language as well as Deaf culture. After learning foundational communication skills in this class in order to socialize with the Deaf, participants will be able to determine for themselves if they wish to pursue a more in-depth study of American Sign Language, which WVUP offers in our Communications Department as COMM 210. (0.8 lecture)

**WORK 1900 HOSPITALITY****9.6 Credit Hours**

This course will teach participants about hospitality. They will learn about being respectful, recognizing names and brands, different types of customers and how to make them happy and how to communicate with customers respectfully. They will also learn to be observant to what the customer is wanting and needing, how to make the customer comfortable and what the service standards are that the company is wanting. (9.6 lecture)

**WORK 1901 TRAIN THE TRAINER****0.25 Credit Hours**

This course serves as a practical introduction to Train the Trainer, by discussing and hands on practice of understanding training and facilitation, gathering materials, creating lesson plans, choosing activities, preparing for the workshop, getting off on the right foot, delivery tips and tricks, keeping it interactive, dealing with difficult participants, and tackling tough topics. (4 lecture)