Northeast Texas Community College
Department of Continuing Education & Corporate Training

Northeast Texas Community College’s Department of Continuing Education and Corporate Training is committed to providing non-credit training programs that support the professional development and skills training needs of business and industry in North East Texas. We believe the investment in continuous learning strategically positions a company’s workforce for regional economic development and future growth. With this in mind, building a more productive, educated and skilled workforce by upgrading the current skills and retraining the workforce in the local area remains the primary objective of NTCC’s Department of Continuing Education and Corporate Training.

The target population we strive to serve includes small, medium and large manufacturing, healthcare, retail, and service businesses located in Camp, Morris, and Titus Counties as well as areas beyond. Whether it is a single course or an extensive training program for a small or large company, we can offer the following:

- Free training assessments
- Customized courses to meet unique needs
- Programs suitable for diverse businesses and industries of our region
- Industrial Technology Training to employees in local industry to fulfill their needs for training
- A means by which local industry can meet growing needs to replace skilled tradesmen
- Flexible scheduling of courses
- Interactive, quality training from industry experts and our faculty
- Productivity enhancement training
- Greater efficiency, cost savings, and profitability as a result of training
- Reasonable costs
- Grant resource information and assistance

Please keep in mind that if you are looking for a course that does not appear in this catalog, we can create a customized course to fit your unique needs.

We are dedicated to providing innovative, high-quality, cost-effective, skill enhancement training for the benefit of the businesses, organizations, and individual clients whom we serve.

For more information, please contact the Department of Continuing Education and Corporate Training at 903-434-8134.

NTCC is an affirmative action, equal opportunity, ADA institution.
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Leadership Certificate (48-96 hours)

Leadership Skills for Supervisors/Managers (8-40 hours)

Achieving Your Leadership Potential

Course Description: This course utilizes instruction, video, group and individual participation to help organizational leaders understand where they are today in their leadership development process, and where they need to go tomorrow. It helps bridge the gap between what is needed and required of today’s leaders. A three step process (Diagnose, Plan, Execute) helps learners stretch their capabilities and accelerate their leadership development.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Adaptive Leadership

Course Description: This course enables leaders to assess factors that can have a direct impact on the success or failure of interactions, assignments, projects, and ultimately, organizational success. More importantly, this course prepares leaders to consider personal tendencies: how people tend to respond in given situation and how leaders can leverage the opportunities or address the challenges of those tendencies to bring about a positive outcome.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Communicating With Impact

Course Description: This course enables leaders to make valuable contributions every day to their team and to their organization. In this course you will learn to create interaction skills that demonstrate respect, trust and value. This course will help you to create a relationship to enable you to make a difference in your organization and in your personal life as well.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students
Essentials of Leadership

Course Description: This course enables leaders to learn to get results through people. During this course, trainees learn a set of essential skills to meet both practical business needs, and people’s personal needs. This course focuses on seven leadership imperatives for meeting today’s challenges, interaction skills and inspired leadership techniques.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Getting Started as a New Leader

Course Description: This course will teach you the concepts of being a great leader. Research has shown that successful leaders demonstrate several key attributes; including being authentic, bringing the best out in people and being receptive to feedback. These are some of the most critical factors in leadership success.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Influential Leadership

Course Description: This course will teach you the concepts of being a great leader. Through creating influence strategies this course examines how to move people toward a commitment that supports a specific business outcome.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Leading Change

Course Description: This course focuses on leaders’ crucial role in effectively leading change initiatives in the workplace. Leaders learn how to introduce a change initiative and lead discussions with employees to explore how best to implement the changes. These skills enhance a leader’s ability to minimize the potentially negative effects of change on morale, processes, and productivity.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students
Making Meetings Work

Course Description: This course helps leaders save time and resources by leading meetings that support resources, by leading meetings that support business needs. Leaders learn how to plan, facilitate, and follow up on meetings (including virtual meetings) to ensure that there is a productive outcome for the time invested in meetings.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Introduction to Supervision (8-40 hours)

Coaching for Improvement & Success

Course Description: This course develops first-line supervisors and leaders who help people achieve their goals and avoid problems. Leaders learn a continuous cycle that ensures they identify coaching opportunities, provide needed coaching opportunities, provide needed coaching and support, observe performance, and measure results until the desired outcomes are achieved. The course also teaches the techniques needed to implement improved performance strategies. Students learn how coaching for success benefits individuals, strengthens work groups, and support company objectives and priorities. This course is applicable for the seasoned supervisor to provide new and innovative techniques.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Conflict Resolution

Course Description: This course is a combined course from classes: Resolving Conflict and Working Through Conflict. In this course learners will examine causes of workplace conflict, identify how to process through conflict and approach conflict as a process that can be resolved.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students
Developing Others

Course Description: This course provides leaders, coaches and mentor with a practical process and the skills necessary to develop talent. It focuses on the leader’s role before, during and after the development plan.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Interaction Skills for Success

Course Description: This course builds skills in areas that can impede personal effectiveness. It focuses on improving communication skills and on areas of challenge, such as dealing with change and handling conflict.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Managing Performance Problems

Course Description: This course builds leader’s skills in handling chronic performance or serious work-habit problems or serious misconduct. Leaders are skilled in discussing and imposing formal consequences while adhering to their organization’s disciplinary policies and procedures.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Navigating Beyond Conflict

Course Description: This course teaches individuals to learn how to recognize the warning signs of conflict and take action to prevent situations from escalating or to work out the conflict if it does escalate.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students
Providing Constructive Feedback

Course Description: This course provided learners with the ability to offer constructive feedback to their partners and employers. Constructive Feedback is a great motivational skills that increases communications between coworkers, employees and employers.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Time Management

Course Description: This course provided learners with the ability to understand why time management is important of overall production and management of businesses. This course examines ways to increase time, by examining areas of wasted time.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Training Others

Course Description: This course provides leaders with the abilities to perform on the job training. This course teaches all essential steps to effectively train personnel on the job place to increase responsibilities for new tasks.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Workplace Communications (8-40 hours)

Building an Environment of Trust

Course Description: This course leaders learn how to avoid the trust breakers and take action to create an environment in which people take risks, identify and solve problems, and work together to create and sustain high levels of trust.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students
Building Winning Partnerships

Course Description: This course examines how to build internal and external partnerships. Through effective communication, issue identification and a five point factor checklist leaders will learn to create an effective partnership.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Motivating Others

Course Description: This course gives people effective skills and tools to motivate others by finding strengths and providing constructive feedback. Motivating others examining how individuals are motivated. This course focuses on creating an environment of trust and responsibility.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Valuing Differences

Course Description: This course gives people effective skills and tools for exploring others’ unique perspectives, understanding and leveraging people’s inherent differences, challenging devaluing behavior, and creating an environment in which people’s differences are respected and utilized.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Working in Teams

Course Description: This course teaches team members how they can transform their team into a top performing unit that significantly enhances its impact on the organization. Participants learn the personal, interpersonal, and business advantages of working in teams and are introduced to a set of best practices to help their team move from acceptable to high performance.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students
INMT 1000 Principles of LEAN Manufacturing
(8-40 hours)

Continuous Improvement Overview

Course Description: This course will provide an introduction to the history of continuous improvement processes in industry/manufacturing. Participants will learn the value of instituting continuous improvement processes in the workplace.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Workplace Organization and Standardization – 5S

Course Description: This course will provide instruction in workplace organization tools with emphasis: elimination of waste, optimizing space, and teaches participants the basics of 5S organizational concepts.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Kaizen

Course Description: This course is a team approach to identifying steps in conducting effective continuous improvement events. This approach uses multi-functional teams to improve specific processes.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Continuous Flow-Kanban

Course Description: This course is a LEAN manufacturing approach that helps companies build a variety of products with minimal waste.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students
Quick Changeover and SMED

Course Description: This course introduces methods of Quick Changeover, one core concept of LEAN manufacturing.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Theory of Constraints

Course Description: This course is a systems-oriented process improvement methodology that is based on the theory that a system has a single goal, and that system is composed of multiple linked activities, one of which acts as a constraint on the whole system.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Mistake Proofing

Course Description: This course introduces methods that will demonstrate a process that is defect-free all the time. Mistake Proofing ensures that tasks can only be done the right way.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

PDCA and Waste Elimination

Course Description: This course introduces the PDCA problem solving methodology, how to identify non-value added processes/materials in the workplace and how to eliminate waste.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students
Value Stream Mapping

Course Description: This course will evaluate the value added and non-value added steps currently required to move a product from raw materials to a customer. Also, this course will illustrate process flow to eliminate waste and add value.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Total Productive Maintenance

Course Description: This course will demonstrate how operators and maintenance can work together to improve the overall operation of the equipment.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Workplace Safety (8-40 hours)

Asbestos Awareness

Course Description: This course is an introduction to specific training techniques involving the safe handling of blood and air borne pathogens as well as general safety and security on the premises; addresses the right to know and MSDS; outlines Occupational Safety and Health Administration (OSHA) regulation, inspections, penalties and compliance. Including Asbestos Awareness: understanding long-term exposure to asbestos, recognizing areas where asbestos may be located, and examination of safe work practices with exposure and cleanup of asbestos.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Machine Guard Safety

Course Description: This course is an introduction to specific training techniques involving the safe handling of blood and air borne pathogens as well as general safety and security on the premises; addresses the right to know and MSDS; outlines Occupational Safety and Health Administration (OSHA) regulation, inspections, penalties and compliance. Including Machine
Guard Safety: Basic knowledge of machinery, how this can affect the type of safety guarding needed on a machine. Knowledge of different types of machine guards and strengths and weaknesses of interlock guards.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Office Ergonomics & Safety

Course Description: This course is an introduction to general safety and security on the premises as well as specific training techniques involving the safe handling of blood and air borne pathogens; addresses the right to know and MSDS; outlines Occupational Safety and Health Administration (OSHA) regulation, inspections, penalties and compliance. Including Office Ergonomics: Knowing the physiology of the body and how it works, common ergonomic conditions, movements that cause problems, and body parts most often affected by ergonomic problems as well as developing safety awareness, slips, trips and falls, navigating stairs and hallways, safety housekeeping, safe use of office equipment and tools, controlling eye and back strain, proper lifting techniques, and handling hazards.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Welding Safety

Course Description: This course is an introduction to specific training techniques involving the safe handling of blood and air borne pathogens as well as general safety and security on the premises; addresses the right to know and MSDS; outlines Occupational Safety and Health Administration (OSHA) regulation, inspections, penalties and compliance. Including Welding Safety: Inspect welding equipment, use eye protection, know hazardous fumes, understand the use of respirators, hearing protection, other personal protective equipment and knowledge of sparking and the risk of fire.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students
Aerial and Scissor Lift Safety

Course Description: This program is for employees who use aerial lift and scissor lift devices to perform various work duties. This program will discuss various types of aerial lift devices, scissor lifts, pre-start inspections, proper safety equipment, safety procedures, and training.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Electrical Safety

Course Description: This purpose of this training is to explain how electricity works, help you understand the hazards and dangers associated with electricity and show you how to protect yourself from injury and death.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Excavation and Trenching

Course Description:

This purpose of this training is to explain the hazards of working in trenches and excavations, safety procedures and understanding of current federal, state and local laws.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Fall Protection

Course Description:

This program is intended to provide training for both construction and manufacturing employees who are exposed to fall hazards.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students
**Fire Safety**

Course Description: This program is intended to educate employers and employees to a basic fire protection plan.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

**Forklift Operator Safety Training**

Course Description: This program applies to any employee who will operate any form of a Powered Industrial Truck (forklift).

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

**Hand and Power Tool Safety**

Course Description: This program provides information about basic safety rules, procedures, and safeguards associated with hand and power tools.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

**Hazard Communication Safety Training**

Course Description: This training program applies to employees who use, handle, package, ship or may be exposed to a hazardous chemical in their workplace

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students
**Hearing Conservation**

Course Description: This training program helps the trainee to understand the requirements for hearing protection and working safely in noisy work settings.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

**Ladder Safety**

Course Description: This training program is designed to provide information on the proper selection, use and maintenance of ladders to help keep you safe.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

**Lockout/Tagout Control of Hazardous Energy**

Course Description: This training program applies to all employees who work with or around machines that may need to be serviced or maintained.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

**Personal Protective Equipment**

Course Description: This program is for employees who encounter workplace conditions that could be hazardous to health or body.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students
Respiratory Safety

Course Description: This program helps to ensure you understand the requirements for using respirators, how to properly select, don and use a respirator, and how to care for and maintain a respirator.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Safety Orientation

Course Description: This program is designed to help recognize and prevent common hazards in the workplace.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Scaffold Safety

Course Description: This program will focus on supported scaffolds and providing important information to keep you safe.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students

Workplace Bloodborne Pathogens

Course Description: This program applies to any employee who can be reasonably expected to have contact with blood or other bodily fluids in the performance of their job duties and will instruct these employees on ways to limit exposure to BBP.

Recommended Hours = 8

Tuition and Fee = $562.00 for up to 10 students
**Occupational Specific Foreign Language (16-48 hours)**

**Spanish for Office Personnel**

Course Description: This purpose of this training is to sharpen language skills, train new learners, and enhance interaction with coworkers is specific settings. Spanish for Office Personnel focuses on interaction and activities that occur within the office setting such as, telephone etiquette, making appointments, paperwork, receiving payments, returns/refund and interaction with clients or visitors.

Recommended Hours = 16

Tuition and Fee = $666.00 for up to 10 students

**Spanish for Industry, Manufacturing and Warehousing**

Course Description: This purpose of this training is to sharpen language skills, train new learners, and enhance interaction with coworkers is specific settings. Spanish for Industry and Manufacturing focuses on interaction and activities that occur within industry setting such as, general greetings and etiquette, safety issues, work rules/regulations, maintenance phrases, quality control and loading and unloading procedures.

Recommended Hours = 16

Tuition and Fee = $666.00 for up to 10 students

**Spanish for the Physician’s Office**

Course Description: This purpose of this training is to sharpen language skills, train new learners, and enhance interaction with coworkers is specific settings. Spanish for the Physician’s Office focuses on greetings, etiquette, communication strategies, patient registration, medical history, primary assessment, diagnostic questions, pain assessment, and specific laboratory procedures.

Recommended Hours = 16

Tuition and Fee = $666.00 for up to 10 students
Spanish for Retail Sales

Course Description: This purpose of this training is to sharpen language skills, train new learners, and enhance interaction with coworkers is specific settings. Spanish for Retail Sales focuses on greetings, etiquette, communication strategies, numbers, methods of payment, gas stations/convenience stores, assisting customers on the floor, fitting rooms, exchanges/refunds, general paperwork and payments on accounts.

Recommended Hours = 16

Tuition and Fee = $666.00 for up to 10 students

Spanish for Marketing, Selling and Delivering

Course Description: This purpose of this training is to sharpen language skills, train new learners, and enhance interaction with coworkers is specific settings. Spanish for Marketing, Selling and Delivering focuses on greetings, understanding your client’s expectations, assessing your client’s needs, validating the situation, and meeting the client’s needs.

Recommended Hours = 16

Tuition and Fee = $666.00 for up to 10 students

Spanish for Mortgage Loan Officers

Course Description: This purpose of this training is to sharpen language skills, train new learners, and enhance interaction with coworkers is specific settings. Spanish for Mortgage Loan Officers focuses on greetings, basic communication strategies, loan applications, types of mortgages and terms of loans, property information, refinancing, borrower information, employment information, assets/liabilities and closings.

Recommended Hours = 16

Tuition and Fee = $666.00 for up to 10 students
Spanish for Banking

Course Description: This purpose of this training is to sharpen language skills, train new learners, and enhance interaction with coworkers is specific settings. Spanish for Mortgage Loan Officers focuses on greetings, basic communication strategies, loan applications, types of mortgages and terms of loans, property information, refinancing, borrower information, employment information, assets/liabilities, closings, and money transactions.

Recommended Hours = 16

Tuition and Fee = $666.00 for up to 10 students

Computer Essentials

Beginning Computers

Course Description: This course provides an overview to computer systems and their uses in today's business communities. Learn to describe components of a typical computer system; describe how computers are used in today's business environment; and survey a software productivity suite (word processing, spreadsheets, database).

Recommended Hours = 16

Tuition and Fee = $666.00 for up to 10 students

Internet Basics

Course Description: This course provides an introduction to the Internet including E-mail, home page, and how to perform basic research to address company/business needs. Learn how to identify basic Internet concepts and terminology; use electronic communication; and collect and evaluate research data using the Internet.

Recommended Hours = 16

Tuition and Fee = $666.00 for up to 10 students
Introduction to Word Processing

Course Description: This course provides an overview of the production of documents, tables, and graphics. Learn how to identify word processing terminology and concepts; create technical documents; format and edit documents; use simple tools and utilities; and print documents.

Recommended Hours = 40

Tuition and Fee = $1,290.00 for up to 10 students

Introduction to Electronic Spreadsheets

Course Description: This course provides instruction in terminology, program parameters, display characteristics, formatting features, mathematical functions, and printing. Learn basic spreadsheet concepts; how to create formulas/functions, charts, and graphs; and how to generate reports.

Recommended Hours = 16

Tuition and Fee = $666.00 for up to 10 students

Intermediate Spreadsheets

Course Description: This course provides instruction in moving and copying, cell contents; sorting mathematical, statistical, and financial functions; date and time arithmetic; report generation; and built-in graphics support. Learn to create macros; utilize database features; apply data analysis features; and utilize linked worksheets.

Recommended Hours = 16

Tuition and Fee = $666.00 for up to 10 students

Advanced Spreadsheets

Course Description: This course provides advanced concepts in electronic spreadsheets. Topics address macro programming features, database functions, merging/linking spreadsheets, data file transfer, and Boolean functions. Learn to utilize advanced spreadsheet functions, create and design macros, and develop solutions utilizing linked worksheets and merged data.

Recommended Hours = 16

Tuition and Fee = $666.00 for up to 10 students
Industrial Technology

The industrial technology courses are customized to meet the unique needs of the learner and the corporate partner. These courses can be offered in the typical classroom setting or in a competency-based, self-directed environment with the instructor serving as a learning facilitator. Practical, hands-on experiences are provided on industry approved training equipment. With the self-directed learning, there is an additional $240.00 per student per year E-Learning fee. The E-Learning fee covers all courses taken during the one-year provision of the license. In the E-Learning environment, students will make use of printed Learning Activity Packets (LAPs), multi-media computer-based learning modules, and practical hands-on activities throughout the course. Self-reviews, skill activities, cognitive assessments, and authentic assessments will be used to evaluate the student’s competency.

Introductory Courses

SPECIAL TOPICS IN MANUFACTURING TECHNOLOGY/TECHNICAL: WORKPLACE SKILLS

Course Description: The purpose of this course is to provide skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation relevant to the professional development of the student. This course will describe the basic components of safety and health requirements in an industrial environment according to the Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry. The course will also provide instruction in basic communication skills necessary to successfully work as a member of a manufacturing technology team. It will, finally, provide a review of basic mathematical skills applicable to industrial occupations.

Recommended Hours = 24

Tuition and Fee = $2,746.00 for up to 10 students

INTRODUCTION TO INDUSTRIAL MAINTENANCE

Course Description: This course will teach basic mechanical skills and repair techniques common to most fields of industrial maintenance. The major topics will include metrology (use of basic measurement tools and techniques), manual machine tools (safe use and operation of basic tools), and mechanical fabrication (safe use of fasteners and power tools).

Recommended Hours = 40

Tuition and Fee = $4,410.00 for up to 10 students
Electricity

FUNDAMENTALS OF ELECTRICITY I

Course Description: This course provides an introduction to basic direct current (DC) theory including electron theory and direct current applications.

Recommended Hours = 40

Tuition and Fee = $4,410.00 for up to 10 students

INDUSTRIAL WIRING

Course Description: Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Recommended Hours = 40

Tuition and Fee = $4,410.00 for up to 10 students

Mechanical Maintenance

FUNDAMENTALS OF MECHANICAL MAINTENANCE I

Course Description: This course provides and introduction to reading and interpreting working drawings for fabrication processes and associated trades. It also teaches the students to use precision measurement tools to measure objects in English and metric units. Finally, it teaches the general principles of mechanical and electrical systems as related to inspection, repair, and preventative maintenance of facility equipment.

Recommended Hours = 40

Tuition and Fee = $4,410.00 for up to 10 students
MACHINERY INSTALLATION

Course Description: Students utilize skills acquired in previous studies. Machinery foundation, locations, installation, and alignment activities are practiced and tested. Emphasis is on the various methods of shaft alignment including laser shaft alignment.

Recommended Hours = 40

Tuition and Fee = $4,410.00 for up to 10 students

Electric Motor Control

MOTOR CONTROL

Course Description: This course teaches the operating principles of solid-state and conventional controls along with their practical applications. The course includes braking, jogging, plugging, safety interlocks, wiring, and schematic diagram interpretations.

Recommended Hours = 40

Tuition and Fee = $4,410.00 for up to 10 students

AC/DC MOTOR CONTROL

Course Description: This is a study of electric motors and motor control devices common to a modern industrial environment. It includes a presentation of motor characteristics with emphasis on starting, speed control, and stopping systems.

Recommended Hours = 40

Tuition and Fee = $4,410.00 for up to 10 students

ELECTRICAL MACHINES

Course Description: This is a study of direct current (DC) motors, single-phase and polyphase alternating current (AC) motors, generators, and alternators. It places an emphasis on construction, characteristics, efficiencies, starting, and speed control.

Recommended Hours = 40

Tuition and Fee = $4,410.00 for up to 10 students
Fluid Power

BASIC HYDRAULICS AND PNEUMATICS

Course Description: This course teaches the fundamentals of hydraulics and pneumatics. It covers the types of pumps, cylinders, valves, motors, and related systems including operations, maintenance, and system analysis.

Recommended Hours = 40

Tuition and Fee = $4,410.00 for up to 10 students

HYDR 2030 INTERMEDIATE HYDRAULICS AND PNEUMATICS

Course Description: This course teaches the advanced operation of servo and proportional valves and their controls, open loop and closed loop systems. Topics include filtration requirements for all hydraulic systems; operation of hydraulic circuits; design circuits, including hydraulics, pneumatics, electrical/electronic controls, and mechanical interface.

Recommended Hours = 40

Tuition and Fee = $4,410.00 for up to 10 students

Programmable Logic Controllers

PROGRAMMABLE LOGIC CONTROLLERS I

Course Description: Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls. It teaches how to program, operate, and interface programmable controllers in a variety of industrial applications.

Recommended Hours = 40

Tuition and Fee = $4,410.00 for up to 10 students

PROGRAMMABLE LOGIC CONTROLLERS II

Course Description: This course emphasizes industry-relevant skills including how to operate, interface, program, and troubleshoot PLC systems. The emphasis on troubleshooting teaches
the student how to use a process in identifying and correcting problems in a PLC-controlled electric motor system.

Recommended Hours = 40
Tuition and Fee = $4,410.00 for up to 10 students

**Mechanical Trades**

The Mechanical Trades classes provide instructor-led, direct instruction and do not include hands-on training.

**Basic Electricity (for non-electricians)**

Course Description: This course emphasizes a non-electrician basic understanding of electricity including conductors and circuits, switches and transformers, fuses and circuit breakers, electromagnetism (solenoids, contactors, relays, etc), and induction motors.

Recommended Hours = 24
Tuition and Fee = $2,746.00 for up to 10 students

**Electrical Safety**

Course Description: This course will place emphasis on basic electrical safety including the importance of electrical ground connection, five common standards of electrical control, ten basic rules of electrical safety, purpose of lockout and tagout, and use of electrical tools.

Recommended Hours = 16
Tuition and Fee = $1,914.00 for up to 10 students

**Three-Phase Power**

Course Description: This course will place emphasis on three-phase power including the two most common three-phase voltage system, how a three-phase motor operates, understanding the information on the motor nameplate, understanding “service factor” and its importance, and understanding the direction of rotation.

Recommended Hours = 8
Tuition and Fee = $1,082.00 for up to 10 students
**Disconnects and Protective Devices**

Course Description: This course will place emphasis on devices used to disconnect power including why over-current protection is required, proper sizing of over-current protection, an explanation of what is overload protection and the various types, operation of thermo overloads, operation of magnetic overloads, and operation of bi-metallic overloads.

Recommended Hours = 8

Tuition and Fee = $1,082.00 for up to 10 students

**Introduction to Motor Control**

Course Description: This course will place emphasis on a basic understanding of motor control including the five functions of motor control, four basic requirements of a typical motor installation, definition of motor controller and motor starter, function of motor controllers and motor starters, low voltage protection and its importance, and testing and trouble-shooting procedures.

Recommended Hours = 16

Tuition and Fee = $1,914.00 for up to 10 students

**Motor Starters and Control Relays**

Course Description: This course will place emphasis on a basic understanding of motor starters and control relays including function and operation of a control relay and the application, two types of control relays and their differences, function and operation of a magnetic motor starter, basic components of a magnetic motor starter, two-wire control and its function, and three-wire start/stop control and its operation.

Recommended Hours = 16

Tuition and Fee = $1,914.00 for up to 10 students
Introduction to Electrical System Troubleshooting

Course Description: This course will place emphasis on a basic understanding of electrical system troubleshooting including two levels of troubleshooting and an application of each, three methods of testing a component and an application of each, control component troubleshooting, power component troubleshooting, and motor starter troubleshooting.

Recommended Hours = 16

Tuition and Fee = $1,914.00 for up to 10 students

Basic Hydraulics-Fluid Dynamics

Course Description: This course will place emphasis on a basic understanding of hydraulics and fluid dynamics including an introduction to physics and fluid power-principles of hydraulic pressure and flows, pressure vs. cylinder force, Pascal’s Law and hydraulic leverage, fluid friction-the effects of friction and pressure drop, effects of heat in the system, absolute vs. gauge pressure, and how to read a hydraulic schematics.

Recommended Hours = 16

Tuition and Fee = $1,914.00 for up to 10 students

Basic Hydraulics-System Components

Course Description: This course will place emphasis on a basic understanding of the system components of hydraulics including applications and definition of hydraulics, five basic components of a hydraulic system, power unit operation-its functions, level, and temperatures, fixed displacement pumps-purpose and operation, circuit connections-hose, tubing, and quick connection fittings, and basic hydraulic cylinder operation.

Recommended Hours = 16

Tuition and Fee = $1,914.00 for up to 10 students
Basic Hydraulics Circuits

Course Description: This course will place emphasis on a basic understanding of hydraulic circuits including hydraulic valve types, operations, and applications, meter in and meter out circuit design, flow control circuit design, flow rate vs. cylinder speed, and basic troubleshooting.

Recommended Hours = 16

Tuition and Fee = $1,914.00 for up to 10 students

Basic Pneumatics

Course Description: This course will place emphasis on a basic understanding of pneumatics including an introduction to pneumatics, pneumatic power, and troubleshooting.

Recommended Hours = 24

Tuition and Fee = $2,746.00 for up to 10 students