

ACHIEVEMENT AWARD PROGRAMS

MACHINE TECHNOLOGY

This 120-hour program is designed to prepare students for a career in production and machine repair as an entry-level machinist.

REQUIRED COURSES

| | | | |
|-----------------|----------|-----------------------------|----------|
| AutoCAD I | 24 hours | Intro to CNC Programming I | 24 hours |
| Machine Shop I | 24 hours | Intro to CNC Programming II | 24 hours |
| Machine Shop II | 24 hours | | |

WELDING TECHNOLOGY

This program can be taken either as a Continuing Education achievement award program or as a Credit certificate program. The student will be required to purchase a basic set of tools which will be used in class and later on the job. For additional information, contact the Career and Technical Education Division office at 214-860-8852.

FIRST SEMESTER

| | | | | |
|--|-----------|----|---|-----------|
| Shielded Metal Arc Welding: Introduction | 128 hours | & | Shielding Metal Arc Welding: Intermediate | 128 hours |
| Oxyfuel and Cutting: Introduction | 128 hours | OR | Gas Tungsten Arc Welding: Introduction | 128 hours |
| Gas Metal Arc Welding: Introduction | 128 hours | & | Gas Metal Arc Welding: Advanced | 128 hours |

SECOND SEMESTER

| | | | | |
|--|-----------|----|------------------------|-----------|
| Shielded Metal Arc Welding: Advanced | 128 hours | & | Welding Qualifications | 128 hours |
| Gas Tungsten Arc Welding: Advanced | 128 hours | OR | Welding Qualifications | 128 hours |
| Shielded Metal Arc Welding: Introduction | 128 hours | & | Welding Qualifications | 128 hours |

MICROSOFT WINDOWS PROFICIENCY

This 104-hour program prepares students to utilize Windows and the basic features of spreadsheet, database, word processing, and presentation application software in the Windows operating environment. For course descriptions, see pages 7-9.

REQUIRED COURSES

| | | | |
|-------------------------|----------|-----------------------------|----------|
| Computer Literacy | 24 hours | Windows: Introduction | 16 hours |
| MS-Word: Introduction | 16 hours | MS-Excel: Introduction | 16 hours |
| MS-Access: Introduction | 16 hours | MS-PowerPoint: Introduction | 16 hours |

MICROSOFT OFFICE FOR WINDOWS ADVANCED PROFICIENCY

This 211-hour program of study is designed to provide training and prepare participants to be successful in the use of the component productivity software programs that make up the Microsoft Office Suite. For course descriptions, see pages 7-9.

REQUIRED COURSES

| | | | |
|---|----------|--|----------|
| Computer Literacy | 24 hours | Windows: Introduction | 15 hours |
| MS-Word: Introduction, Intermediate, Advanced | 48 hours | MS-Excel: Introduction, Intermediate, Advanced | 48 hours |
| MS-Access: Introduction, Intermediate, Advanced | 48 hours | MS-PowerPoint: Introduction, Intermediate | 28 hours |

FLORAL COMMERCIAL DESIGN

This 114-hour program prepares you for working in the commercial floral industry. For course descriptions, see page 15.

REQUIRED COURSES

| | |
|---|----------|
| Commercial Floral Design: Introduction | 48 hours |
| Advanced Floral Design: Weddings & Funerals | 48 hours |
| Practicum: Floral Design | 18 hours |

ACHIEVEMENT AWARD PROGRAMS

AMA HUMAN RESOURCE MANAGEMENT

• COMING IN SUMMER 2008! •

This 120-hour program provides an overview of employment law and legal issues, personnel management, recruiting technology, and leadership development. Students will learn the latest techniques for creating, implementing, and managing successful Human Resource Management (HRM), Human Capital Management (HCM), and Applicant Relationship Management (ARM) programs. Complete all five (5) C.E. courses (12 CEU credits) and receive a management certificate in human resources from the American Management Association.

REQUIRED COURSES

| | | | |
|---------------------------|----------|---------------------------------------|----------|
| Human Resource Management | 32 hours | e-Recruiting Practices and Technology | 20 hours |
| Fair, Square and Legal | 24 hours | Successful Interviewing | 20 hours |
| Human Capital ROI | 24 hours | | |

PAYROLL CERTIFICATION PREPARATION (FPC/ CPP)

This 60-hour program provides students with payroll terminology and concepts ranging from payroll fundamentals to advanced payroll management skills. This program is designed for entry-level payroll practitioners; sales professionals servicing the payroll industry; systems analysts/engineers writing payroll programs; payroll service bureau client representatives; and payroll professionals who are serious about earning their FPC/ CPP certifications. There are no eligibility requirements to sit for the FPC exam. Participants who have been practicing a total of three (3) years out of the five (5) years preceding the date of the examination meet requirements to sit for the CPP examination. For course descriptions, see page 20.

REQUIRED COURSES

| | | | |
|----------------------|----------|-----------------------------|----------|
| Payroll Fundamentals | 24 hours | Advanced Payroll Management | 36 hours |
|----------------------|----------|-----------------------------|----------|

PROFESSIONAL EVENT AND WEDDING PLANNING

This 150-to-264-hour program prepares you to create your own event and party planning business. For course descriptions, see pages 14-15.

REQUIRED COURSES

| | |
|--|----------|
| Professional Event & Wedding Planner: Introduction | 48 hours |
| Professional Catering | 48 hours |
| Practicum: Event Planning | 18 hours |
| Professional Personal Chef | 36 hours |

RECOMMENDED SUPPLEMENTAL COURSEWORK

| | |
|--|----------|
| Commercial Floral Design: Introduction | 48 hours |
| Floral Design: Advanced | 48 hours |
| Practicum: Floral Design | 18 hours |

SMALL BUSINESS MANAGEMENT

This 76-hour Small Business Management Program is designed for small business owners as well as for those planning to start a business. This series of courses will take you through the steps required to explore, own or manage a small business. After completion of these five courses, students will request and receive a certificate of completion. Individual courses may be taken on a non-certificate basis. For course descriptions, see page 16.

REQUIRED COURSES

| | | | |
|---|----------|---------------------------------|----------|
| Starting a Small Business | 16 hours | Marketing Products and Services | 16 hours |
| Business Law and Guidelines | 16 hours | Customer Service | 12 hours |
| Financial Management for Small Business | 16 hours | | |