



## Workforce Training Classes

---

### **Computer Training for Business and Industry**

#### **Networking/Hardware Maintenance**

- MCSE (Certificate)
- CISCO (Certificate)
- A+ (Certificate)
- Computer Maintenance & Repair (TBD)
- PC Troubleshooting (TBD)
- Adaptive Equipment (TBD)

#### **Applications**

- MS Word (I, II & III; 6 hrs per)
- MS Excel (I, II & III; 6 hrs per)
- MS Access (I, II & III; 6 hrs per)
- MS PowerPoint (I & II; 6 hrs per)
- MS Outlook (I & II; 6 hrs per)
- MS Publisher (6 hrs)
- MS FrontPage (I & II; 6 hrs per)
  
- Quark Express (I, II & III; 6 hrs per)
- Layout & Design (I, II & III; 6 hrs per)
- Internet Applications (I, 4 hrs per)
- Web Page Design (I & II; 6 hrs per)
- Web CT (I, 4 hrs per)
- Internet Marketing (I, 4 hrs per)
- Student Manager (I & II; 6 hrs per)
- AutoCAD (64 hrs)

### **Insight Learning**

Insight Learning is a training program that operates under the premise that any training, learning or work situation can be improved and made more effective by considering the different personality 'styles' of the people involved. The mission of the instructor is to inspire people to enhance their personal and professional relationships by embracing each other's unique differences, and to integrate historical and dynamic research for effective productivity and results. The personality-based solutions focus on skills training and consulting services in sales effectiveness, customer service, teamwork, communications and leadership.