



Workforce Training Classes

Online Classes

Details of these and other Online Classes may be found at www.ed2go.com/npcc. These non-credit online courses are wonderful for sharpening skills and learning new programs.

Grant Writing & Nonprofit Management

- Becoming a Grant Writing Consultant
- Fast Track Fund Raising
- A to Z Grant Writing
- Get Grants!
- Writing Effective Grant Proposals
- Introduction to Nonprofit Management

Business Planning & Entrepreneurial Courses

- Creating a Successful Business Plan
- Start and your own Home-Based Business
- Growing Plants for Fun and Profit
- Start Your Own Consulting Practice
- Basics to Building an Online Business
- Caring for Children
- Laws of the Business Jungle

Sales & Marketing

- Professional Sales Skills
- Effective Selling
- Business and Marketing Writing
- Marketing Your Business on the Internet
- Principles of Sales Management

Computer Applications

- Microsoft Excel
- Microsoft Access
- Microsoft Word
- Microsoft PowerPoint
- Photoshop 7.0

Accounting

- Accounting Fundamentals
- Creating a Successful Business Plan
- Introduction to QuickBooks
- Performing Payroll in QuickBooks

Business Management

- Fundamentals of Supervision & Management
- Fundamentals of Supervision & Management II
- Understanding the Human Resources Function
- Employment Law Fundamentals
- Project Management @ e-Speed
- Introduction to Business Analysis
- Administrative Assistant Fundamentals
- Successful Construction Business Management
- Managing Technology
- Managing Technical Professionals

Personal & Career Development

- 12 Steps to a Successful Job Search
- Hidden Market Job Search Strategies
- Resume Writing Workshop
- Get Assertive!
- Communicating Like a Leader
- High Powered Communication
- Individual Excellence
- Secrets of Success and Achievement
- Understanding and Managing Stress
- Work Yourself Happy
- Keys to Effective Communication
- Achieving Success with Difficult People
- Merrill Ream Speed Reading
- Give That Speech
- Computer Skills for the Workplace
- Grammar Refresher
- Effective Business Writing
- Get Funny!
- Get Paid to Travel