

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 13.

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

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 14.

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 page 13.

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 pages 14-15.

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		