

## MCPB LONG COURSE ONLINE TRAINING TITLES – FALL 2017

Deadline to Enroll	Classes Begin	Duration	Assignments/Tests
<b>October 11, 2017</b>	October 18, 2017	6 weeks (24 hours credit)	2 lessons per week/Final Exam
<b>November 1, 2017</b>	November 8, 2017	6 weeks (24 hours credit)	2 lessons per week/Final Exam
<b>December 6, 2017</b>	December 13, 2017	6 weeks (24 hours credit)	2 lessons per week/Final Exam
<b>PLEASE NOTE:</b>	<b>1) A limited number of long online course training spaces are available each month. Acceptance of a training request may be in the current or a subsequent month.</b> <b>2) Long and short online trainings may not be taken concurrently or in the same month.</b>		
Accounting/Math	Description		
<b>Accounting Fundamentals</b>	<ul style="list-style-type: none"> <li>• Understand accounting basics.</li> <li>• Use basics of double-entry bookkeeping, analyzing and recording financial transactions.</li> <li>• Study accounts receivable, accounts payable, payroll procedures, sales taxes, writing checks, closing accounts for a fiscal period, and preparing income statements.</li> </ul>		
<b>Accounting Fundamentals II</b>	<ul style="list-style-type: none"> <li>• Increase financial awareness and accountability.</li> <li>• Understand special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations.</li> </ul>		
<b>Math Refresher</b>	<ul style="list-style-type: none"> <li>• Calculate percentages, including tips, commissions, taxes, discounts, and interest rates.</li> <li>• Understand mortgages, credit cards, and other types of loans.</li> <li>• Convert one type of measurement to another, and calculate area.</li> <li>• Interpret graphs, calculate probability, and understand statistics in test results, polls, news stories.</li> </ul>		
Language Skills	Description		
<b>Effective Business Writing</b>	<ul style="list-style-type: none"> <li>• Improve business-writing skills.</li> <li>• Identify and eliminate problem areas.</li> <li>• Develop written documents that gain and hold a reader's attention.</li> <li>• Is helpful for clerical worker, engineer or executive.</li> </ul>		
<b>Fundamentals of Technical Writing</b>	<ul style="list-style-type: none"> <li>• Translate complex information into easily understood language.</li> <li>• Learn technical writing conventions, interviewing skills, formatting techniques, key tips for developing graphics and templates, and documentation management.</li> <li>• Learn to publish documents on paper and electronically.</li> </ul>		
<b>Grammar Refresher</b>	<ul style="list-style-type: none"> <li>• Learn the basics of English grammar including new and old rules.</li> <li>• Practice sentence structure, punctuation, logic, clarity.</li> <li>• Complete grammar lessons and interactive exercises.</li> </ul>		
<b>Speed Spanish I</b>	<ul style="list-style-type: none"> <li>• Easily converse in Spanish in any Spanish-speaking situation.</li> <li>• Learn six easy recipes for linking Spanish words together to form sentences.</li> </ul>		
Functional Areas	Description		
<b>Administrative Assistant Fundamentals</b>	<ul style="list-style-type: none"> <li>• Master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics.</li> <li>• Identify opportunities to implement solutions for your office.</li> </ul>		
<b>Computer Skills for the Workplace <span style="color: red; font-weight: bold;">NEW</span></b>	<ul style="list-style-type: none"> <li>• Review of Window 10 and Office 2016 and technical literacy</li> <li>• Gain an understanding of file sizes, and functions and features of computer components</li> <li>• Review use of email, use of spreadsheet/chart in a report, and editing data in a database</li> </ul>		
<b>Managing Customer Service <span style="color: red; font-weight: bold;">NEW</span></b>	<ul style="list-style-type: none"> <li>• Learn dynamic methods to bring out the best in you and your customer service staff</li> <li>• Communicate, resolve complaints, build customer service, and lead by example</li> <li>• Evaluate customers and their needs; effect policies</li> </ul>		
<b>Understanding the Human Resources Function <span style="color: red; font-weight: bold;">NEW</span></b>	<ul style="list-style-type: none"> <li>• Understand the vital link of HR in the organizational chain</li> <li>• Focus on recruiting and the hiring process</li> <li>• Cover legal issues affecting the human resource field</li> </ul>		