

MCPB LONG ONLINE TRAINING COURSES – SPRING 2017

Deadline to Enroll	Classes Begin	Duration	Assignments/Tests
April 5, 2017	April 12, 2017	6 weeks (24 hours credit)	2 lessons per week/Final Exam
May 10, 2017	May 17, 2017	6 weeks (24 hours credit)	2 lessons per week/Final Exam
FULL June 7, 2017	June 14, 2017	6 weeks (24 hours credit)	2 lessons per week/Final Exam

Failure to complete a long course may result in a significant waiting period to take a future long course.

Course	Description
Accounting Fundamentals	<ul style="list-style-type: none"> Understand accounting basics. Use basics of double-entry bookkeeping, analyzing and recording financial transactions. Study accounts receivable, accounts payable, payroll procedures, sales taxes, writing checks, closing accounts for a fiscal period, and preparing income statements.
Accounting Fundamentals II	<ul style="list-style-type: none"> Increase financial awareness and accountability. 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.
Math Refresher	<ul style="list-style-type: none"> Calculate percentages, including tips, commissions, taxes, discounts, and interest rates. Understand mortgages, credit cards, and other types of loans. Convert one type of measurement to another, and calculate area. Interpret graphs, calculate probability, and understand statistics in test results, polls, news stories.
Grammar Refresher	<ul style="list-style-type: none"> Learn the basics of English grammar including new and old rules. Practice sentence structure, punctuation, logic, clarity. Complete grammar lessons and interactive exercises.
Grammar Refresher II	<ul style="list-style-type: none"> Review grammar, parts of speech, punctuation, mechanics. Understand sentence structure, nouns and pronouns, verb tenses, adjectives and adverb use, best practices. Practice phrases and clauses, as well as parallelism, coordination, and subordination. Practice writing clearly, concisely, and meaningfully. Discover different kinds of business writing, paragraph writing, and formal essay writing.
Writing Essentials	<ul style="list-style-type: none"> Master the essentials of writing. Practice freestyle writing and create solid drafts. Learn to use strong and persuasive words, spell and punctuate correctly. Craft well-written sentences, build effective paragraphs, organize your material logically, and write emails.
Effective Business Writing	<ul style="list-style-type: none"> Improve business-writing skills. Identify and eliminate problem areas. Develop written documents that gain and hold a reader's attention. Is helpful for clerical worker, engineer or executive.
Fundamentals of Technical Writing	<ul style="list-style-type: none"> Translate complex information into easily understood language. Learn technical writing conventions, interviewing skills, formatting techniques, key tips for developing graphics and templates, and documentation management. Learn to publish documents on paper and electronically.
Administrative Assistant Fundamentals	<ul style="list-style-type: none"> Master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. Identify opportunities to implement solutions for your office.
Introduction to Adobe Acrobat X	<ul style="list-style-type: none"> Reuse and customize content from other programs in Acrobat X Pro. Learn about backgrounds, bookmarks, page sizes, password security, metadata, bookmarks and links. Develop forms, use form tracking, and learn about data collection in a specialized PDF Portfolio. <p>NOTE: Adobe Acrobat X (Pro or standard) must already be installed on your computer.</p>
Speed Spanish I	<ul style="list-style-type: none"> Easily converse in Spanish in any Spanish-speaking situation. Learn six easy recipes for linking Spanish words together to form sentences.