

MCPB LONG COURSE ONLINE TRAINING TITLES – Spring-Summer 2018

Deadline to Enroll	Classes Begin	Duration	Assignments/Tests
May 9, 2018	May 16, 2018	6 weeks (24 hours credit)	2 lessons per week/Final Exam
June 6, 2018	June 13, 2018		
July 11, 2018	July 18, 2018		
August 8, 2018	August 15, 2018		
<p>PLEASE NOTE: 1) A limited number of long online course training spaces are available each session. Acceptance of a training request may be in the current or a subsequent session.</p> <p>2) Full credit is awarded for completing all lessons <i>and</i> passing the final exam. (No partial credit)</p> <p>3) Limit 3 courses per merit employee per calendar year.</p> <p>4) Long and short online trainings may not be taken concurrently or in the same month.</p>			
Accounting/Math	Description		
Accounting Fundamentals	<ul style="list-style-type: none"> • Understand accounting basics; use basics of double-entry bookkeeping, analyzing recording 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. 		
Everyday Math	<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. 		
Language Skills	Description		
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. 		
Keys to Effective Communication	<ul style="list-style-type: none"> • Step-by-step process to build rapport and create environments of trust, warmth, and respect. • Become more confident, create a great first impression, and create more and better personal and professional relationships. 		
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. 		
Speed Spanish II	<ul style="list-style-type: none"> • See words, hear them pronounced properly, and practice pronunciation; learn several clever recipes to glue words together into sentences. • See an immediate improvement in Spanish fluency from the very first lesson. 		
Functional Areas	Description		
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. 		
Computer Skills for the Workplace	<ul style="list-style-type: none"> • Review of Window 10 and Office 2016 and technical literacy • Gain an understanding of file sizes, and functions and features of computer components • Review use of email, use of spreadsheet/chart in a report, and editing data in a database 		
Managing Customer Service	<ul style="list-style-type: none"> • Learn dynamic methods to bring out the best in you and your customer service staff • Communicate, resolve complaints, build customer service, and lead by example • Evaluate customers and their needs; effect policies 		
Understanding the Human Resources Function	<ul style="list-style-type: none"> • Understand the vital link of HR in the organizational chain • Focus on recruiting and the hiring process • Cover legal issues affecting the human resource field 		