

Survey of Employee Training Needs

Periodically employers survey or assess employee's interest in acquiring additional skill to grow professionally within their organization. Steve Bussolini, Director of Admission and Market Development, is available to work with employers and campus departments to help align credit and non-credit coursework or training at LCSC to meet your organizations training needs. The following list of training topics might serve as a boilerplate for assessing employee's interest in training that meets your needs for skilled workers.

Courses for Credit (These courses are offered both online and in classroom settings)

- | | |
|---|---|
| <input type="checkbox"/> Accounting I | <input type="checkbox"/> Business Computer Skills |
| <input type="checkbox"/> Accounting II | <input type="checkbox"/> Spreadsheets and Databases |
| <input type="checkbox"/> Macroeconomics | <input type="checkbox"/> Business English |
| <input type="checkbox"/> Microeconomics | <input type="checkbox"/> Proofreading |
| <input type="checkbox"/> Technical Writing | <input type="checkbox"/> Office Procedures |
| <input type="checkbox"/> Professional Communication | <input type="checkbox"/> Word Processing |
| <input type="checkbox"/> Business Statistics | <input type="checkbox"/> Intro to Human Resource Management |
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Transcription |
| <input type="checkbox"/> Foundations of Management Theory | <input type="checkbox"/> Intro to Computer Programming |
| <input type="checkbox"/> Principles of Marketing | <input type="checkbox"/> Web Server Administration |
| <input type="checkbox"/> Legal Environment of Business | <input type="checkbox"/> Intro to Web Development |
| <input type="checkbox"/> Information Systems for Managers | <input type="checkbox"/> Web Database Technologies |
| <input type="checkbox"/> Product Operations Management | <input type="checkbox"/> Desktop Publishing |
| <input type="checkbox"/> Business Computer Skills | <input type="checkbox"/> Multimedia Web Applications |
| <input type="checkbox"/> Business Law | <input type="checkbox"/> Advanced Desktop Publishing |
| <input type="checkbox"/> Small Business Management | <input type="checkbox"/> Web Development I |
| <input type="checkbox"/> Credit Management | <input type="checkbox"/> Applications in Web Development |
| <input type="checkbox"/> Supervision | <input type="checkbox"/> Logic and Argumentation |
| <input type="checkbox"/> Intro to Marketing | <input type="checkbox"/> Intro to Mass Communication |
| <input type="checkbox"/> Retailing | <input type="checkbox"/> Organizational Communication |
| <input type="checkbox"/> Business Accounting | <input type="checkbox"/> Persuasion |
| <input type="checkbox"/> Personal Selling | <input type="checkbox"/> Ethical Issues in Communication |
| <input type="checkbox"/> Organizational Leadership | <input type="checkbox"/> Communications Theory |
| <input type="checkbox"/> Principles of Speech | <input type="checkbox"/> Human Resource Management |
| <input type="checkbox"/> Interpersonal Communication | <input type="checkbox"/> Intermediate Accounting I |
| <input type="checkbox"/> Basic Accounting I | <input type="checkbox"/> Intermediate Accounting II |
| <input type="checkbox"/> Computerized Accounting | <input type="checkbox"/> Tax Accounting |
| <input type="checkbox"/> Computerized Ten-key | |

Courses for Non-credit (Short term: 4-120hrs. Depending on topic online/in class)

- | | |
|---|--|
| <input type="checkbox"/> Time Management | <input type="checkbox"/> CNA |
| <input type="checkbox"/> Exceptional Customer Service | <input type="checkbox"/> Photoshop |
| <input type="checkbox"/> Self-Coaching | <input type="checkbox"/> In Design |
| <input type="checkbox"/> Interpersonal Skills | <input type="checkbox"/> Haz Mat |
| <input type="checkbox"/> Basic Grant Writing | <input type="checkbox"/> Selling Skills |
| <input type="checkbox"/> Train the Trainer | <input type="checkbox"/> Introductory Anatomy and Physiology |
| <input type="checkbox"/> Medical Terminology | <input type="checkbox"/> Access |
| <input type="checkbox"/> C Stop | <input type="checkbox"/> Outlook |
| <input type="checkbox"/> Quickbooks | <input type="checkbox"/> Technical Writing |
| <input type="checkbox"/> Excel | <input type="checkbox"/> Professional Communication |
| <input type="checkbox"/> Medical Coding | <input type="checkbox"/> Financial Management |
| <input type="checkbox"/> AHA CPR | <input type="checkbox"/> Principles of Marketing |
| <input type="checkbox"/> First Aid | |

5/25/2006

- Small Business Management
- Credit Management
- Supervision
- Intro to Marketing
- Personal Selling
- Principles of Speech
- Word Processing
- Web Server Administration
- Desktop Publishing
- Web Development I
- Applications in Web Development
- Ethical Issues in Communication

**All courses listed may be customized. For those courses fee is \$95/hour.

Education To Go- (Course fee \$69)

- 101 Tips and Tricks for the iMac and Macintosh
- Computer Skills for the Workplace
- Introduction to the Internet
- Windows XP
- Keyboarding
- Working With Your OS X iMac or Macintosh
- Crystal Reports 10, Introduction
- Microsoft Access
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Project
- Microsoft Publisher
- Microsoft Word
- Oracle
- QuickBooks
- Quicken
- C# Programming for the Absolute Beginner
- C++ for the Absolute Beginner
- Creating User Requirements Documents
- Crystal Reports 10
- Database Development
- Microsoft Access
- Open GL, Computer Graphics Programming
- Perl Programming
- SQL
- Sybase
- VBA, Introduction
- Visual Basic .NET
- Visual Basic 6.0
- Creating a Small or Home Office Network
- Networking
- PC Security
- PC Troubleshooting
- Wireless Networking
- Design Projects with Adobe Illustrator 10
- Design Projects with Adobe Illustrator CS
- Photoshop 7
- Photoshop CS
- Photoshop Elements for the Digital Photographer
- PrintShop Deluxe
- QuarkXPress 5.0 for Windows
- Creating Web Graphics with Paint Shop Pro 8
- Drawing, Absolute Beginner
- Imaging for the Web Using Fireworks MX
- Imaging for the Web Using Fireworks MX 2004
- Flash MX
- Macromedia Director MX 2004
- Achieving Top Search Engine Positions
- Creating Web Pages
- Designing Effective Websites
- Dreamweaver MX
- Microsoft FrontPage
- CGA Programming for the Web
- Java, Absolute Beginner
- JavaScript Programming for the Web
- JSP Programming
- Accounting Fundamentals
- Administrative Assistant Applications
- Administrative Assistant Fundamentals
- Building an Ethical Business
- Business Analysis
- Customer Service Fundamentals
- Distribution and Logistics Management
- Employment Law Fundamentals
- Fundamentals of Supervision and Management
- Fundamentals of Supervision and Management II
- Hire Smart

5/25/2006

- Managing Technical Professions
- Managing Technology
- Manufacturing Applications
- Manufacturing Fundamentals
- Mastery of Business Applications
- Mastery of Business Fundamentals
- Principles of Sales Management
- Total Quality Fundamentals
- Project Management @ e-Speed
- Project Management Applications
- Project Management Fundamentals
- Purchasing Applications
- Purchasing Fundamentals
- Six Sigma: Total Quality Applications
- Six Sigma: Total Quality Fundamentals
- Successful Construction Business Management
- Supply Chain Management Applications
- Supply Chain Management Fundamentals
- Understanding the Human Resources Function
- Braille Transcription
- Business Planning for the Retired
- Creating a Successful Business Plan
- Growing Plants for Fun and Profit
- Learn to Buy and Sell on e-Bay
- Secrets of the Caterer
- Start and Operate your own Home-Based Business
- Start Your Own Consulting Practice
- Wow, What a Great Event!
- A to Z Grant Writing
- Advanced Grant Proposal Writing
- Becoming a Grant Writing Consultant
- Get Grants!
- Introduction to Nonprofit Management
- Marketing your Nonprofit
- Writing Effective Grant Proposals
- 12 Steps to Successful Job Search
- Achieving Success with Difficult People
- Communicating Like a Leader
- Conquer Your Stress!
- Effective Business Writing
- High Powered Communication
- Individual Excellence
- Hidden Market Job Search Strategies
- Leadership
- Analysis and Valuation of Stocks
- Build Your Own Mutual Fund for Pennies
- Debt Elimination Techniques that Work
- Personal Finance
- Real Estate Investing
- Stocks, Bonds, and Investing: Oh, My!
- Stock Options
- Where Does All My Money Go
- Business and Marketing Writing
- Effective Selling
- Principles of Sales Management
- Professional Sales Skills
- Caring for Children
- Enhancing Language Development in Childhood
- Guiding Kids on the Internet
- Ready, Set, Read!
- Understanding Adolescents
- Big Ideas in Little Books
- PowerPoint in the Classroom
- Solving Classroom Discipline Problems
- The Classroom Computer
- Using the Internet in the Classroom
- Becoming a Veterinary Assistant
- Handling Medical Emergencies
- Outdoor Survival Techniques
- Conversational French
- Speed Spanish
- Digital Photography OUTPUT!
- Discover Digital Photography
- Mastering Digital Photography: Photographing People
- Secrets of Better Photography
- Correcting Oral and Written Errors
- Fundamentals of Technical Writing
- Grammar Refresher
- Internet Writing Markets
- Journaling, Introduction
- Keys to Effective Editing
- Publish It Yourself: How to Start and Operate Your Own Publishing Business
- Research Methods for Writers
- Resume Writing Workshop
- Travel Writing
- Write Like a Pro

5/25/2006

- Writeriffic: Creativity Training for Writers
- Writeriffic 2: Advanced Creativity Training For Writers
- Writing Great Technical Documents
- Basic A+ Certification: Hardware I
- Intermediate A+ Certification: Operating Systems
- Advanced A+ Certification: Hardware/OS II
- Network+ Certification Prep
- PMP Certification Prep 1
- PMP Certification Prep 2
- GED Preparation
- GMAT Preparation
- GRE- Preparation- Course 1
- GRE- Preparation- Course 2
- Grammar for ESL
- LSAT Preparation- Course 1
- LSAR Preparation- Course 2
- Prepare for the GED Language Arts, Writing Test
- Prepare for the GED Math Test