



Workforce Training Consortium 2010 Spring Schedule



(870) 933-9788

www.iwtc-near.org

	Course	Hrs.	Cost	Start	End	Time	Day	ContHrs
4	Roles and Responsibilities	4	\$32	2-Feb-10	2-Feb-10	1-5 pm	T	16
5	Effective Communication	4	\$32	9-Feb-10	9-Feb-10	1-5 pm	T	20
4	Improving Relationships in the Workplace	4	\$32	16-Feb-10	16-Feb-10	1-5 pm	T	16
4	Leadership Skills for Managers	4	\$32	23-Feb-10	23-Feb-10	1-5 pm	T	16
4	Performance Mgmt Basics	4	\$32	2-Mar-10	2-Mar-10	1-5 pm	T	16
5	Effective Mgmt of Time & Priorities	4	\$32	9-Mar-10	9-Mar-10	1-5 pm	T	20
4	Effective Teams	4	\$32	16-Mar-10	16-Mar-10	1-5 pm	T	16
4	Decision Making & Problem Solving	4	\$32	23-Mar-10	23-Mar-10	1-5 pm	T	16
4	Conflict Management	4	\$32	30-Mar-10	30-Mar-10	1-5 pm	T	16
4	Managing in Changing Times	4	\$32	7-Apr-10	7-Apr-10	1-5 pm	T	16
4	Organizational Health & Safety	4	\$32	14-Apr-10	14-Apr-10	1-5 pm	T	16
4	Customer Svc - Delivering the Best	4	\$32	21-Apr-10	21-Apr-10	1-5 pm	T	16
4	Continuous Improvement	4	\$32	28-Apr-10	28-Apr-10	1-5 pm	T	16
5	Negotiation Skills	4	\$32	5-May-10	5-May-10	1-5 pm	T	20
4	Beginning Microsoft Excel	8	\$64 *	1-Feb-10	22-Feb-10	2-4 pm	M	32
5	Intermediate Microsoft Excel	8	\$48 *	1-Mar-10	22-Mar-10	2-4 pm	M	40
	Advanced Microsoft Excel	6	\$48 *					
	Microsoft Access	8	\$64 *					
	Beginning Microsoft Word	8	\$64 *					
	Intermediate Microsoft Word	8	\$64 *					
	Microsoft PowerPoint	8	\$64 *					
	Tech Math for Mechanical	18	Free					
	Basic Blueprint Reading	27	\$216 *					
	Geometric Deminsioning & Tolerance	24	\$192 *					
19	Mechanical Maintenance Series	50	\$400 *	26-Jan-10	11-May-10	6-9 pm	T	950
	Intro to AutoCAD	36	\$288 *	2-Mar-10	8-Apr-10	:30 pm - 8:30 pm	T & R	
	Intermediate AutoCAD	24	\$192 *	12-Apr-10	6-May-10	:30 pm - 8:30 pm	T & R	
	Welding - MIG	48	\$240	12-Jan-10	3-May-10	:30 pm - 9:30 pm	T & R	
	Welding - TIG	48	\$240	12-Jan-10	3-May-10	:30 pm - 9:30 pm	T & R	
	Advanced MIG or Stcik Welding	48	\$240	12-Jan-10	3-May-10	:30 pm - 9:30 pm	T & R	
15	Basic Electrical Overview	6	\$48 *	11-Jan-10	13-Jan-10	6-9 pm	M&W	90
13	Applied Electrical	25	\$200 *	20-Jan-10	17-Feb-10	6-9 pm	M&W	325
13	Electrical Drawings & Controls with lab	21	\$168 *	22-Feb-09	17-Mar-10	6-9 pm	M&W	273
13	Motor Starters with lab	21	\$168 *	29-Mar-10	3-May-10	6-9 pm	M&W	273
141 students enrolled for Spring						Total Contact Hrs.:		2,219

* plus book

Cancellation Policy:

- => Cancellation prior to two (2) days notice from schedule date of class - No Charge.
- => 50 % cancellation fee if cancelled within two (2) days of class.
- => "No shows" on the day of the class will be billed at 100%.
- => There is no penalty for sending substitute participants to classes.