

INTRODUCTION TO SUPERVISION

This is an introductory course, an overview of basic supervisory tasks, performance skills, common problems encountered, and effective solution strategies.

BMGT1010.51201 - Cumby, J

TR 01/20-03/10 5:30p-7:30p
30 hours A819 \$125

BMGT1010.51202 - Cumby, J

TR 03/24-05/12 5:30p-7:30p
30 hours A819 \$125

BMGT1010.51203 - Cumby, J

S 02/21-05/09 9:00a-12:00p
30 hours A530 \$125

LEADERSHIP SKILLS FOR SUPERVISORS/MANAGERS

This is an introductory course for supervisors/managers. This course is designed to introduce leadership and motivational theories and leadership styles. Explore concepts and skills of leadership in the work setting, includes evaluation of leadership performance.

BMGT1020.51201 - Cumby, J

MW 01/21-03/11 5:30p-7:30p
30 hours A819 \$125

BMGT1020.51202 - Cumby, J

MW 03/23-05/11 5:30p-7:30p
30 hours A819 \$125

BMGT1020.51203 - Cumby, J

S 02/21-05/09 1:00p-4:00p
30 hours A530 \$125

DEVELOPING LEADERSHIP IN THE WORKPLACE

This is an intermediate course designed to explore concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify.

BMGT2009.51201 - Cumby, J

MW 01/21-04/20 7:30p-09:30p
48 hours A819 \$150

COMMUNICATIONS IN MANAGEMENT

This is an introductory course. Basic theory and process of communication skills necessary for the management of an organization's workforce will be presented. You will be able to explain the communication process; identify and remedy major communication barriers; describe how communication contributes to effective management.

BMGT1005.51201 - Cumby, J

TR 03/17-05/14 7:30p-9:30p
48 hours A819 \$150

**Business Classes
designed to explore the
Skills and Abilities
necessary to become an
effective leader in the
Workplace**



WE MEAN BUSINESS!

**Learn essential Customer Service Skills at
your company site. Call 214.860.5935 or
email corporatesolutions@dcccd.edu**

Business and Technology

ENTREPRENEURIAL CLASSES

Starting a business is not easy. Thirty percent of new businesses fail within 2 years. The following courses are designed to assist you in the development of your independent, entrepreneurial and/or home based business. Courses may be taken individually or as a series.

For more information, contact Timieka Walker at 214 860-5801.

TAX ESSENTIALS - TBA

The small business person will gain knowledge to prepare small business tax statements. Topics include: employment tax, income tax, unemployment tax; federal record-keeping requirements; business credits and deductions; employee vs. contract labor; and preparation of quarterly tax forms. Materials Needed: Calculator. Additional books/materials may be required and may require an additional fee.

BUSG1021.52501

MW	01/26-01/28	6:00p-9:30p
7 hours	BJP1210	\$170

BUSG1021.52502

MW	02/16-02/18	6:00p-9:30p
7 hours	BJP1210	\$170

BUSG1021.52503

MW	03/09-03/11	6:00p-9:30p
7 hours	BJP1210	\$170

BUSG1021.52504

MW	04/06-04/08	6:00p-9:30p
7 hours	BJP1210	\$170

DEVELOPING YOUR BUSINESS PLAN

Learn how to develop a business plan to start-up a small business or an expansion. Learn to develop a plan that can be used for implementation or submitted to a financial institution. Learn the importance of the plan, its components and format. Materials Needed: Additional books/materials may be required and may require an additional fee.

BUSG1025.57501 - Jackson, D.

TR	01/27-02/12	6:00p-9:00p
18 hours	BJP2500	\$125

BUSG1025.57503 - Jackson, D.

TR	03/31-04/16	6:00p-9:00p
18 hours	BJP2500	\$125

EFFECTIVE ADVERTISING AND MARKETING

Learn how to conduct a market survey, analyze your competition to give your company and products the competitive advantage. Materials Needed: Calculator. Additional books/materials may be required and may require an additional fee.

BMGT1016.57501 - Thompson, A.

MW	02/02-02/25	6:00p-8:00p
16 hours	BJP2500	\$100

BMGT1016.57501 - Thompson, A.

MW	03/23-04/15	6:00p-8:00p
16 hours	BJP2500	\$100

RECORD KEEPING ACCOUNTING

This course will prepare the small business person in how to keep effective records and how to make use of computerized tools for accounting and record keeping. Learn what the Internal Revenue Services (IRS), other government agencies, and financial institutions require. Understand the employment taxes, deposit and record-keeping requirements, and preparation of various forms. Materials Needed: Additional books/materials may be required and may require an additional fee.

BUSG1020.57501 - TBA

TR	02/17-02/19	6:00p-9:00p
9 hours	BJP2500	\$90

STRATEGIES THAT WILL TURN YOUR BUSINESS AROUND

Discover common reasons businesses are unsuccessful and explore strategies that turn businesses around. Survey the industry, supply factors and personnel that are contributors to the problem. Learn to identify available resources that will render a solution and turn business around. Materials Needed: Additional books/materials may be required and may require an additional fee..

BUSG1008.57501 - TBA

S	01/24-02/28	9:00a-11:30a
15 hours	BJP1210	\$99

BUSG1008.57502 - Jackson, D.

S	03/14-05/02	9:00a-11:30a
15 hours	BJP1210	\$99

HUMAN RESOURCE BASICS

Learn how HR should function and how to implement essential HR elements. This course includes the basic requirements of a one-person or start-up HR department in a small business. Learn what is required and possible pitfalls. Materials Needed: Additional books/materials may be required and may require an additional fee.

HRPO1000.57501 - TBA

MW	03/02-03/04	6:00p-9:30p
7 hours	BJP1210	\$100

HRPO1000.57502 - TBA

MW	03/20-03/22	6:00p-9:30pp
7 hours	BJP1210	\$100

COMMUNICATION IN BUSINESS

This course will introduce dynamic 2 minute elevator speech concepts and how to make first impressions count positively. This course will also focus on communication that gets results, both oral and written. This course will cover, press releases, resumes, effective communication, team building, effective speech and presentation skills, writing winning proposals, nonverbal communication and how words can impact the bottom line. Materials Needed: Additional books/materials may be required and may require an additional fee.

BMGT1022.57501 - Freeman, I.

S	01/24-02/28	11:45a-2:15p
15 hours	BJP1210	\$100

BMGT1022.57502 - Freeman, I.

S	03/14-05/02	11:45a-2:15p
15 hours	BJP1210	\$100

The "BIZNESS" – Sports and Entertainment Agent

The "BIZNESS" will be a fun interactive learning experience that will provide an in-depth look into the role of a professional agent in the business of Sports and Entertainment. The class will focus on presenting an understanding of what it takes to be a successful professional Agent in the fast-pace and cut-throat business of Professional Sports and Entertainment, along with operating your business. Expertise will be offered by professional agents that will share their wealth of knowledge and experience in the industry. **Required Text:**

Sports & Entertainment Marketing Author: Kaser
BUSG 1008 57200 Publisher: Thompson-South Western
ISBN: 053844522X

Register for **BUSG1008.57200**

TR 02/03 - 05/28 - BJP Campus Room 1215
6:30p - 8:00 p

48 hours \$250

Instructor, R. West, II

For More Information Contact, Timieka Walker at 214 860-5801



Enhance Office Skills

Navigate through computer software and hardware

Develop proficient keyboarding skills

Produce professional documents for the office

BASIC COMPUTERS I

Introductory. Overview of personal computer systems. Includes introduction to computer hardware, software, and the everyday use of computers. Textbook optional, flash drive required. Class will not meet 3/21/08.

ITSC1010.51210 – Cumby, J.

S	01/24-03/28	9:00a-12:00p
27 hours	BJP2730	\$125

BASIC COMPUTERS II

Basic Computers I or instructor consent. Introduction to operating systems file creation/deletion, data entry and manipulation, managing files and folders, customizing file and folder management, securing computer, exchanging mail. Textbook optional, flash drive required. **Class will not meet 4/11/08.**

ITSC1010.51210 – Cumby, J.

5" high density diskette or flash drive required

ITSC1006.51210 – Cumby, J.

S	04/04-05/30	9:00a-12:00p
24 hours	BJP2730	\$120

BASIC KEYBOARDING

Learn to type the alphabets, numbers, and symbol keys by touch.

Course Materials: Textbook. 3.5" high density diskette or flash drive required.

IPOFT1010.51250 – Fugitt, M.

MW	01/21-04/20	05:00p-7:00p
48 hrs	BJP2700C	\$125

POFT1010.51250 – Fugitt, M

TR	02/03-05/05	05:00p-7:00p
48 hrs	BJP2730	\$125

POFT1010.51255 – Fugitt, M

S	02/21-05/23	09:00a-1:00p
48 hrs	BJP2700C	\$125

MICROSOFT OFFICE 2007 (INTRODUCTION)

An introduction of the MS Office 2007 programs, including Word, PowerPoint, Access, and Excel. Overview of computer office applications including current terminology and technology. Class will not meet 3/21 and 4/11/08.

Course Materials: Textbook, 3.5" high-density diskette or flash drive.

POFI1001.51250 - Instructor TBA

S	01/24-05/23	9:00a-1:00p
64hrs	BJP2803	\$175

MICROSOFT EXCEL 2007

An introduction to the new ribbon, contextual tabs, galleries, new file menu, formatting features, **mathematical functions and printing**

ITSW.1022.51250 - Instructor TBA

S	02/07-02/14	9:00a-1:00p
8	BJP2700B	\$99

MICROSOFT WORD 2007

An introduction to the new ribbon, contextual tabs, galleries, new file menu, editing functions, formatting and special text options

POFI1024.51250 - Instructor TBA

S	03/07-03/14	9:00a-1:00p
8	BJP2700B	\$99

ONLINE BEGINNING COMPUTERS

Introduction to computer systems and their uses in today's business communities. Describe components of a typical computer system; describe how computers are used in today's business environment. Learn e-campus system.

Course Materials: Internet and email address/account required. Students without a home computer have access to El Centro's Computer Lab.

ITSC.1012.51250- James, S

Internet	09/06-10/25
24hrs	BJP \$75

INTRODUCTION TO THE INTERNET

Class emphasis is on using the World Wide Web to locate, transfer, and publish information. Survey of emerging technologies on the Internet

ITNW1037.51240 - Williams, J.

TR	01/20-04/21	07:00p-09:00p
48 hours	BJP2130	\$150

ITNW1037.51241 - Williams, J.

TR	02/03-05/05	07:00p-09:00p
48 hours	BJP 2700C	\$150

ON-LINE TRAINING FOR BUSINESS AND INDUSTRY

El Centro Corporate Solutions Group offers a wide variety of on-line training courses to businesses via contractual agreements.

Courses include:

Business Writing
Project Management
Introduction to Crystal Reports 10

For more information contact
Corporate Solutions at 214.860.5935 or e-mail
CorporateSolutions@dcccd.edu

Business and Technology

Supervisor/Manager Certification

This series of courses are designed to provide new and current supervisors with the necessary skills that they need at work in a leadership role. This series provides the fundamental skills of managing and communication, dealing with change and conflict, customer service, developing and coaching performance and much more. Students who successfully complete at least eight courses in the series will receive an institutional certificate. For class information call Ellisa Lane-Johnson (214) 860-5800 or Timieka Walker (214) 860-5801 to request additional information.

	Hours
Supervisor's Survival Kit – An Introduction to Supervision	16
Vocabulary Basics for Business	12
Effective Business Netiquette	9
Ethics at Work	36
Motivation – An ATM Card for Success	48
Evaluating Performance Improvement Intervention	12
Making Diversity Work	16
Effective Business Presentations	12
Customer Service Counts	12
Customer Relations Management	48
TOTAL HOURS	221

EFFECTIVE BUSINESS PRESENTATIONS

This course offers strategies and tools to plan, develop and deliver dynamic business presentations. Students will learn audience analysis, message development, delivery techniques, strategic PowerPoint use, anxiety management and much more. Additional books/materials may be required and may require an additional fee.

COMG 2030 51200 - Taylor-Hare, L.

MW 02/02-02/25 05:30p-7:00p
12 hours BJP2500 \$100

COMG 2030 51301 - Taylor-Hare, L

TR 04/07-04/30 5:30p-7:00p
12 hours BJP2500 \$100

COMG 2030 51202 - Taylor-Hare, L

S 02/07-02/28 1:00p-4:00p
12 hours BJP2500 \$100

VOCABULARY BASICS FOR BUSINESS

This course is designed for students who wish to improve their English vocabulary. Students will learn strategies for building vocabulary, word analysis, examine how words are related, practice using words that are often confused or misused, use of specific business terms as well as demonstrate effective use of voice, body language and eye contact when speaking. Additional books/materials may be required and may require an additional fee.

POFT1002.51200 - TBA

TR 04/07-04/30 7:00p-8:30p
12 hours BJP2500 \$100

POFT 1002 51301 - TBA

TR 04/07-04/30 5:30p-7:00p
12 hours BJP2500 \$100

POFT1002.51202 - Freemon, I.

S 02/07-02/28 9:00a-12:00p
12 hours BJP2500 \$100

EFFECTIVE BUSINESS NETIQUETTE

This course is designed to help the student conquer the challenges of communicating in the new millennium. Topics include advantages and disadvantages of email, internet etiquette, strategies for writing emails, as well as building the awareness of e-mail use and the need to communicate effectively and responsibly may require an additional fee.

POFT 1004.51200 - Williams, J.

TR 02/10-02/24 7:00p-8:30p
9 hours BJP2601 \$50

POFT1004.51201 - Smith, G.

S 02/07-02/23 9:30a-11:30p
9 hours BJP2601 \$50

ETHICS AT WORK

This course is designed for individuals who are, or may expect to be, in the business world. Topics include: ethical reasoning and decision making, concepts of corporate social responsibility and social ethical threats emerging from rapid technological change.

BGMT1041.51200 - Instructor TBA

MW 02/02-03/23 7:00p-8:30p
36 hours BJP2601 \$150

POFT1004.51201 - Instructor TBA

S 01/24-05/02 1:00p-4:00p
36 hours BJP2601 \$150

MOTIVATION - AN ATM CARD FOR SUCCESS

Motivation-who needs it?

Motivation is what gives meaning to life. It is what helps you get up in the morning and gives you a good feeling that you've done a great job. Participants in this course will identify, understand and activate their motivators, develop and understanding of self and personal actions, learn to appreciate the actions of others and maximize how they can contribute to their personal success.

PSYT1013.51200 - Taylor-Hare, L.

MW 02/02-04/01 7:00p-8:30p
48 hours BJP2601 \$150

PSYT 1041 51201- Taylor-Hare, L.

S 01/24-05/23 1:00p-4:00p
48 hours BJP2580 \$150

CUSTOMER SERVICE COUNTS

This course provides individuals with the skills and strategies to increase the quality of your customer's experience. Students will learn to build customer loyalty, and ensure that Customer Service becomes a differentiator that leads to increased business. Covered customer concepts include customer types, customer needs, and standards & strategies for effective communication, along effective problem resolution.

BUSG 1005 57200 - Williams, J.

MW 03/02-04/01 5:30p-7:00p
12 hours BJP2580 \$100

BUSG100.57201 - Freemon, L.

TR 05/05-05/28 5:30p-7:00p
48 hours BJP2580 \$100

EVALUATING PERFORMANCE IMPROVEMENT INTERVENTION

Coaching and Mentoring Skills will help you get started on the right foot to establishing clear and realistic expectations, along with diagnosing performance gaps, standard-setting skills, and providing training, guidance on professional development, advocacy, and emotional support.. This class will focus on creating assessments and using them to recognize and improve performance of your employees. You will learn how to have powerful conversations with employees that encourage them in their development and their jobcation, along effective problem resolution.

HRPO1007.57200 - TBA

MW 03/02-04/01 7:00p-8:30p
12 hours BJP2580 \$100

HRPO1007.57201 - TBA

TR 05/05-05/28 7:00p-8:30p
12 hours BJP2580 \$100

MAKING DIVERSITY WORK

Rapid globalization and constant change has caused greater diversity in the work place. This course increases students' knowledge and skills in managing multicultural communication, and helps identify and appreciate the significant differences between multicultural persons/groups. Provides ways to adapt to demographic changes and cite behaviors that create an environment of inclusion. Making Diversity Work offers structured solutions which incorporates behavioral assessments in the areas of diversity, and values.

POFT1032.57300 - TBA

MW 04/06-04/29 5:30p-7:30p
16 hours BJP2601 \$100

POFT1032.57301 - TBA

MW 05/04-06/01 7:30p-9:30p
16 hours BJP2601 \$100

SUPERVISOR'S SURVIVAL KIT AN INTRODUCTION TO SUPERVISION

Become the vital link between management strategy and effective team performance. This course lays special emphasis on Practices and Techniques for managing operational activities and people at a Supervisor's Level. This course greatly improves productivity and the success of your business. It promotes clear yet simple ways to communicate goals and objectives to your staff. Students will learn to understand their role as a SUPERVISOR, and how to relate to basic supervisory tasks, performance skills and deal with common day to day problems.

BGMT1010.57300 - Taylor-Hare, L.

MW 04/06-04/29 7:30p-9:30p
16 hours BJP2601 \$100

BGMT1010.57301 - Taylor, Hare, L.

MW 05/04-06/01 7:30p-9:30p
16 hours BJP2601 \$100

CUSTOMER RELATIONS MANAGEMENT

Customer relationship management (CRM) involves customer acquisition, retention, and growth over the long term. This course gives the participants an understanding of customer behavior and decision-making. It introduces CRM concepts and addresses customer service activities at all touch points: in-person, telephone, online, and postal mail, along with how to diffuse conflicts.

MRKT1001.57200 - Taylor-Hare, L.

MW 02/02-04/01 5:30p-7:00p
48 hours BJP2601 \$150

MRKT1001.57201 - Taylor-Hare, L.

S 01/24-05/23 9:00a-12:00p
48 hours BJP2580 \$150

Business and Technology

ADOBE ACROBAT - Professional Version

Learn to capture formatting information from a variety of desktop publishing applications and have them appear on the recipient's monitor (or printer) as they were intended to be viewed.

MANAGE A RANGE OF ESSENTIAL BUSINESS ACTIVITIES

Deliver professional documents and presentations

Assemble documents from multiple sources

Create, distribute and track intelligent forms

Collaborate securely on projects with customers, partners and employees

Register for ITSC1022.51202

Date: Tuesday and Thursday - February 3 - 26

Time: 5:30p- 6:30p

Instructor: J. Williams

Classes held at the Bill J. Priest Institute - Room 2003

Contact Joe Williams at 214-860-2145 for more information

ADOBE INDESIGN CS³ FOR THE PC



Learn to Design Professional

- ***Brochures***
- ***Catalogs***
- ***Posters***

InDesign is a popular page-layout program. This powerful design and production tool offers precision, control and seamless integration with other Adobe professional graphics applications. Using InDesign, students can produce professional-quality, full-color output to a wide range of output devices and formats. Students will be introduced to the document window, the pasteboard, the toolbox and the floating palettes. Students will learn how to create master pages; set columns and guides; work with frames; create and apply colors, tints, and gradients; import and link graphics; work with transparency; import and edit text; work with typography; create tables; manage monitor color; and ensure consistent color. Text required.

Limited Enrollment Only 4 Saturday Classes

9:00a-1:00p

16 Contact Hours - Cost \$160

Register for GRPH2033.51201

January 10, 17, 24 and 31

Room B235

Register for GRPH2033.51202

March 7, 14, and 28 and April 4th

Room B235

Contact Joe Williams at 214 860-2145 for more information