

Fall 2015 Professional Development Center Continuing Education Courses at West Center

Course Description	Days	Start Date	End Date	Start Time	End Time	Hours
Six Sigma Green Belt Certification	Saturday	9/12/15	11/21/15	9:00 a.m.	4:00 p.m.	36
Six Sigma Yellow Belt Certification	Monday, Tuesday	9/14/15	9/22/15	6:00 p.m.	9:30 p.m.	14
Securing Your Business Documents	Monday, Wednesday	9/14/15	9/23/15	6:00 p.m.	9:30 p.m.	14
Document & Content Management Foundations	Monday, Wednesday	10/19/15	10/28/15	6:00 p.m.	9:30 p.m.	14
PMI Agile Certified Practitioner (PMI-ACP) Exam Prep	Wednesday, Thursday, Friday	12/16/15	12/18/15	8:30 a.m.	4:30 p.m.	36
SHRM-CP/SCP Certification Prep	Saturday	10/3/15	12/12/15	8:30 a.m.	4:30 p.m.	42
HTML 5 & CSS	Monday, Wednesday	9/21/15	9/30/15	6:00 p.m.	9:30 p.m.	14
JavaScript & jQuery	Monday, Wednesday	10/5/15	10/21/15	6:00 p.m.	9:30 p.m.	21
Everyday Excel	Tuesday	10/6/15	10/6/15	8:30 a.m.	4:30 p.m.	7
Mastering Excel Formulas & Functions	Tuesday	10/20/15	10/20/15	8:30 a.m.	4:30 p.m.	7
Mastering Excel Power Pivot Tables	Tuesday	10/27/15	10/27/15	8:30 a.m.	4:30 p.m.	7
Mastering Excel Formatting & Printing	Tuesday	11/3/15	11/3/15	8:30 a.m.	4:30 p.m.	7
Using Excel for Data Analysis	Tuesday	11/3/15	11/12/15	8:30 a.m.	4:30 p.m.	7
Object Oriented Programming	Monday, Wednesday	11/16/15	11/25/15	6:00 p.m.	9:30 p.m.	14
Mastering Excel Visuals (Charts & Graphs)	Tuesday	11/17/15	11/17/15	8:30 a.m.	4:30 p.m.	7
Solution Selling I: Connecting with Customers	Monday, Wednesday	9/11/15	10/16/15	9:00 a.m.	11:30 a.m.	14
Solution Selling I: Connecting with Customers	Friday	10/30/15	12/11/15	12:30 p.m.	3:00 p.m.	14
Solution Selling II: Business Development Strategy	Friday	10/30/15	12/11/15	9:00 a.m.	11:30 a.m.	14
Sales & Marketing for the Small Business	Thursday	10/15/15	10/22/15	8:30 a.m.	4:30 p.m.	14

For more information or to register, call (216) 687-6957.



West Center Campus