



SOUTH TEXAS COLLEGE
The Institute for Advanced Manufacturing



Tentative Training Schedule for May 2009

The mission of the The Institute for Advanced Manufacturing is to help identify, develop and provide quality training programs to employers that are looking to upgrade the skills of their staff. The Institute offers a diverse assortment of courses that satisfy employer needs for customized training. The delivery of training courses is flexible and can be tailored to meet the employers work schedules including evenings, weekends, location, course content and length.

<http://Manufacturing.SouthTexasCollege.edu>

Course No.	Sec. No.	Campus	Room	Course Name	Hrs	Training Days	Start Date	End Date	Time
ITSC	1002	Tech	TBA	Introduction to Computers	12	Tues & Thurs	5/12/2009	5/27/2009	5:30p.m. - 8:30p.m.
POFI	1010	Tech	TBA	Keyboarding	12	Mon & Wed	5/11/2009	5/20/2009	5:30p.m. - 8:30p.m.
ITSC	1002	Tech	TBA	Intermediate Computers	12	Mon & Wed	5/18/2009	5/27/2009	5:30p.m. - 8:30p.m.
ITSC	1002	Tech	TBA	Microsoft Office Overview 2007	24	Tues & Thurs	5/19/2009	5/28/2009	5:30p.m. - 8:30p.m.
ITSW	1022	Tech	TBA	Introduction to Microsoft Excel 2007	12	Wednesdays	5/13/2009	6/3/2009	5:30p.m. - 8:30p.m.
POFI	1024	Tech	TBA	Introduction to Word 2007	12	Mon & Wed	5/25/2009	6/3/2009	5:30p.m. - 8:30p.m.
ITSW	1037	Tech	TBA	Introduction to Powerpoint 2007	12	Thursdays	5/14/2009	6/4/2009	5:30p.m. - 8:30p.m.
OSHT	1001	Tech	TBA	Lock Out/Tag Out	7	Mon & Wed	5/18/2009	5/20/2009	5:30p.m. - 8:30p.m.
SPNL	1041	Tech	TBA	Spanish for the Workplace Level 1	48	Tues & Thurs	5/18/2009	8/5/2009	5:30p.m. - 7:30p.m.
COMG	1006	Tech	TBA	English as a Second Language 1	48	Tues & Thurs	5/5/2009	8/6/2009	5:30p.m. - 7:30p.m.
COMG	1007	Tech	TBA	English as a Second Language 4	48	Tues & Thurs	5/5/2009	8/6/2009	5:30p.m. - 7:30p.m.
COMG	1008	Tech	TBA	English as a Second Language 4	48	Mon & Wed	5/4/2009	8/5/2009	5:30p.m. - 7:30p.m.
BMGT	1018	Tech	TBA	Leadership Level 1	50	Tuesday	5/19/2009	7/21/2009	5:30p.m. - 8:30p.m.
BMGT	1020	Tech	TBA	Leadership Level 2	50	Wednesday	5/20/2009	7/22/2009	5:30p.m. - 8:30p.m.
BMGT	1014	Tech	TBA	Leadership Level 3	50	Mondays	5/18/2009	7/6/2009	5:30p.m. - 8:30p.m.
1C3	1234	Tech	TBA	Improve Customer Service	4	Wednesday	5/20/2009	5/20/2009	1:00p.m - 5:00p.m
SEM	9004	Tech	TBA	Sexual Harrassment	4	Tues & Thurs	5/19/2009	5/21/2009	5:00p.m. - 7:00p.m.
1C3	9	Tech	TBA	Communications Improvement (Presentational Skills)	4	Mon & Wed	5/11/2009	5/13/2009	5:00p.m. - 7:00p.m.
1C3	1236	Tech	TBA	How to Conduct Effective Meetings	4	Tues & Thurs	5/12/2009	5/14/2009	5:00p.m. - 7:00p.m.
QCTC	1000	Tech	TBA	Manufacturing Fundamentals	32	Mon & Wed	5/18/2009	6/22/2009	5:30p.m. - 8:30p.m.
DFTG	1025	Tech	TBA	Blueprint Reading	48	Tues & Thurs	5/12/2009	7/2/2009	5:30p.m. - 8:30p.m.
1C3	418	Tech	TBA	Code Compliance	15	Mon & Wed	5/25/2009	6/9/2009	5:30p.m. - 8:30p.m.
DFTG	1013	Tech	TBA	Autocad	32	Tues & Thurs	5/26/2009	6/29/2009	5:30p.m. - 8:30p.m.
WLDG	1037	Tech	TBA	Introduction to Welding	100	Mon & Wed	5/11/2009	1/11/2009	5:30p.m. - 8:30p.m.
WLDG	1037	Tech	TBA	Gas Tungsten	100	Tues & Thurs	5/12/2009	1/12/2010	5:30p.m. - 8:30p.m.
EMSP	1019	Tech	TBA	CPR & First Aid	4	Thursday	5/21/2009	5/21/2009	1:00p.m. - 5:00p.m.
FIRS	2000	Tech	TBA	Fire Safety	7	Tues & Thurs	5/19/2009	5/21/2009	5:30p.m. - 8:30p.m.
MCHN	1038	Tech	TBA	Basics of Machining	48	Mon & Wed	5/18/2009	10/2/2009	5:30p.m. - 8:30p.m.