Online Specific (Tier 2)Training for Weatherization Staff

These courses have all been approved for weatherization staff:

To register for courses, go to https://www.ed2go.com/sfccnm/. You can enter course title, course number or simply browse for courses.

**Note: All courses listed are Self-Paced, 24 course hours, and priced at $115 unless listed otherwise. Course numbers listed after course name, starting with 'T'.

For All Staff

Interpersonal Communication, T9179

Learn to communicate more effectively through words, facial and body movements, tone of voice, and even clothing and situation. This course will show you how to manage the conscious and unconscious codes of meaning people send to each other and how to respond with appropriate codes in turn.

Keys to Effective Communication, T9269

Become more confident, make great first impressions, get along with others, and create better personal and professional relationships. This course provides a step by step process to become a great conversationalist as you use communication to build rapport and create trust, warmth, and respect.

Managing Customer Service, T9617

Learn how to best anticipate and meet customer needs. This course will help you discover some dynamite methods to bring out your best and do the same for the other people you work with as you serve as an ambassador for your company.

Individual Excellence, T8530

Master 12 career-enhancing skills including goal setting, time management, personal organization, creativity, financial matters, and conflict resolution. This course will help you achieve individual excellence by developing a fulfilling career plan and gaining the skills to improve all your interpersonal relationships.

Achieving Success with Difficult People, T9178

Do you want to know how to interact with anyone, regardless of how difficult you perceive them to be? This course will give you the skills to effectively meet your needs while protecting the dignity and rights of others to form more cooperative relationships.

Keyboarding, T9233

Become faster and more confident at the keyboard. This course will help you learn how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview.

Intro Windows 10, T9249

Master the basic skills you need to get the most from Windows 10 for both work and play. This course will help you learn to use this powerful new operating system, including customizing your desktop, managing files and folders, and navigating the Web with the new Microsoft Edge browser.

Discover Sign Language, T9232

Gain confidence in your ability to sign with the Deaf community. This course immerses you in silence to help you gain an understanding of the perspective of the hearing impaired and uses videos to demonstrate not only how to make signs, but how to communicate with facial expression.

Speed Spanish, T9226

Converse in Spanish in just a few weeks. This course will help you learn six easy recipes to glue Spanish words together into sentences so you can engage in conversational Spanish quickly.

Speed Spanish II, T9227

Become more conversational and comfortable in Spanish–speaking situations. This course allows you to see words and hear them pronounced properly, while being given plenty of opportunity to practice—brining immediate improvement in your Spanish fluency.

Speed Spanish III, T9607

Master the ability to speak, understand, and read Spanish by taking this final installment in Speed Spanish. This course will help you learn the final six recipes that will serve as templates for creating any Spanish sentence.

Grammar for ESL, T9604

Prepare for mainstream English classes as a non-native speaker. This course is designed as an in-depth analysis of English grammar for intermediate to advanced English as Second Language college students.

Writing for ESL, T9828 -- $100

Learn to write in English more effectively so you can achieve your goals and dreams. This course will teach you how to write clearly, logically, and cohesively in any academic or work setting.

Grammar Refresher, T9228

Develop English grammar skills and take your writing and speaking to the next level. This course explores the eight parts of speech, punctuation and mechanics, foundational sentence construction, phrases, clauses, problem words, common mistakes, and more with practical, hands-on exercises.

Certificate in Stress Management, T9695, 14 course hours -- $84

Understand strategies and therapies used to reduce and manage stress. This course will help you explore the physiological, social and psychological impacts of stress and provide you with methods to get stress under control.

Handling Medical Emergencies, T9115

Learn how to help family, friends, and anyone in an emergency when every second counts. This course will help you recognize the early signs and symptoms of common medical conditions and emergencies, so you can provide appropriate treatment while waiting for the EMS to arrive.

For Office Staff

Administrative Assistant Fundamentals, T9267

Become an indispensable member of the corporate team as an Administrative Assistant. This course will help you master essential job responsibilities as you identify opportunities and implement solutions for increased productivity throughout your company.

Creating Web Pages, T9214

Learn the basics HTML so you can design, create, and post your very own website. This course will help you plan content, structure and layout of your website, create neatly formatted text, build links, and add color, graphics and tables, as well as understand no-cost web marketing strategies and SEO.

Creating WordPress Websites, T9215

Create attractive, sophisticated blogs and websites without any coding! This course provides hands-on experience creating web pages and posts, adding images and videos, changing a site's look and feel, and working with user-friendly features.

Intermediate WordPress Websites, T9220

Discover how to add features to and customize websites built with WordPress, the world's most popular website building platform. This course will help you build interactive sites where visitors can comment on your articles, fill out forms and applications, buy your products, and even make appointments.

Introduction to CSS3 and HTML5, T9218

Create state-of-the-art, modern websites like the pros using CSS3 and HTML5. This course will provide you with the foundation you need to master these two critical and fast-growing new Web languages through hands-on training and expert instruction.

Introduction to JavaScript, T9640

Build on your knowledge of HTML and CCS by adding interactivity to your web pages with JavaScript. This course provides hands-on practice as you start with the basics and move on to more advanced topics to master not just JavaScript but jQuery as well.

Introduction to Creating, Styling, and Validating Forms, T9788, 48 course hours, $159

Learn to create, style, and validate web forms using HTML, CSS, and JavaScript.

Accounting Fundamentals, T9186

Gain a solid foundation of accounting with hands-on experience. This course will provide you the essentials of double-entry bookkeeping as you learn to properly analyze and record receivables, payables, payroll, taxes and common banking activities within professional accounting documents.

Accounting Fundamentals II, T9266

Explore the world of corporate accounting and increase your financial know-how while gaining in-demand skills. This course will provide you with a solid understanding of recording and analyzing plant assets, depreciation, interest, dividends, revenue and other important corporate money matters.

Intro QuickBooks 2015 (T8495), 2016 (T9255), 2017 (T9262) -- $119

Take control of your business accounting with QuickBooks. This course provides hands-on experience as you set up a chart of accounts; reconcile your bank accounts; create invoices, receipts, and statements; track payables, inventory, and receivables; create estimates; and generate reports.

Intro QuickBooks Online, T9188

Manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. This course will give you hands-on experience recording income and expenses; entering checks and credit card payments; tracking your payables, inventory, and receivables; and much more.

Intro QuickBooks 2019, T9450 -- $129

Take control of accounting for your business. This course provides hands-on experience in QuickBooks 2019 as you set up a chart of accounts; reconcile your bank accounts; create and print invoices, receipts, and statements; track payables, inventory, and receivables; create estimates; and generate reports.

Intermediate QuickBooks 2017, T9263

Use QuickBooks 2017 for business accounting with confidence. This hands-on course allows you to master more advanced skills such as setting up a chart of accounts, creating and printing invoices and statements, tracking inventory, creating estimates, and generating reports.

Intermediate QuickBooks 2019, T9452 -- $129

Confidently use QuickBooks 2019 for all your business accounting needs. This hands-on course allows for mastery of more advanced skills such as setting up a chart of accounts, creating and printing invoices and statements, tracking inventory, creating estimates, and generating reports.

Writing Effective Grant Proposals, T9275

Prepare grant proposals that get results for your favorite organization or charity. This course will walk you through the essential steps of assembling, writing, submitting, and completing successful grant proposals for any worthy cause.

A to Z Grant Writing II, T9283

Take your grant writing expertise to the next level as you learn how to get funding. This course will equip you with the skills you need to research funding sources, create a fundraising plan, and write winning grant proposals.

Grammar Refresher II, T9242

Gain the advanced grammar skills you need and understand how to use them in practical ways. This course helps you take your grammar skills to the next level and put them to work as you explore different kinds of business, paragraph, and even formal essay writing.

The Keys to Effective Editing, T9235

Learn the essential skills and resources you will need to become a successful and confident copyeditor. This course provides the fundamentals of top-notch editing for both fiction and nonfiction.

For Field Staff

Secrets of Better Photography, T9234

Learn to take outstanding photos and get the best results whether you are using a DSLR, a point-and-shoot, or your phone camera. Each lesson contains exercises and assignments to help you apply techniques learned using your own camera and make a distinctive difference in your photos.

Computer Skills for the Workplace (Windows 10/Office 2016), T9264

Confidently possess the computer skills needed to perform on the job. This course includes a great introduction to Windows 10 and Office 2016 to provide the fundamental computer competencies you need to prosper in a modern workplace.

Math Refresher, T9289

Learn how to use math to your advantage in everyday life. The lessons in this course are filled with practical exercises and information that you can put to immediate use.

Employment Law Fundamentals, T9650

Learn the basics of employment law so you can legally hire, evaluate and manage employees. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.

Understanding the Human Resources Function, T9278

Learn the essential role of human resources in successful organizations. This course will help you understand this very vital link in the organizational chain, so that managers and business owners can feel prepared to handle basic human resource functions.

Leadership, T9271

Gain the respect and admiration of others by developing your leadership skills. Even if you're not working in a leadership role, this course will teach you how to use the principles of great leaders to achieve success in your professional and personal life.

Fundamentals of Supervision and Management, T9265

Become a more effective manager by learning the language of business management. This course provides skills in managing time, delegating responsibility, motivating your employees, solving problems and resolving conflicts so you can accomplish your job more effectively.

Fundamentals of Supervision and Management II, T9628

Master the basics of communication to become a more effective manager or supervisor. This course help you discover how to develop your interpersonal skills by understanding and dealing with various personality traits and how they impact your ability to get the job done.

Project Management Applications, T9272

This course will teach you the same powerful tools and techniques that experienced project management professionals rely on every day. You will learn how to maximize your project's chance of success and become proficient at recruiting and empowering your project's team members. This course will also help you prepare for the internationally recognized Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute, PMI®.

Project Management Fundamentals, T8494

Master the essentials of project management with an experienced Project Management Professional as your guide. This course provides the concepts you need to plan, implement, control and close any type of project.

Project Management Fundamentals II, T9282

If you're overwhelmed with projects and need a quick jump start to get going, then this is the course for you. You will learn the essential skills you need to survive and thrive, including understanding the business need and project outcomes, setting project boundaries, getting to know your project stakeholders, and creating a schedule. You will also see how to manage project

execution from start to finish. Throughout the course, you will find examples that demonstrate how each of these essential skills applies in the real world.

High Speed Project Management, T9638

Retool your project management skill set to keep up with new technology projects. This course provides a breakthrough model for dealing with the realities of managing projects through the challenges of truncated timelines, short-staffed project teams, skimpy budgets and crippling risks.

Total Quality Fundamentals: Six Sigma, T9814

Learn the fundamentals, history, and key concepts of the total quality movement. This course will teach you how to increase the value of your company through motivational models, leadership, teamwork, and quality standards.

Purchasing Fundamentals, T9623

Master the fundamentals of purchasing by understanding your role as a purchasing practitioner. This course will help you define internal customer needs, generate purchase requisitions and purchase orders, manage supplier deliveries, maintain records, manage budgets, and more.

Distribution and Logistics Management, T9610

Discover how to improve distribution and logistics management activities, reduce costs, save time, increase customer satisfaction, and better meet your company's objectives. This course will show you how to achieve success through a combination of distribution and logistics strategies and tactics.

Intro Microsoft Project 2016 (T9598), 2019 (T9438) -- $129

Learn to effectively plan, implement, and control projects using Microsoft Project. This course will help you master the basics of Project to create and share a project schedule, track costs and resources, produce reports, and resolve problems to keep your projects on track.

General Computer Skills

Intro Microsoft Word 2013, T9259

Confidently create professional-looking letters, reports, and documents using Microsoft Word 2013. This hands-on course will help you master the basic features of this powerful word-processing program to professionally type, edit, and format text, and spell check and print documents.

Intro to Microsoft Word 2016 (T8496), 2019/365 (T9436) -- $129

Learn to create professional-looking letters, reports, and documents using Microsoft Word. This hands-on course will help you master the basic features of this powerful word-processing program to type, edit, and format text, and spell check and print documents like a pro.

Intermediate Microsoft Word 2016 (T9601), 2019 (T9440) -- $129

Master advanced features of Microsoft Word and create truly professional looking documents. This hands-on course will help you learn how to create an index, build a list of figures, design a table of contents, do desktop publishing, perform a mail merge, and use timesaving shortcuts.

Intro Microsoft Excel 2010 (T9252), 2013 (T9187)

Gain skills to quickly and efficiently use Microsoft Excel and discover dozens of shortcuts and tricks for setting up fully formatted worksheets. This course, taught by an experience Microsoft Excel instructor, provides in-depth knowledge that will have you using Excel like a pro.

Intro Microsoft Excel 2016 (T8493), 2019 (T9437) -- $129

Learn to quickly and efficiently use Microsoft Excel and discover dozens of shortcuts and tricks for setting up fully formatted worksheets. This course, taught by an experience Microsoft Excel instructor, provides in-depth knowledge for beginners that will have you using Excel like a pro.

Intermediate Microsoft Excel 2010 (T9254), 2013 (T9253)

Take your skills to the next level, and harness the full power of Excel. This hands-on course will help you master charts, graphs, PivotTables, Slicers, Sparklines, AutoFilter, macros, and other advanced Microsoft Excel functions.

Intermediate Microsoft Excel 2016 (T8499), 2019 (T9441) -- $129

Harness the power of Excel and become a master user of this powerful program. This hands-on course will provide skills using charts, graphs, PivotTables, Slicers, Sparklines, AutoFilter, macros, and other advanced Microsoft Excel functions.

Advanced Microsoft Excel 2013, T9258

Maximize your investment in Microsoft Excel 2013 by mastering Excel's advanced features. In this practical, hands-on course, you will discover how to use scenarios and data tables to quickly perform multiple what-if data analyses and discover a variety of advanced techniques for PivotTables. You will also master the art of conditional formatting, consolidation, summarizing data, and so much more!

Advanced Microsoft Excel 2016 (T9605), 2019 (T9434) -- $129

Develop essential skills in Microsoft Excel to better consolidate, analyze, and report on data. This course provides expert instruction and hands-on exercises to help you easily master analysis tools, PivotTables, conditional formatting and other advanced features to play a key role in any organization.

Introduction to Database Development, T9817

This course will guide you step-by-step through all the phases of a database system development project to guarantee that the resulting product will not only work as it is designed to work, but also that the design truly responds to user needs.

Intro Microsoft Access 2010 (T9284), 2013 (T9256)

Learn to build, edit, and maintain databases in Microsoft Access using tables, reports, forms, and queries to give you fast access to all your important information. This course provides the skills to create an effective database for any type of information at home or on the job.

Intro Microsoft Access 2016 (T9626), 2019 (T9433) -- $129

Build, edit, and maintain databases in Microsoft Access using tables, reports, forms, and queries to give you fast access to all your important information. This hands-on course provides you with the skills to create an effective database for any type of information at home or on the job.

Intermediate Microsoft Access 2016 (T9637), 2019 (T9439) -- $129

Develop a fully functional database that tracks customer and order information in this hands-on Microsoft Access course. Learn advanced techniques for presenting data, automating common tasks, and building navigation while you create a database project from scratch.

Intro Microsoft PowerPoint 2016 (T9632), 2019 (T9435) -- $129

Take your presentations from "so-so" to sensation with PowerPoint. This course will help you discover how to use Microsoft PowerPoint to create professional-quality slide presentations that grab attention from start to finish and make your message memorable.

Please contact Amanda Hatherly with any questions about these classes.

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