

COMPUTER INFORMATION SYSTEMS

Intro to PC Applications (CIS 1018) – 3 credits

This course introduces basic computer terminology, file management, and PC system components. Provides an overview of office application software including word processing, spreadsheets, databases, and presentation graphics.

Complete Spreadsheets (CIS 1055) – 3 credits

Introduces basic to advanced features of spreadsheet software to design and create accurate, professional worksheets for use in business and industry.

ACCOUNTING

Fundamentals of Accounting (ACC 1001) – 3 credits

Introduces accounting fundamentals with emphasis on the procedures and practices used in business organizations.

Payroll Accounting (ACC 1015) – 3 credits

Covers federal and state employment laws and their effects on personnel and payroll records. The course is non-technical and is intended to give students a practical working knowledge of the current payroll laws and actual experience in applying regulations, including computerized payroll procedures.

Spreadsheets Applications for Accounting (ACC 1035) – 3 credits

Introduces spreadsheets as an accounting tool in the application of fundamental accounting concepts, problem-solving, and decision-making skills.

HEALTH PROFESSIONAL – for any professional working in a healthcare setting

Medical Terminology (HPR 1039) – 3 credits

Discusses the structure of medical terms with emphasis on using and combining prefixes, roots and suffixes. This class includes terms related to major body systems, oncology, and psychiatry, as well as clinical laboratory and diagnostic procedures and imaging, and provides accepted pronunciation and spelling of terms used in the healthcare setting.

Human Nutrition (HWE 1050) – 3 credits

Introduces basic principles of nutrition with emphasis on personal nutrition. Special emphasis is placed on the application of wellness, disease, and lifespan as it pertains to nutrition.

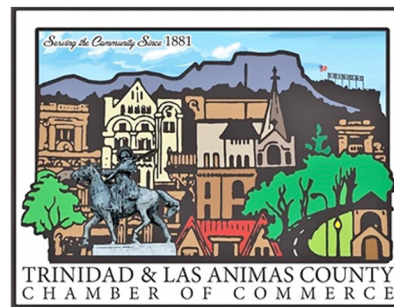
SPANISH LANGUAGE

Spanish for the Professional I (SPA 1015) – 3 credits

Introduces a working knowledge of the target language useful in various professional fields such as health care, law enforcement, bilingual education, business, and others.

Trinidad State College Mission Statement

Enriching our diverse communities through quality educational experiences and lifelong learning.



Trinidad State College's Workforce Solutions Program, with support from the Trinidad State College Foundation, connects the college with the southern Colorado business community in an innovative way that benefits your business and your employees. This approach is designed to help the business community aggressively "grow your own" in a new and creative way.

TRINIDAD STATE COLLEGE
trinidadstate.edu/workforcesolutions
719-846-5724 donna.haddow@trinidadstate.edu

WHO WE ARE

Nestled in the heart of Southern Colorado, TSC serves communities throughout Las Animas and Huerfano Counties, and the entire San Luis Valley. We offer an exceptional and affordable educational experience. TSC works with businesses in our service area to meet current industry demands, offering short-term career training, as well as traditional college degrees.

WHO YOU ARE

The businesses of Colorado are the backbone of the economy across the state. While gaining skilled employees is becoming increasingly difficult, retaining them is another struggle all its own. Investing in your current workforce provides growth and satisfaction among employees while enhancing specialized skill development to grow your business operations.

HOW IT WORKS

TSC will work with individual businesses to develop your own unique certificates made up of current TSC online classes. The certificates will be tailored to each company based on your upskilling needs for your employees. Employers typically choose two to five classes from the list. The certificate is designed and granted by you, the employer. Classes are taught by TSC faculty. Your employees will receive college credit on a TSC transcript that may be applied to future degrees or transfer.



Examples of employer-designed Workforce Solutions Certificates:

- ABC Financial Institution New Employee Certificate –
Intro to PC Applications, Intro to Business, Fundamentals of Accounting, Complete Spreadsheets.
- ABC Healthcare Institution Certificate for all frontline staff –
Customer Service, Medical Terminology, Conversational Spanish.
- ABC Any Company annual employee training –
Basic Workplace Skills, Customer Service, Business Communications.



Workforce Solutions Course List:

All classes below are offered 100% online!

Employees complete them anytime, anywhere!

Don't see what you need or have questions?

Contact donna.haddow@trinidadstate.edu

BUSINESS

Basic Workplace Skills (BUS 1021) – 1 credit

Focuses on personal and workplace skills necessary for successful performance. Covers communication, self-management skills, working cooperatively, leadership, ethics, critical thinking, and project management. *(in person)*

Customer Service (MAR 1060) – 3 credits

Enables employees to learn the relationship of self to customers, problem-solve and understand the importance of communicating with customers. Specific emphasis is given to managing customer expectations by building customer rapport and creating positive outcomes.

Technical Writing (ENG 1031) – 3 credits

Focuses on principles for organizing, writing, and revising clear, readable documents for industry, business, and government..

Introduction to Business (BUS 1015) – 3 credits

Introduces the application of fundamental business principles. The course surveys the concepts of career development, business ownership, finance and accounting, economics, marketing, management, operations, human resources, regulations, and business ethics.

Human Resource Management (MAN 2000) – 3 credits

Provides an overview of contemporary issues and principles used to effectively manage human resources. Topics covered include job analysis and design, talent acquisition, planning and recruiting human resources, employee training and performance management, compensation and benefits, and retaining employees.

COMMUNICATION

Public Speaking (COM 1150) – 3 credits

Combines the basic theories of communication with public speech performance skills. Emphasis on speech preparation, organization, support, audience analysis, & delivery.

Interpersonal Communications (COM 1250) – 3 credits

Examines the communication involved in interpersonal relationships occurring in career, family, and social situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict.

YOU DESIGN
THE TRAINING TO ALIGN WITH **YOUR NEEDS!**

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