

Workforce Training & Continuing Education

Course Descriptions

CORPORATE SOLUTIONS

SMALL BUSINESS SERIES

Are you thinking about starting your own business and not sure how to begin? Or, are you a relatively young business and want to take your business to the next level? If you answered “yes” to any of these questions, then Northwest Vista College, Workforce Education & Training has the program for you!

According to the Small Business Administration, roughly 50% of all startup businesses fail within the first 3-5 years of operation due to a lack of planning, experience and sufficient financial resources. Another interesting fact is that small business is a large part of what drives our economy and keeps America strong! You can improve your chances of success and help keep our economic engine going by investing in training designed to help you develop the skills necessary to succeed in small business. Our Small Business Series offers convenient and affordable classes designed for the start-up or young, growth-oriented company. Sign up TODAY to begin on your road to success!

BUSG 1025 Developing your business plan: *“If you don’t know where you’re going, then any path will get you there!”* In this course you will learn the basics for developing an effective business plan for a small business start-up or expansion. Emphasis will be on the importance of the plan, components, format, and uses. Upon completion of the course, you will be able to outline the steps in writing an effective business plan, effective preparation and presentation techniques used in packaging of the final document suitable for submission to a financial institution. **16 hours.**

Text: TBA

POFT 1004 Business Writing & Correspondence: A practical application of the basic elements of composition for a variety of business documents. Upon completion of this course you will know how to properly format and compose various types of standard business documents using up-to-date computer software programs. **16 hours.**

Text: TBA

BUSG 1008 Small Business Management: In order to productively manage your business, you need certain knowledge and key management skills. In this business management course you will learn about basic leadership traits, processes for effective decision making, and ways to manage your staff. You will also be introduced to other important aspects of business operations such as marketing basics, various forms of business formation, how to establish prices, filing business taxes, integrate technology and forecast for future growth. **16 hours.**

Text: TBA

ACNT 1010 QuickBooks Pro: For some small business owners, business accounting and finance operations can seem a daunting task considering the amount of time and paperwork required. In this course, you will learn about this industry standard business software program that is designed to save you time and money! Upon completion of this course, you will be able to demonstrate and implement effective proficiencies implementing this user-friendly application software. **24 hours.**

Text: QuickBooks Pro 2009: Essentials. Item #1-59136-181-8. Publisher; Labyrinth Learning

IMED 1040 Reaching Your Online Market: *Have you been wondering how to get your business ideas and services on the world-wide web? Turn your curiosity into reality, and wonder no more!* Online marketing of goods and services is necessary in today's technological environment; it's not just for big business! Small businesses are learning how easy on line marketing can be! It's fun, exciting and relatively easy to get started! Upon completion of this course you will be able to identify the most effective web host for your business, learn effective web-design basics, and other effective ways to use this efficient marketing tool. **16 hours.**

Text: TBA

BGMT 1094 Manage Your Office Space: By evaluating your work landscape on a daily basis, an effective professional can have the time, focus and skills needed to succeed in today's computerized business environment. Learn how to organize, prioritize and develop critical tasks list to survive in these changing times. This interactive topic addresses current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. **16 hours.**

Text: TBA

BMG 1020 Essential Skills of Leadership: Are great leaders made or are they born? While this question remains debatable, we believe that with training, you can learn to become an effective leader. In this course, you will learn about the skills that are essential and universal to all levels of leadership in the work setting. You will explore various leadership styles; identify your own style, and motivation theories, including how leadership performance is evaluated. Upon completion of this course, you will become better aware of your leadership style, be able to demonstrate effective ways of communicating with your team, and learn how to implement strategies designed to improve team or work group performance. **16 hours.**

Text: TBA

BMGT 1019 Team Building in the Workplace: Team building is about developing working relationships that improve performance, motivation, communication, support and trust within a team. Upon completion of this class you will be able to implement techniques designed to instill trust and collaboration, as well as learn about the importance of understanding team dynamics and process improvement. You will also learn to identify the interpersonal and problem-solving skills required in leadership positions. **16 hours.**

Text: TBA

BMGT 1095 Manage Complaints/Resolve Conflicts: It has been said that up to 55-65% of a manager's job is spent resolving conflicts in the workplace. Fact is, most individuals will often engage in the counter-productive behavior of avoiding conflict and confrontation as opposed to trying to resolve the issue. This course will provide you with effective techniques that will allow you to resolve conflicts in a productive manner. The skills introduced in this class will help you live a more fulfilling and productive personal and professional life. **16 hours.**

Text: TBA

FRNL 1001 Occupational Spanish – Hospitality: This class is designed to introduce the student to common pronunciation and industry-specific expressions. It is ideal for supervisors that need to communicate regularly with Hispanic employees and co-workers. This course is conversational only, and will not include writing skills. **24 hours.**

Text: TBA

SPNL 1001 Occupational Spanish - Healthcare: This class is designed to introduce the student to common pronunciation and industry-specific expressions. It is ideal for supervisors that need to communicate regularly with Hispanic employees and co-workers. This course is conversational only, and will not include writing skills. **24 hours.**

Text: TBA

SMNR 2000 Notary Public Training: A Notary Public is a public official, *appointed by* the Secretary of State entrusted with providing notarial services that may include the witnessing of signatures, taking affidavits, acknowledgments and depositions, certifying copies of documents, and administering oaths and affirmations. Upon completion of this course you will understand the fundamental duties and role of the office, the importance of recordkeeping and the laws that govern the office. You will also complete the required application and take the Statement of Office. **4 hours.**

Text: Texas Notary Handbook, 9th Edition. American Society of Notaries.

PERSONAL DEVELOPMENT

Information Technology

Whether you are looking for classes to add to your existing technology knowledge or simply wanting to update your Windows Office Suite repertoire, Northwest Vista College has the program for you!

SMNR 2100 Protect Your Home Computer: An introduction to personal information security including ethics, the legal environment, and risk management. The course will highlight the importance of appropriate planning and what you can do if you suspect your personal home computer has been compromised. In this course you will gain best practices for the information security goals of confidentiality, integrity and availability; explain ethical practices; explain the importance of planning and administrative controls; identify security threats, vulnerabilities, and countermeasures; and identify procedures for security risk management. **8 hours.**

Text: No text, handouts will be provided

GRPH 1001 Microsoft Desktop Publishing: Learn how to produce in-house marketing material, business forms, reports, catalogs, lists and other printed matter. Course includes page formatting and text manipulation for print, web and e-mail so you can build the brand of your business. Apply typographic and publishing principles. **16 hours.**

Text: TBA

GRPH 1002 ADOBE Photoshop: This desktop publishing course is the industry standard image manipulation tool used for many tasks, from photo retouching, photo manipulation and color correction. Photoshop can turn average looking photographs into great looking reproductions. At completion of course you will define desktop publishing principles; edit text for type specifications; demonstrate proper file management; and publish files. **16 hours.**

Text: TBA

GRPH 1051 ADOBE Creative Suite 4: Increase productivity and learn how to take advantage of the interactivity of tools found in Photoshop, Illustrator, and InDesign CS4 to create attractive design effects with photos and from scratch. Participants will develop the knowledge and hands-on practice they need to create rich media ads, presentations, animation, and interactive multimedia for web and desktop use.

Text: TBA

ITSW 1022 Microsoft Excel, Level 1: Enhance productivity and advance your careers with training in the standard in spreadsheet programs. Instructions in terminology, program parameters, display characteristics, formatting features, mathematical functions, and printing. Upon completion you will demonstrate basic spreadsheet concepts; and create formulas/functions, charts, and graphs; and generate reports. **24 hours.**

Text: *FastCourse Excel 2007: Level 1. Item # 1-59136-203-2. Publisher; Labyrinth Learning*

ITSW 1046 Microsoft Excel Level 2: If you have regularly used Excel or attended the Introduction to Excel and want to build upon training this course is for you. Instruction will include moving and copying cell contents; sorting mathematical, statistical, and financial functions; date and time arithmetic; report generation; and built-in graphics support. End-of-course outcomes include, creation of macros, utilizing database features, applying data analysis features, and utilizing linked worksheets. **24 hours.**

Text: *FastCourse Excel 2007: Level 2. Item # 1-59136-204-0. Publisher; Labyrinth Learning*

ITSW 1030 Microsoft Outlook: Customize your Outlook environment and perfect your e-mail and calendaring software as a desktop information management tool. You will be able to create and manage messages; schedule appointments and tasks; create and manage contacts; and create and manage tasks and notes. **8 hours.**

Text: *FastCourse Outlook 2007; Level 2. Item # 1-59136-240-7. Publisher; Labyrinth Learning*

ITSW 1037 Microsoft PowerPoint Level 1: Hone your skills in computerized presentation graphics that leads through planning, design, and production of business graphics and charts. Presentation files are produced utilizing multimedia software. Upon completion you will have learned how to use presentation graphics concepts and terms; create and run a slide presentation; edit and spell-check text; create, edit, and enhance objects; integrate data between presentation and word processing software. **16 hours.**

Text: *FastCourse PowerPoint; Level 2. Item # 1-59136-210-5. Publisher; Labyrinth Learning*

ITSW 1091 Microsoft Office 2007: Become skilled in tools to help you whether you're a business user, a home user, or just an enthusiast. Training uses real world examples and visual elements that will make the information fun to learn. Topics addressed include current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. **16 hours.**

Text: *Welcome to Microsoft Office 2007. Item # 1-59136-169-9. Publisher; Labyrinth Learning*

ITSC 1091 Microsoft Project 2007: Project management is a skill that can help you get ahead, and Project 2007 can make it easy for you to sharpen and demonstrate your project

management skills. Effectively manage a project's scope, deadlines, costs and resources as you become skilled in Microsoft's Project 2007 software. This class covers project management fundamentals and how to use Project 2007 to successfully plan your projects. **24 hours.**

Text: Microsoft Office Project 2007, ISBN# 0470069538. Publisher; John Wiley & Sons. Available online.

BMGT 1021 Project Management Professional Exam Prep (PMP®) Course demonstrates methods for planning and controlling projects and includes project management concepts and models, critical path, analysis of time/cost benefits, and resource utilization. At completion you should be capable to define project management vs. general management; describe the phases of the project life cycle; define the role of the project manager and the project team; define deliverables and stakeholders; and identify project management resources. **24 hours.**

Text: A Guide to the Project Management Body of Knowledge© (PMBOK Guide) by *Project Management Institute.*

Texas Real Estate Courses

The Real Estate program at NVC is designed to satisfy the Texas Real Estate Commission (TREC) SAE requirements by allowing the student to take up to 215 hours, which include the 150 core classroom hours.

A salesperson is required to have completed a total of 18 semester (270 class room) hours of instruction, of which 14 semester (210 classroom) hours of must be in *core real estate* courses by the end of their first year of licensure. 150 hours of core real estate courses must be completed BEFORE the application for the salesperson license is made, and must be filed along with the application.

An additional 4 semester (60 class room) hours in core real estate courses are required to be completed and *recorded by the Texas Real Estate Commission (TREC)* by the end of the first year of licensure.

RELE 1034 Principles of Real Estate* (SAE Mandatory): Overview of licensing as a real estate broker or salesperson in Texas. Includes; ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Includes at least (3) three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Upon completion of this course you will be to demonstrate a

comprehensive working knowledge of the principles of real estate and how they apply to the Texas real estate industry. **65 hours.**

Text: Modern Real Estate Practice in Texas, 13th Edition. ISBN-13#: 9781419504525. Publisher; Dearborn.

RELE 1012 Law of Contracts* (SAE Mandatory): Elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms, and owner disclosure requirements. Upon completion of this course you will be to apply contract law to the preparation of various current Texas real estate contract forms. **30 hours.**

Text: Texas Real Estate Contracts, 5th Edition. ISBN# 9781427768377. Publisher; Dearborn.

RELE 2002 Law of Agency* (SAE Mandatory): Law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures, and the disclosure of an agency. Upon completion of this course you will be to identify reasons for suspension or revocation of a Texas real estate license; illustrate ways in which agency relationships can be created and terminated; describe the fiduciary relationship that exists between an agent and his principal; explain the Deceptive Trade Practices Act as it affects the real estate agent and the duties and obligations of the client, customer, and agent; distinguish between dual agency and intermediary relationships; and explain the mandatory Sellers Disclosure of Property Condition form. **30 Hours.**

Text: Texas Real Estate Agency, 6th Edition Update. ISBN# -13 978-1-4277-7875-8/ISBN 10 1-4277-7875-2. Publisher: Dearborn

RELE 1026: *Real Estate Mathematics (SAE Elective) Basic arithmetic skills. Course includes mathematical logic, percentages, interest, and time value of money, depreciation, amortization, proration, and estimation of closing statements. Upon completion of this course you will be to calculate estimates of closing costs and proration's; calculate loan amortization; calculate area and volume; solve commission and sales price; and apply the concepts of total, part, and percent in problem solving when applicable. Students will need basic function calculator. **30 Hours.**

Text: Mastering Real Estate Math, 7th Edition. ISBN# 0-7931-3523-0 Publisher: Dearborn

RELE 1020: *Real Estate Finance (SAE Elective) Monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, Community Reinvestment Act, and the state

housing agency. Upon completion of this course you will be to compare various types of financing available to clients and customers; explain the function of the primary and secondary money markets; list the types of lenders and explain the types of loans they provide; qualify the buyer and the property using lender guidelines; and calculate net sheets for both parties in a real estate transaction. **30 Hours.**

Text: **Essentials of Real Estate Finance, 12th Edition**, ISBN# 9781427785930 Publisher: Dearborn

RELE 1022: *Real Estate Marketing (SAE Elective) Real estate professionalism and ethics; characteristics of successful salespersons; time management; psychology of marketing; listing procedures; advertising; negotiation and closure of financing; and the Deceptive Trade Practices-Consumer Protection Act. Upon completion of this course you will be to prepare a competitive market analysis; complete a listing agreement to include a seller's disclosure form; and demonstrate the ability to overcome objections and utilize closing techniques. Identify the most common violations of the Texas Deceptive Trade Practices-Consumer Protection Act by real estate agents and the three main areas involved in the Canons of Professional Ethics; and describe the characteristics of a successful real estate salesperson. **30 Hours.**

Text: Sales and Marketing 101 for Real Estate Professionals in TX. ISBN# 9781419595899. Publisher: Dearborn

EXAMINATION PREP COURSES

PHRA 1091 Pharmacy Tech Certification Review: This exam prep course is an intensive preparation course aimed at reviewing pertinent topics using the Pharmacy Technician Certification Board outline on Pharmacy operations, pharmacy law and drug classifications . A sample PTCB exam will be administered to simulate testing situation to help insure students have tools needed to successfully master certification.

Text: no text, handouts will be provided

SMNR 2200 SAT Exam Prep: Improve your chances at mastering the SAT Exam by learning to utilize effective test-taking strategies and idea interpretation. The required text for this course is available through your local bookstore or the NVC bookstore.

Text: *The Official SAT Study Guide*™. College Board. ISBN#: 0874477182.

