



The following are ten local In Demand Occupations and required on line courses.

<b>Bookkeepers</b>	
Bookkeeping	Analyzing Cash Flow
Office Math Skills	Principles of Financial Management
Office Filing Skills	Managing Cash Flows
Understanding Financial Statements	Accounting for Cash Control
Effective Budget Management	The Financial Services Industry
Formatting Data in Excel 2003	Master Budgets

<b>Computer Programmers</b>	
.NET Programming - ASP	Programming Techniques and Strategies
.NET Programming - C#	ANSI C Programming: Functions
.NET Programming - Visual Basic	Programming Enhancements
C Programming	ANSI C Programming: Introducing C
C++ Programming: Structured Programming	C++ Programming: Programming Techniques
Getting Started with Programming	

<b>Computer Support Specialists</b>	
Technical Support Processes	Technical Support Essentials
Call Center Telephone Etiquette	Technical Support Agent Survival Skills
PC Skills Survey	Effective Telephone Techniques
Call Center Technical Support [audio]	Call Center Communication Skills
Computer Telephony Integration	Six Sigma: Listening to the Voice of the Customer
Installing, Configuring, and Optimizing Computers	Effective Listening Skills Simulation: Replaced

<b>Customer Service Representatives</b>	
Customer Service Representative	Advancing Your Service Expertise
Call Center Telephone Etiquette	Overcoming Challenging Service Situations
Call Center Customer Service Scenarios [audio]	Fundamentals of Exceptional Customer Service
Excelling at Customer Service Simulation	Call Center Customer Service
Managing Challenges in Customer Service	Service Stars and Service Teams
The Voice of the Customer	

<b>Home Health Aides</b>	
Healthcare Industry Terminology	Medical Terminology - Abbreviations
Home Health Services	Measuring Vital Signs
The Role of the Home Health Aide	Understanding Behavior
Bathing the Client	Bed Making and Comfort Measures
Bladder and Bowel Care	Safety
Communicating with Clients	Ethics and Clients Rights
Infection Control in the Home	Documentation
Dealing with an Emergency	

<b>Medical Secretaries</b>	
Medical Receptionists	Project Scheduling
Medical Terminology - General	Tracking and Reporting Progress
Typing - Medical [5 Minutes Onscreen]	HIPAA: Securing Protected Health Info
Communication Skills for the Workplace: Replaced	HIPAA: Electronic Health Data Transactions
Access to Medical and Exposure Records	HIPAA: Implementing Privacy Rules
Microsoft Office 2000 - Intermediate Excel	Medical Billing Knowledge
Microsoft Office 2000 - Intermediate Word	

<b>Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic</b>	
Basic Industrial Skills	Safe Work Practices
Assembly and Matching	Techniques for Better Time Management
Metalworking Skills	The Individual's Role in a Team
Tools and Fasteners	Industrial Ergonomics
Machine Guarding Safety	Blueprint Reading: Mechanical Print Reading

<b>Network Systems and Data Communications Analysts</b>	
Cisco Networking	Client/Server Fundamentals
Basic Networking	Data Communications Concepts
Basic Networking Concepts	Network Administration
Basic Wireless Communication	Securing WLANs
Cisco ICND1 1.0: Network Comm/Connections	Cisco BCMSN 3.0: Wireless LANs

<b>Receptionists</b>	
Communication Etiquette	Computer Literacy
Everyday Business Etiquette	Basic Computer Terminology
Optimizing E-mail at Work	Call Center Inbound Sales Skills
The Writing Process	Business Etiquette
The Basics of Listening: Replaced	Call Center Telephone Etiquette
Handle Calls with Confidence and Professionalism	Communication Skills for the Workplace: Replaced
Getting the Most from Business Documents	Working with Negative People & Procrastinators
Collecting and Summarizing Data	

<b>Stock Clerks and Order Fillers</b>	
Business Writing	The Basics of Listening: Replaced
Basic Office Skills	The Art of Knowledge Management
Reading Comprehension	Developing Fundamental Critical Thinking Skills
Basic Industrial Math	The Writing Process
Logical Reasoning - Mathematical	Finding Your Life Balance
Getting the Most from Business Documents	The Process of Interpersonal Communication: Replaced