



Mohave Community College
Corporate Education Department
The Business Edge



COURSE	Contact Hours
Dealing with Difficult People	4
Building Positive Customer Relations	4
Building Inspector I-Basic Residential	64
Building Inspector II – Plumbing	64
Building Inspector III – Mechanical	64
Building Inspector IV – Electrical	64
Permit Technician	64
Plans Review Examiner	64
Pre-apprenticeship Construction Trades	240
Electrical Basics and Safety	24
Honing Your Decision Making Skills	4
Business Communication and Listening	4
Introduction to Windows	12
QuickBooks	12
Microsoft Word 2010 Basic	16
Microsoft Word 2010 Intermediate	16
Microsoft Word 2010 Advanced	16
Microsoft Excel 2010 Basic	16
Microsoft Excel 2010 Intermediate	16
Microsoft Excel 2010 Advanced	16
Microsoft Access 2010 Basic	16
Microsoft Access 2010 Intermediate	16
Microsoft Access 2010 Advanced	16
Microsoft Powerpoint 2010 Basic	12
Microsoft Powerpoint 2010 Intermediate	12
Microsoft Powerpoint 2010 Advanced	12
Microsoft Outlook 2010	12

COURSE	Contact Hours
Challenge Course Low - Communications	4
Challenge Course Low - Problem Solving	4
Exceptional Employee Skills	4
How to deal with Holiday Stress	4
Improving Self-Image & Professional Presence	4
Conflict Resolution	4
Defusing Irate Customer Anger	4
Goals and Priorities	4
Stress Management and Job Burnout	4
Leadership Skills	4
Fundamentals of Supervision	4
Managing Multiple Task	4
Leadership and Supervisory Skills	4
Managing a Multicultural Diverse Workforce	4
Money and Time Management	4
Writing in the Workplace	4
Sales Technique	4
Marketing your Business	4
Building and Leading Workplace Teams	4
Safety and Security in the Workplace	4
Professional Relationships and Harassment	4
Basic Spanish	24
English in the Workplace	24
Healthcare Provider	8
Heart Saver CPR and Heart Saver First Aid	8
Heart Saver CPR or Heart Saver First Aid	4
First Responder	12