

## Rogers, Lorie

**From:** Keene State College Continuing Education <continuing-ed@keene.edu>  
**Sent:** Tuesday, December 02, 2014 1:26 PM  
**To:** Rogers, Lorie  
**Subject:** Professional Development Courses for the Manufacturing Workforce

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Spring 2015

## Professional Development for Manufacturing



### A well-trained workforce is closer than you think. Think Keene State.

A well-trained workforce is your company's strongest asset, and the Office of Continuing Education at Keene State College is committed to offering courses and programs to strengthen your company's workforce. The Spring 2015 semester at Keene State offers night and day credit, online, and weekend workforce development courses designed to meet the needs of current and future manufacturing employees.

**Spring courses start January 20, so register today  
by calling 603-358-2290 or going to [keene.edu/academics/conted](http://keene.edu/academics/conted).**

Does your company have specific workforce training needs? The Office of Continuing Education can create customized programs for your employees on site or on campus. Contact Bob Baker, Director of Continuing Education, for more information about developing customized training for your company's workforce.

Personal academic advising is available by contacting Steve Kessler, Assistant Director of Continuing Education. Contact us for more information, Monday through Thursday 8:00am to 6:00pm and Friday 8:00am to 5:00pm.

Here is a sample of courses being offered in Spring 2015. All pre-requisite requirements apply.

### Course Categories

Manufacturing

Communications

Computer Applications

Computer Science

Management

Mathematics

Safety & Health

Sustainable Concepts

Writing for Business

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# Manufacturing

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Course ID	Title	Start/End	Day	Time
SPDI-152-01C	Product Design I	1/20 to 5/8	TR	8:30-10:45am
SPDI-252-01C	Product Design II	1/20 to 5/8	TR	11:30am-1:45pm
SPDI-490-03C	Basic CMM and Inspection	1/20 to 4/2	R	5pm-9:30pm
NCOL 415	Manufacturing Fundamentals	monthly		online

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# Communications

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Course ID	Title	Start/End	Day	Time
NCOL 339	Keys to Effective Communication	monthly		online
NCOS 439	Interpersonal Communication	monthly		online
NCOL 732	Mastering Public Speaking	monthly		online

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# Computer Applications

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Course ID	Title	Start/End	Day	Time
CS-110-W2C	Microsoft Excel	3/6 - 3/7	FS	
CS-110-W1C	Microsoft Office	2/6 - 2/7	FS	
NCOL 261	Computer Skills for the Workplace	monthly		online
NCOL 574	Intro to Microsoft Excel 2007	monthly		online
NCOL 579	Intro to Microsoft Word 2007	monthly		online
NCOL 587	Intro to Microsoft Access 2007	monthly		online
NCOL 620	Intermediate MS Excel 2007	monthly		online
NCOL 631	Intermediate MS Access 2007	monthly		online
NCOL 632	Intermediate MS Word 2007	monthly		online
NCOL 646	Advanced MS Excel 2007	monthly		online
NCOL 652	Blogging & Podcasting for Beginners	monthly		online
NCOL 690	Intro to Microsoft Excel 2007	monthly		online
NCOL 703	Intro to Microsoft Word 2010	monthly		online

## Links:

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Masters Program  
Continuing Education](#)

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NCOL 712	Intermediate MS Word 2010	monthly		online
NCOL 726	Intermediate MS Word 2010	monthly		online
NCOL 730	Intermediate MS Excel 2010	monthly		online
NCOL 743	Intro to MS Access 2010	monthly		online
NCOL 747	What's New in MS Office 2010	monthly		online
NCOL 753	Intermediate MS Access 2010	monthly		online
NCOL 790	Intro to MS Word 2011 for Mac	monthly		online
NCOL 812	Using Social Media in Business	monthly		online
NCOL 813	Intro to MS Excel 2013	monthly		online
NCOL 829	Intermediate MS Excel 2013	monthly		online
NCOL 832	Advanced MS Excel 2010	monthly		online
NCOL 833	Advanced MS Excel 2013	monthly		online
NCOL 836	What New in MS Office 2013	monthly		online
NCOL 837	Intro to MS PowerPoint 2013	monthly		online
NCOL 839	Understanding the Cloud	monthly		online
NCOL 841	Intermediate MS Access 2013	monthly		online
NCOL 842	Intro to MS Access 2013	monthly		online

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## Computer Science

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Course ID	Title	Start/End	Day	Time
CS-185-01C	Programming Foundations II	1/20 to 5/8	MW	10am-11:45am
CS-185-02C	Programming Foundations II	1/20 to 5/8	TR	10am-11:45am
CS-340-01C	Internet Programming	1/20 to 5/8	MW	12pm-1:45pm
CS-355-01C	Computer Networks	1/20 to 5/8	MW	10am-11:45am
CS-495-01C	Artificial Intelligence & Robotics	1/20 to 5/8	TR	12pm-1:45pm
INCS-160-01C	Microcomputer Systems	1/20 to 5/8	MW	6pm-7:45pm
INCS-160-02C	Microcomputer Systems	1/20 to 5/8	TR	6pm-7:45pm
NCOS 201	Intro to PC Troubleshooting	monthly		online
NCOL 248	Achieving Top Search Engine Positions	monthly		online
NCOS 503	Intro to PC Security	monthly		online
NCOL 551	Advanced PC Security	monthly		online
ISCS-140-01C	Programming Foundations I	1/20 to 5/8	MW	4pm-5:45pm
ISCS-140-02C	Programming Foundations I	1/20 to 5/8	TR	2pm-3:45pm
ISCS-140-03C	Programming Foundations I	1/20 to 5/8	MW	6pm-7:45pm
ISCS-150-01C	Website Design & Construction	1/20 to 5/8	MW	12pm-1:45pm

ISCS-150-02C	Website Design & Construction	1/20 to 5/8	MW	6pm-7:45pm
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## Management

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Course ID	Title	Start/End	Day	Time
MGT-101-01C	Introduction to Management	1/20 to 5/8	MW	10am-11:45am
MGT-101-04C	Introduction to Management	1/20 to 5/8	MW	4pm-5:45pm
MGT-101-05C	Introduction to Management	1/20 to 5/8	MW	10am-11:45am
MGT-202-02C	Quantitative Decision Making	1/20 to 5/8	MW	4pm-5:45pm
MGT-213-01	Financial Accounting	1/20 to 5/8	TR	4pm-5:45pm
MGT-213-02	Financial Accounting	1/20 to 5/8	TR	6pm-7:45pm
NCOL 294	Accounting Fundamentals I	monthly		online
NCOL 467	Accounting Fundamentals II	monthly		online
NCOL 441	Achieving Success with Difficult People	monthly		online
NCOL 384	High Speed Project Management	monthly		online
NCOL 401	Fundamentals of Supervision and Management	monthly		online
NCOL 402	Fundamentals of Supervision and Management II	monthly		online
NCOL 407	Project Management Fundamentals	monthly		online
NCOL 408	Project Management Applications	monthly		online
NCOL 410	Intro to Business Analysis	monthly		online
NCOL 413	Mastery of Business Fundamentals	monthly		online
NCOL 424	Purchasing Fundamentals	monthly		online
NCOL 426	Supply Chain Management Fundamentals	monthly		online
NCOL 452	Leadership	monthly		online
NCOL 454	Individual Excellence	monthly		online
NCOL 523	PMP Certification Prep 1	monthly		online
NCOL 524	PMP Certification Prep 2	monthly		online
NCOL 544	Marketing Your Business on the Internet	monthly		online
NCOL 586	Building Teams That Work	monthly		online
NCOL 750	Business Finance for Non-Finance Personnel	monthly		online
NCOL 775	Workers' Compensation	monthly		online

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# Mathematics

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Course ID	Title	Start/End	Day	Time
MATH-102-01C	Mathematics for Management	1/20-3/6	TR	12pm-1:20pm
MATH-120-01C	Applied Algebra & Trigonometry	1/20-5/8	MW	4pm-5:45pm
MATH-120-02C	Applied Algebra & Trigonometry	1/20 to 5/8	MW	6pm-7:45pm
NCOL 518	Mathematics Refresher	monthly		online
NCOL 804	Introduction to Statistics	monthly		online

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# Safety & Health

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Course ID	Title	Start/End	Day	Time
SAFE-101-03C	Safety Awareness	1/20 to 5/8	M	6pm-9:45pm
SAFE-495-02C	Respiratory Protection <i>cross listed with NCOS-2225-N1C</i>	1/5 to 1/9	M-F	8:30am-4:30pm
SAFE-605-01C	Safety Management Systems	1/31 to 4/18	S	8am-4pm
SAFE-610-01C	Risk & Safety	1/24 to 4/4	S	8am-4pm
SAFE-655-01C	Advanced Safety Research	2/7 to 5/2	S	8am-4pm

**The courses in the section below are offered in Keene and around New England at Keene State College OSHA Education Center training locations.**

[Registration Form](#) | [Full schedule](#) | [Course descriptions](#)

Course ID	Title	Location	Dates	Time
NCSH-406-N2C	Scaffold Hazard Awareness	Woburn MA	2/20	7:30-3:30
NCSH-436-N1C	HAZWOPER 40-Hr	Keene NH	3/16-20	8:30-4:30
NCSH-445-N1C	Laboratory Safety	New London CT	1/20-21	8:30-4:30
NCSH-470-N4C	Electrical Safety Work Practices NFPA 70E®	Manchester NH	4/6	8:30-4:30
NCOS-503-N1C	Update for Gen. Ind. Outreach Training	Agawam MA	1/13-15	MT:8:30-4:30 W: 1-5
NCOS-503-N2C	Update for Gen. Ind. Outreach Training	Warwick RI	2/16-18	MT:8:30-4:30 W: 1-5
NCOS-503-N3C	Update for Gen. Ind. Outreach	Uncasville CT	3/3-6	MT:8:30-

	Training			4:30 W: 1-5
NCOS-503-N4C	Update for Gen. Ind. Outreach Training	<i>S. Burlington VT</i>	4/20-22	MT:8:30-4:30 W: 1-5
NCOS-511-N1C	OSHA Standards for Gen. Ind.	<i>Warwick RI</i>	1/20-23	8:30-4:30
NCOS-511-N3C	OSHA Standards for Gen. Ind.	<i>Manchester NH</i>	3/3-6	8:30-4:30
NCOS-2015-N1C	Hazardous Materials	<i>Uncasville CT</i>	1/13-16	8:30-4:30
NCOS-2045-N1C	Machinery & Machine Guarding Standards	<i>Fitchburg MA</i>	1/12-15	8:30-4:30
NCOS-2225-N1C	Respiratory Protection <i>cross listed with SAFE-495-02C</i>	<i>Keene NH</i>	1/5-8	8:30-4:30
NCOS-2225-N2C	Respiratory Protection	<i>Augusta ME</i>	4/27-30	8:30-4:30
NCOS-2264-N4C	Permit Required Confined Space Entry	<i>Uncasville CT</i>	4/27-29	8:30-4:30
NCOS-3095-N1C	Electrical Standards	<i>Buzzards Bay MA</i>	1/20-23	8:30-4:30
NCOS-5410-N3C	OSHA Maritime Standards	<i>Manchester NH</i>	3/30-4/3	8:30-4:30
NCOS-7005-N1C	Public Warehousing & Storage	<i>Manchester NH</i>	1/26	8:30-4:30
NCOS-7100-N2C	Intro to Machinery & Machine Safeguarding	<i>Manchester NH</i>	2/17	8:30-4:30
NCOS-7105-N3C	Evacuation & Emergency Planning	<i>Wellesley MA</i>	3/24	8:30-4:30
NCOS-7115-N2C	Lock Out Tag Out	<i>Woburn MA</i>	2/16	7:30-3:30
NCOS-7115-N4C	Lock Out Tag Out	<i>Manchester NH</i>	4/7	8:30-4:30
NCOS-7120-N4C	Intro Combustible Dust Hazards	<i>Manchester NH</i>	4/8-9	8:30-4:30
NCOS-7205-N1C	Health Hazard Awareness	<i>Manchester NH</i>	1/12	8:30-4:30
NCOS-7300-N1C	OSHA's Permit Required Confined Space Standard	<i>Manchester NH</i>	1/6	8:30-4:30
NCOS-7300-N2C	OSHA's Permit Required Confined Space Standard	<i>Woburn MA</i>	2/18	7:30-3:30
NCOS-7300-N5C	OSHA's Permit Required Confined Space Standard	<i>Wellesley MA</i>	5/19	8:30-4:30
NCOS-7405-N2C	Fall Hazard Awareness	<i>Woburn MA</i>	2/19	7:30-3:30
NCOS-7405-N4C	Fall Hazard Awareness	<i>Wellesley MA</i>	4/21	8:30-4:30
NCOS-7500-N2C	Intro to Safety & Health Management Systems	<i>Mashantucket CT</i>	2/3	8:30-4:30
NCOS-7505-N2C	Intro to Accident Investigation	<i>Mashantucket CT</i>	2/4-5	8:30-4:30
NCOS-7845-N2C	OSHA Recordkeeping Rule	<i>Wethersfield CT</i>	2/2	8:30-12:30

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## Sustainable Concepts and Designs

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Course ID	Title	Start/End	Day	Time
ENST-250-01C	Principles of Sustainability	1/20 to 5/8	TR	10am-11:45am
ENST-250-02C	Principles of Sustainability	1/20 to 5/8	MW	10am-11:45am
GEOG-399-02C	Sustainability Planning	1/20 to 5/8	TR	12pm-1:45pm
ISGEOG-399-01C	Waste Management in the 21st Century	1/20-5/8	MW	4pm-5:45pm

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## Writing for Better Business

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Course ID	Title	Start/End	Day	Time
ITW-101-29C	Thinking & Writing Real World	1/20 to 5/8	TR	8am-9:45am
NCOL 260	Fundamentals of Technical Writing	monthly		online
NCOS 274	Effective Business Writing	monthly		online
NCOL 388	A to Z Grant Writing	monthly		online
NCOL 390	Advanced Grant Proposal Writing	monthly		online
NCOL 398	Business and Marketing Writing	monthly		online

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## Contact Continuing Education

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Friday, 8:00 am to 5:00 pm

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