

BUSINESS & INDUSTRY SOLUTIONS

PORTFOLIO OF TRAINING



Increase
Productivity



Improve
Morale



Reduce Turnover
Rates



Impact
Performance

[GET STARTED](#)



ALAMO
COLLEGES
DISTRICT

Economic & Workforce Development

TABLE OF CONTENTS

Construction.....	3-5
Healthcare & Public Service.....	6
Information Technology.....	7-8
Leadership & Business Finance.....	9-17
Logistics.....	18
Manufacturing.....	19-21
Alamo College Technical Institute.....	22
Oil & Gas.....	23



Strengthen Your Skills & Develop Your Workforce

CONSTRUCTION

Courses	Courses
AC Control Principles	Basic Project Management
AC/DC Motor Control	Building Codes and Inspections
Accident & Injury Investigations	Carpentry Maintenance Skills
Advanced Air Conditioning Controls	Cat-5
Advanced Flux Cored Arc Welding	Commercial Construction and Fixture Setting
Advanced Gas Tungsten Arc Welding	Commercial Refrigeration
Advanced Layout and Fabrication	Commercial Wiring
Advanced Pipe Welding	Construction Management
Advanced Shielded Metal Arc Welding (SMAW)	Constructions Methods and Materials
Advanced TIG Aluminum	Construction Supervision
Air Conditioning and Heating	Construction Technology Levels I, II, III, IV & V
Air Conditioning and Refrigeration Codes	Cost Estimating
Air Conditioning and Troubleshooting	Crane Operator
Air Conditioning Installation and Startup	Diesel Construction Equipment Technician
Basic Construction Management	Digital Fundamentals
Basic Electrical Theory	Electrical Machines

CONSTRUCTION

Courses	Courses
Electrical Planning and Estimating	Industrial Refrigeration
Electromechanical Devices	Industrial Wiring
Electronic Controls	Introduction to Blueprint for Welders
Electronics Technology, Instrumentation	Introduction to Carpentry
Fall Protection	Introduction to Gas Metal Arc Welding (GMAW)
Fiber Installation	Introduction to Gas Tungsten Arc Welding (GTAW)
Forklift Operator	Introduction to Layout and Fabrication
Gas and Electric Heating	Introduction to Oxy-Fuel Welding and Cutting
Gas Tungsten Arc Welding (GTAW)	Introduction to the Construction Industry
Green Building	Introduction to Welding
Hazardous Materials Handling in Industry	Introduction to Wind Energy
Hazwoper 40 hours	Motor Controls
Hazwoper Refresher 8-hour	National Electrical Code: Levels I & II
Heat Pumps	NCCER Core Curriculum
Heating, Ventilation and Air Conditioning	Occupational Math
HVAC Duct Fabrication	OSHA 10 (Construction)

CONSTRUCTION

Courses	Courses
OSHA 10 (General Industry Safety)	Residential Air Conditioning Systems Design
OSHA 30 (Construction)	Residential and Light Commercial Blueprint Reading
OSHA 30 (General Industry Safety)	Residential and Light Commercial Construction Drawings
Photovoltaic Technical Sales	Residential Construction Plumbing: Levels I & II
Plumbing and Pipefitting Equipment and Safety	Residential Wiring
Plumbing Maintenance and Repair	Robotic Fundamentals
Power Generation Fundamentals	Scheduling
Power Generation Troubleshooting and Repair	Scrum Master Certification
Print Reading for Construction	Solar Photovoltaic Systems
Programmable Logic Controllers I	Solid State Devices
Refrigeration Principles	Specialized Commercial Refrigeration
Refrigeration Technology	Structural Welding
Refrigerators, Freezers, Window Air Conditioners	

HEALTHCARE & PUBLIC SERVICE

Courses	Courses
CPR/ BLS	Medical Insurance & Billing
Certified Nursing Assistant (CNA)	Medical Front Office
Child Development Associate (CDA)	Medical Software Applications
Communication Skills	Medical Terminology
Community Healthcare Worker	Mental Health Nursing Technician for the Healthcare Worker
CPR for Care Providers	Microsoft Office for the Medical Professional
Educator Prep	Nursing Home Activity Director
EKG Technician	Patient Care Technician
Electronic Health Records	Pathophysiology Medical Classification
ICD-10-CM	Pharmacy Technician
Medical Assistant	Phlebotomy Technician
Medical Coding & Classification	Sterile Processing Technician

INFORMATION TECHNOLOGY

Courses	Courses
Access: Levels I, II & III	Ethical Hacker
Adobe Photoshop CS6: Levels I, II & III	Excel: Levels I, II & III
Agile Certified Practitioner (PMI-ACP) Exam Prep	Information Assurance and Cyber Security
Agile Essentials	Introduction to Computers
Amazon Web Services (AWS)	Introduction to Keyboard and Typing
CISCO CCNA	ITIL Foundation
Cisco Firewall	Linux
Cisco Exploration I- Network Fundamentals	Linux Trouble Shooting
Cisco Exploration II - Routing Protocols and Concepts	Microsoft Office & 365: Levels I & II
Cisco Exploration III- LAN Switching and Wireless	Microsoft Outlook
Cisco Exploration IV- Accessing the WAN	Microsoft Project: Levels I & II
CISSP Exam Prep	Python: Levels I, II & III
CompTIA A+, Network+, Security+	PowerPoint & 365: Levels I, II & III
Computer Forensics	Project Management (Multi levels)
Cyber Security	QuickBooks: Levels I & II
Digital Media	Scrum Master Certified (SMC™)

INFORMATION TECHNOLOGY

Courses	Courses
Troubleshooting and Maintaining Cisco IP Networks (TSHOOT)	Web Design: Levels I & II

LEADERSHIP & BUSINESS FINANCE

Courses	Courses
10 Soft Skills You Need	Assertiveness & Self Confidence
Accident & Injury Investigation	Attention Management
Accident Prevention	Auto Insurance
Accounting Fundamentals	Basic Bookkeeping
Accounting Payroll Clerk	Basic Computer Skills/Understanding Browser Basics
Active & Responsive Listening	Basic Keyboarding
Administrative Office Procedures	Being a Likeable Boss
Administrative Support	Body Language Basics
Advanced Skills for the Practical Trainer	Bookkeeping Overview
Advanced Writing Skills	Budget and Managing Money
Agile Certified Practioner (PMI-ACP) Exam Prep	Budgets and Financial Reports
Analyzing Financial Statement	Building Self Esteem and Assertiveness
Anger Management	Business Acumen
Applied Math, Locating Information	Business Communication
Appreciative Inquiry	Business Diplomacy
Archiving and Records Management	Business English as Second Language (ESL)

LEADERSHIP & BUSINESS FINANCE

Courses	Courses
Business Ethics	Commercial Lending
Business Etiquette	Communication & Listening Skills
Business Leadership: Becoming Management Material	Communication Strategies
Business Math	Conducting Annual Employee Reviews
Business Process Management	Conducting Effective Performance Reviews
Business Succession Planning	Conflict Management
Business Writing (Introduction & Advanced)	Conflict Resolution
Business Writing, Grammar Focus (Introduction)	Consumer Lending
Call Center Training	Contact Center Training
Career Readiness	Contract Management
Celebrating Diversity	Cost Estimating
Change Management	Creating a Great Webinar
Civility in the Workplace	Creating a Respectful Workplace
Coaching & Mentoring	Creative Problem Solving
Coaching: A Leadership Skill	Critical Thinking
Collaborative Business Writing	Crucial Conversations

LEADERSHIP & BUSINESS FINANCE

Courses	Courses
Customer Service	Effective Public Speaking
Cyber Security	Effective Team Work
Delegation: The Art of Delegating Effectively	Emerging Issues in HR
Delivering Constructive Criticism	Emotional Intelligence
Developing a Lunch and Learn	Employee Compliance for HR MGT
Developing Corporate Behavior	Employee Dispute Resolution: Mediation through Peer Review
Developing Creativity	Employee Labor Relations
Developing New Managers	Employee Motivation
Developing Your Training Programs	Employee Onboarding
Dietary Supervisor	Employee Recognition
Digital Citizenship	Employee Recruitment
Diplomacy & Tact AKA Business Diplomacy	Employee Termination Process
Diversity in the Workplace	Employee Practices & Process
Effective Delegation	Engaging and Retaining Talent
Effective Meeting Guidelines	Engineering Ethics
Effective Performance Reviews	Entrepreneurship

LEADERSHIP & BUSINESS FINANCE

Courses	Courses
Environmental Services	High Performance Teams Remote Workforce
Ergonomics	Hiring Smart: Behavioral & Performance based Techniques
Event Planning	Hiring Strategies
Executive and Personal Assistants	How to Stay Calm Under Pressure
Fast Track Excel, Access, PPT, Word (Introduction, Intermediate, Advanced)	HR Training & Development
Finance	Human Resource Management
General Office	Human Resource Training: HR for the Non-HR Manager
Generation Gaps	Improving Mindfulness
Generation in the Workplace	Improving Self-Awareness
Goal Setting and Getting Things Done	Increasing Your Happiness
Grant Writing	Industrial Maintenance
Handling Difficult Customers	Industrial Security
Harassment	Internal Customer Service
Hazwoper	International Logistics
Health and Wellness at Work	Internet Marketing Fundamentals
High Performance Teams Inside the Company	Interpersonal Skills

LEADERSHIP & BUSINESS FINANCE

Courses	Courses
Interview/Resume Writing	Making Work a Happier Place: How to Manage Anger and Violence
Introduction to Project Management	Manager Management
Introduction to Computer Technology Business	Managing Personal Finances
ITIL Foundations	Managing Workplace Anxiety
Job Search Skills	Marketing & Sales
Keyboarding /Document Formatting	Marketing Basics
Leadership & Influence	Measuring Results from Training
Leadership Skills for First Time Supervisors	Media and Public Relations
Leading Success Through your Team	Microsoft Access: Levels I & II
Lean 5 S's	Microsoft Excel: Levels I, II & III
Lean Manufacturing	Microsoft Outlook
Lean Process and Six Sigma	Microsoft PowerPoint: Levels I, II & III
Lean Six Sigma- Green Belt	Microsoft Project: Levels I & II
Lean Six Sigma- Yellow Belt	Microsoft Word: Levels I, II & III
Life Coaching Essentials	Middle Manager
Making Effective Group Decisions	Motivating Others

LEADERSHIP & BUSINESS FINANCE

Courses	Courses
Motivating Your Sales Team	Orientation Handbook: Getting Employees Off to a Good Start
Motivation Training: Motivating Your Workforce	OSHA General Safety
Multi-Level Marketing	Overcoming Sales Objections
Negotiating for Results	Performance Evaluation
Negotiation Skills	Performance Management
Networking Outside the Company	Personal Development
Networking Within the Company	Personal Productivity
Notary	Presentation Skills
Observation Techniques Feedback Communication Methods	Principles of Banking
Occupational Spanish	Problem Solving- Six Thinking Hats
Office Ethics	Problem Solving & Decision Making: Creative Team Problem/Solving
Office Politics for Managers	Project Management Essentials
Office Support Assistant	Project Management Fundamentals
Organizational Culture Development	Project Management: PMP Exam
Organizational Skills	Proposal Writing
Organizational Strategic Planning	Prospecting and Lead Generation

LEADERSHIP & BUSINESS FINANCE

Courses	Courses
Public Speaking: Presentation Survival School	Social Learning
Quality Manufacturing	Social Media In The Workplace
QuickBooks Pro	Speak Easy: Conquering Your Fear of Speaking in Public
Radical Leadership	Speaking Under Pressure
Risk Assessment and Management	Strengthening Your Partnerships
Safety in the Workplace	Stress Management
Sales Fundamentals	Supervising Others
Sales Training: Dynamite Sales Presentations	Supervision of Manufacturing Practices
Sales Training: Prospecting for Leads Like a Pro	Supervisor Training: The ABC's of Supervising Others
Sales Training: Building Relationships for Success in Sales	Supply Chain Management
Sales Training: Overcoming Objections and Nailing the Sale	Talent Management
Scrum Master Certified (SMC™)	Team Building for Managers
Situational Leadership®	Team Building: Developing High Performance Teams
Six Sigma Introduction	Team Leader Preparation
Skills for the Administrative Assistant	Teamwork and Team Building
Social Intelligence	Teamwork: Building Better Teams

LEADERSHIP & BUSINESS FINANCE

Courses	Courses
Public Speaking: Presentation Survival School	Social Learning
Quality Manufacturing	Social Media In The Workplace
QuickBooks Pro	Speak Easy: Conquering Your Fear of Speaking in Public
Radical Leadership	Speaking Under Pressure
Risk Assessment and Management	Strengthening Your Partnerships
Safety in the Workplace	Stress Management
Sales Fundamentals	Supervising Others
Sales Training: Dynamite Sales Presentations	Supervision of Manufacturing Practices
Sales Training: Prospecting for Leads Like a Pro	Supervisor Training: The ABC's of Supervising Others
Sales Training: Building Relationships for Success in Sales	Supply Chain Management
Sales Training: Overcoming Objections and Nailing the Sale	Talent Management
Scrum Master Certified (SMC™)	Team Building for Managers
Situational Leadership®	Team Building: Developing High Performance Teams
Six Sigma Introduction	Team Leader Preparation
Skills for the Administrative Assistant	Teamwork and Team Building
Social Intelligence	Teamwork: Building Better Teams

LEADERSHIP & BUSINESS FINANCE

Courses	Courses
Telephone Etiquette	Virtual Team Building and Management
Telework and Telecommuting	Women in Leadership
The Art of Interviewing	Working Smart Using Technology to your Advantage
The Minute-Taker's Course	Work-Life Balance
The Nuts & Bolts of Inventory and Warehouse Management	Work-Life Boundaries
The Professional Supervisors	Workplace Diversity
Time Management	Workplace Harassment
Train the trainer	Workplace Harassment: What is and What to do about it
Using Activities to Make Training Fun	Writing Reports and Proposals

LOGISTICS

Courses	Courses
Class A Commercial Driver Test Program (CDL)	Logistics Management
Class A Commercial Driver Training Program (CDL)	Logistics- Bundle
Certified Logistics Associate (CLA)	Transportation Management
Certified Logistics Technician (CLT)	Warehouse Management

MANUFACTURING

Courses	Courses
AC/DC Motor Controls	Basic Hydraulics
AC/DC Circuits	Basic Machine Shop I
Advanced CNC Machining	Basic Metal Repair
Advanced Collision Repair Welding	Basic Refinishing
Advanced Flux Cored Arc Welding	Certified Logistics Associate (CLA)
Advanced Gas Tungsten Arc Welding (GTAW)	Certified Logistics Technician (CLT)
Advanced Layout and Fabrication	CNC Manufacturing Technician
Advanced Pipe Welding	Collision Repair Estimating
Advanced Refinishing	Collision Repair Shop Management
Advanced Shielded Metal Arc Welding (SMAW)	Collision Repair Welding
Air Conditioning and Heating	Color Analysis and Paint Matching
Automotive Body Repairer (Collision Technology)	Commercial Wiring
Automotive Plastic and Sheet Molded Compound Repair	Computer Integrated Manufacturing
Automotive Service of Excellence (ASE)	Diesel Construction Equipment Technician
Basic Electrical Theory	Digital Fundamentals
Basic Fluid Power	Electrical Assessments

MANUFACTURING

Courses	Courses
Electrical Machines	Introduction to Layout and Fabrication
Electrical Planning and Estimating	Introduction to Lean Manufacturing
Electromechanical Devices	Introduction to Oxy-Fuel Welding and Cutting
Electromechanical Technology/Instrumentation	Introduction to Shielded Metal Arc Welding (SMAW)
Fabrication Assessment	Introduction to Wind Energy
Fluid Power Assessment	Major Collision Repair and Panel Replacement
Hazwoper 40 hour	Manufacturing Operations Technician
Department of Transportation DOT 126	Manufacturing Skills Standards Council (MSSC) Certifications
Industrial Maintenance Assessment	Mechanical Assesment
Lockout Tagout (LOTO)	MSSC- Certified Production Technician (CPT)- Quality Practice & Measurement
Industrial Wiring with NEC	MSSC- Certified Production Technician (CPT)- Maintenance Awareness
Introduction to Blueprint for Welders	MSSC- Certified Production Technician (CPT)- Manufacturing Process & Production
Introduction to Computer-Aided Manufacturing (CAM)	MSSC- Certified Production Technician (CPT)- Safety
Introduction to Gas Metal Arc Welding (GMAW)	National Electrical Code
Introduction to Gas Tungsten Arc Welding (GTAW)	National Institute for Metalworking Skills, Inc. (NIMS) Certification
Introduction to Industrial 4.0	Operation of CNC Machining Centers

MANUFACTURING

Courses	Courses
Operation of CNC Turning Centers	Specialized Refinishing Techniques
OSHA- General Safety	Statistical Process Control for Machinist
Power Generation Troubleshooting and Repair	Structural Analysis and Damage Repair V
Precision Tools and Measurement	Supply Chain Management
Preventive Maintenance	Tool & Die Assessment
Print Reading For Machining Trades	Transformers
Programmable Logic Controller Assesment	Steady-State Devices
Programmable Logic Controllers I	Welder/Welding Technologist
Pumps, Compressors and Mechanical Drives	Wind Power Delivery Systems
Quality Assurance	Wind Turbine Troubleshooting and Repair
Residential Wiring	
Robotic Fundamentals	
Separate, Simplify, Shine, Standardize, and Sustain – 5s	
Solar Cell Overview	
Solar Photovoltaic Systems	
Solid State Devices	

ALAMO COLLEGE TECHNICAL INSTITUTE (ACTI)

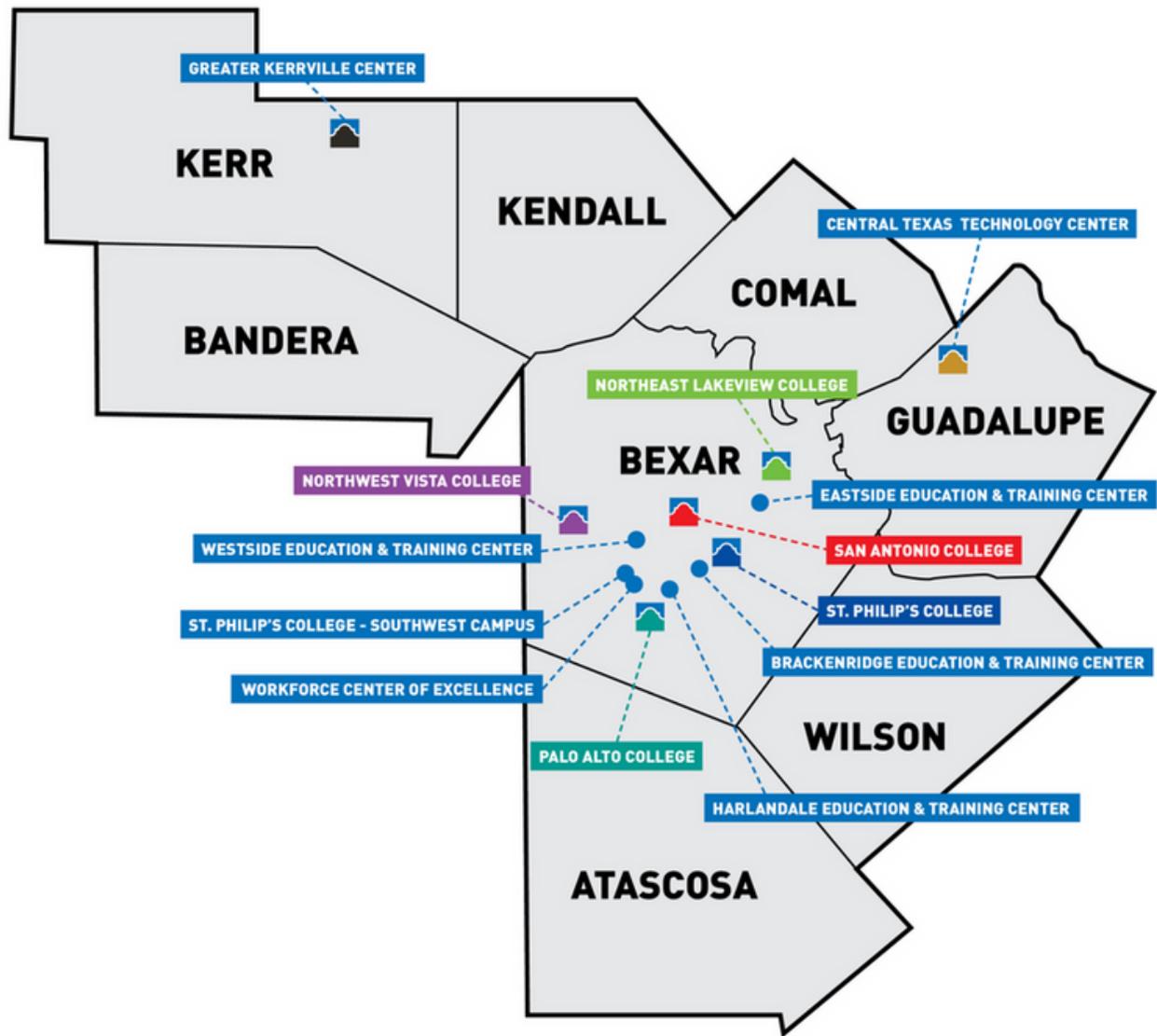
Mechatronics Fundamentals

Courses	Courses
DC/AC Motor Controls	Industrial Wirings with NEC
Electricity AC Fundamentals	Integrated Systems Troubleshooting
Electricity DC Fundamentals	Introduction to Programmable Logic Controllers
Electro-Mechanical Devices	Mechanical Drive
Electronic Equipment Control	National Electrical Code
Fluid Power	Pneumatics Fundamentals
Hydraulic Fundamentals	Robotic Fundamentals
Industrial Troubleshooting	Technical Mathematics & Blueprint Reading

OIL & GAS

Courses	Courses
Advanced Diesel Tune-up and Troubleshooting	Electronic Controls
Advanced Flux Cored AC Welding	Hazwoper
Advanced Gas Tungsten Arc Welding (GTAW)	Heating, Ventilation, and Air Conditioning
Advanced Hydraulics	Introduction to Blueprint for Welders
Advanced Layout and Fabrication	Introduction to Gas Metal Arc Welding (GMAW)
Advanced Pipe Welding	Introduction to Gas Tungsten Arc Welding (GTAW)
Advanced Shielded Metal Arc Welding (SMAW)	Introduction to Layout and Fabrication
Basic Brake System	Introduction to Oxy-Fuel Welding and Cutting
Basic Electrical Systems	Introduction to Shielded Metal Arc Welding (SMAW)
Basic Fluid Power	Motor Control
Basic Hydraulics	OSHA - General Safety
Basic Machine Shop I	Precision Tools and Measurement
Basic Safety for Machining	Preventive Maintenance
Die Maintenance Calculations	Programmable Logic Controllers
Diesel Construction Equipment Technician	Pumps, Compressors and Mechanical Drives
Diesel Engine	Tracks and Undercarriages

DISTRICT MAP & FAMILY



San Antonio College

St. Philip's College

Palo Alto College

Northwest Vista College

Northeast Lakeview College

8 Regional & Neighborhood Centers

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