2020 Schedule of Noncredit Classes
Many of our in-person classes may be moved online if needed due to Covid-19 restrictions.

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Quality Improvement

Internal Quality Auditing to ISO 9001:2015

Whether you are a novice or have some experience as an auditor, you will benefit from learning to audit to the requirements of ISO 9001:2015. Hands-on activities and simulations in this program include auditing terms and definitions, the process audit versus the system audit, audit skills and techniques, planning, performing and reporting the audit, and the corrective action process.

**NOTE:** This class may be moved online due to Covid-19 restrictions.

**Instructor:** Larry Bridges  
**Fee:** $349  
**Akron Campus:** 4 class meetings  
**Dates:** Oct. 5, 7, 12 & 14, 2020  
**Meets:** Monday & Wednesday, 8a - noon

Lean Mastery

Lean is about operating the most efficient and effective organization possible, with the least amount of cost and zero waste. It requires companies to make smart use of all their resources, including their people. Lean initiatives may have launched in manufacturing, but companies, organizations and service providers of all kinds and sizes will benefit from its techniques.

Lean is a philosophy designed to bring about rapid, planned, controlled and measured step-change improvements to the performance of an organization through an overhaul of the value stream. It utilizes a comprehensive set of elements, rules and tools that focus on value as perceived by the customer, the elimination of waste and continuous incremental improvement.

**NOTE:** This class may be moved online due to Covid-19 restrictions:

**Instructor:** Brian Malloy  
**Fee:** $1999  
**Akron Campus:** 6 class meetings  
**Dates:** October 14, 15, & 16 and November 18, 19, 20, 2020  
**Meets:** Wednesday, Thursday and Friday 8a-4p
Six Sigma

Six Sigma is essential for every professional charged with reducing waste and increasing efficiency and profitability within an organization. As one of today’s most in-demand skill sets, Six Sigma also offers excellent opportunities for career advancement. Our Six Sigma Green and Black Belt training is a data-driven approach that is project-focused, using Minitab software for collecting and interpreting data. A laptop with Minitab software will be provided during class use if you do not have one. A Minitab 18 one-year License may be purchased for an additional fee. You will receive a certificate of completion after you document results from your project. Taught by Dan Sommers, a Design for Six Sigma Master Black Belt with over 22 years of service with General Electric Lighting. Each DMAIC session of the Green Belt class is extended two and one half days for the Black Belt training; concepts taught in the Green Belt class will be covered in greater detail.

NOTE: These classes may be moved online due to Covid-19 restrictions.

Six Sigma Black Belt

Fee: $6100
Akron Campus: 20 class meetings
Dates: October 19-24
November 16-20
December 14-18
January 11-15, 2021
Meets: Monday - Thursday 8:30a - 4:30p
Friday - 8:30a - 12:30p

Six Sigma Green Belt

Fee: $3100
Akron Campus: 8 class meetings
Dates: October 19-20
November 16-17
December 14-15
January 11-12, 2021
Meets: Monday & Tuesday 8:30a - 4:30p

Six Sigma Yellow Belt

Fee: $325
Akron Campus: 1 class meeting
Date: September 14, 2020
Meets: Wednesday from 8:30a - 4:30p
Project Management Essentials

Franklin Covey’s Project Management Essentials for the Unofficial Project Manager will help participants consistently complete projects successfully by teaching them to implement a disciplined process to execute projects and to master informal authority. You will receive a participant guidebook; pocket card set, and a USB drive containing a complete set of printable tools.

The University of Akron is approved as a provider of project management training by the Project Management Institute (PMI)®

PMI and PMBOK are registered marks of the Project Management Institute, Inc.

NOTE: This class may be moved online due to Covid-19 restrictions.

Instructor: Rosemary Fitzpatrick
Fee: $460
Akron Campus: 1 class meeting, Polsky 550F
Dates: September 23, 2020
November 18, 2020
Meets: 8:30a-4:30p

Certificate in Applied Project Management

Would you like a road map for efficient and successful project completion? Project management is a systematic process used to initiate, plan, execute, control, and close a project to meet defined objectives. The University of Akron has offered the Certificate in Applied Project Management class for over fifteen years. With over 18 years of experience, our instructor will give you the knowledge you need to complete projects of any size.

The University of Akron is approved as a provider of project management training by the Project Management Institute (PMI)®

PMI and PMBOK are registered marks of the Project Management Institute, Inc.

Instructor: Al Plastow
Fee: $1399
Akron Campus: 5 class meetings
Dates: October 26, 27, 28 and Nov. 2, 3, 2020
Meets: Mon - Wed 8:30a - 4:30p
Human Resources

SHRM Essentials of Human Resources
Human resource issues impact every company in some way. That's why it's important to understand the fundamental issues surrounding HR today. This course provides an introductory overview of the human resource function and builds a solid foundation in HR management skills. Whether you are new to HR or if HR is one of many roles you fulfill at your company, this program covers the key HR topics you need to know.

Instructor: Rose Ann Kay
Fee: $525
Akron Campus 2 class meetings
Dates: October 30 & November 6, 2020
Meets: Friday 8a - 5p

SHRM-CP™ and SHRM-SCP™ Certification Preparation
Our SHRM-CP/SHRM-SCP certification preparation course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers today. This intensive program combines expert instruction with the SHRM Learning System, so you will learn faster, retain more knowledge and stay on track as you prepare for the exam.

For those not seeking certification, this course provides a comprehensive and accelerated option for professional development. Participants gain a generalist point of view, refresh key ideas and concepts, strengthen their understanding of core competencies and increase productivity. The course investment includes all course materials but does not cover registration for the SHRM-CP or SHRM-SCP examinations.

Instructor: Robb Martin
Fee: $1095
Akron Campus: College of Business 12 class meetings
Dates: August 24 - November 16, 2020 (No class Sept. 7; two breaks will also be scheduled)
Meets: Monday 5:30 - 9p
Business and Professional Development

Business Writing
Learn the principles for writing clear, effective, professional business documents, especially email, memos, letters, and reports. This course offers an introduction to these techniques and explains the types of professional writing that is designed to help strengthen writing skills for professional communications. The Business Writing course will include selections of readings and resources that provide information necessary to complete the in-class tasks required for each writing assignment.

Instructor: Rosemary Fitzpatrick
Fee: $200
Location: Polsky 451C, 1 class meeting
Dates: December 16, 2020
Meets: Wednesday 8:30a - 4:30p

Emotional Intelligence in the Workplace

Are YOU Emotionally Intelligent?
Emotional intelligence is defined as a set of emotional and social skills that:
- Influence the way we perceive and express ourselves
- develop and maintain social relationships
- cope with challenges

Prior to the class, you will take the EQ-i 2.0 assessment. You will learn how you perceive yourself, how you express yourself, how you connect at a personal level, how you make decisions and how you manage stress.
ALL are essential ingredients of success!

Instructor: Darla Klein
Fee: $349
Location: Akron Campus, 1 class meeting
Date: Fall dates TBD
Meets: Wed. 8:30a-4:30p
Business and Professional Development

Kepner-Tregoe Problem Solving & Decision Making
When faced with a problem or decision, you need the right answer - and fast. For almost 60 years, Kepner-Tregoe's Problem Solving & Decision Making workshops have been helping teams and individuals find the root cause of problems faster, make better decisions, manage risk, and prioritize what to work on first. Our instructor will ensure you're ready to use these skills back on the job to make an impact where you work.
Instructor: Rosemary Fitzpatrick
Fee: $995
Akron Campus
Dates: Fall dates TBD

Leadership Essentials
Discover how to tackle the challenges of motivation, conflict and time management, while learning the secret to building work relationships. In just six days, our Leadership Essentials class will instill the basic skills needed for any supervisor or manager.

NOTE: This class may be moved online due to Covid-19 restrictions.
Instructor: Darla Klein
Fee: $1199
Akron Campus: Polsky; 6 class meetings
Dates: September 29, October 1, 8, 13, 20, 22, 2020 (no class Oct. 6, 15)
Meets: Tuesday and Thursday from 8:30a - 4:30p

ServSafe Certification
Designed for operators, managers, supervisors, cooks and employees to prevent food-borne illnesses and help reduce liability and insurance costs, this course covers the causes, spread and methods of preventing food-borne illnesses, microbiology, cleaning and sanitizing. Successful completion will lead to ServSafe Certification, and the Ohio Department of Health Food Safety Certification. Textbook and materials included. You will take the certification exams in class. No discounts apply.

NOTE: This class may be moved online due to Covid-19 restrictions.
Instructor: Mark Kent
Fee: $259
Akron Campus: Polsky; 5 class meetings
Dates: September 22, 29; Oct. 6, 13, 20, 2020
Meets: Tuesday, 2-5p
Sterile Processing
Sterile Processing is a field dedicated to supporting the healthcare industry with supplies and equipment. You will learn sterilization practices that will prepare you to become a Certified Sterile Processing and Distribution Technician. Class format includes lecture, demonstration and practice. Includes a field trip to a local area hospital sterile processing department. Upon completion, you will be eligible to take the Certification Board for Sterile Processing and Distribution (CBSPD) Exam. Textbooks included.

NOTE: This class may be moved online due to Covid-19 restrictions

Instructor: Lisa Wapenaar
Fee: $995

Akron Campus: Polsky; 20 class meetings
Dates: August 24 - October 28, 2020 (Sept. 7 class will be held on TUESDAY, Sept. 8)
Meets: Monday & Wednesday, 9:30a - Noon

Clifton StrengthsFinders
Based upon the #1 Wall Street Journal and Business Week bestseller, our Clifton StrengthsFinder® workshop enables individuals and teams to understand, apply, and integrate their strengths into their respective roles at work. Clifton StrengthsFinder® 2.0 features an individual’s unique talents to support greater team engagement, performance, and improved business outcomes.

Our one day course is designed to engage individuals and to help them discover how they can develop their natural strengths and talents which will serve to inspire them to achieve greater levels of performance as an individual, a team member, and/or team leader. A customized report will be provided to each participant.

Instructor: Judy Bodenhamer
Fee: $300

Akron Campus
Date: Fall dates TBA

Supervision 101
In ONE DAY this program is designed to enable first-time supervisors a chance to figure out what is required to be a good leader. We will tackle the topics that can trip up a new supervisor including, communications, delegation, conflict, and team building.

NOTE: This class may be moved online due to Covid-19 restrictions

Instructor: Judy Bodenhamer
Fee: $250

Akron Campus: Fall dates TBA
Medina Campus: Fall dates TBA
8:30am - 4:30pm
Insurance

INS 21 Property and Liability Insurance Principles
Fundamental principles of insurance through an overview of the nature and operation of the insurance business and its companies (includes materials).
Instructor: TBD
Fee: $339
Medina Campus: 6 class meetings
Meets: Thursday 6-8p
Dates: Next session will be scheduled spring 2021

INS 22 Personal Insurance
Personal loss exposures and personal insurance coverages; including automobile, homeowner and other residential coverages, personal liability, life, health and its companies.
Instructor: TBD
Fee: $369
Medina Campus: 6 class meetings
Meets: Thursday 6-8p
Dates: Next session will be scheduled spring 2021

INS 23 Commercial Insurance
Topics include: commercial loss exposures and coverages, commercial property, business income, inland and ocean marine, commercial automotive and general liability, workers’ compensation, business owners and miscellaneous coverages.
NOTE: This class may be moved online due to Covid-19 restrictions
Instructor: Andrew Merfeld
Fee: $379
Medina Campus: 6 class meetings
Meets: Thursday from 6 - 8p
Dates: August 27 - October 1, 2020

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Exam Prep

ACT (online with instructor)
If you are preparing to take the ACT exam, you can benefit from taking this course. It is designed to help you master the basic test taking skills you need. A practice test will be administered. Textbook included.

Instructor: Laura Icardi
Fee: $159
Online: 5 class meetings
Meets: Wednesday, 6-8:30p
Dates: September 9 - October 7, 2020

GMAT/GRE Math Review (online with instructor)
Need a refresher on the math portion of the GRE/GMAT exam? This is the class for you! This unique class will give you helpful tips on how to be successful on the math portion of the GRE/GMAT exam.

Instructor: Todd Gerber
Fee: $179
Online: 4 class meetings
Meets: Tuesday & Thursday, 6-9p
Dates: September 1, 3, 8, 10, 2020

LSAT (online with instructor)
Prepare for the LSAT Exam with this comprehensive, hands-on course. All areas of the LSAT examination are covered, including analytical and logical reasoning, reading comprehension, and essay writing. Testing strategies will be emphasized. Practice examinations will be administered and reviewed in class. Classes are held on three weekday evenings and three Saturdays. Textbooks not included in the cost of class and should be purchased by the student.

Instructor: Todd Gerber
Fee: $349
Online: 6 class meetings
Meets: Friday from 6-9p and Saturday from 8a-1p
Dates: September 11-26, 2020

Other Test Prep courses:
- SHRM-CP/SCP Certification (page 6)
- Sterile Processing Certification (page 9)
-
Excel 2019 Basic
Hands-on practice will enable you to create spreadsheets from scratch, enter and edit data, work with auto fill, use basic formula functions, work with worksheets, copy and paste information, format information, size rows and columns, and set sheets up for printing. Prerequisite: Basic computer skills.
Fee: $139
Meets: 9a-noon; Instructor: Ted Younessi
Akron Campus: September 15 & 17, 2020
Medina Campus: September 22 & 24, 2020
Fee: $139
Meets: 9am - noon; Instructor: Ginny Knowlton
Wayne Campus: September 28 & 30, 2020

Excel 2019 Intermediate
In Excel Intermediate, we will create and work with the chart features. We will also look at utilizing the features on the Data ribbon such as sorting, filtering, conditional formatting, working with subtotals, create custom lists, working with data validation, text to columns and using the new flash fill feature. Look at Sumif and Countif statements. Let’s make Excel work for you!
Fee: $139
Meets: 9a - noon; Instructor: Ted Younessi
Akron Campus: September 29 & October 1, 2020
Medina Campus: October 6 & 8, 2020
Fee: $139
Meets: 9a - noon; Instructor: Ginny Knowlton
Wayne Campus: October 12 & 14, 2020

Excel 2019 Advanced
Manage advanced formulas and lookup functions - such as VLOOKUP - and learn how to create and work more effectively with PivotTables and PivotCharts, work with scenarios, linking, macros, if statements, normalizing data, use goal seek, comments, tracking workbooks and protecting sheets and workbooks. You will also work with slicers for Pivot Tables. Prerequisite: Excel Intermediate or equivalent experience.
Fee: $139
Meets: 9a - noon; Instructor: Ted Younessi
Akron Campus: October 13 & 15, 2020
Medina Campus: October 20 & 22, 2020
Fee: $139
Meets: 9am - noon; Instructor: Ginny Knowlton
Wayne Campus: November 2 & 4, 2020
Excel 2016 Formulas, Functions and Lists
You will work with lists, learn about range names and how to use them in logical functions and lookup functions. In addition, you will learn about date and time functions, including finding the day of the week and the week number.
Logical Functions
- IF Functions
- Nested IF Functions
- AND Functions
- OR Functions
- NOT Functions
Fee: $59
Meets: One session, 9a - noon; Instructor: Ted Younessi
Dates at all locations to be determined

Excel 2016 Pivot Tables
Students will learn how to create and modify PivotTables and PivotCharts as well as how to filter and modify fields to format and group data. Then students will use advanced features such as consolidating multiple workbooks as well as creating and using page fields. Finally, you will learn how to generate PivotTables using imported data from external data sources like Access, SQL Tables, the Internet, or other database programs.
Fee: $59
Meets: One session, 9a - noon; Instructor: Ted Younessi
Dates at all locations to be determined
Computer Training

PowerPoint Basics
Gone are the days of flip charts or drawing on a white board to illustrate your point. Today’s audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. In this course, you will use PowerPoint to begin creating engaging, dynamic multimedia presentations.

Instructor: Ginny Knowlton
Fee: $139
Wayne Campus
Meets: Two sessions, 9a-Noon, October 5 & 7, 2020

PowerPoint Intermediate
Continue to explore adding charts to a presentation including working with linking external Excel worksheets and charts. Creating, editing and using tables in PowerPoint presentations. Explore the features of PowerPoint in collaborating with others online as well as learning how to ready a presentation for final delivery.

Instructor: Ginny Knowlton
Fee: $139
Wayne Campus
Meets: Two sessions, 9a-Noon, October 19 & 21, 2020

Microsoft Project 2016
In this course, you will learn to create and engage in basic management of a project using Microsoft Project 2016. Upon successful completion you will be able to manage an existing Microsoft Project 2016 project plan. You will identify project management concepts and navigate the Project 2016 environment.

Instructor: TBA
Fee: TBA
Akron Campus: Fall dates TBA

QuickBooks 2018 Basic
As one of the most efficient and cost effective tools for a business’s financial and accounting needs, the ability to navigate QuickBooks is an invaluable skill for anyone. The value of QuickBooks spans far beyond the ability to get paid and pay others. It effectively uses the data you enter to construct powerful reports that will support your company’s managerial efforts.

Instructor: TBA
Fee: $249
Meets: Fall dates TBA
Online Courses

Workforce Training Solutions partners with several online educational suppliers to give you access to the most relevant, updated online courses available today. If you are looking for new job skills, changing careers, re-entering the workforce, to prepare for a certification or just want a new hobby— you will find an online course relevant to your needs.

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- Business and Professional
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Service Industry
- Skilled Trades and Industrial
- Sustainable Energy and Going Green
- Career Online High School

Graduate Credit
If you are a teacher and need graduate workshop credit, we have many online courses available for one and two graduate credits. The classes listed on the website have been approved by UA College of Education for 1 or 2 credits:
1-hour workshops https://www.ed2go.com/uacoewksp/
2-hour workshops https://www.ed2go.com/uacoewksp2/
Short Courses for Personal and Professional Development

Ed2Go also offers over 300 short courses, starting at $109 each. They begin the 3rd Wednesday of the month, and lessons are released on Wednesday and Friday each week for 6 weeks. There is a wide range of highly interactive courses that you can take entirely over the Internet.

https://www.ed2go.com/ua/
Accounting and Finance
Business
College Readiness
Computer Applications
Design and Composition
Healthcare and Medical
Language and Arts
Law and Legal
Personal Development
Teaching and Education
Technology
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Legal Certificate Courses

Workforce Training Solutions partners with the Center for Legal Studies to offer a variety of legal courses, such as Paralegal, Legal Nurse Consultant, Employment Law, Victim Advocacy, plus many more.

Paralegal Certificate and Legal Studies Certificate Courses
https://www.legalstudies.com/vendor/the-u-of-akron/