

## Automotive Mechanical Technologies • Career Education

Bates' open-entry policy allows entry into most career education programs as openings occur. Contact a career specialist for information on the following programs:

**Auto Body Rebuilding & Refinishing** • South Campus • 7:45am - 3:30pm  
 Extensive practical learning in Bates' body and fender shop gives students practice in all aspects of the profession, including painting and refinishing, repairing body panels, tool room management, repair estimating and shop supervision.

**Automotive Mechanic** • South Campus • 7:30am - 3pm  
 Earn Automotive Service Excellence (ASE) certification, and learn to use computerized diagnostic equipment, perform repairs, overhaul transmissions and more in Bates' active auto service shop.

**Diesel & Heavy Equipment Mechanic** • South Campus • 7:15am - 3pm  
 Learn all aspects of the industry, including diagnosing, repairing and rebuilding components of diesel powered vehicles, electrical systems, power trains, hydraulics and brake systems, in an actual service-oriented shop setting.

**Power Sports & Equipment Technology** • South Campus • 7:45am - 3:30pm  
 Instruction in the service and repair of all types of sports vehicles and equipment in a working shop environment. Practical experience in repairing motorcycles, all-terrain vehicles, tractors, mowers, chain saws, and personal watercraft.

**Vehicle Parts/Accessories Marketing • Inventory & Stock Specialist • Warehouse & Distribution Specialist** • South Campus • 7:45am - 3:30pm  
 Practical training in various positions within the automotive parts and accessories industry, including sales, marketing and customer service. Curriculum includes material handling, forklift operation, warehousing and distribution in a vehicle parts store and warehouse environment.

## Automotive Mechanical Technologies • Extended Learning Course

Extended learning courses are short-term educational opportunities with specific quarterly start and end dates. Call 253.680.7300 or 7402 for information.

**Air Brakes, DIESEL 055**  
 7207 BSC-D223 Sat 4/25 8a-4:30p 8hrs \$100

Learn the basics in the operation and maintenance of Air brakes. Through hands-on training and individualized instruction, students will learn the fundamentals and operation of the dual air brake system, including Service Brake System, Parking Brake System, and Emergency Brake Operation. Students will also learn air brake systems adjustment for manual and automatic slack adjusters. Upon completion, students will receive certification to inspect and adjust S-Cam brakes.

## Business & Office • Career Education

Bates' open-entry policy allows entry into most career education programs as openings occur. Contact a career specialist for information on the following programs:

**Accounting/Bookkeeping** • Downtown Campus • 8:15am - 3pm  
 Learn essential accounting procedures for businesses and organizations including accounts receivable and payable, general ledgers, payroll taxes, working with assets and liabilities, sole proprietorships, partnerships and corporations.

**Administrative Medical Assistant** • Downtown Campus • 8:15am - 3pm  
 Instruction includes medical terminology and transcription, insurance coding and billing, office administration, customer service skills and professional ethics.

**Administrative Office Assistant** • Downtown Campus • 8:15am - 3pm  
 Learn office and accounting software, including Windows, Word, Excel, Access, PowerPoint, Publisher, Outlook and QuickBooks. Training includes records management, grammar, business writing, professional ethics and telephone techniques.

**Legal Office Assistant** • Downtown Campus • 8:15am - 3pm  
 Skills and training in preparation for careers in legal administrative work. Instruction includes legal terminology, transcription, the study of domestic relations, family law, civil litigation, wills and estate planning, real estate and bankruptcy, combined with a solid foundation in office procedures and administration.

**Medical Transcriptionist** • Downtown Campus • 8:15am - 3pm  
 Healthcare is one of the fastest growing industries nationally and regionally. Students gain a working introduction to anatomy and physiology, human relations, communication skills, medical terminology and transcription. A work-based learning experience provides 160 hours in a clinic, hospital or transcription service.

## ON-LINE ORGANIZATIONAL MANAGEMENT SERIES - INTRODUCTION **NEW!**

COURSES RUN 3/23-6/19. To register, call 253.680.7300/7029, [www.bates.ctc.edu/Registration](http://www.bates.ctc.edu/Registration) • Last day to register for this series is 6/5.

This certificate series is designed to provide professional development opportunities for potential, new and seasoned supervisors and managers to increase or refresh organizational management, supervision and leadership skills. Earn college credits for the successful completion of each course. This course is available to you 24/7 at any location, any time. **Take just one course or all five!** A Certificate of Training and college credits will be awarded upon successful completion of all five courses. Price does not include text.

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|--|--|------------------|--------------|
| <b>3312</b>  | <b>Introduction to Leadership Skills, OMI 101</b>                    | <b>2 credits</b> | <b>\$160</b> |
| Learn effective communication techniques that facilitate the successful management of individuals and groups at all levels of the organization.  |  |                  |              |
| <b>3313</b>  | <b>Introduction to Presentation and Facilitation Skills, OMI 105</b> | <b>2 credits</b> | <b>\$160</b> |
| This course is designed to enhance personal presentation and group facilitation skills in a variety of settings, from large groups to small business meetings. Includes effective integration of technology into presentations.          |  |                  |              |
| <b>3314</b>  | <b>Introduction to Project Management, OMI 109</b>                   | <b>4 credits</b> | <b>\$260</b> |
| This course teaches students practical skills that will improve management and control of business-related projects and increase team performance through effective communication, organizational skills and time-management techniques. |  |                  |              |
| <b>3315</b>  | <b>Introduction to Problem Solving and Decision Making, OMI 117</b>  | <b>2 credits</b> | <b>\$160</b> |
| Includes instruction on concepts of strategic decision making, situational analysis, innovative processes and proven application tools with which to address strategic problems, challenges and opportunities.                           |  |                  |              |
| <b>3316</b>  | <b>Introduction to Business Accounting and Finance, OMI 121</b>      | <b>3 credits</b> | <b>\$220</b> |
| Instruction is designed for non-financial managers and provides an introduction to the accounting cycle, finance and accounting documents, budgets and budgeting techniques.   |  |                  |              |

## ON-LINE ORGANIZATIONAL MANAGEMENT SERIES - ADVANCED **NEW!**

COURSES RUN 3/23-6/19. To register, call 253.680.7300/7029, [www.bates.ctc.edu/Registration](http://www.bates.ctc.edu/Registration) • Last day to register for this series is 6/5.

This certificate series is a continuation of Organizational Management Series - Introduction. There are no prerequisites for this series. As with the introduction series, you can earn college credits for the successful completion of each course. This course is available 24/7, at any location, any time. **Take just one course or all five!** A Certificate of Training and college credits will be awarded upon successful completion of all five courses. Price does not include text.

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|---|--|--------------------|--------------|
| <b>3318</b>   | <b>Teaming for Success, OMA 103</b>                                  | <b>2.5 credits</b> | <b>\$170</b> |
| Learn successful leadership models with an emphasis toward analyzing students' own leadership styles. Understand and synerge the dynamics of a team, and learn how to appropriately empower people to make the right decisions for the team and the organization.   |  |                    |              |
| <b>3319</b>   | <b>Achieving Results through Influence, OMA 107</b>                  | <b>2 credits</b>   | <b>\$160</b> |
| Learn critical elements of, and techniques for, influencing an audience; how to use influencing strategies, behaviors and techniques to achieve desired goals and outcomes.   |  |                    |              |
| <b>3320</b>   | <b>Strategic Marketing, OMA 111</b>                                  | <b>2.5 credits</b> | <b>\$170</b> |
| Learn a variety of marketing strategies, identify steps in the marketing process, and address how to recognize and minimize the effects of competitive forces. The emphasis is on relating marketing theory to practical and effective real-world solutions for both industrial and consumer situations.      |  |                    |              |
| <b>3321</b>   | <b>Conflict Resolution &amp; Collaborative Negotiations, OMA 113</b> | <b>2 credits</b>   | <b>\$160</b> |
| Understand concepts and acquire the necessary skills and techniques to prepare for and conduct successful negotiations. Learn a variety of methods to establish rapport, trust, and credibility, manage conflict during the negotiation process, and how to handle difficult power tactics.                   |  |                    |              |
| <b>3322</b>   | <b>Leadership Styles, OMA 115</b>                                    | <b>2 credits</b>   | <b>\$160</b> |
| This course is based upon the Situational Leadership® model developed by Ken Blanchard and Paul Hersey, which has been successfully used by managers over the years. Learn methods to adopt the most appropriate leadership style to different situations in an effort to affect a desired, positive outcome. |  |                    |              |
| <b>3323</b>   | <b>Managing Change, OMA 119</b>                                      | <b>2 credits</b>   | <b>\$160</b> |
| Learn the process of change, communicating elements of the change to the organization. This course includes discussion, analysis of real-world situations, and exercises designed to enhance the student's ability to manage change effectively.  |  |                    |              |

### KEY TO EXTENDED LEARNING COURSES

eBay in a Day, EBUS 079 (Course #)							
7163	BDC	E-307	Sat	5/3 - 5/10	8a-12p	8hrs	\$50
Item#	Campus	Room #	Day	Dates	Time	Hours	Fee
BDC	Bates Downtown Campus, 1101 S Yakima Ave	BSC	Bates South Campus, 2201 S 78 <sup>th</sup> St				
BMC	Bates Mohler Campus, 2320 S 19 <sup>th</sup> St						