

CGA Educational Foundation
Career Development Program • Sample Course/Seminar Listing

Courses Always Approved:

**Retail Management Certificate
(offered at Community Colleges)**

- Introduction to Management
- Business Communication
- Business Mathematics
- Bookkeeping or General Accounting
- Marketing Management
- Oral Communications
- Human Resources Management
- Retail Management/Merchandising
- Leadership/Human Relations
- Microcomputer Applications

Courses likely to be approved - based on your job description or career goals:

Accounting/Bookkeeping

- Accounting
- Bookkeeping

Business/Economics

- Economics
- Business Law
- Business Writing

Communications

- Assertive Communication Skills
- Effective Communication
- Business Communications
- Organizational Communication Mgmt.
- Written Communications for Today's Managers
- Essentials of College Writing
- High Impact Communication Skills for Women
- Power Communication Skills

Computers

- Access
- Internet
- Computer Applications
- Computer Info Systems
- Computer Literacy
- Computerized Accounting
- Computer Programming
- Data Communication Intro.

- Database Management
- Excel
- Intro to Computers
- Information Systems
- Microsoft Office
- Object Oriented Programming
- Operating Systems
- Performance Systems
- Power Point
- Web Page Design
- Windows
- Word

English/Foreign Language

- Spanish
- English
- Speech

Food Industry Specific Courses

- Cake Decorating
- Customer Relations
- Food & Beverage
- Food Management
- Food Merchandising
- Food Safety
- Food Store Sanitation
- Food Store Security
- Interior Florals for the Home
- Everlasting Floral Design
- People Soft Security
- Pharmacy Calculations
- Sanitation
- Service Deli Mgr. & Oper.
- Service Floral Management
- Service Seafood
- Service Seafood Mgmt & Oper.
- Shrink & Security Class

Human Resources

- Accelerated Learning Techniques
- Basic Employ. Personnel Law
- Compensation Management
- How to be a Better Trainer
- How to Lead a Team
- How to Supervise People
- Wage & Hour Laws
- Workplace Violence Seminar
- Designing H.R. Training
- Essentials of Risk Mgmt
- Establishing H.R. Systems
- Leadership & Human Relations
- Hiring Do's & Don'ts
- Intro to Benefits

Management/Supervisor

- Complete Manager
- Conflict Mgmt. Skills for Women
- Cooperative Work Exper.-Mgmt.
- Effective Communication for Today's Manager
- Managing Individuals
- Emotional Intelligence: Lessons in Leadership
- Excelling as a First Time Supervisor
- Fund. of Successful Mgmt.
- Grocery Mgmt. & Oper.
- Conflict and Conflict Resolution Management
- Management Accounting
- Management Communication Concepts
- Prod. & Oper. Management
- Project Mgmt.: Planning/Scheduling

Marketing

- Marketing
- Strategic Marketing

Math

- College Mathematics
- Algebra
- Statistics
- Trigonometry

Personal Development

- Management/Coaching Skills
- Dynamic Individual Behavior
- Educational Planning
- Stress Solutions Workshop for Women

Courses that will NOT be approved:

Any Degree or Certificate Outside the Food Industry, such as

- Teaching
- Nursing
- Psychology
- Sociology
- Art
- Physical Education
- Etc.