CCAC Workforce Development

CCAC’s Workforce Development provides training in the region’s changing and emerging industries. Programs are designed around the skills and knowledge that students need for employment and employers need for their workers to have to remain competitive.

CCAC’s Workforce Development offers corporate training in the following areas:

**Business Process Design**
- Lean Manufacturing
- Project Management
- Six Sigma

**Computer/IT**
- Adobe InDesign and Illustrator
- Microsoft Office
- Microsoft Project

**Emergency Management**
- CPR
- EMT
- First Aid

**Health Care**
- Health Information Technology
- Home Health Aide
- Medical Billing
- Medical Coding
- Nursing Aide
- Nursing Home Administrator
- Phlebotomy
- RN Refresher

**Human Resources**
- Behavior-based Interviewing
- Diversity
- Managing Generational Differences
- Performance Management
- Recruitment and Solutions

**Industrial Maintenance**
- Blueprint Reading
- Electric Motor Controls
- Electrical Schematics
- Electricity
- Fabrication
- Fluid Technology
- Geometric Design and Tolerance
- Instrumentation
- Micrometer
- Programmable Logic Controls
- Welding

(over)
Leadership
• Change Management
• Coaching
• Creative Leadership
• Team Building

Management, Supervisory & Communication Skills
• Business Writing
• Conflict Resolution
• Correcting Problem Performance
• Customer Service
• Delegation Strategies
• Financial Essentials
• Goal Setting
• Improved Communications
• Leading Effective Meetings
• Management Fundamentals
• Problem Solving
• Soft Skills
• Time Management

Professional Continuing Education
• Accountant
• Human Resources CEBS
• Insurance
• Lead Certification EPA
• Legal
• Local Government Academy
• Real Estate
• Tax

Safety
• Arc Flash
• Confined Space Entry
• Ergonomics
• Forklift
• HAZWOPER
• Lockout/Tagout
• OSHA 10-hour/30-hour

Sample list of clients served:
American Textile Company
Bayer AG
Bayer Healthcare
Brayman Construction Corporation
DeVilbiss Healthcare LLC
Duckmate/DMI
Duquesne Light Company
Eaton Corporation
Gateway School District
Haemonetics Corp.
Liberty USA, Inc.
Monongahela Valley Hospital
Mosebach Manufacturing Company
Pittsburgh Pipeline Youth Project
Pressure Chemical Company
The Gateway Engineers, Inc.
United States Steel Corporation
Wojanis Hydraulic Supply Company, Inc.

CCAC West Hills Center
1000 McKee Road, Oakdale, PA 15071
For more information, call 412.788.7500.