Communicating on the Job

A fresh approach to communicating on the job, this course is interactive and applicable in formal and informal settings. Just come with an open mind while focusing on the following: learning to communicate effectively, busting-out the myths of communication, listening, and always remembering the non-verbal communication. Additionally, you will discover how to communicate effectively with superiors and subordinates as well as across cultures and genders, how to work as part of a team, and how to deal with conflict to create a winning situation. (This course is required for the master certificate.)

Course Details:

➢ Day/Time: Tuesday and Thursdays 1:00 – 4:00 PM
➢ Date: May 30th – July 9th (First class Thurs 5/30 and no class on 6/20 or 7/4)
➢ Room: Skou Room 231
➢ Tuition: $695 + textbook

Blueprint Reading

Provides basic skills for blueprint applications. Class sessions will focus on the following: Language of industry (universal language, common elements, care of blueprints, technique of reading blueprints); Drafting and Blueprint Reading Procedures (alphabet of lines, basic principles of projections, measurement tools).

Course Details:

➢ Day/Time: Monday, Tuesday, and Wednesday 5:00 – 7:30 PM
➢ Date: July 1 – July 24, 2019 (4 weeks)
➢ Room: Halterman Hall Room 280
➢ Tuition: $695 + textbook

To register please visit: ati.osu.edu/ITC