

Guidelines for Customized Course Categories

While the LJC has some latitude in categorizing customized courses, the courses must be appropriate to the categories and sub categories as they are listed below. In order to clarify ICD's expectations, we would like to submit the following guidelines for categorizing customized courses. Some specific course titles have been included below as examples only. These examples are not inclusive of all possibilities.

Basic Skills

Courses designated basic skills directly focus on reading, writing, math, communication or any of the other 13 basic skills. **Sub Categories (with examples) include:**

Communications/Language: *Foreign Languages, Speech, Dale Carnegie Course*

GED Preparation: *Pre-GED testing preparation, Basic Skills Tutoring*

Math/Science: *All math courses, basic or advanced; All academic science courses, basic or advanced*

Reading/Writing: *Grammar, Resume Writing, Writing a Life History*

Social/Behavioral Science: *Criminal Justice, General Psychology, Business Ethics, Time Management*

Computers

Courses emphasizing the use of computers. **Sub Categories (with examples) include:**

Basic Computers: *Intro to Computers, Keyboarding, Intro to the Internet, Computer Basics, basic computer applications*

Vocational Computers: *Programming Languages, intermediate and advanced software applications, Building your own computer, computer hardware, web crafting, Auto CAD*

Avocational Computers: *Quicken, Turbo Tax, digital photography, Photoshop,*

Pre-Technical

Courses designated pre-technical emphasize technical aspects of materials and machines. This category reflects the mission to provide Steelworkers with future employment opportunities. Thus, these courses often lead directly to vocational pursuits in technical areas. **Sub Categories (with examples) include:**

Building/Construction/Home Improvement: *carpentry, landscaping, home wiring, plumbing, heating and air conditioning, Dry Walling, Deck Building, Home Security Systems, Locksmithing, Masonry*

Customized Degree/Certificate/License: *any course or group of courses that produces an industry-wide accepted certification, license or customized academic degree, e.g. CDL license, A+ Certification*

Mechanics/Electronics: *Auto mechanics, small engine repair, TV/VCR/Camcorder repair, welding*

Personal Development

Courses designated personal development aim at enhancing workers' personal lives and interests. This category can also include courses that lead to vocations in non-technical fields. **Sub Categories (with examples) include:**

Arts/Crafts/Music*: (see attached course list)

Business/Finance/Entrepreneurship: *Debt Elimination, Starting your own Business, Financial Planning, Retirement Planning, Stock Market*

Customized Degree/Certificate/License: *any course or grouping of courses that would lead to an academic degree or industry-wide accepted certificate or license, e.g. Real Estate License, Labor Studies degree*

Health/Fitness/Sports*: (see attached sample course list)

Social/Behavioral Science: *Dale Carnegie course, Journaling, Psychology, Sociology, labor studies, Genealogy, Economics, Time Management, travel*

Sample List of Customized Courses

Category: Personal Development

Subcategories: Arts/Crafts/Music & Health/Fitness/Sports

This is an *incomplete* list but illustrates examples of the types of customized courses that should be categorized under these two *restricted* subcategories.

Courses that fall under Arts/Crafts/Music

- Air Brushing
- Antiques
- Basket Making
- Bonsai
- Calligraphy
- Candy Making
- Ceramics
- Cooking Class (any)
- Dance Lessons
- Doll House Construction
- Floral Design
- Fly-tying
- Framing
- Furniture Making
- Garden Stones
- Glass Etching
- Grandfather Clock Making
- Gun Smithing
- Interior Decorating
- Jewelry Making/Repair
- Leather Crafting
- Meat Cutting
- Metal Smithing
- Model Railroading
- Mosaic Stepping Stone
- Music Lessons
- Neon
- Painting (in any medium)
- Photography
- Scrapbooks
- Sewing/Quilting
- Snowshoe making
- Song Writing
- Stained Glass
- Taxidermy
- Telescope Making
- Tole Painting
- Upholstery
- Wildlife Painting
- Wood Carving
- Woodworking

Courses that fall under Health/Fitness/Sports

- Acupressure
- Aromatherapy
- Apex Training
- Archery
- Arrow Making
- Bicycle Repair
- Boating (All types including safety)
- Bowling
- Building Long Rifle
- CPR Certification
- Defensive Driving
- Fishing (including Rod making)
- Firearm Safety
- First Aid Certification
- Health Classes (All types)
- Herbal Medicine
- Golf (including Club making)
- Kick Boxing
- Martial Arts (All forms of)
- Massage Therapy
- Moose Calling
- Personal Training
- Scuba
- Self Defense
- Skiing
- Smoking Cessation
- Tennis
- Trap Shooting
- Weight Watchers
- Yoga

