



We are where
YOU are

Volume 8 Issue 1
January 2014

Course Information

FOCUS ON TRAINING



**New
Facility!**

Workforce Development

Courses Available:

Computer Workshops • Driving Classes • Energy Services Classes
Industrial Applications • Medical Classes • MSHA Training

SPRING 2014

Opening January 13, 2014:

New 7,500 square foot facility, which will include 2 large classrooms that can be converted into 4 small classrooms, a large lab with overhead crane, faculty office space, and a mezzanine area for simulators.

For more details:

http://www.wvcc.wy.edu/workforce/Workforce_Training_Center.pdf



Western Wyoming Community College is an Equal Opportunity institution and as such, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability status, disabled veteran, or veteran of the Vietnam, Gulf, or any other era in admission or access to, or treatment or employment in, its educational programs or activities.

Inquiries concerning Title VI, Title IX, Section 504, ADA, and other related laws may be referred to the V.P. for Administrative Services, WWCC Administrative Offices, P.O. Box 428, Rock Springs, Wyoming 82902-0428, (307) 382-1609; or Office for Civil Rights, Denver Office, U.S. Department of Education, Cesar E. Chavez Memorial Building, Suite 310, 1244 Spear Avenue Blvd., Denver, CO 80204-3582, (303) 844-5695, FAX (303) 844-4303 or TDD (303) 844-3417 or the Wyoming Labor Standards Department, 1510 East Pershing Blvd., Cheyenne, Wyoming 82002 (307) 777-7261.


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Need **PTSB** recertification credit? Look for the **Apple** symbol by approved courses!

 **Approved by PTSB for teachers**

A Continuing Education Unit (CEU) is defined as “ten contact hours of participation or equivalent in an organized continuing education experience under responsible sponsorship, capable direction and continuing qualified instruction.” Most non-credit classes at Western Wyoming Community College include the award of CEU’s.

SPOTLIGHTED INSTRUCTORS

For complete listing of instructors, visit WWCC Workforce website at:
<http://www.wwcc.wy.edu/workforce/expertinstructors.htm>

Business Development



Cammie Pollastro has a Master of Science in Education with an emphasis in Instructional Technology and a Bachelor of Science in

Mass Communication. She has ten years of student service, project management, and training experience. Cammie is currently the Academic Success Coach for students enrolled in the Supervision and Leadership Certificate program at Western Wyoming Community College.

Maintenance Planner. She began teaching the Electrical Apprenticeship for the college and realized she wanted to teach full-time as WWCC's Instrumentation Instructor.

Computer Workshops

Jennifer Allen has a Master of Science in e.business with her Bachelor of Science in Communication & Mass Media. She is an Assistant Professor of Computer Science and Office Information Systems for WWCC and is also a certified



DDI Instructor.

Medical Training



Andrew Appleby is a Registered Nurse with over 12 years of Nursing and EMS experience including the Emergency Dept. at MHSC and several EMS

agencies. He currently works at Sweetwater Medics where he answers 911 calls with the ambulance, performs inter-facility transfers and serves as the training coordinator. He holds certifications in BLS, ACLS, PALS, PHTLS, ABLS, and TNCC and teaches part-time for WWCC Workforce Development.

Teresa Schafe has an Associate's Degree in Office Information Systems and Social



Science from Western Wyo. Comm. College and a BA in Social Science from University of Wyoming. She has worked as an Instructional Assistant in the

Office Information Systems lab at Western for five years and taught computer classes for three years.

Industrial Applications



Gena Moser-Clark has a Bachelor of Science in Electrical Engineering with a Bio option from the University of Wyoming. She worked for FMC for nearly

15 years and was Kemmerer Coke Plant's first Electrical Engineer, first female engineer, and became their first female foreman. Gena's positions with FMC included Electrical Maintenance Engineer, Preventative Maintenance Engineer, Maintenance Coordinator, Production Coordinator, and

Safety & Environment

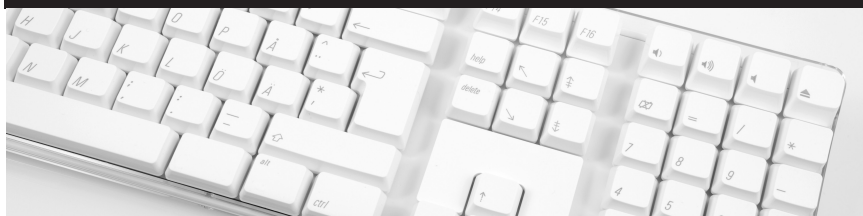
Chris Schutz comes to WWCC with over 35 years of experience in heavy industry. He



has worked in marine salvage, coal strip mines and oil and gas. He has worked the last 25 years in the natural gas fields in production, compression,

pipelines, process plants, instrumentation and production management. He has been certified as an EMT and Outdoor Emergency Care, as a ski patroller and is commander of the county Search and Rescue.

COMPUTER WORKSHOPS



Access 2010 Basic 🍏

Create an Access database, build and modify tables, and manipulate data within a table. Create and use forms, build and modify select queries, and use different methods to generate reports.

*Thursday, February 6, 2014;
8am-4pm; WWCC-GR Center 104 Connie
Stonebraker; \$125;
NCCMP 108 T1; 0.7 CEU*

Access 2010 Intermediate 🍏

Expand on the power of Access by learning more about relations in databases, using lookup fields in related tables, and using advanced queries. Make your forms and reports easier to use by including calculations, graphics, combo boxes and charts. Other topics include PivotTables and PivotCharts.

*Thursday, February 13, 2014;
8am-4pm; WWCC-GR Center 104,
Connie Stonebraker; \$125;
NCCMP 109 T1; 0.7 CEU*

Excel 2010 Basic 🍏

Learn the many shortcuts and timesaving features in Excel. Start by learning the basics of setting up a worksheet and modifying it, then adding formulas, functions and formatting. You will also learn to

create charts and work with large workbooks. Little tricks in Excel can save a lot of time and work!

*Thursday, April 3, 2014
8am-4pm; WWCC-GR Center 104
Terese Schafe; \$125;
NCCMP 106 T1; 0.7 CEU*

Excel 2010 Intermediate 🍏

Expand your knowledge of Excel by learning how to work with advanced charting and formatting, using multiple workbooks including formula linking, learning list management, documenting, auditing, web features and using templates.

*Tuesday, February 4, 2014;
Connie Stonebraker; or
Thursday, April 10; Terese Schafe
8am-4pm; WWCC-GR Center 104, \$125;
NCCMP 107 T1 or 2; 0.7 CEU*

Quickbooks 2013 Level 1

Learn the basics of QuickBooks, including customer transactions, vendor transactions, banking, and creating your company file. Backing up your file and restoring it will also be covered. Students using other recent versions of QuickBooks will find this course useful.

*Friday, February 14, 2014;
8am-5pm; WWCC-RS Rm 1430 N1;
Juniper Phillips; \$149*

PROFESSIONAL DEVELOPMENT

Word 2010 Basic 🍏

Create and edit professional-looking documents with ease! Learn how to move, copy, and format characters and text. More advanced topics include creating and managing tables, controlling page layout, using proofing tools and adding graphics.

*Thursday, January 30, 2014;
8am-4pm; WWCC-GR Center 104, Connie Stonebraker; \$125;
NCCMP 103 T1; 0.7 CEU*



Designing Dynamic PowerPoint 2010

PowerPoint can be exciting! Spice up work presentations to be visually pleasing and more informative. Learn how to insert charts, format tables, or embed video or audio clips. Create a dynamic PowerPoint utilizing the various transitions and animations available.

*Tuesday, April 8 2014;
8:30-11:30 am; WWCC-GR Center 104,
Terese Schafe \$49; NCCMP 312*

Business Writing

Many people struggle with writing, a key method of communicating in business. This training will give students a refresher on basic writing concepts and overview of the most common business documents.

**Thursday, March 20, 2014;
8 am - 5 pm; RS-Workforce Training Center; Cammie Pollastro; \$125
NCENG 106**

Conflict Resolution

This training will give students a seven-step conflict resolution process to use and modify to resolve conflict disputes of any size.

**Thursday, March 27, 2014;
8 am - 5 pm; RS-Workforce Training Center; Cammie Pollastro; \$125
NCBAD 207**

Customer Service

This training will look at all types of customers and how to serve them better and improve ourselves in the process. Students will be given a strong skillset including phone techniques, dealing with difficult customers, and generating return business.

**Thursday, April 10, or
Tuesday, May 20, 2014; 8 am - 5 pm;
RS-Workforce Training Center;
Cammie Pollastro; NCCOM 305; \$125**

Time Management

Personal time management skills are essential for professional success in any workplace. This training will cover crucial strategies including personal motivation, delegation skills, organization tools and crisis management.

**Tuesday, May 6, 2014; 8 am - 5 pm;
RS-Workforce Training Center;
Cammie Pollastro; NCBAS 201; \$125**

DRIVING CLASSES

Check Training Calendar for Dates: <http://www.wwcc.wy.edu/workforce/>

Defensive Driving

The National Safety Council Defensive Driver Training is a 4-hour driver improvement program that offers practical strategies to reduce collision-related injuries, fatalities and costs. It addresses the importance of attitude in preventing accidents and reinforces the good driving skills students already possess. Most importantly, this course shows students the consequences of the choices they make behind the wheel.

4 hours; WWCC-Workforce Training Center; NCTTD 101 T1; 0.4 CEU; \$85

Other Driving classes that can be offered or customized with specific company content:

- Winter Driving
- Off-Road Driving
- Fatigue Driving
- Commentary Driving



ENERGY SERVICES CLASSES

Check Training Calendar for Dates: <http://www.wwcc.wy.edu/workforce/>

PEC Basic Orientation (Safeland)

This course is an orientation of basic safety policies and procedures, which many oil and gas operators/producers require in order to work on a well site. Using the PEC Premier Basic Orientation Workbook, students will learn the basic occupational and safety requirements for many operator/producers, acceptable worksite policies and procedures, hazardous situations, incidence reporting and emergency response plans. This course is approved for S/U grading.

Must Pre-Register-Class limit 25

7:30 am - 5 pm; WWCC-RS; SAFE 1561 T1; \$185*; 0.5 Credit

(Students not in the classroom by 7:45 could be denied entrance in the class.)

General Industry Safety I (OSHA)

Meets Federal OSHA Regulations
This 10-hour program is intended to provide a variety of training on General Industry Safety and Health to entry level workers. Hazard identification, avoidance, control and prevention, along with presentation of applicable OSHA standards are covered. Mandatory topics include such things as OSH Act, General Duty Clause 5 (a)(1), Inspections, Citations, and Penalties (CFR Part 1903), Recordkeeping (CFR Part 1904), Walking and Working Surfaces (Subpart D), Exit Routes, Emergency Action Plans, Fire Prevention Plans,

and Fire Protection, Subparts E & L, and Electrical, Subpart S.

Monday 8 am to 5 pm & Tuesday 8 am to 12 pm; WWCC-RSC; SAFE 1551 T; 0.5 Credit, \$197 (optional book an additional \$60)*

H2S Annual Certification

This course meets the required elements of ANSI Z390.1-2006 Acceptable Practices For Hydrogen Sulfide Training Programs.

Must Pre-Register

[Optional fit testing available for an additional \$40—Must be clean shaven for fit test and have medical physical within the last 12 months.]

7 am-11:30 am; RS-Workforce Training Center; NCIND 202; \$95

H2S Fit Testing

. We currently have adapters to fit test:

- 3M All Models w/ detachable filters
- Scott Full face AV2000, AV3000, Scott-O-Vista, 65, 66
- North masks including 5500, 7700, 7600, 5400, 7800, 80004, 80004S, 85400A, 85500A, 800 Series SCBA
- MSA—some models
- Spearian Survivair masks

Must be clean shaven for fit test and have a current medical evaluation for respirators. Must Pre-Register

*RS-Workforce Training Center
NCIND 203; \$40 per test*

Control Of Hazardous Energy-Lock Out/ Tag Out for Employees or Supervisors

This 4-hour program for employees or 8-hour program for supervisors is intended to provide employees with the necessary training as required in controlling hazardous energy in accordance with the Occupational Safety and Health Administrations (OSHA) 1910.147 standard requirements. This program will cover the hazards associated with the unexpected energization or startup of machines or equipment (release of stored energy) that could harm employees performing service or maintenance. This training provides methods for protecting employees during these operations using lockout/tagout procedures in accordance with the standard.

Employees: 8am-12pm; RS-Workforce Training Center; NCSAF 301; \$85
Supervisors: 8am-5 pm; RS-Workforce Training Center; SAFE 2990 T1; 0.5 credit; \$145

Confined Space

Students will be introduced to a basic level of understanding of what a confined space is in accordance

with OSHA requirements. Common hazards found in confined spaces will be discussed and what procedures are followed prior to entering the space. Students will have the opportunity to explore an **actual** confined space by entering a homemade tunnel leading to a tent and led back out though an alternate tunnel.

8am-12pm; RS-Workforce Training Center; NCSAF 306; \$135

Fire Extinguisher Training

This public education training program targets local business and industry as well as community citizens.

The BullEx Fire Extinguisher product line safely incorporates live-fire into our training program which includes actually fighting a fire using the BullEx fire extinguishers.

8am-12pm; RS Workforce Training Center NCSAF 306 T1; \$85

Forklift

The NSC "Coaching the Lift Truck Operator II Course" covers the OSHA training requirements for Pre-Start Safety Inspections, Design Considerations, Picking Up The Load, Moving The Truck, Setting Down the Load, and Pedestrian Safety. The course also includes a Hands-On Training Session to evaluate basic operational skills of class participants. Additional training is required to meet the OSHA Forklift Operator certification requirements for specific models and application by the employer in their working environments.

1:00-5:00 pm; RS-Workforce Training Center; NCIND 920 T1; \$95



Globally Harmonized System (GHS)

The objective of the course is to familiarize attendees with the revised Hazardous Communication (1910.1200) standard requirements for employee training in chemical classifications, labels and Safety Data Sheets (SDS). 3 hrs; NCSAF 502; \$75

HazMat

The Department of Transportation (49 CFR 172.704) makes training mandatory for almost anyone who handles hazardous materials, regardless of the amount. This affects employees who select or fill hazardous materials packages, label containers, complete shipping papers, load or unload vehicles, transport hazardous materials, or operate vehicles used in the transport of hazardous materials. This course meets both your initial and recurrent training requirements.

Asbestos

This asbestos awareness program informs employees about the potential hazards associated with the presence of asbestos containing material (ACM) The major objectives of the program are to provide the participants with the ability to identify the presence and location of ACM at their facility; recognize potentially hazardous situations involving ACM; avoid and minimize disturbance of ACM through proper methods and work practices; contact appropriate personnel and follow established procedures when asbestos related concerns or emergencies arise. 3 hrs; WWCC-RS Workforce Training Center; \$80

Silica Awareness

Silica Awareness in General Industry course is designed to cover materials put forth by OSHA (1910) and (NIOSH) Publication No. 2012-166. This course focuses on worker exposures to silica in the air. It covers the health effects of breathing silica, recommends ways to protect workers, and teaches safety and health regulatory guidelines set by OSHA, MSHA, and NIOSH, as well as environmental standards and best management practices. The purpose of this training is to alert employees to the serious health hazards of silica dust. 3 hrs; WWCC –RS Workforce Training Center; \$80

Other Safety Classes available:

(Check website for descriptions and training dates)

<http://www.wvcc.wy.edu/workforce/>

Bloodborne Pathogens

2 hrs; NCHLT 107; \$55

Fall Protection

4 hrs; NCSAF 309; \$95

Protect Your Back

4 hrs; NCSAF 210; \$69

INDUSTRIAL APPLICATIONS

Advanced Hydraulics

Advanced Hydraulics is a continuation of Basic Hydraulics. Major topics of study include hydraulic actuators, control of hydraulic energy, check valves, accumulators and cylinders, flow control valves, and directional control valves.

Prerequisite: INDM 1525

*February 21 & 22, 2014; 8am-5pm;
WWCC-RS Campus 1512; Casey Hardin;
\$365*; INDM 1524 T1; 1 Credit*

Industrial Pumps & Valves

This course will cover centrifugal pump maintenance as well as factors effecting pump performance and life. This course will also cover positive displacement pumps, such as piston, internal gear, external gear, vane, and rotary pumps; valving used in industry, such as gate, split and solid wedge, globe, needle, ball, and relief valves; and stem packing

*February 7 & 8, 2014; 8am-5pm;
WWCC-RS Campus 1512, Mark Winkel;
\$365*; INDM 1531 T1; 1 Credit*

Basic Alignment

This course is designed to give students the basic knowledge of couplings. It will cover the theory of alignment and the pre-alignment check. The different types of alignment methods will be covered, the different types of couplings used, and how to install these different types. Students will be required to disassemble and reassemble a gear box to within industry standards and to demonstrate their troubleshooting skills. **Students may not receive credit in this course as well as INDM 1530.**

*February 28 & March 1, 2014;
8am-5pm; WWCC-RS Campus 1512,
Mark Winkel; \$360*;
INDM 1531 T1; 1 Credit*



National Electrical Code Update

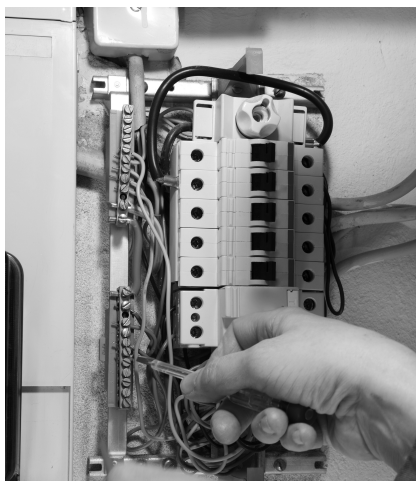
This course will provide CEUs for Wyoming Licensed electricians. The course will cover 2014 electrical code changes and other industry-relevant topics such as: new, revised, relocated information affecting definitions, personnel safety, fuses and circuit breakers, grounding, wiring methods, wiring devices, industrial control panels, motors, special occupancies, special equipment & conditions, communications, circuit facts, grounding & bonding for power & electronic, review of hazardous location rules, and safety related facts & requirements: NFPA 70E, OSHA.

*Friday & Saturday, June 20 & 21, 2014
8 am-5 pm; RS Campus 1302; Bill Bonini;
\$275; NCELT 106 T1*

Instrumentation II for Industry

This course is a continuation of Instrumentation I (ELTR 1840 or 1841), the study of instrumentation techniques. The course focuses on the techniques and laboratory practice for adjustment, calibration, and testing of instrumentation components. Topics covered include: Instrument Air Systems and Air Regulators; Control Valves, Actuators, and Positioners; Electrical Schematics and P&ID Drawings; Controller Modes. Prerequisite--ELTR 1840 or 1841, or Instructor Permission.

*Every Friday starting January 31 and ending March 7;
(1/31, 2/7, 2/14, 2/21, 2/28 & 3/7)
8am-5pm; RS Campus 1350;
Gena Moser-Clark; \$999*;
ELTR 1841 T1; 3 Credits*



Other Industrial Classes available for Contract Training:

- Basic DC Electricity for Industry
- Basic AC Electricity for Industry
- Compressed Natural Gas (CNG) Fuel System Inspector

Certification

- Electrical Print Reading
- Motor Controls
- PLC RS Logic 500 Programmable Controllers
- Fundamentals of Rigging
- Mechanical Drives
- Industrial Mechanics
- Piping for Industry
- Basic Separator & Dehydration
- Variable Frequency Drives

MEDICAL CLASSES

Principles of Phlebotomy

This didactic course will introduce the student to the profession and practice of phlebotomy. Course activities and projects provide the student with knowledge and skills necessary to perform a variety of blood collection methods using proper techniques and precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture specimen collection on adults, children and infants. Emphasis will be placed on infection prevention, universal precautions, proper patient identification, specimen acquisition, handling, processing, labeling, and quality assurance. Professional conduct, certification and federal regulatory issues covered as well.

Successful completion of this course and Phlebotomy Practicum qualifies students to sit for their American Medical Technologists (AMT) national certification.

Pre-requirements of registration:

- **Current American Heart Assoc. or Red Cross CPR card (First Aid card is optional)**
- **Proof of Hepatitis B vaccination or waiver**

*Mondays & Wednesdays, 6 pm-9 pm;
WWCC-GR Center 112 ;*

*Instructor: Andrew Applebee;
PHLB 1800 T1; 3 Credits, \$576**

Phlebotomy Practicum

This clinical laboratory practicum will introduce the student to the profession and practice of phlebotomy. Students will observe and practice phlebotomy skills and job tasks. Emphasis is placed on the performance of phlebotomy knowledge and skills learned in Principles of Phlebotomy. Patient confidentiality must be maintained at all times and professional conduct is expected and assessed as part of the student grade.

Successful completion of this course and Principles of Phlebotomy qualifies students to sit for their American Medical Technologists (AMT) national certification.

*Mondays & Wednesdays, 6-9 pm
WWCC-GR Center 112;*

*Instructor: Andrew Applebee;
PHLB 1970 T1; 3 Credits, \$288**



Advanced Cardiac Life Support (ACLS) Provider

This course is an intensive program that meets the standards of the American Heart Association (AHA) for training participants as Providers in Advanced Cardiac Life Support (ACLS). It is primarily directed toward physicians, nurses, dentists, paramedical and allied health personnel whose daily occupation demands proficiency in the knowledge and skills of ACLS. For your success, we strongly encourage to take the pre-test prior to attending class (85% or lower, then attend Friday night). Reasonable remediation with the instructor and the participant can take the test one more time. Private or further remediation is \$50 per hour. A valid CPR card is required.

Saturday & Sunday, March 28 & 29, 2014, 8 am-5 pm WWCC-RS Campus 1328, Instructor: Larry Macy; HLTK 1501 T1; \$225; 0.5 Credit;

Or attend this class AND Prepare for ACLS on Friday night for only \$285 (HLTK 1502 T1, 1 Credit)

Pediatric Advanced Life Support (PALS) Provider

The goal of the Pediatric Advanced Life Support Course is to provide the student with information needed to recognize infants and children at risk for cardiopulmonary arrest, information and strategies needed to prevent cardiopulmonary arrest in infants and children and the cognitive and psychomotor skills needed to resuscitate and stabilize infants and children in respiratory failure, shock or cardiopulmonary arrest. For your success, we strongly encourage attending the Prepare for PALS class.

*Saturday & Sunday, ; 8 am-5 pm, WWCC-RS Campus 1328; Instructor: Larry Macy HLTK 1503 T1; 0.5 Credit; \$225***

*Or attend this class AND Prepare for PALS on Friday night (November 1) for only \$285***

6pm-9 pm; HLTK 1504 T1, 1 Credit

CPR-American Heart Association (AHA)

Learn one-person, two-person, child and infant CPR, conscious and unconscious choking victim care, airway management and use of an AED. Meets American Heart Association (AHA) guidelines for healthcare providers, but everyone welcome! American Heart Association requires all students to have access to a study book prior to class. The book is available at the WWCC Bookstore located in Rock Springs.

Call 307.382.1673 or visit:

www.wwccbookstore.com

February 11, or March 6 or

April 15, 2014

4 hours; WWCC-RS Campus 1328;

NCHLT 103; \$55



Check Training Calendar

<http://www.wvcc.wy.edu/workforce/> for dates on following classes:

First Aid-American Heart Association (AHA)

Prepares the participant to respond in an emergency situation with proper assessment and care of an injured and/or ill person. Great for nurses, EMTs, CNA's, therapists, and school personnel or anyone with an interest in First Aid.

This course meets American Heart Association (AHA) guidelines for First Aid Training.

4 hrs; WVCC-RSCampus;

NCHLT 103; \$55

CPR & First Aid-National Safety Council (NSC)

Standard CPR & First Aid course covers topics such as Good Samaritan Law, scene safety, bloodborne pathogens, adult CPR/AED, bleeding, wound care, shock, burns, heat and cold emergencies and moving victims. All students are required to complete the hands-on portion of CPR during this class. A final written exam is given at the end of the day.

6 hrs; 8:00 am-3:00 pm;

WVCC-RS Campus; NCSAF 305; \$99



MSHA TRAINING



Mine Safety & Health Administration (MSHA)

MSHA classes are offered monthly at the Green River Center. These courses can also be scheduled and taught specifically for your employees either at your site or at the Green River Center of WWCC. Call 307. 872.1322 (Tim Warren) or 307.872.1326 (Terry Watterson) for more information.

MSHA-Surface Annual Refresher

Surface annual refresher training is mandatory retraining which allows students to maintain current MSHA certification to work in surface mines. Students must complete all New Miner course requirements which include 8 hours of actual mine site training, and provide proof of current certification before taking this course.

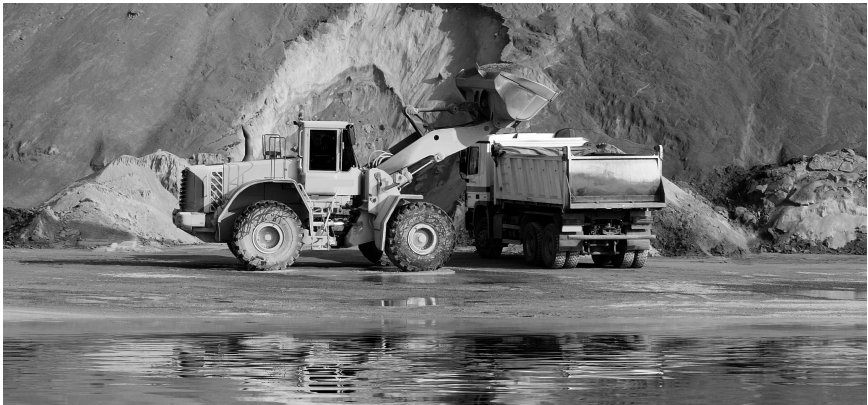
6:50am-4pm, GR Center 200, Tim Warren, \$65, MINE 1855 T, 0.5 Credit

MSHA-Surface Annual Refresher Dates

M	T	W	TH	F
February				
			2/6	
		2/19		
March				
			3/6	
		3/19		
April				
			4/10	
		4/23		
May				
			5/8	
		5/21		

MSHA-CPR, First Aid, or Experienced Miner

These classes are scheduled on an "as needed" basis. Contact the MSHA Training Center at 307.872.1322 for more information.



MSHA-Surface New Miner

Qualifies the successful student to work at surface mines. The program provides 24 classroom hours of mandatory MSHA instruction. Required on site training will complete the student's certification. The student is responsible for the on site portion of the training.

6:50am-4pm, GR Center 200, Tim Warren, \$167, MINE 1850 T, 1.5 Credits

MSHA-Surface New Miner Dates

M	T	W	TH	F
February				
2/3-5				
March				
3/3-5				
April				
4/7-9				
May				
5/5-7				

MSHA-Underground Annual Refresher

Underground annual refresher training is mandatory retraining which allows students to maintain current MSHA certification to work in underground mines. Students must complete all Underground New Miner course requirements which include 8 hours of actual mine site training, and provide the proof of current certification before taking this course.

6:50am-4pm, GR Center 200, Tim Warren, \$65, MINE 1875 T, 0.5 Credit

MSHA-Underground Refresher Dates

M	T	W	TH	F
February				
	2/18			
March				
	3/18			
April				
	4/22			
May				
	5/21			

MSHA-Underground New Miner

Qualifies the successful student to work at underground mines. The program provides 32 of the 40 mandatory hours of MSHA instruction. The remaining 8 hours of onsite training is the student's responsibility and must be completed at an actual mine site.

6:50am-4pm, GR Center 200, Tim Warren, \$215, MINE 1870 T, 2 Credits

MSHA-Underground New Miner Dates

M	T	W	TH	F
February				
2/10-13				
March				
3/10-13				
April				
4/14-17				
May				
5/12-15				

Online Courses

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from the
comfort of
home!

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Online Courses

Include:

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- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction
- Hundreds of courses to choose from
- New sessions begin each month

Online Courses are informative, fun, convenient, and highly interactive. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, six-week format, supplementary links, and more.

You can complete any course entirely from your home or office. any time of the day or night.

Courses Start as Low as:

\$89

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Intermediate Microsoft Excel

Work faster and more productively with Excel's most powerful tools.

GRE Preparation - Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE.

Real Estate Investing

Build and protect your wealth by investing in real estate.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to Dreamweaver

Harness the broad range of capabilities Dreamweaver brings to Web development.

More Courses Available

GATLIN ONLINE

Now offering online open enrollment programs designed to provide the skills necessary to acquire professional level position for many in-demand occupations.

The following programs are designed by a team of professionals from each respective field, who work to provide the most effective web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience. Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of students' work and computer graded tests. We know you'll appreciate the quality as well as the convenience of anytime, anywhere learning!

Courses below are a sample of the courses available, more courses available at: <http://www.gatlineducation.com/westernwyoming>

Hospitality and Service Industry

(\$1395 to \$2795/class for each class listed below)

- Personal Fitness Trainer
- Travel Agent Training
- Video Game Design & Development

Management and Corporate

(\$595 to \$2695/class for each class listed below)

- Entrepreneurship: Start-Up and Business Owner Management
- Management Training
- Payroll Practice and Management
- Project Management
- Purchasing & Supply Chain Mgmt.

Healthcare and Fitness

(\$795 to \$2795/class for each class listed below)

- Emergency Management Training for First Responders
- Administrative Dental Assistant
- Administrative Medical Specialist with Medical Billing and Coding
- ICD-10 Medical Coding
- Veterinary Assistant

IT and Software Development

(\$595 to \$3095/class for each class listed below)

- CompTIA™ A+ Certification Training
- Management for IT Professionals
- Microsoft Access 2007
- Microsoft Excel 2007
- Microsoft PowerPoint 2007
- Microsoft Word 2007
- Webmaster

Business and Professional

(\$595 to \$2595/class for each class listed below)

- Certified Bookkeeper
- Grant Writing
- Microsoft Office 2007 applications
- Paralegal
- Technical Writing

IT and Software Development

(\$1695 to \$5995/class for each class listed below)

- Digital Arts Certificate
- Marketing Design Certificate
- Video Game Design & Development

Skilled Trades and Industrial

(\$1895 to \$3095/class for each class listed below)

- Home Inspection Certificate
- HVAC Technician
- Oil Refinery Operations

SIGN UP NOW!



Register Online:

www.wwcc.wy.edu/workforce



Call Terry:

307.872.1326



Fax Your Registration:

307.872.1318



Mail Your Registration:

Workforce Development
#1 College Way
Green River, WY 82935



In Person:

Workforce Development
Office Hours:
7am-5pm Monday – Friday
Location:
Room 209
WWCC-Green River Center

- **Register Today!** Class space is limited. Unfortunately, courses will cancel 7 days prior to start date if there is not sufficient enrollment.
- From time to time a course may have to be canceled due to low enrollment or unforeseen circumstances. If the college cancels a course, you will receive a rain check or a refund.
- In the event that an instructor is not available to teach a scheduled course, we may substitute another qualified instructor.
- For courses awarding college credit, out of state tuition may apply to non-residents of Wyoming not currently working for a company in Wyoming.
- If you need to cancel, you may send a substitute from your organization. Generally, registration fees are not refundable for Workforce Development classes within 7 days before the course starts. Contact Workforce Development for more information.
- Course registration fees are subject to change in accordance with college policy.

Student Information:**Code: 913**

Name _____ Soc Sec # _____

Home Address _____

Home Phone _____ Work Phone _____

E-mail _____

Date of Birth _____ Gender* Male ☐ Female ☐Ethnicity* Black ☐ American ☐ Indian ☐ White ☐ Hispanic ☐Asian ☐ Non-Resident ☐ Alien ☐ *Required for reporting purposes only

Sign up for: _____ Date _____ Price** _____

Course Name _____ \$ _____

Course Name _____ \$ _____

Payment Method:☐ Check payable to: Western Wyoming Community College☐ Bill Company: _____☐ Mailing Address: _____☐ Visa or Master Card (circle one)

CC#: _____ Exp. Date: _____

I am enrolling in this course/activity for the following reasons:☐ Upgrade current job skills☐ Develop new job skills☐ Teacher re-certification (PTSB)☐ DEQ re-certification☐ Workshop required by employer☐ Degree seeking from WWCC☐ Coursework toward degree from another institution☐ Build basic skills before taking credit classes Personal Enrichment☐ Other (specify): _____**Please duplicate form for additional registrations.******For courses awarding college credit, out of state tuition applies for non-residents of Wyoming not currently working for a company in Wyoming.**

How long have you lived in WY? _____ If less than one year, where did you reside before? _____ Country of Citizenship: _____

If not US what is visa status? _____ (All non US citizens must submit a copy of Visa)

I understand that once my registration is processed, I am officially registered for the class and am responsible for all debts incurred. If my account is not paid in full, I understand that the College may hire a collection agency to take action. If my account is assigned to a collection agency, I understand that I am responsible for all attorney fees, court costs or delinquency fees that may be incurred during the collection of my debt. I understand that the delinquency fee will be equal to 50% of the principal amount owed. If a refund is due from my account, I authorize the College to automatically issue a refund check.

Signature _____

Date _____

\$ \$ CASH FOR CLASS \$ \$

BUSINESSES

Grants for Existing Positions

Grants for Existing Positions are tailored to a business's existing employees who need a skill upgrade or retraining in a particular occupation. Allow up to \$2,000 per employee per fiscal year with businesses required to match 40 percent of the total training costs and Training Fund covers the remaining 60 percent (some restrictions may apply).

Grants for New Positions

Grants for New Positions are valuable as recruitment and expansion tools for economic development in Wyoming. Employees may qualify for funding under this program if the business is new or expanding. To qualify as a new position, businesses must document that the position was created within the last 180 days and constitutes a net increase in the number of employees working for the business. Allows between \$1,000-\$4,000 per employee per fiscal year, depending on the amount of the hourly wage.

Accessing Business Training Grants is easy! Just follow these steps:

- Determine the training needed and whether Grants for Existing Positions or Grants for New Positions best for the business's current situation.
- Visit: <http://wyomingworkforce.org/employers-and-businesses/workforce-development-training-fund/Pages/default.aspx> and fill out the Business Registration under Online application.

Once the business registration has been completed, log on to business's online account and fill out the online application no less than 45 days prior to the training date.

After approval, the Department of Workforce Services will pay 75 percent of the approved grant amount. Ninety days after training, businesses will submit a final report, Department of Workforce Services will review final report. When all reporting criteria are satisfied, the business will be paid an amount up to the remaining 25 percent.

PRE-HIRE ECONOMIC DEVELOPMENT GRANTS

Pre-Hire Economic Development Grants provide pre-employment, industry-specific skill training to develop a workforce for businesses or industry when there exists a shortage of skilled workers.

Requirements:

Pre-Hire Economic Development Grants may be utilized by Wyoming based training entities in partnership with local businesses, economic development entities and the local Department of Workforce Services' Workforce Center. In the past, the Pre-Hire Economic Development program has made available funding to assist businesses in training individuals to receive initial skills training through training entities. Occupations include:

- Commercial Truck Drivers
- Apprentice Electricians
- HVAC Apprentices
- Health Care
- Carpentry Apprentices

The application and instructions can be downloaded at <http://wyomingworkforce.org/employers-and-businesses/workforce-development-training-fund/Pages/default.aspx>

Want to know more?

Please visit the Workforce Development Training Fund website at <http://wyomingworkforce.org/employers-and-businesses/workforce-development-training-fund/Pages/default.aspx> To speak with a representative, please call (307) 777-8650.

INDIVIDUALS

Workforce Investment Act Funds (WIA)

Assistance in paying class fees and associated costs may be available to individuals through the Workforce Investment Act Funds. For more information attend an informational orientation offered every Wednesday at 10 am at the Rock Springs Department of Workforce Services office at 2451 Foothill Blvd, Suite 100.

Department of Workforce Services
2451 Foothill Blvd. Suite 100
Rock Springs, WY 82901
307-382-2747 or 307-875.2300

For information on WWCC financial aid please contact:

WWCC Financial Aid; 2500 College Drive; Rock Springs, WY 82901; 307-382-1643

Workforce Development

Looking for a class that we do not offer?

Class suggestion _____

... and we will let you know when we schedule it.

Your name _____

Your e-mail _____

Your phone # _____

Please return to Workforce Development:

workforce@wwcc.wy.edu

#1 College Way

Green River, WY 82935

Interested in instructing at WWCC?

WWCC is building a pool of qualified individuals with expertise & practical work experience to teach in a variety of subject areas. If you would like to be contacted regarding possible employment opportunities as a part-time instructor, please contact Workforce Development at workforce@wwcc.wy.edu or 307.872.1326. Information needed is your name, phone number, e-mail & subject area interested in teaching.

Need specific training?

Workforce Development will customize training specifically for your organization. Please contact Workforce Development at workforce@wwcc.wy.edu or 307.872.1326.



Call us early with your ADA needs. 307.382.1806

Western Wyoming Community College
Workforce Development
#1 College Way
Green River, WY 82935

PERIODICAL

POSTAL PATRON

www.wvcc.wy.edu/workforce

307.872.1326