

# WALLACE STATE HANCEVILLE

TRAINING FOR EXISTING BUSINESS AND INDUSTRY

## Spring 2009 Schedule

### PROFESSIONAL DEVELOPMENT

#### A DAY IN THE LIFE OF A SUPERVISOR

This program is a highly interactive format that follows a supervisor at the start of the day as he/she faces one issue after another that has the potential to explode into lawsuits or be resolved in a manner that is least disruptive to the smooth operation of the organization. The final result depends on you – the supervisor. The case studies are based on real situations. Discover how your response compares to the actual results.  
Instructor: Carl English

**Tuesday, Jan 20, 8:00 p.m. – noon**

Fee: \$75

Location: JBC 12<sup>th</sup> floor

#### EMERGENCY RESPONSE COURSES

*CPR - \$45*

**Monday, Mar 16, 8:00 a.m. – 12:30 p.m.**

*Automated External Defibrillator (AED) - \$35*

**Monday, Mar 16, 1:30 p.m. – 3:30 p.m.**

*First Aid - \$35*

**Tuesday, Mar 17, 8:00 a.m. – noon**

*Blood Borne Pathogens - \$35*

**Tuesday, Mar 17, 1:00 p.m. – 3:00 p.m.**

*CPR, AED, First Aid, and Blood Borne Pathogens - \$65*

**Wednesday, Mar 18, 8:00 a.m. – 6:00 p.m.**

Location: BBS 100

#### GRANT WRITING FOR NON-PROFITS

This informative workshop will provide attendees with a step-by-step process for pursuing grant opportunities that will enhance existing programs, begin new ones, and facilitate success for their organization. PowerPoint slides and additional reference materials will be provided.

Instructor: Suzanne Harbin

**Thursdays, Feb 12, 6:00 p.m. – 8:00 p.m. and**

**Feb 19, 6:00 p.m. – 9:00 p.m.**

Fee: \$75

Location: SC Presidential Room

#### HOSPITALITY AND RESTAURANT MANAGEMENT

Part of the National Restaurant Association Educational Foundation's ManageFirst program, this course provides instruction in leadership, goal setting, communication, compensation, terminations, motivation, scheduling, teamwork, problem solving, and planning and conducting effective meetings.

Instructor: Chef Chris Villa

**Mondays, Jan 26, Feb 2, and Feb 9, 3:30 p.m. – 7:30 p.m.**

Fee: \$150 (includes textbook and certification exam)

Location: CFS

#### LEADERSHIP SKILLS I

This AIDT sponsored course focuses on basic skills that all supervisors need to be effective including roles and responsibilities, communication, motivation and teamwork. Leadership Skills I is the recommended first course for first-line, team leads and/or new

supervisors. A comprehensive test is given at the end of the course. If passed, participants will receive "AIDT Certified Leader I" credentials.

**Wednesday and Thursday, Mar 11 - 12 8:30 a.m. – 4:30 p.m.**

Fee: \$30

Location: JBC 12<sup>th</sup> Floor

#### LEADERSHIP SKILLS II

This AIDT sponsored course is a follow-up to Leadership Skills I and includes more advanced topics of supervision. There is a comprehensive test given after the class, and if passed offers the credential of "AIDT Certified Leader II".

**Tuesday and Wednesday, Apr 21 – 22, 8:30 a.m. – 4:30 p.m.**

Fee: \$30

Location: JBC 12<sup>th</sup> Floor

#### JOURNEYMAN TRANSPORTATION CERTIFICATION

##### Home Study Course

During this time of escalating fuel prices, it is more important than ever for transportation professionals to focus on cutting cost and improving their bottom lines. This course will show all buyers and sellers of transportation services how to achieve this goal through better freight rates. Four DVDs, two text books and study guides. Test on the internet to earn your Journeyman Transportation Certificate.

Instructor: David G. Dwinell

Fee: \$595

#### MASTER FREIGHT BROKERING CERTIFICATION

This five day transportation program was design by David G. Dwinell, a transportation expert from Arizona, to help shippers, truckers, and brokers alike improve their profitability by reducing cost, while avoiding liabilities when contracting for transportation services. The program provides insight on transportation contracting, freight rate development, negotiating techniques, and voluntary transportation claims resolution. All buyers and sellers of transportation services will benefit from this class including traffic managers, purchasing managers, fleet managers, owner operators, and freight brokers.

Instructor: David G. Dwinell

**Monday – Thursday, Feb 23 – 26, 8:00am – 4pm and**

**Friday, Feb 27, 8:00 a.m. – noon**

**Must have Journeyman Transportation Certificate to enroll in this course.**

Fee: \$1395

Location: JBC 12<sup>th</sup> Floor

#### OSHA 10 HOUR GENERAL INDUSTRY

This course is ideal for safety professionals, maintenance professionals, engineers, and other plant employees with safety and health responsibilities and for employee safety and health awareness. Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles. Upon successful completion of the course, participants will receive an OSHA 10-Hour General Industry Outreach DOL card within 4-6 weeks.

**Wednesday and Thursday, Jan 21 - 22 8:00 a.m. – 3:00 p.m.**

Fee: \$195

Location: SC Presidential Room

## CAREER TRAINING

### CERTIFIED NURSING ASSISTANT

Certified nursing assistants work at the direction of nurses to provide basic patient care and play a critical role in successful healthcare by extending the capability of nurses and doctors to provide better patient care. CNA classes will train individuals to assess patient needs, how to interact effectively with the patient, and to make observations regarding a patient's condition and state of mind.

Instructor: Rhonda Ryan, RN

**Tuesdays and Thursdays, Feb 10 – Apr 7, 5:00 p.m. – 9:00 p.m.**

**The 26 hr clinical rotation will be on the following three**

**Saturdays:**

**Apr 18, 25, and May 2**

Fee: \$790 + \$15 insurance fee (includes textbook and exam fee)

WIA approved

Location: BBS 100

### COMPUTER SKILLS FOR TODAY'S WORKPLACE

This nine-week program will help students develop those computer skills necessary to work in an office environment. Skills range from basic usage and keyboarding to proficiency in the programs of Microsoft® Office® (Word®, Excel®, and PowerPoint®).

Instructor: Janice Pruett

**Mondays and Thursdays, Jan 26 – Mar 26, 5:30 p.m. - 9:30 p.m.**

Fee: \$1,500 (includes textbooks and fees)

Pending WIA approval

Location: HS 220

### PHLEBOTOMY TECHNICIAN

Medical laboratories rely on Phlebotomy Technicians to collect quality blood samples from the patient. Clinical rotations will be coordinated after class completion. **FREE Information Session:** Thursday, January 15, 7:00 p.m. at JBC 12th floor.

Instructors: Bonnie Brannon, Stephanie Burden, and Valerie Carter

**Tuesdays and Thursdays, Feb 17 – Apr 2**

**5:00 p.m. – 8:30 p.m.**

Fee: \$1,587.50 + \$11.50 insurance fee (includes textbook and exam fee)

WIA approved

Location: NB 103

### PLUMBERS APPRENTICE

This course prepares students with the fundamentals of the plumbing profession and is taught in three sixteen-week modules. The course follows the National Center for Construction Education & Research (NCCER) Level 1 plumbing curriculum. Upon completion of three modules, attendees will be credited with one year of service toward journeyman plumber status.

Instructor: Charles Kennedy, Master Plumber

**Tuesdays and Thursdays, Feb 3 – Apr 24, 6:00 p.m. - 8:00 p.m.**

Fee: \$500 per module (includes textbook and all other course fees)

WIA approved

Location: AGP

### SHORT-TERM WELDING

This 225 -hour course provides basic instruction in oxy-fuel cutting (torch cutting) and the student's choice of shielded metal arc welding (stick welding), MIG wire welding process, or TIG process.

Instructor: Zeb Ferguson

**Monday – Wednesday 5:30 p.m. – 9:30 p.m. (open enrollment)**

Fee: \$2000

WIA approved

Location: WDT

## TEST PREP

### ALABAMA HOME BUILDERS LICENSE PREP COURSE

Wallace State and the Home Builders Association offers this course to help individuals prepare for the Alabama home Builders License Exam.

Instructor: David Garrison

**Mondays Feb 2 – Apr 20, 6:00 p.m. – 8:00 p.m.**

Fee: \$250

Location: WC 105

### ASE CERTIFICATION TEST PREP

Each class will include lecture, practice tests, lab exercises, test-taking tips, and Q&A sessions with the instructor.

A1 – Engine Repair - **Mar 3**

A2 – Automatic Transmissions - **Mar 4**

A3 – Manual Transmissions - **Mar 5**

A4 – Suspension & Steering - **Mar 6**

A5 – Brakes - **Mar 10**

A6 – Electrical and Electronics - **Mar 11**

A7 – Heating & Air Conditioning - **Mar 12**

A8 – Engine Performance - **Mar 13**

**5:00 p.m. – 9:00 p.m. (all classes)**

Fee: \$39 each course (includes textbook and test-prep materials)

Location: ABR

### SERVSAFE TEST-PREP & CERTIFICATION COURSE

Participants will gain valuable knowledge in the following areas: Sanitation, the flow of food, purchasing and receiving, storing foods safely, food preparation, facilities and equipment, regulatory agencies and inspection, and crisis management. The program is designed specifically for food-handling employees of restaurants, hospitals, nursing homes, schools, daycares, and other food service professionals. The intensive 12-hour course is spread over three consecutive sessions, ending with the certification exam. Although some counties in Alabama require that foodservice establishments have at least one person on duty at all times with ServSafe certification, it will become a state-wide requirement over the next few years. Check with your local health department for specifics.

Instructor: Chef Chris Villa

**Monday – Thursday, Mar 2 - 5 3:30 p.m. – 7:30 p.m.**

Fee: \$150 (includes textbook and certification exam)

Location: CFS

**Registration for Training for Existing Business and Industry classes is required two weeks prior to class start date. To register or for more information, contact Staci Bryan at (256) 352-8166 or [staci.bryan@wallacestate.edu](mailto:staci.bryan@wallacestate.edu).**

**Wallace State will CUSTOMIZE training specifically for your organization... Would you like one of our classes held at your facility? WSCC TEBI can come to you!**

**For more information on customized training, contact Vanessa Ennis at (256) 352-8184 or [vanessa.ennis@wallacestate.edu](mailto:vanessa.ennis@wallacestate.edu).**