

**For Information on the following Safety classes contact the Alabama Technology Network. Call 331-5422 or 1-800-645-8967, Ext. 5422.**

### SAFETY EDUCATION TRAINING

Course No.	Course Description	Date	Sessions	Time	Days	Bldg.	Cost
CEU 186A	OSHA STANDARDS FOR GENERAL INDUSTRY (ENGLISH VERSION)	AUGUST 13-14	2	8:00 A.M.-5:00 P.M. 8:00 A.M.-12:00 P.M.	TH F	BEVILL	\$195.00
CEU 188A	HAZWOPER WASTE SITE WORKER	JUNE 15-19	5	8:00 A.M.-5:00 P.M.	M-F	BEVILL	\$695.00
CEU 188B	HAZWOPER WASTE SITE REFRESHER	JULY 23	1	8:00 A.M.-5:00 P.M.	TH	BEVILL	\$150.00

**For Information on the following Emergency Medical Services classes contact the EMS Department. Call 331-5436 or 1-800-645-8967, Ext. 5436.**

### EMERGENCY MEDICAL SERVICES

Course No.	Course Description	Date	Sessions	Time	Days	Bldg.	Cost
CEU	BLS/CPR INSTRUCTOR COURSE	AUGUST 7	1	8:00 A.M.-5:00 P.M.	F	BEVILL	\$103.50
CEU	PEDIATRIC ADVANCED LIFE SUPPORT	JULY 24	1	8:00 A.M.-5:00 P.M.	F	BEVILL	\$103.50
CEU	ADVANCED CARDIAC LIFE SUPPORT	JULY 10	1	8:00 A.M.-5:00 P.M.	F	BEVILL	\$103.50
CEU	HS CPR/FIRST AID	JUNE 6	1	8:00 A.M.-1:00 P.M.	S	BEVILL	\$45.00
CEU	EMERGENCY VEHICLE OPERATORS COURSE	JUNE 19-20	2	TBA	F S	BEVILL	\$103.50

### NON-CREDIT COMPUTER CLASSES

**Unless otherwise noted, all non-credit computer courses are \$93.00 (price includes materials). Courses are 8 hours long and day courses meet 2 consecutive days (4 hours each day) 8:00 a.m. till 12:00 noon. We also schedule night courses that meet 2 weeks, 2 nights per week, 2 hours each night, 6:00 p.m. till 8:00 pm. If you are interested in taking any computer course call us at the number below. We will work with you to schedule the course to meet your needs at a time convenient to your schedule. Call 256-331-5297 for registration, questions, or to schedule a course.**

**ACCESS LEVEL I** - This course provides an overview of database concepts and terminology; design principles, create tables to hold data and then establish relationships, modify the design of and work with data in tables, create, modify the design of, and work with select queries, create and modify forms to work with your data, and create and modify reports to select, organize, and print data. **Course No. CEU225P**

**ACCESS LEVEL II** - This course is a continuation of Access Level I. You will learn how to enhance your database designs by using the principles of table relationships and referential integrity, integrate data with other applications, modify a table design to control data entry, find data with filters and queries, customize forms and reports and create data access pages. You will use advanced capabilities of Access to work with improperly structured data, perform summary operations of data, and create macros to automate tasks, enhance forms and reports, and use Access data in other Office applications. **Course No. CEU225F**

**ADOBE ACROBAT** - You will explore the work environment, and practice creating and manipulating Portable Document Format (PDF) files. Some of the topics you will cover include: how to create a PDF file, how to modify a PDF file by adding navigation to it, how to add sound and movie clips to a PDF file, how to annotate (add additional comments to) a PDF file, how to create PDF forms, how to create an index of PDF documents, how to add security to PDF documents, and how to distribute PDFs. **Course No. CEU227G**

**EXCEL LEVEL I** - This course will present in a hands-on format the skills necessary to master the basic fundamentals required to be proficient in using Microsoft Excel 2003. Beginning with an exploration of the Microsoft Excel environment, toolbars and task panes, we cover the basics of entering text and numbers and explore Excel's timesaving auto fill and auto complete techniques. We then cover editing entries, using undo and redo, autocorrect and the spell checker. The basics of formulas and functions are discussed and we create and modify formulas to perform basic math functions in our workbooks. We then move to formatting cells, using borders and fill techniques, using the format painter, and copying/moving data using both cut/copy/paste and the drag/drop techniques. We then explore dates and date formats, multiple line text entry, rotating text, column widths, row heights, finding and replacing data, creating charts and creating diagrams. **Course No. CEU224Q**

**NON-CREDIT COMPUTER CLASSES (cont'd)**

**EXCEL LEVEL II** - The Excel 2002 Level 2 Course introduces you to the intermediate features and functions of Microsoft® Excel. You will learn how to use templates and sorting & filtering; importing and exporting; advanced formulas; analysis tools, and collaboration. **Course No. CEU224R**

**EXCEL LEVEL III** - You have learned the basics and you can already manage to get around pretty well in Excel. In this course, you will customize your workbook, work with multiple data sources, and collaborate with others using shared workbooks. You will also enhance your worksheets using charts and graphic objects. **Course No. CEU224S**

**POWERPOINT I** - PowerPoint is a program used to create presentations. In this course, you select slide types, add and rearrange bullets, create and enhance simple drawings, insert clip art, create word art, create organizational charts, and plan and organize your slide show for maximum effectiveness. All students should be a Windows user or have completed the Beginning Windows class. **Course No. CEU226A**

**POWERPOINT II** - PowerPoint Level 2 is a program used to extend your knowledge and work with design templates, custom animations, techniques for delivering presentations, Web presentations, and presentation broadcasting. **Course No. CEU226B**

**PROJECT I** - Students should have some project management experience and be familiar with terms such as Gantt chart, task, critical path, and resource. Identify the steps involved in project planning. Work with subtasks in an outline form, link tasks effectively, and work with time constraints. Assign resources and their work schedules to tasks. Resolve time and resource conflicts. Effectively use the different views, reports, and drawing tools. Sort and filter project information effectively. **Course No. CEU228C**

**PROJECT II** - You will exchange project plan data with other applications, update project plans, create custom reports, reuse project plan information, and collaborate on project plans with others. **Course No. CEU228D**

**PUBLISHER** - Learn to create effective, high impact publications and Web sites with Publisher. You can turn your ideas into professional-looking publications, in print and online. **Course No. CEU227D**

**QUICKBOOKS I 2008** - Is a spreadsheet program in which the student will learn to enter account balances; create and customize company lists; set up inventory; sell products; invoice for services; process customer payments; work with bank accounts and enter and pay bills. **Course No. CEU225M**

**QUICKBOOKS II 2008** - This course is a continuation of Quick Books. Your company is set up and now you will learn to use all the neat features of this program such as customizing invoice and purchase orders; tracking credit transactions, creating more reports and graphs and much, much more. **Course No. CEU225S**

**WINDOWS XP** - Welcome to Microsoft Windows is the easy, fun way to learn Windows for computer novices. The book is designed especially for adult learners, seniors, and non-native speakers. It features large print and illustrations and Labyrinth's easy-to-use, straightforward design so students absorb concepts and develop skills--building their confidence and ensuring their success. As in all Labyrinth texts, learning is reinforced with plenty of illustrations and practical, hands-on projects and exercises. Welcome to Microsoft Windows starts with a definition of the computer and its major hardware items and progresses to introductory and intermediate Windows topics including the Desktop and control panel, text editing, the Clipboard, file management, Windows utilities, printing, applets, backgrounds, screensavers, and more. The book can be used with Windows 98, Me, 2000, and XP. **Course No. CEU222H**

**WORD I** - Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. You will learn automatic text features, how to edit and format text, format paragraphs with alignment, spacing, borders, shading, tabs, indents, and numbered or bulleted list. Create and format tables, use word time savers and set page display and print options. **Course No. CEU223O**

**WORD II** - You will learn how to use Word's features for creating custom templates and styles, managing tables and table data, inserting graphics, control text flow, customize formatting, work with custom styles, automate common tasks, sending form letters, and managing document changes. **Course No. CEU223D**

**WORD III**  
You will use Word to create forms and long documents as well as how to make it easier to display and work with those forms and long documents by using macros and collaborating. Learn to use Word with other programs, add reference marks and notes to a document, secure documents and document information, create web pages, forms, and use XML in word. **Course No. CEU223E**

## TRAINING FOR BUSINESS AND INDUSTRY

The TEBI Staff works with area companies to meet specific training needs. If scheduled classes, whether academic, or technical provide the required training, they are utilized. If there courses do not meet the company requirements, a TEBI Coordinator works with a client company to develop a training program. Northwest-Shoals will provide the training to your standards. The Coordinator, along with company representatives, will monitor instruction to ensure employees reach the company's stated training outcomes.

By partnering workforce training with the resources of our College, we are able to draw upon the most current personnel management practices along with modern equipment including computers, software, machine tools, robotics, electronics, and safety devices. Additionally, Northwest-Shoals is prepared to conduct training at the times and locations convenient for our business clients and their employees.

We have served clients in Northwest Alabama, Northeast Mississippi, and South Central Tennessee. Some of our training subjects include but not limited to:

- Blueprint reading
- CAD/CAM/CAE
- Computer Numeric Control (CNC)
- CFC Certification
- Computer Software training
- Drafting & Design - AutoCAD & Solid Works
- Emergency Medical Services/Technology
- Equipment installation
- Forklift Operations
- Leadership
- Machine Tool/CNC/Machine Shop Skills
- Industrial Maintenance - Electrical, Mechanical, General (Air Conditioning, Hydraulics, Plumbing & Gas, Pneumatics, & Refrigeration)
- Mathematics ( basic manufacturing shop math)
- OSHA - Confined space entry, Electrical safety, HAZCOM, HAZMAT, legal issues, plant safety training, safety process design, & standards.
- Pipe-fitting
- Precision electronics/assembly/measurement
- Programmable logic controllers (PLC)
- Relay Logic
- Secretarial Skills
- ServSafe Essentials
- Spanish for the Workplace
- Statistical Process Control (SPC)
- Welding
- Workplace Readiness - Conflict resolution, Problem solving, Self-Management, Teamwork