

Hibbing Community College

Continuing Education Schedule

Fall 2011

***“Come to HCC, learn a new skill, receive more training,
or try something new!”***

The following list is a **printable copy** of Fall 2011 offerings and course descriptions. In order to register for a particular class, you must return to the **Home Page / Cont. Ed / Register** / and select the individual class. This page is intended for printing and reference only. You may also register by contacting:

Continuing Education Department at
(218) 262-7270.

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- (NHED, Northeast Higher Education District)	

MS Computer Classes

**Monday and Wednesday Evenings
September - November**

“Become better, faster...and more Accurate!”



Workplace Computers with Microsoft 2010

This series is excellent for beginners and those who are interested in learning more skills necessary to operate a computer and use Microsoft Windows. Continue onto Word I-III, Excel I-III, PowerPoint, and other computer programs. A total of 12 hours will be spent learning the following skills: keyboarding, e-mail and Internet usage, file and folder management, Microsoft Windows, an introduction to MS Word and Excel. No prior knowledge of these topics or software necessary.

September 19, 21, 26, 28 6pm-9pm L-112
\$139

MS Word, Excel, PowerPoint, Publisher, and Project

Word I

This class is intended to teach the basics of Microsoft Word. Our instructor will guide you step by step through the magic of word processing. From letters to professional looking documents, you can learn to utilize the basic techniques this program makes available to you.

October 3rd 6pm - 9pm L-112 \$39

Word II

This class is intended for those wanting to learn beyond the basics of Microsoft Word. After a short review of the basics, learn how to properly use tool bars to help with borders, columns, tables and more. Our instructor will help you step by step through the magic of mail merging, preparing labels, and keyboard shortcuts.

October 10th 6pm - 9pm L-112 \$39

Word III

Want to learn how to produce professional looking documents more efficiently? Topics in this class include: creating and manipulating outlines/outline text, creating and applying styles, creating and using macros, master documents, subdocuments and how to generate a table of contents and index.

October 17th 6pm - 9pm L-112 \$39

WELDING / FABRICATION

September 20th - October 20th, 2011
Tuesdays and Thursday's 5pm - 9pm
40 hour course



In this 40 hour course students will become familiar with and develop skills in oxy-acetylene cutting, stick welding (all positions), mig, tig, and pipe welding. Welding theory, welding symbols, and safety will be covered. This class is designed for all levels, from beginner to the experienced. Students will fill out an assessment at the beginning of class to set goals and objectives. Material costs will be determined by type of welding training desired. Material costs and supplies needed will be addressed the first night of class. If you are working with the Minnesota WorkForce Center, consult your counselor about possible reimbursement of supplies. (Class requires a minimum # of attendees to run.)

Course Fee: \$299 + plus supplies Room: A -107

***Personal Protective Equipment needed for class;** welding jacket, gloves, welding hood, safety glasses, chipping hammer, and metal brush. Show your enrollment voucher for discounted prices at area suppliers.

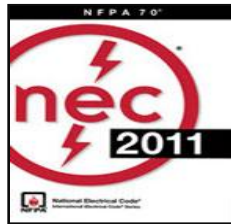
NEC 2011 UPDATE

October 5, 12, 19, 26, 2011
Wednesday's, 4:00pm - 8:00pm
HCC, B - 127
16 hours



This course will review the 2011 National Electric Code. This course meets the 16 hours of Continuing Education for Electrical Licensure.

- 16 hours of 2011 Code Update \$179 (plus code book)



- 2011 Code Book \$82 (request book at the time of registration)

* IF YOU ARE REGISTERED, BUT AN UNLICENSED ELECTRICIAN,
AND ARE IN NEED OF 2 HOURS OF CODE, CONTACT, Denise @ 1 (218) 362-5905.

2 HOURS OF CODE IS NOW AN ANNUAL RENEWEL REQUIRMENT.
E-mail : denisevlatkovich@hibbing.edu

MSHA Safety Training (Weekly)

All Classes are \$70 per day

[Click here to
view MSHA
Calendar](#)

Annual Refresher Training (Must Pre-Register)

Mondays 7:30am-4:00pm 8 hours Room G-10

MSHA New Miner Training (Must Pre-Register)

(See calendar) 7:30am-4:00pm 24 hours Room G-10



A CFM Training Partnership developed between Rainy River Community College & Hibbing Community College to serve you better!

CERTIFIED FOOD MANAGER

Date: Wednesday, October 5th, 2011

Time: 8:00am - 5:00pm

Instructor: Candace Reimer

CEU's: 8 Contact Hours

Locations: Hibbing Community College, Room: B-205

Rainy River Community College: SS 143

Cost: \$179 (**class & exam**), plus text \$60

It is important to get your book in advance to study prior to the start of the course. The book will be sent to you when payment for the class is received, and class has met the minimum # of students required.

If the class does not meet minimum required students, payments will be refunded. **Register Early!**



CFM *REFRESHER

Date: Wednesday, October 5th, 2011

Time: 8:00am -12:00pm (noon)

CEU's: 4 Contact Hours

Locations: Hibbing Community College, Room: B-205

Rainy River Community College: SS 143

Cost: \$79

This course is for food managers who have been certified within the last three (3) years and need four (4) hours of continuing education to maintain their certification.

RE-TEST:

HCC offers the entire Certification as well as the Refresher, and now we offer you the opportunity to Re-Test. **If you previously did NOT PASS the ServSafe Exam, you can register to re-test and attend the refresher course for \$89.**

We need a minimum number of participants to hold this class, so don't delay.



EMS (Emergency Medical Services)

Online Enhanced Emergency Medical

Classes: EMT Bridge Course, Emergency Medical Technician
Enhanced First Responder

Emergency Medical Services

Emergency Medical Services, CPR BLS Health Care Provider, AHA Skills Testing

For descriptions, dates/times, and fees please refer to www.hibbing.edu and go to:
Continuing Education / Register.

CSA

Comprehensive Safety Analysis Training



We will provide an introduction to CSA 2010 and show drivers and owners why good driving behavior is desired; for the benefit of their careers and the good of the company. When commercial drivers understand the BASIC's and how they are scored, they can better see how their day-to-day behavior directly impacts their overall safety evaluations, and score of the entire company.

Let us remind them how important safety is!!!

**To arrange a CSA training for your drivers,
Call (218) 362-5905.**



***A CDL Training Partnership developed between
the Northeast Higher Education District,
to serve you better!***

Commercial Driver's License, Class A and B

Course Description: This course will cover the rules and regulations of the Federal Motor Carrier Administration, through 40 hours of classroom education and up to 30 hours of behind the wheel training for Class A, and 10 hours behind the wheel for Class B. At the end of the course, attendees will take CDL skills test for Class A or B licensing. Classroom training can be taken at any of the five sites/locations listed below. The behind the wheel portion is **only** available at Hibbing Community College. *Register with HCC Continuing Education Dept.

Classroom Training:

Date: January 13 – March 2, 2012

Time: Friday's

Locations: **Hibbing Community College**, other sites available depending upon enrollment.
Itasca, Mesabi Range, Rainy River, and Vermillion Community College(s).

Class A Fee: \$1950 plus, \$600 fuel charge, and \$50 fee for text and logbook.

Class B Fee: \$950 plus, \$200 fuel charge, and \$50 fee for text and logbook.

*(Consult your local Workforce Center for possible funding or assistance.)

Behind The Wheel and Observation Training: Hibbing Community College - 30 (class A) or 10 hours (class B) of drive time will be arranged between students and the instructor in order to accommodate individual schedules.

Pre-requisites:

·Class A, B permit: Book and information available at Dept. of Motor Vehicles.

·DOT physical examination: Physician and clinic of your choice

·Valid Driver's License

·Approval by Risk Management authorization use of state vehicle.

All registrations will be taken through Hibbing Community College's, Continuing Education & Customized Training Department, please indicate which site you would like to attend for classroom instruction.

(Ask about financial assistance, some classes are financial aid eligible.)

Keep watching for more classes on our website @ www.hibbing.edu

To Register for Classes: Call 218-262-7270

Coming Spring 2012...



Become a
“Certified Bookkeeper”
and turn your job into a career!

“The Certified Bookkeeper credential (CB), is a high professional standard for working bookkeepers and proves you have met high standards and demonstrated the ability to manage the books for a company of up to 100 employees.”

-AIPB (American Institute of Professional Bookkeepers)

For information on this 12-week Certification Course: Call Denise at (218)362-5905

Or, email your interest to denisevlatkovich@hibbing.edu

Class Starts: February 2012

Fall 2012...

What’s ahead....

Truck Driving Certificate (16 credits):

This is just what trucking companies have been asking for!!! Training that transforms drivers into **Professional Truck Drivers**. This education combines classroom instruction, hands on training, calculations and computer skills necessary for commercial trucking, professional communications, instruction on staying healthy on and off the job, and skills to seek and keep a job.

*****THIS CERTIFICATE IS ONLY OFFERED IN THE FALL SEMESTER. *****

***A Training Partnership developed between
the Northeast Higher Education District,
all to serve you better!***

**For a complete list of Continuing Education offerings at other NHED
colleges, click on the logos below.**

