

# Business & Industry Training

## SKILLS TRAINING COURSES FOCUS ON INDUSTRY SPECIFIC TRAINING NEEDS FOR INDIVIDUALS AND BUSINESSES

These non-credit skills training classes are designed to focus on specific skill competencies with multiple entry-multiple exit, allowing students to complete training on a weekly basis. Classes available this semester are listed below. Many of these classes are WIA eligible. For more information, call Max Weaver 800-648-3271, ext. 5133.

<p><b><u>AIR CONDITIONING &amp; REFRIGERATION</u></b>  <b>HAMILTON &amp; SUMITON</b>            Short courses as needed for individuals/industries, Refrigerant Recovery</p> <p><b><u>AUTOMOTIVE BODY REPAIR</u></b>  <b>SUMITON CAMPUS</b>            ICAR Basic Course</p> <p><b><u>AUTOMOTIVE TECHNOLOGY</u></b>  <b>HAMILTON &amp; SUMITON</b>            Automotive Fundamentals, Electrical &amp; Electronics Systems, Braking &amp; Steering Systems, Engine Repair, Drivetrains, Automotive A/C, Steering &amp; Suspensions</p> <p><b><u>BUSINESS OFFICE MANAGEMENT &amp; TECHNOLOGY</u></b>  <b>JASPER CAMPUS</b>            Computer and Office Careers            Contact Paula Smith, ext. 5779</p> <p><b><u>COMPUTER SCIENCE</u></b>  <b>ALL CAMPUSES</b>            Word, Excel, PowerPoint</p> <p><b><u>COMMAND SPANISH</u></b>            Online Courses for a Variety of Occupations</p>	<p><b><u>COSMETOLOGY</u></b>  <b>HAMILTON &amp; SUMITON</b>            Shampoo Technology, Basic Barbering</p> <p><b><u>DIESEL MECHANICS TECHNOLOGY</u></b>  <b>SUMITON CAMPUS</b>            Preventative Maintenance, Truck Inspection, Safety, Tools &amp; Equipment, Brakes, Suspension &amp; Steering, HVAC Systems</p> <p><b><u>DRAFTING</u></b>  <b>HAMILTON &amp; SUMITON</b>            Basic AutoCad, Basic Tech Drawing</p> <p><b><u>ELECTRICIAL SYSTEMS TECHNOLOGY</u></b>  <b>INDUSTRIAL MAINTENANCE FAYETTE CAMPUS</b>            AC/DC Fundamentals, PLC I &amp; II, Construction Wiring, Mechanics</p> <p><b>HAMILTON CAMPUS</b>            AC/DC Fundamentals, Construction Wiring I &amp; II, PLCs</p> <p><b><u>INDUSTRIAL ELECTRONICS</u></b>  <b>SUMITON CAMPUS</b>            AC/DC Fundamentals, PLCs, Industrial Equipment</p>	<p><b><u>M3 CREDENTIALING</u></b>  <b>JASPER &amp; CARROLLTON</b></p> <p><b><u>MACHINE TOOLTECHNOLOGY</u></b>  <b>HAMILTON &amp; SUMITON</b>            Machining Technology, Orientation to CAS, BP Reading, Metrology</p> <p><b><u>PLUMBING</u></b>  <b>JASPER &amp; SUMITON</b>            2006 ICC Codebook Class</p> <p><b><u>TRUCK DRIVING TRAINING</u></b>  <b>FAYETTE CAMPUS</b></p> <p><b><u>WELDING TECHNOLOGY</u></b>  <b>FAYETTE, HAMILTON &amp; SUMITON</b>            All Welding Phases</p> <p><b><u>WORKKEYS/CAREER READINESS CERTIFICATE</u></b>            All campuses &amp; online</p> <p><b><u>HEALTH SCIENCES</u></b>  <b>FAYETTE &amp; CARROLLTON</b>            Healthcare Office Technician (Certified Nursing Assistant)</p> <p><b>HAMILTON CAMPUS</b>            Mental Health Qualified Technician</p>	<h2 style="text-align: center;">MINING TECHNOLOGY</h2> <p><i>The Alabama Mine Training Consortium at Bevill State Community College in Sumiton offers Mine Technology Training that prepares students for entry level positions in mining or related fields.</i></p> <p style="text-align: center;">TRAINING INCLUDES:</p> <ul style="list-style-type: none"> <li>• Training-Annual refresher and new miner training</li> <li>• Training Plans-We can help with completing training plans for Part 46</li> <li>• Hazard Communication - We can help with hazard communication plans</li> <li>• Electrical Certification and Retraining - Call for specific class dates</li> </ul> <p style="text-align: center;"><b>Contact Ken Russell at 800-648-3271 ext. 5225 or Connie Carmichael, ext. 5433.</b>            Fax: 205-648-0210 or e-mail: mining@bscc.edu.</p>
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**BEVILL STATE COMMUNITY COLLEGE  
COMPUTER AND OFFICE CAREERS CERTIFICATE PROGRAM  
2009-2010 SCHEDULE**

This multi-task program will prepare students for entry level positions in the world of business, retrain the displaced worker, or provide additional training for the employee. This program is taught in seven six-week sessions. Participants may choose to enter the program at the beginning of any six-week module and may choose to take one or all of the four courses taught in the module. This program is held at the Jasper Campus. Worker's Investment Act (WIA) and Vocational Rehabilitation assistance will be available for those who qualify. Information concerning out-side loan sources are also available. Please contact Paula Smith at 387-0511 ext. 5779 for more information or to register for the program.

<b>September 14, 2009-October 22, 2009</b>				
<b>Course</b>	<b>Day</b>	<b>Time</b>	<b>Cost</b>	<b>Rm #</b>
<b>Keyboarding</b>	<b>Mon &amp; Wed</b>	<b>8:30 am-10:30 am</b>	<b>\$96</b>	<b>R225</b>
<b>Office Procedures</b>	<b>Mon &amp; Wed</b>	<b>11:00 am-1:00 pm</b>	<b>\$96</b>	<b>R206</b>
<b>Access II/Med Term I</b>	<b>Tues &amp; Thurs</b>	<b>8:30 am-10:30 am</b>	<b>\$96</b>	<b>R225/R206</b>
<b>Access I/Med Term II</b>	<b>Tues &amp; Thurs</b>	<b>11:00 am-1:00 pm</b>	<b>\$96</b>	<b>R225/R206</b>

<b>November 2, 2009-December 17, 2009</b>				
<b>Course</b>	<b>Day</b>	<b>Time</b>	<b>Cost</b>	<b>Rm #</b>
<b>Keyboarding</b>	<b>Mon &amp; Wed</b>	<b>8:30 am-10:30 am</b>	<b>\$96</b>	<b>R225</b>
<b>Legal Terminology</b>	<b>Mon &amp; Wed</b>	<b>11:00 am-1:00 pm</b>	<b>\$96</b>	<b>R225</b>
<b>*Acct I/Excel II</b>	<b>Tues &amp; Thurs</b>	<b>8:30 am-10:30 am</b>	<b>\$96</b>	<b>R225/R206</b>
<b>Quick Books/Excel I</b>	<b>Tues &amp; Thurs</b>	<b>11:00 am-1:00 pm</b>	<b>\$96</b>	<b>R225/R206</b>

\*Accounting I is a Pre-requisite for Quick Books

<b>January 4, 2010-February 11, 2010</b>				
<b>Course</b>	<b>Day</b>	<b>Time</b>	<b>Cost</b>	<b>Rm #</b>
<b>Keyboarding</b>	<b>Mon &amp; Wed</b>	<b>8:30 am-10:30 am</b>	<b>\$96</b>	<b>R225</b>
<b>Quick Books Payroll</b>	<b>Mon &amp; Wed</b>	<b>11:00 am-1:00 pm</b>	<b>\$96</b>	<b>R225</b>
<b>Access II/Med Term I</b>	<b>Tues &amp; Thurs</b>	<b>8:30 am-10:30 am</b>	<b>\$96</b>	<b>R225/R206</b>
<b>Access I/Med Term II</b>	<b>Tues &amp; Thurs</b>	<b>11:00 am-1:00 pm</b>	<b>\$96</b>	<b>R225/R206</b>

<b>February 22, 2010-April 8, 2010</b>				
<b>Course</b>	<b>Day</b>	<b>Time</b>	<b>Cost</b>	<b>Rm #</b>
<b>Keyboarding</b>	<b>Mon &amp; Wed</b>	<b>8:30 am-10:30 am</b>	<b>\$96</b>	<b>R225</b>
<b>Power Point</b>	<b>Mon &amp; Wed</b>	<b>11:00 am-1:00 pm</b>	<b>\$96</b>	<b>R225</b>
<b>Legal Office Simulation</b>	<b>Tues &amp; Thurs</b>	<b>8:30 am-10:30 am</b>	<b>\$96</b>	<b>R225</b>
<b>Micro Soft Publisher</b>	<b>Tues &amp; Thurs</b>	<b>11:00 am-1:00 pm</b>	<b>\$96</b>	<b>R225</b>

<b>April 19, 2010-May 27, 2010</b>				
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Course	Day	Time	Cost	Rm #
Micro Soft Word I/II	Mon & Wed	8:30 am-10:30 am	\$96	R225
Medical Office	Mon & Wed	11:00 am-1:00 pm	\$96	R225
Business Math	Tues & Thurs	8:30 am-10:30 am	\$96	R206
Keyboarding	Tues & Thurs	11:00 am-1:00 pm	\$96	R225

June 7, 2010-July 22, 2010				
Course	Day	Time	Cost	Rm #
Keyboarding	Mon & Wed	8:30 am-10:30 am	\$96	R225
Career Planning	Mon & Wed	11:00 am-1:00 pm	\$96	R206
Business Corresp	Tues & Thurs	8:30 am-10:30 am	\$96	R225
MicroSoft Word I/II	Tues & Thurs	11:00 am-1:00 pm	\$96	R225

August 2, 2010-September 9, 2010				
Course	Day	Time	Cost	Rm #
Keyboarding	Mon & Wed	8:30 am-10:30 am	\$96	R225
English on the Job	Mon & Wed	11:00 am-1:00 pm	\$96	R206
*Acct 1/Excel II	Tues & Thurs	8:30 am-10:30 am	\$96	R206/R225
Quick Books/Excel I	Tues & Thurs	11:00 am-1:00 pm	\$96	R225/W104

\*Accounting I is a Pre-requisite for Quick Books

September 20, 2010-October 28, 2010				
Course	Day	Time	Cost	Rm #
Keyboarding	Mon & Wed	8:30 am-10:30 am	\$96	R225
Legal Terminology	Mon & Wed	11:00 am-1:00 pm	\$96	R225
*Acct I/Excel II	Tues & Thurs	8:30 am-10:30 am	\$96	R225/R206
Quick Books/Excel I	Tues & Thurs	11:00 am-1:00 pm	\$96	R225/R206

\*Accounting I is a Pre-requisite for Quick Books

November 1, 2010-December 16, 2010				
Course	Day	Time	Cost	Rm #
Keyboarding	Mon & Wed	8:30 am-10:30 am	\$96	R225
Office Procedures	Mon & Wed	11:00 am-1:00 pm	\$96	R206
Access II/Med Term I	Tues & Thurs	8:30 am-10:30 am	\$96	R225/R206
Access I/Med Term II	Tues & Thurs	11:00 am-1:00 pm	\$96	R225/R206