



Pueblo
CORPORATE COLLEGE

SPRING 2017 Lifelong Learning Classes

Computer Operation Basics

\$55 – 6 Hours

In this basic computer course designed for first time users, students will become familiar with the computer mouse and keyboard, opening and closing programs, and accessing the Internet. Basic computer terminology will be covered.

- *March 6, 8 & 13 from 1-3 pm*

Intro to MS Word

\$65 – 8 Hours

Learn how to use Microsoft Word program to create, edit, save, and print documents. Basic knowledge of how to use a mouse and keyboard are required.

- *April 3, 10 & 17 from 5:30-8:15 pm*

Intro to MS Excel

\$65 – 8 Hours

Learn how to use electronic workbooks. This basic class includes entering and editing text, values, formulas, creating forms, moving and copying text, inserting and deleting ranges, rows, columns. Basic knowledge of how to use a mouse and keyboard are required.

- *March 7, 9 & 10 from 2-4:45 pm*

Intermediate MS Excel

\$65 – 8 Hours

This course shows you how to format cell contents, manager multiple worksheets, apply advanced functions, create tables and outlines. Basic knowledge of Excel functionality and formulas required.

- *May 8, 15 & 22 from 5:30-8:15 pm*

Learn Excel & SAVE \$10!

Sign up for both Intro to Excel & Intermediate Excel and pay only \$120!

Computer Skills for the Job Seeker

\$95 – 12 Hours

Discover how to customize your résumé for specific jobs while learning introductory MS Word skills including formatting, editing, and document saving techniques. Find out how to navigate online applications via hands-on activities and real-world scenarios. Basic computer operation knowledge is required. If necessary, enroll in the Basic Computer Operations prior to this course. Having a draft of your résumé is helpful, but not required. Personal flash drives and course material provided.

- *February 13, 15, & 18 from 1-5 pm*

Flagger Certification

\$80 – 4 Hours

Teaches the basic concepts required by the Colorado Department of Transportation (CDOT). Training is interactive and testing provided at end of session. Those who pass the exam receive a CDOT-recognized certificate and Certified Flagger Card

- *March 2 from 1-5 pm*

Forklift Certification

\$125 – 8 Hours

Students are first taught in a classroom setting the basics of forklifts, including safety, inspection, maintenance, loading/stability, operation and fueling. Students must then pass a written exam to move on to the second portion of the training, which is actual operation of a forklift. Students will be evaluated on a number of activities that are performed on a forklift.

- *April 21 from 8 am-4 pm*

For more information or to sign up, call 719.549.3320



Reasonable accommodations will be provided upon request for persons with disabilities. To make a request, please notify the PCC Disability Resources Center at (719) 549-3446 or Disability.Resources@pueblocc.edu at least five (5) working days before the event.



REGISTRATION FORM

Lifelong Learning Spring 2017

PARTICIPANT INFORMATION

First Name: _____ Last Name: _____
Mailing Address: _____
City/State/Zip Code: _____
Telephone Contact: _____
Email: _____

TRAINING DATE OPTIONS

SELECT WORKSHOP:

- | | |
|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <input type="checkbox"/> Computer Skills for the Job Seeker 12 hours
February 13, 15, & 18 (Mon, Wed, & Fri) GC 234B | \$95
1 pm – 5 pm |
| <input type="checkbox"/> Certified Flagger 4 hours
March 2 (Thursday) GC 234B | \$80
1 pm – 5 pm |
| <input type="checkbox"/> Computer Operation Basics 6 hours
March 6, 8, and 13 (Mon & Wed) GC 234B | \$55
1 pm – 3 pm |
| <input type="checkbox"/> Introduction to MS Excel 8 hours
March 7, 9, & 10 (Tues, Thurs & Fri) GC 234B | \$65
2 pm – 4:45 pm |
| <input type="checkbox"/> Introduction to MS Word 8 hours
April 3, 10, & 17 (Mondays) GC 234B | \$65
5:30 pm – 8:15 pm |
| <input type="checkbox"/> Certified Forklift 8 hours
April 21 (Friday) GC 234B | \$125
8 am – 5 pm |
| <input type="checkbox"/> Intermediate MS Excel 8 hours
May 8, 15, & 22 (Mondays) GC 234B | \$65
5:30 pm – 8:15 pm |

Space is limited – every effort will be made to accommodate your selection/Minimum Class Size Required

PAYMENT METHOD OPTIONS

- Check Enclosed Payable to: Pueblo Community College
 Credit Card/Cash Contact the Pueblo Community College **Cashier's Office** to provide credit card information at **(719) 549-3212** or stop by Student Center **SC 231** to make payment
Refer to *Lifelong Learning and return registration form with receipt to GC 201B*

SEND REGISTRATION TO:

MAIL: Pueblo Community College
900 West Orman Avenue GC 201B
Pueblo, Colorado 81004

DIRECT: (719) 549-3320
FAX: (719) 549-3462
EMAIL: alejandra.deanda@pueblocc.edu

FOR MORE INFORMATION, CONTACT (719) 549-3320 OR TOLL FREE 1-866-478-3256