

CENTER FOR WORKFORCE DEVELOPMENT

WELDING

CET 329 01 ESSENTIALS OF WELDING

Course #	Dates	Times	Hours	Location	Cost
CET 329-01	Sept. 1 - 17	5:30 - 9 pm	21 Hrs	CWD	\$349

Introduces the fundamentals of welding process and provides hands-on training to students who are developing welding skills. Covers theory, practice of oxy fuel welding, cutting process, shielded metal-arc welding and MIG welding. Class fee includes welding lab fee. *Bring welding gloves, welding helmet and safety glasses to class. Wear long sleeves.*

Tues. & Thurs.

CET 330-01 ADVANCED WELDING

Course #	Dates	Times	Hours	Location	Cost
CET 330-01	Sept. 28 - Oct. 12	5:30 - 8:30 pm	15 Hrs	CWD	\$319

Designed to expand welding skills. Covers both theory and practice of TIG welding. Students will work with mild steel, stainless steel and aluminum metals. Class fee includes welding lab fee. *Bring welding gloves, welding helmet and safety glasses to class. Wear long sleeves.*

Mon. & Wed.

CET 843-01 STAINLESS STEEL WELDING

Course #	Dates	Times	Hours	Location	Cost
CET 843-01	Oct. 19 - Nov. 4	5:30 - 8:30 pm	18 Hrs	CWD	\$299

This course includes procedures and techniques in the gas Tungsten arc welding (GTAW) and Pulsed (GMA). Including health safety, and environmental practices, welding terminology, GTAW process and equipment, equipment operation and techniques, power source types and controls, welding currents and polarities, tungsten electrodes shielding gases, stainless steel welding. Class fee includes welding lab fee. *Bring welding gloves, welding helmet and safety glasses to class. Wear long sleeves.*

Mon. & Wed.

CET 844-01 BLUEPRINT READING AND LAYOUT

Course #	Dates	Times	Hours	Location	Cost
CET 844-01	Nov. 3 & 5	8 - 5 pm	6 Hrs	CWD	\$99

This course includes principles and techniques of steel layout plus procedures for interpreting. Includes measurements, fundamentals of blueprint reading, welding symbols and sizes, blueprint interpretation, layout tools and techniques.

Tues. & Thurs.

CET 477-01 ALUMINUM WELDING

Course #	Dates	Times	Hours	Location	Cost
CET 477-01	Nov. 9 - 23	5:30 - 8:30 pm	15 Hrs	CWD	\$249

Procedures and techniques in the Gas Tungsten Arc Welding (GTAW) process and Pulsed (GMA). Includes health safety, and environmental practices, welding terminology, GTAW process and equipment, equipment operation and techniques, power source types and controls, welding currents and polarities, tungsten electrodes, shielding gases. Class fee includes welding lab fee. *Bring welding gloves, welding helmet and safety glasses. Wear long sleeves.*

Mon. & Wed.

ADVANCED WELDING *Robotic Technology*

More than 200 hours of assessment and training, from a pre-employment welding test to inspection and certification. Training topics include OSHA; material handling; print reading for welding as well as machine parts; fixture analysis, and more than 24 hours in robotics.

Persons completing this training will be eligible for employment in advanced manufacturing facilities utilizing robotic welding technology.

Dislocated workers and other unemployed individuals may qualify for tuition support by utilizing Individual Training Accounts under WIA funding.

Contact your local Missouri Career Center for additional information or to apply.

PRE-APPRENTICE-*Electrical Line Program*

This program was designed in cooperation with a consortium of utilities, co-op's and contractors to provide specialized training to persons wishing to become linemen apprentices.

To be admitted into the program, persons must pass the TABE math exam at 80% or higher and successfully complete a DOT physical, drug screen, background check and motor vehicle report. A 4-hour pole climbing assessment will also be administered. These assessments are covered in the non-refundable \$360 deposit.

Upon successful completion of these assessments, \$800 is due for the balance of the program. Payment is due 1 week prior to the start of class.

Pole climbing occurs on Saturdays; all coursework occurs one night per week for 10 weeks from 6 p.m. - 9 p.m.

Call 447-8901 for program dates or for more information.

OSHA TRAINING

In cooperation with:



OSHA CONSTRUCTION TRAINING

CET 340-00 OSHA 10 Hour for Construction Industry

Course #	Dates	Times	Hours	Location	Cost
CET 340-01	Aug. 17 & 18	12 – 5 pm	10 Hrs	CWD	\$139
CET 340-02	Aug. 19 & 20	12 – 5 pm	10 Hrs	CWD	\$139
CET 340-03	Aug. 24 & 25	12 – 5 pm	10 Hrs	CWD	\$139
CET 340-04	Aug. 26 & 27	12 – 5 pm	10 Hrs	CWD	\$139
CET 340-05	Sept. 1 & 2	12 – 5 pm	10 Hrs	CWD	\$139
CET 340-06	Sept. 8 & 9	12 – 5 pm	10 Hrs	CWD	\$139
CET 340-07	Sept. 15 & 16	12 – 5 pm	10 Hrs	CWD	\$139
CET 340-08	Sept. 29 & 30	12 – 5 pm	10 Hrs	CWD	\$139
CET 340-09	Nov 3 & 4	12 – 5 pm	10 Hrs	CWD	\$139

This course meets the requirements of “Omnibus Immigration Bill” (HB 1549, Onder/R-Lake St. Louis). HB 1549 requires all “on-site” employees on public works projects to carry a card certifying completion of “OSHA 10-hour” or an “equivalent course.” The requirement is effective August 28, 2009. This course is also part of the OSHA Outreach Training and participants who successfully complete the course will receive a 10 Hour Construction card directly from OSHA. The course reviews the hazards associated in construction through a review of OSHA regulations and focuses on the prevention of injuries associated with the hazards.

Prerequisites: None / **Instructors:** Stark/Teaford

OSHA 510 OSHA Occupational Safety and Health Standards for Construction

Course #	Dates	Times	Hours	Location	Cost
CET 510	Aug. 31, Sept. 1-3	8 - 5 pm	32 Hrs	CWD	\$749

This course introduces private sector personnel to OSHA policies, procedures and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction

standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide.

Prerequisites: None / **Instructors:** Stark/Teaford

CET 500-01 OSHA 500 OSHA Train the Trainer Course in OSHA Standards for Construction

Course #	Dates	Times	Hours	Location	Cost
CET 500-01	Sept. 8-11	8 - 5 pm	32 Hrs	CWD	\$749

This course is designed for personnel in the private sector interested in teaching the 10 and 30-hour construction safety and health outreach training program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10 and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a trainer in the outreach program and to conduct both a 10 and 30-hour construction safety and health course and to issue cards to participant verifying course completion.

Prerequisites: Course OSHA 510 / **Instructors:** Stark/Teaford

CET 806-01 OSHA 502 OSHA Update for Construction Outreach Trainers

Course #	Dates	Times	Hours	Location	Cost
CET 806-01	Nov. 17-19	8 - 5 pm	24 Hrs	CWD	\$485

This course is designed for personnel in the private sector who have completed #500 Trainer Course in Occupational Safety and Health Standards for the Construction Industry and who are active trainers in the outreach program. It provides an update on such topics as OSHA construction standards, policies, and regulations.

Prerequisites: Course OSHA 500 / **Instructors:** Stark/Teaford

OSHA GENERAL INDUSTRY TRAINING

CET 339 OSHA 10 Hour for General Industry

Course #	Dates	Times	Hours	Location	Cost
CET 339-01	Aug. 17 & 18	12 – 5 pm	10 Hrs	CWD	\$139
CET 339-02	Aug. 19 & 20	12 – 5 pm	10 Hrs	CWD	\$139
CET 339-03	Aug. 24 & 25	12 – 5 pm	10 Hrs	CWD	\$139
CET 339-04	Aug. 26 & 27	12 – 5 pm	10 Hrs	CWD	\$139
CET 339-05	Sept. 1 & 2	12 – 5 pm	10 Hrs	CWD	\$139
CET 339-06	Sept. 8 & 9	12 – 5 pm	10 Hrs	CWD	\$139
CET 339-07	Sept. 15 & 16	12 – 5 pm	10 Hrs	CWD	\$139
CET 339-08	Sept. 29, Oct. 1	12 – 5 pm	10 Hrs	CWD	\$139
CET 339-09	Nov 3 & 4	12 – 5 pm	10 Hrs	CWD	\$139

CET 339 OSHA 10 (continued)

This course is part of the OSHA Outreach Training and participants who successfully complete the course will receive a 10 Hour general industry card directly from OSHA. The course reviews the hazards associated in construction through a review of OSHA regulations and focuses on the prevention of injuries associated with the hazards.

Prerequisites: None / **Instructors:** Stark/Teaford

CET 801-01 OSHA 511 Occupational Safety and Health Standards for General Industry

Course #	Dates	Times	Hours	Location	Cost
CET 801-01	Oct. 12-15	8 - 5 pm	32 Hrs	CWD	\$749

This 4-day course is an introduction to OSHA policies, procedures and standards, as well as, general industry safety and health principles. The scope and application of the OSHA General Industry Standards is discussed. Special emphasis is placed on those areas that are most hazardous, along with recommended abatement techniques.

Prerequisites: None / **Instructors:** Stark/Teaford

CET 501-01 OSHA 501 Trainer Course in OSHA Standards for General Industry

Course #	Dates	Times	Hours	Location	Cost
CET 501-01	Oct. 19-22	8 - 5 pm	32 Hrs	CWD	\$749

This course is designed for personnel in the private sector interested in teaching the 10 and 30-hour General Industry safety and health outreach training program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10 and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a trainer in the outreach program and to conduct both a 10 and 30-hour General Industry safety and health course and to issue cards to participant verifying course completion.

Prerequisites: OSHA 511 / **Instructors:** Stark/Teaford :

CET 807 OSHA 503 OSHA Update for Construction Outreach Trainers

Course #	Dates	Times	Hours	Location	Cost
CET 807-01	Jul. 27-28	8 - 5 pm	16 Hrs	CWD	\$485
CET 807-02	Nov. 23-24	8 - 5 pm	16 Hrs	CWD	\$485

This course is designed for personnel in the private sector who have completed #500 Trainer Course in Occupational Safety and Health Standards for the Construction Industry and who are active trainers in the outreach program. It provides an update on such topics as OSHA construction standards, policies, and regulations.

Prerequisites: OSHA 501 / **Instructors:** Stark/Teaford

CET 496 Powered Industrial Trucks, Fork Truck Training

Course #	Dates	Times	Hours	Location	Cost
CET 496-01	Sept. 18	8 - 12 pm	4 Hrs	CWD	\$295
CET 496-02	Oct. 16	8 - 12 pm	4 Hrs	CWD	\$295

This training class focuses on three critical areas of the machine itself, surrounding hazards, and general safety rules. Operators will get information ranging from pre-operational inspections to the center of gravity triangle to proper steering handling, and refueling techniques.

Prerequisites: None / **Instructors:** Stark/Teaford

OSHA MEDICAL INDUSTRY TRAINING

Medical Train the Trainer

Course #	Dates	Times	Hours	Location	Cost
CET 491-01	Sept. 21-24	8 - 5 pm	32 Hrs	CWD	\$749

This course is designed for personnel in the health care industry interested in teaching safety and health training program to health care employees and other interested groups. Special emphasis is placed on those topics that are required for medical facilities, and care facilities by addressing those issues that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the participant to become a trainer in the outreach program and to conduct both a 10 and 30-hour General Industry safety and health course and to issue cards to participants verifying course completion within the health care industry.

Prerequisites: OSHA 511 / **Instructors:** Teaford

CET 499 Hospital and Care Facilities Fire Safety

Course #	Dates	Times	Hours	Location	Cost
CET 499-01	Oct. 7	12 - 5 pm	4 Hrs	CWD	\$195
CET 499-02	Dec. 2	12 - 5 pm	4 Hrs	CWD	\$195

Participants in this class will have the opportunity to extinguish a controlled fire using appropriate extinguishers found in health care facilities. Despite compliance with fire regulations, fires still occur. Health care facilities should have regular fire drills so that all personnel know exactly what to do. Health care personnel should be trained and drilled in fire prevention, location and use of fire alarms, location and use of fire extinguishers, location of emergency exits, and evacuation procedures.

Prerequisites: None / **Instructors:** Teaford

Health Care Ergonomics

Course #	Dates	Times	Hours	Location	Cost
CET 493-01	Nov. 10	12 - 5 pm	4 Hrs	CWD	\$195
CET 493-02	Dec. 8	12 - 5 pm	4 Hrs	CWD	\$195

Ergonomics is the science of fitting the job to the worker. When there is a mismatch between the physical requirements of the job and the physical capacity of the worker, work-related musculoskeletal disorders (MSDs) can result. Ergonomics is the practice of designing equipment and work tasks to conform to the capability of the worker, it provides a means for adjusting the work environment and work practices to prevent injuries before they occur. Health care facilities especially nursing homes have been identified as an environment where ergonomic stressors exist.

Prerequisites: None / **Instructors:** Teaford

CET 860 Process Refinement for the Health Care Industry

Course #	Dates	Times	Hours	Location	Cost
CET 860-01	Sept. 18	12 - 5 pm	4 Hrs	CWD	\$195
CET 860-02	Oct. 16	12 - 5 pm	4 Hrs	CWD	\$195

Drastically reduce lead times in patient care, mistakes and improve staffing for the job by reconfiguring traditional methods of performing tasks. Learn how to identify different forms of waste in medical processes thereby making our jobs easier to complete with a higher degree of accuracy.

Prerequisites: None / **Instructors:** Stark

OVERALL PRODUCTIVITY IMPROVEMENT

CET 827 Lean Manufacturing Overview

Course #	Dates	Times	Hours	Location	Cost
CET 827	Oct. 1	11:30 - 1 pm	1.5 Hrs	CWD	\$19

Drastically reduce lead time, mistakes and improve staffing for the job by reconfiguring traditional assembly lines into productive cells based on one-piece flow. (Lunch provided)

Prerequisites: None / **Instructors:** Stark

CET 470 Lean Simulation

Course #	Dates	Times	Hours	Location	Cost
OSHA 470	Oct. 14	9 - 4 pm	6 Hrs	CWD	\$295

This Simulation addresses the basic concepts of waste reduction and production improvement. The simulation gives participants a hands-on demonstration of how lean principles are applied in a production environment thus allowing a greater understanding and buy-in from

production personnel. Focus on one-piece flow and avoiding batch operations is addressed. This provides a firm understanding of lean upon which future lean initiatives can be based. (Must have a minimum of 12 people)

Prerequisites: None / **Instructors:** Stark

5S: Workplace Organization: Different than prior 5S course

Course #	Dates	Times	Hours	Location	Cost
CET 547	Nov. 5	8 - 12 pm	4 Hrs	CWD	\$179

This course provides you with an overview of 5S, how it can benefit your company's performance, an explanation of each category, how to get started, things to avoid, and tips for leadership. 5S is a methodology for organizing and minimizing items within a workplace, in order to make it operate more efficiently.

Prerequisites: None / **Instructors:** Stark

CET 507 ISO 9000 Internal Auditor

Course #	Dates	Times	Hours	Location	Cost
CET 507-01	Oct. 6 - 8	8:30 - 4 pm	19 Hrs	CWD	\$485
CET 507-02	Nov. 17 - 19	8:30 - 4 pm	19 Hrs	CWD	\$485

This training is designed to increase your understanding of ISO 9000 internal audit techniques. To help make your ISO 9000 company ISO 9000 compliant, we use interactive workshops, simulated audits, tutorials and case studies. Our ISO 9000 compliance training brings you practical audit skills and improves your evaluation and communication skills. It also refines your reporting skills and increases your ability to implement corrective action programs.

Prerequisites: None / **Instructors:** Ronnie Walker

CET 854 01APICs Module 1 Basic Supply Chain Management

Course #	Dates	Times	Hours	Location	Cost
CET 854-01	Aug. 4,11,18, 25, Sept. 1, 8	8 - 12 pm	24 Hrs	CWD	\$749

It provides the basic concepts of managing the flow of materials in a supply chain. It presents a complete overview of material flow, from internal and external suppliers, to and from the organization.

Prerequisites: None / **Instructors:** Glenda Heuton

ELECTRICAL APPRENTICE PROGRAM

An 8-course, 4-year program designed to train independent journeymen electricians. The course covers: NEC code, tools, conductors, product ID, safety, math, wire size & grounding, motors, transformers, and blueprint reading. The course ends with a proficiency exam.

Call 447-8901 for program dates or for more information.

TRANSPORT TRAINING INSTITUTE

TTI-00 Truck Driving Program

Course #	Dates	Days	Time	Location	Cost
TTI-23	Sept. 8 - Oct. 8	Mon - Thur.	7:30 - 6 p.m.	TTI - Ozark	\$2,900
TTI-24	Oct. 12 - Nov. 12	Mon - Thur.	7:30 - 6 p.m.	TTI - Ozark	\$2,900
TTI-25	Nov. 16 - Dec. 17	Mon - Thur.	7:30 - 6 p.m.	TTI - Ozark	\$2,900

Excellent opportunity for high earnings, as much as \$50,000 in the first year ! This 5 week, 40 hours per week training program prepares participants for operating commercial trucks and successfully completing the CDL exam. This program will equip individuals with the skills required to succeed in the commercial truck driving industry. Must be 21 or older and be able to pass a Department of Transportation physical, drug screen, and background check. Registration and payment deadline one week before class begins. (No class on Labor Day Sept. 7 or Thanksgiving Day Nov. 26)

Topics include but are not limited to:

Safe operation in moving traffic	Night operation
Shifting and double clutching	Cargo documentation
Backing and docking	Lifestyle and finance
Parallel parking	Trip planning

Full-time Classes Week day sections are full-time; 40 hours per week

Part-time Classes Offered at night and on weekends (3 people min.)
To be added to this list, call 447-6629

Location Price Cutter Park, Ozark, Missouri (TTI - Ozark)

Course fees:	\$2,900.00
Non-refundable deposit*	\$115.00
CDL permit/license:	\$102.50
Total Program Cost:	\$3,117.50

* Deposit due at registration; covers drug screen, physical and background check

CERTIFIED GREEN PROFESSIONAL

The Certified Green Professional (CGP) [trademark symbol] is an exclusive designation offered by the National Association of Home Builders. CGP is designed to teach building industry professionals strategies for incorporating green building principles into homes using cost-effective and affordable options.

The class focuses on sustainable building techniques, methods to achieve higher energy efficiency, enhanced environmental impact and the business practices that foster success.

\$325 for HBA members; \$525 for non-members [price includes lunch and book]

Contact Carrie at 881-3711 or Carrie@springfieldHBA.com to register or for more information.

September 9-11

CWD 11

Instructor: Kevin Enyeart

ALTERNATIVE ENERGY CLASS

CET 334-01 Alternative Energy

Discussion of alternative energy including solar, wind, hybrid systems, micro hydro, thermal, methane and fuel cells. Examines evaluation of energy needs, payback, connecting to the grid and regulations. Offered in the evenings over five nights.; 15 hours, \$299

Call 447-8901 for latest class dates and times.

MISSOURI HOME AUDITOR CERTIFICATION

This course is designed to meet the certification standards required by the Missouri Department of Natural Resources to conduct energy audits.

Training consists of 24 hours classroom instruction, 12 hours of field training and 4 hours of test preparation. The Course covers energy audits, building envelope, building science, heat flow principles, conduction, convection, radiation, quantifying building energy flows, ventilation, heat loss and savings calculations, windows and doors, air

leakage test, ductwork, insulation, combustion, written audit, written exam, and field exam.

Prerequisites:

Knowledge of basic building science and/or construction experience is strongly recommended, along with familiarity of residential electricity, hand tools and the ability to read measuring devices.

Call 447-8901 for class dates and times, or visit www.otc.edu/workforce

Dislocated workers and other unemployed individuals may qualify for tuition support by utilizing Individual Training Accounts under WIA funding.

Expansion of this program will include additional training in weatherization techniques for individuals with limited construction backgrounds. Further training may also include individual modules that can be mixed and matched to meet the needs of different target groups and certifications, e.g. Envelope Professional, Energy Rater, and customized for small business owners/contractors in a wide range of "green collar" jobs.