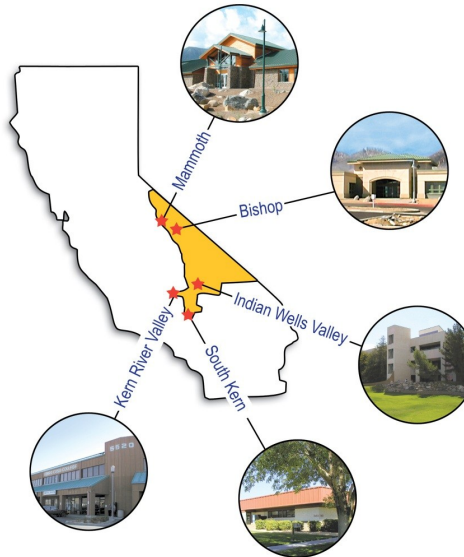




Our training classes can be delivered at your place of work or at any of our five campus locations.

- ◆ Training Needs Assessments
- ◆ Customized Training Classes
- ◆ Convenient Campus Locations
- ◆ State-of-the-Art Computer Labs
- ◆ On-Site Training Available
- ◆ All-Inclusive Flat Rates
- ◆ College Credit Options
- ◆ Real-World Professional Trainers



www.cerrocoso.edu/employeetraining

For more information contact:

Office of Contract Education
Cerro Coso Community College
3000 College Heights Boulevard
Ridgecrest, CA 93555

Office: (760) 384-6106
Fax: (760) 375-4776
training@cerrocoso.edu



EMPLOYEE TRAINING & DEVELOPMENT



"The right employee training, development, and education at the right time, provides big pay-offs for the *employer* in increased productivity, knowledge, loyalty, and contribution."

- Susan M. Heathfield



www.cerrocoso.edu/employeetraining



TECHNOLOGY & SECURITY

Full-Day Flat Rate

\$2,100 (5 - 8 Hours)

Half-Day Flat Rate

\$1,200 (2 - 4 Hours)

Rates are All-Inclusive & Cover
Up to 25 Participants Per Class



PROFESSIONAL DEVELOPMENT

Full-Day Flat Rate

\$2,100 (5 - 8 Hours)

Half-Day Flat Rate

\$1,200 (2 - 4 Hours)

Rates are All-Inclusive & Cover
Up to 25 Participants Per Class



COMPLIANCE & SAFETY

Full-Day Flat Rate

\$2,100 (5 - 8 Hours)

Half-Day Flat Rate

\$1,200 (2 - 4 Hours)

Rates are All-Inclusive & Cover
Up to 25 Participants Per Class

We offer training on Computer Software, Technology, and Information Security. Below is a sample of our training topics.

Customized classes are available upon request.

Software Topics

- MS Office
- MS Excel Tips and Tricks
- MS Project
- MS Publisher
- MS Visio
- Adobe Acrobat
- Adobe Photoshop
- Adobe InDesign
- Adobe Illustrator

Programming Topics

- A+
- Network+
- Security+
- MCSE/MCITP
- CISSP
- Visual C++
- PHP
- C++
- JavaScript
- CSS
- SQL / MySQL
- Java

We offer training on a variety of soft skills, including Management and Communication Skills. Below is a sample of our training topics.

Customized classes are available upon request.

Training Topics

- Leadership
- Team-Building
- Interpersonal Communication Skills
- Customer Service
- Train the Trainer
- Speed Reading / Strategic Reading
- Critical & Creative Thinking
- Writing for the Workplace
- Time Management
- Listening Skills
- Memory Improvement
- Foreign Languages
- English as a Second Language (ESL)
- Business Ethics
- Wellness
- DDI Training Classes *

* Development Dimensions International (DDI) training classes are available upon request. For a list of training topics go to www.ddiworld.com. The full-day Flat Rate for DDI classes is \$2,700.

We offer training on Safety and Compliance Issues. We also offer classes to help you develop, update, or refine your Policies and Procedures.

Customized classes are available upon request.

Training Topics

- Sexual Harassment - Employee
- Sexual Harassment - Supervisor
- Basic IIPP Requirements *
- Policies and Procedures
- Confined Space Training Entry
- Supervisor Safety Training
- Heat / Illness Prevention
- Fall Protection
- Flagging Training
- Driver Safety Awareness
- Federal OSHA-10
- Federal OSHA-30
- CPR / First Aid

* Every company in California must create an Illness and Injury Prevention Program (IIPP) - which essentially contains a generalized plan for keeping its workforce free from work-related injuries and illnesses. For companies with more than 10 employees, the plan must be in writing.