Workforce Development & Community Education

CUSTOM TRAINING

PERSONAL ENRICHMENT

PROFESSIONAL DEVELOPMENT

ADULT EDUCATION
Custom Training

The University of New Mexico-Gallup, Workforce Development and Community Education Center provides customized training for businesses, agencies and organizations.

For more information on tuition assistance, the application process and eligibility please contact ZECDC.

Shelly C. Chimoni
(505) 782-7180
Shelly.Chimoni@ishiwi.org

Tuition assistance may be available for those that qualify
Please contact your local agencies below for eligibility:

Navajo Nation Dept. of Workforce Development:
- Crownpoint: (505) 786-2154 or 786-2151
- Ft. Defiance: (928) 729-4372 or 729-4015
- Tohatchi: (505) 733-2838 or 733-2836
- Chinle: (928) 674-2177 or 674-2171
- Shiprock: (505) 368-1094
- Tuba City: (928) 283-3320 or 283-3323

For more information on Tuition Assistance, contact
Angelica Lancer with the New Mexico Workforce Connection

New Mexico Workforce Connection
Northern Area

Anjelica Lancer
(505) 726-6336/6337
alancer@serjfp.org

Become an Instructor

Are you an expert in your field?
Do you enjoy teaching others or sharing your talents?
Would you be interested in teaching a non-credit class?
Computers & Technology

Basic Computer Class
Customized Training
Do you feel lost when it comes to computers? Does the word computer seem foreign to you? This class is for people who have little or no computer experience. Join us for a peaceful exploration of computers at your own pace. Topics include: computer vocabulary, operation of programs, email information, internet aid for on-line searches, and creating your own documents. Class meets for 6 days.

$100 Instructor: Denise Silva
Oct. 9, 16, 23, 30 Nov. 6 & 13 5:00-9:00PM

Basic Excel Spreadsheets
Customized Training
Excel presents detailed hands-on instruction on how to create a spreadsheet consisting of the creation of formatting a workbook, working with formulas and functions, and creating charts. Excel provides students with a solid understanding of important spreadsheet concepts, including order of precedence in formulas, function syntax and absolute and relative cell references. Class meets for 3 days.

$100 Instructor: Denise Silva
Oct. 11, 18 & 15 5:00-9:00PM

Basic Power Point
Customized Training
Detailed hands on instruction in Power Point will be presented as a document you create for presentations which is made up of a series of slides. The slides that you create using Power Point can also be presented as overhead transparencies. In addition to slides, you can print audience handouts, outlines. Class meets for 2 days.

$100 Instructor: Denise Silva
Nov. 8 & 15 5:00-9:00PM

Explore Your Android Smartphone
Customized Training
Inside your Smartphone is a world of wonder! That is of course if you know how to use your Smartphone ... Whether it's your first phone ever or upgrading most of us don’t use the full potential of our phones or know how to. Come and learn how to set up and manage its features and effectively discover and explore how to use the phones available apps. Class meets for 2 days.

$TBA Instructor: TBA

Explore Your Apple iPhone
Customized Training
Learning your Apple iPhone features can bring the world alive to your fingertips. Experience all the incredible apps and functions that iPhones have to offer. Setting up your Apple iPhone can be a challenge if you're new to the Apple world... So, come and learn how to access the Cloud, log into iTunes, create photo galleries, view videos and so much more...Get tapped in with the swipe of your finger! Class meets for 2 days.

$TBA Instructor: TBA

Workforce Safety

Workforce First Aid and CPR Training
Whether you need emergency training for the workplace or the community, we can deliver comprehensive training that’s easy to learn and easy to remember. Choose from one of the following dates:

$60 Instructors: Various
Aug. 5 9:00AM-4:00PM
Sept. 2 9:00AM-4:00PM
Oct. 7 9:00AM-4:00PM
Nov. 4 9:00AM-4:00PM
Dec. 2 9:00AM-4:00PM
Location: Calvin Hall 207

Workforce CPR Pro (BLS) Training for Healthcare Providers
Customized Training
This expert-level program from the American Safety & Health Institute helps keep healthcare professionals prepared and ready to respond as they encounter life-threatening emergencies, provide basic life support, and respond to choking and other airway obstruction incidents. ASHI’s CPR Pro for the Professional Rescuer has been approved for training for Emergency Medical
Services personnel and is accepted by the National Registry of Emergency Medical Technicians (NREMT).

Intended Audience: This program is designed for individuals in the healthcare or professional rescuer field that are required to have professional-level basic life support training.

Choose from the following dates:

- **August 19, 2017**
  - 9:00AM-5:00PM
  - Location: Calvin Hall 207

### Wilderness & First Aid Training

We all need to know what to do when something goes wrong; whether it is in a remote river canyon, Forest Service Road or far in the back country. Wilderness First Aid and (CPR) are focused on giving you hands on skills and knowledge so that you can make educated decisions and know what to do when confronted with a wilderness setting emergency. Come learn in a realistic environment that is supportive, educational and fun!

- **Cost:** $129
- **Instructor:** Ken Hoffman
- **Location:** TBA
- **Contact:** Call 505-863-7743 for more information

### Workforce Industry Trainings

**Fiber Optic Combo: Entry level & ISP/OSP**

Customized Training

- **Cost:** $2290
- **Instructor:** John Warren
- **Location:** Insight Technologies

**Fiber Optic Entry level - 16 Hour / 2 days**

Customized Training

- **Cost:** $TBA
- **Instructor:** TBA
- **Location:** TBA

**Active Shooter Civilian Response Training for all Organizations**

Customized Training

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Active shooter situations are often over within 10 to 15 minutes, often before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

- **Cost:** $TBA
- **Instructor:** TBA
- **Location:** TBA Call 505-863-7743 for more information
advantages and disadvantages to systems and how they are currently being implemented in the field are just some of the topics this course offers.

$890  Instructor: John Warren
Location: Insight Technologies

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**Fiber Optic Refresher - 8 Hour / 1 day**

**Customized Training**

This is required for recertification for fiber optic technicians, testers, inspectors, splicers, construction, engineering and other related fields.

$490  Instructor: John Warren
Location: Insight Technologies  8:00-5:00PM

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**Workforce Commercial Driving License Training**

**Date:** Scheduled Monthly *(call 863-7743 for more info.)*

Instructor: TBA

Course Fee:  $3,850

Class A CDL with Hazmat Endorsement

Get your Commercial Driver’s License in just 7 – 8 weeks! Begin your first steps toward a promising and high demand career in commercial driving industry. Careers starting at 30K – 40K annually! A new 8-week class begins monthly:

- September 11, 2017 to November 3, 2017
- October 2, 2017 to December 1, 2017
- November 6, 2017 to December 29, 2017
- December 4, 2017 to February 2, 2018

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**Welder’s Helper**

**Customized Training**

Welder helper/aid: The workshop will familiarize the individual with the tools used, the language, safety factor, necessary assistant and help needed to enable the welder to do an effective and efficient job.

$TBA  Instructor: TBA

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**Workforce Heavy Equipment Training and Certification**

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**Heavy Equipment Certification**

**Customized Training**

Do you have experience operating heavy equipment and need certification? Become knowledge and performance verified and certified through any or all the trainings offered.

Instructor: Joseph Montoya  Location TBA

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<thead>
<tr>
<th>Equipment</th>
<th>Hours</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Backhoe</td>
<td>40</td>
<td>$2215</td>
</tr>
<tr>
<td>Excavator</td>
<td>45</td>
<td>$2515</td>
</tr>
<tr>
<td>Skid Steer</td>
<td>TBA</td>
<td>$2115</td>
</tr>
</tbody>
</table>

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**Backhoe**

**Customized Training**

The Heavy Equipment Operations (HEO) specialized Backhoe Training is a safe and effective way to learn in a risk-free environment.

- 6 weeks  $3930

The Heavy Equipment Operations (HEO) specialized Backhoe Training is a safe and effective way to learn in a risk-free environment. Trainees receive NCCER HEO Specialized Operations Backhoe curriculum, safety, OSHA-10-hour certification, simulator and hands on training, and more.

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**Motor Grader**

**Customized Training**

6 weeks  $4530

The Heavy Equipment Operations (HEO) specialized Motor Grader Training is a safe and effective way to learn
in a risk-free environment. Trainees receive NCCER HEO Specialized Operations Motor Grader curriculum, safety, OSHA-10-hour certification, simulator and hands on training, and more.

**Culture & Diversity**

**Work Ethics**

**Customized Training**

This training, with a focus on the workforce, is about being the best employee you can be; by learning skills that are important to the employer, customers and which will make you more employable. Some components of the training will include: Workforce Attitude; Attendance; Appearance; Ambition; Accountability; Acceptance; and Appreciation. The training will consist of a minimum of 8 hours; completion of all modules will consist of 40 hours; a certificate of completion in Work Ethic Proficiency will be provided.

$TBA  Instructor: TBA
Location: TBA  Call 505-863-7743 for more information

**Culture and the Workforce**

**Customized Training**

This seminar provides both management and staff with cultural skills needed to build a productive team, create a positive work environment and build a successful business.

Call 505-863-7743 for more information

**Culture and Communication**

**Customized Training**

This seminar provides participants with cultural knowledge and skills needed to function effectively in private, public and professional situations in a multicultural society.

Call 505-863-7743 for more information

**Beginning Sign Language**

**Customized Training**

This is a noncredit workshop designed for the beginner to learn one of the oldest languages which cuts across culture and racial barriers. Whether you are learning American Sign Language to communicate with your Deaf family, friends, or simply to enrich your personal skills or to learn another language, Beginning Sign Language is the right place to start. The workshop is taught by an experienced and practicing American Sign Language instructor to give you the fundamentals of American Sign Language (ASL), from basic vocabulary and handshapes to more complex grammar and culture.

$TBA  Instructor: TBA
Location: TBA  Call 505-863-7743 for more information

**Conversational Navajo**

Designed for both the beginning learner and the more advanced language student, Dine’ conversational workshop is the ideal tool for improving Navajo speaking, reading, and writing skills. Each class starts with practice dialogues and concludes with written exercises. Navajo-English and English-Navajo glossaries will be made available in the paperback handouts. Perfect for teaching yourself Navajo! Ideal for enhancing workforce skills and customer service.

$TBA  Instructor: TBA
Location: TBA  Call 505-863-7743 for more information

**Conversational Spanish**

Learn to improve your Spanish speaking skill for work or for personal enjoyment. Job-Specific Phrases for your occupation & Basic Expressions for Everyday conversation; No grammar to learn. No alphabet to memorize; Well-organized, easy to use. Designed for newcomers to Spanish. Avoid Communication Frustration. Learn only what you will use. No need to learn “the whole language”; Build teamwork, morale and efficiency. Improve customer service patient care.

$TBA  Instructor: TBA  Dates: TBA
Location: TBA  Call 505-863-7743 for more information

**Conversational Zuni**

Learn conversational Zuni from a native speaker and build confidence and speaking skills to feel comfortable when meeting native Pueblo people. Conversational Zuni may also be helpful in the workplace when dealing with the public and customer service. This workshop will benefit natives of Zuni, who would like to improve their speaking skills or anyone who wishes to become more comfortable and efficient in the language.

$TBA  Instructor: TBA  Dates: TBA
Location: TBA  Call 505-863-7743 for more information
HiSET Testing at UNM-Gallup Campus
(Earn your High School Diploma)

**ORIENTATION** will be held once a month, one week prior to testing, on Tuesdays, 12:30p, at Calvin Hall in Room 102. **THE ORIENTATION IS MANDATORY ONLY FOR FIRST-TIME TEST REGISTRANTS.** You will learn about testing, registration procedures, and how to request your transcripts and diploma.

**EXAMS** will be held monthly on a Thursday from 9:30a to 2:30p; **AND** a Friday from 8:00a to 10:00a. Both testing days will be held at Calvin Hall, Room 100. **(Exam Testing must have a minimum of 10 registrants. If this is not met, the registrants will be scheduled for the following monthly exam date).**

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<thead>
<tr>
<th>Thursday</th>
<th>Friday</th>
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<tr>
<td>9:30a</td>
<td>8:00a</td>
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<tr>
<td>Writing</td>
<td>Science</td>
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<tr>
<td>12:30p</td>
<td>10:00a</td>
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<tr>
<td>Math</td>
<td>Social Studies</td>
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<tr>
<td>2:30p</td>
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<td>Reading</td>
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*NOTE: Exam Dates and Times are Subject to Change Without Notice*

**EXAM COSTS:**
- **$150.00 - FULL BATTERY**
- **$30.00 - PER TEST**
- **$25.00 - PER RETAKE TEST**

**IMPORTANT!**

Students MUST Register and Pay for their exams at least one week prior to testing! Registration will be on Tuesday or Thursday, 10a to 2p, Calvin Hall, RM 105.

**Minimum age for HiSET Testing is usually 18 years of age.**

All students under the age of 18 seeking to take the HiSET Tests must FIRST OBTAIN parental/guardian consent AND then gain permission for withdrawing from the district superintendent, or designee of the school of last attendance. Finally, there must be a demonstrated hardship that explains why the student is withdrawing from school.

<table>
<thead>
<tr>
<th>Orientation</th>
<th>Last Day to Register/ Pay</th>
<th>Testing</th>
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<tbody>
<tr>
<td>August 1, 2017</td>
<td>August 3, 2017</td>
<td>August 10-11, 2017</td>
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<td>August 15, 2017</td>
<td>August 17, 2017</td>
<td>August 24-25, 2017</td>
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<td>September 12, 2017</td>
<td>September 14, 2017</td>
<td>September 21-22, 2017</td>
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<td>September 26, 2017</td>
<td>September 28, 2017</td>
<td>October 5-6, 2017</td>
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<td>October 10, 2017</td>
<td>October 12, 2017</td>
<td>October 19-20, 2017</td>
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<td>October 24, 2017</td>
<td>October 26, 2017</td>
<td>November 2-3, 2017</td>
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<td>November 7, 2017</td>
<td>November 9, 2017</td>
<td>November 16-17, 2017</td>
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<td>November 21, 2017</td>
<td>November 22, 2017</td>
<td>November 30-Dec. 1, 2017</td>
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<td>January 30, 2018</td>
<td>February 1, 2018</td>
<td>February 8-9, 2018</td>
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<td>February 13, 2017</td>
<td>February 15, 2018</td>
<td>February 22-23, 2018</td>
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**FOR FURTHER INFORMATION, PLEASE CONTACT:**
UNM-Gallup Workforce Development & Community Education, CH 200
505.863.7743 or 505.863.7813
North Campus Adult Education Center

9999 “A caring community of learning, reflection, growth & celebration”

The Adult Education Center is tucked into a neighborhood on Gallup’s north side. Our students and staff have created a comfortable learning environment where students can feel safe and at home while attending classes to earn their High School Equivalency Diploma (aka “GED”), prepare for college, learn English, and become involved in the community. Students have planted and tend fruit trees around the parking lot, and vegetables and flowers in ammunition and parachute boxes discarded from Ft. Wingate. Our Center’s Elders have shared their wisdom with younger students to construct gazebos and picnic tables out front, and international artists have helped students create a welcoming mosaic in our entryway that includes broken liquor bottles from north side alleys, showing that even broken lives can be made whole and beautiful with the proper time, attention, and guidance.

We provide an adult education program that is creative, collaborative, and engaging with experienced, professional, and compassionate teachers. Our staff is bilingual—speaking Navajo, Zuni, or Spanish as well as English. Our center is a trauma-informed agency, so we work well with students who have or continue to experience trauma. We are honored to collaborate with the international organization 4th ATD to provide innovative service learning projects for our students; to serve as a job-training site for New Mexico Aging & Long Term Services Department, which allows us the privilege of hosting Elders on campus, and to partner with Gallup Service Mart to host quilting classes and an annual ceremony to heal local veterans.

North Campus Adult Education Center at a glance:

- Classes are FREE and materials are provided
- Classes on a Quarterly Schedule Year-round: classes start in July, September, January & April
- In addition to academics, all classes include life, study, and job skills
- Our students range in age from 16-64
- Sign-in begins a few weeks before each session
- New Students are required to attend a three-day Introduction to Adult Education Class Orientation to our program, Assessment, and How Adult Education is NOT high school
- High School Equivalency Testing with the HiSET paper-based exam is offered on site
- An advisor is on-site to assist student’s transition to college or employment.
- We also help students with Social Services Agencies
- We host *Sails of Valor* in June & participate in the UNM-G *Holiday in New Mexico* each December

Contact us at (505) 726-6310 or www.gallup.unm.edu
Visit us at 425 N. 7th Street (at Maloney)
Mission: To develop skilled entrepreneurs and strong businesses.

We provide quality assistance, education, and resources to potential and existing small businesses to strengthen the economy of New Mexico.

For over twenty years, New Mexico’s small business owners and entrepreneurs have relied upon the professional, confidential, and no cost services offered by their local Small Business Development Centers.

Your local SBDC is one of 20 offices in the New Mexico network and one of 1,100+ nationwide. A certified resource partner of the U.S. Small Business Administration and fully accredited by the national Association of Small Business Development Centers.

Learn the secrets to success in our upcoming training and/or one-on-one counseling sessions. Take advantage of the wealth of resources and training available on a variety of business related topics. SBDC trainings and presentations are inexpensive and often free to attend.

BUILDING NEW MEXICO’S ECONOMY ONE BUSINESS AT A TIME

Please visit our website to view and register for upcoming workshops and events: www.nmsbdc.org/gallup.
Or contact us to schedule an appointment for consultation.

Contact Information:
106 West Highway 66 Gallup, NM 87301  (505) 722-2220  gallupsbdc@unm.edu
PARENT/GUARDIAN E-MAIL ADDRESS (IF UNDER 18):

STUDENT EMAIL:

STUDENT FIRST NAME:   MI:   LAST NAME:   STUDENT BIRTH DATE:   

PARENT/GUARDIAN NAME (IF UNDER 18 YEARS OF AGE):

MAILING ADDRESS:

CITY   STATE   ZIP

HOME PHONE #:   CELL PHONE #:   EMERGENCY CONTACT PERSON & PHONE #:   

I WISH TO REGISTER FOR THE COURSES LISTED BELOW AND ACCEPT ALL FINANCIAL RESPONSIBILITY

<table>
<thead>
<tr>
<th>COURSE #:</th>
<th>SECTION #:</th>
<th>COURSE TITLE AND INFORMATION</th>
<th>COURSE FEE</th>
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TOTAL

☐ I accept full responsibility for any fees accrued for registration of classes offered through Community Based Ed & Workforce Division (Personal Enrichment courses, workforce training courses, community education courses, etc.).

NO REFUNDS

☐ Yes, I give permission for the use of photographic portraits or pictures of student or artistic work in which may be included intact or in part, composite or distorted in character or form. Please fill out a Model Release Form.

☐ No, I do not give permission for the use of photographic portraits or pictures of student or artistic work in which may be included intact or in part, composite or distorted in character or form.

____________________________________________________________  
Student Signature   Date

____________________________________________________________  
Parent/Guardian (if under 18 years) Signature   Date