

USW/ArcelorMittal
CAREER DEVELOPMENT CENTER
1275 1/2 McCool Road
Burns Harbor, IN 46304



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Permit #134

Burns Harbor Career Development



Class Schedule

To sign-up for classes or for more information call: (219) 787-3144 or (219) 787-3101
7:00 a.m. until 4:00 p.m. Monday through Friday

COMPUTER CLASSES

CLASS TIMES: 8:00—10:30am or 4:00—6:30pm

SPOUSES CAN COME FOR FREE

A+ CERTIFICATION—THE NEW VERSION (CEI)

A+ Certification is a testing program that certifies the competency of service technicians in the computer industry. After taking this 15-week class, you will be ready to be tested and become one of the 110,000 Certified Technicians worldwide. Throughout the 15 weeks we will cover topics such as building a computer, installing WinXP, device drivers and essential software, as well as installing and trouble shooting computer hardware and network equipment.

Wednesdays, August 25th—Dec 8th

UPGRADING YOUR PC (CEI)

Need to upgrade your PC but you don't want to have to deal with the Geek Squad and their expensive bills. Be your own Geek Squad! This class will show you hands-on how to upgrade a computer. If you want to bring in your own computer for upgrading, you can work on it in class.

Thursdays, Sept 2nd—Sept 16th

CREATE YOUR OWN WILL (MITTAL)

Do you have a will? Have you been putting it off because you don't want to hire an attorney, and you really don't want to think about it. Well, now is the time because it is so easy. Come to this class and learn the different packages available to use and begin creating yours today! Don't let the court decide the outcome of your estate! Don't delay the distribution of your assets to your loved ones! Take just a few minutes to write your Last Will and Testament today. Software is included with class. (CEI is not offering any legal advice in this class, we are showing you how to use pre-designed software to create a will)

Thursdays, Sept 9th or Oct 7th (CEI) or Nov 11th

CALENDAR CREATOR (CEI)

Just in time for the holidays! Come make a customized calendar for you or for gifts. Bring your photos in because you will be scanning them and making your own 12-month calendar! All with custom dates on the calendars

Tuesdays, Oct 5th—Nov 2nd

PREPARING FOR/RECOVERING FROM A PC CRASH (MITTAL)

Your worst nightmare has just come true, your PC crashed! Will you know how to recover your data? You will after this class! But better yet, you will have everything in place BEFORE the crash happens!

Thursdays, Oct 14th— Oct 28th

GOING WIRELESS (CEI)

The whole world is going wireless, are you ready? Printers, Xbox, Video Games, PC's are all now wireless. Come learn how to make everyone get along with everyone else!

Thursdays, Nov 4th—18th

CREATING A WEB-SITE USING KOMPOZER (CEI)

KompoZer is web design software that is free to download. This allows the students to practice at home and use their skills when they are done with class. KompoZer is designed to be extremely easy to use, making it ideal for non-technical computer users who want to create an attractive, professional-looking web site without needing to know HTML or web coding. Come see what this free program can do!

Mondays, Nov 1st—Nov 15th

LEARN HOW TO USE E-BAY TO MAKE MONEY

NEED TO SELL SOME STUFF THAT IS TAKING UP SPACE IN YOUR ATTIC, GARAGE, OR BASEMENT? The “Learn How Use E-bay to Make Money” class will help turn that “stuff” in to “cash.” If you’re not registered on E-bay, that’s ok. Signing up is easy and free. This course will focus on both buying and selling on E-bay. We will teach you how to improve your chances of winning a bid; how to use the advanced search option; how to save favorite searches, sellers, and categories on “My E-bay;” how to set-up an item for sale, including completing the listing page, taking and posting pictures, and preparing an item for shipping. You will feel very confident about how to use E-bay effectively after taking this course!

Class dates: September 14 through October 19 (Tuesdays)

Class times: 8:00 am to 10:00 am or 4:00 pm to 6:00 pm or 7:00 pm to 9:00 pm

Instructor: Scott Williams

HOW TO KEEP RECORDS IN A SMALL BUSINESS

Learning what records to keep and the best method to keep those records is one of the more challenging aspects of running a Small Business. This course is designed to teach you a simple, yet effective way to maintain Small Business records for financial and taxation purposes. This course will provide knowledge on how to track money coming into your business and going out of your business, including how to set-up a bank account, creating customer/vendor databases, writing checks, recording expenses and creating sales receipts and invoices. This course will help simplify your life as a Small Business owner.

Class dates: November 2 through November 30 (Tuesdays)

Class times: 8:00 am to 10:00 am or 4:00 to 6:00 pm or 7:00 pm to 9:00 pm

Instructor: Scott Williams

BEGINNING STAINED GLASS

This class is designed to give the beginning student the skills needed to build stained glass windows or panels. This class is also ideal as a refresher for those that have some stained glass skills but haven't used them in a while. You will make at least one glass panel using the copper foil method. Students will learn to select glass, prepare patterns, cut glass, solder, and use patinas. This course is offered one day a week for 8 weeks beginning Thursday October 14, 2010 (no class November 25th). The 8 weeks will allow everyone the opportunity to complete their project even if they miss some classes due to their work schedule. Two sessions per day will be offered, 8am-11am or 4pm-7pm.

APPLIANCE REPAIR

Basic training on troubleshooting appliance like washers, dryers, ranges, refrigerators and dishwashers, and learn how to repair them also.

Instructor: Roland Alvarez

10 weeks: Tuesdays, Oct. 26th through Dec. 28th

Time: 7:30-10:30am or 4:00-7:00pm

BASIC PLUMBING

Students will work primarily hands-on and a text will be issued for future reference. Plumbing will help you acquire skills and knowledge related to residential and light commercial plumbing. This class is offered to participants who have little or no experience in residential plumbing. During this course, students will gain an introductory knowledge of the UPC (Uniform Plumbing Code), and understand the legal requirements. Students in this course will understand and practice the proper use, assembly, and installation of common plumbing fixtures. They will be able to apply blueprint-reading, math, and appropriate language skills and utilize them in practical field applications. Students will learn how to complete many minor projects including replacing leaky washers, faucets, rebuilding bathroom tanks, and replacing water heaters. Instruction will include the use of videos, discussion and examination of projects that may be of special interest to participants.

9/16/2010 —11/04/2010 (8 weeks)

12:00-3:00 AM OR 3:30 -6:30 PM

Instructor: Bill Cameon

SECOND CAREER OPPORTUNITIES FOR UNITED STEELWORKERS

BE PREPARED. If you are going to retire or there is a *lay-off* or plant closing due to economic conditions and need a full or part time second career, then this Government Employment Workshop is for you. Learn how to navigate the confusing Government recruiting system, and conduct a successful job search on the computer from your home. Let former Government instructors at the Career Development Center help you get your electronic résumé completed the right way and loaded into the Federal USAJOBS data base **NOW.** You can apply for jobs that are open now or in the future. Your electronic résumé that you entered and saved in the system will be automatically matched with the job you apply for in the Federal Government. Learn how this new method is accomplished at the Government Employment Workshop. This work history information you complete in the workshop will also help you construct a résumé for the private sector job market and applications for State, County and City Government employment. This workshop is open to all United Steelworkers.

Workshop dates; 9/15 & 16 or 10/13 & 14 or 11/10 & 11.

Times: 8am-12pm or 4pm-8pm

PHOTOGRAPHY—DIGITAL CAMERA REFRESHER & OPEN LAB

Got a digital camera and wonder what the various settings mean. Sign up for this class and we will help to get you and your camera ready for taking better photos . Even if you have taken other digital photo courses, this class will provide a lot of valuable information regarding composition, lighting, new photo gadgets and the setting and use of your digital camera. Class runs seven weeks and there will be plenty of hands on instruction.

9/25 to 11/6/2010 Seven-Week SATURDAY CLASS

9:00A.M. to Noon and 3:30P.M. to 6:30P.M.

JEWELRY DESIGN PT 1

Jewelry Design 1 purpose is to teach a technique on how-to- assemble fashionable jewelry. It is also belief that jewelry is a major aspect in obtaining that simply but elegant look. We will allow the creativeness to flow whether it is represented in a casual, elegant, bold, simple or upscale form. Take an outfit and add your special touch with custom jewelry designed buy yourself. Projects include anklets, memory wire bracelets, double strand necklaces, cuff links, lariats.

Dates: September 13-October 4 Mondays (4 weeks)

Times: 8:00am - 10:30am OR 4:00pm - 6:30pm

Instructor: Rhoda Jenkins

JEWELRY DESIGN PT 2

Jewelry Design 2 purpose is to teach a more in depth technique of how-to-create multiple-strands. Working with sculptured-wire, wire-wraps and 2 hole clasp. They will create the elegant body chain, working with double spun /4 block bracelet, and multiple tear drop affect.

Dates: October 18-November 8 Mondays (4 weeks)

Times: 8:00am - 10:30am OR 4:00pm — 6:30pm

Instructor: Rhoda Jenkins

CERAMIC TILE FLOORS

This introductory class teaches the basics of laying a ceramic tile floor. First, you will see a demonstration of the complete process. We'll discuss tools, materials, costs and how-to tips as you observe floor surface preparation, design, cutting, setting and grouting of tile. Class attendees will be given an opportunity under experienced supervision to repeat the demonstrated process themselves in a hands-on workshop by completing a unique individual small floor tile project as part of a 2 person team. All materials and tools will be provided, including a variety of tile and use of a tile wet saw.

Dates: September 7, 8, 14, 15 ~ Tuesdays & Wednesdays for 4 classes

Times: 8-11am OR 4-7pm

Instructor: Bob DeBoer

TILE A KITCHEN BACKSPLASH

Learn how to tile a beautiful kitchen backsplash. This introductory class will teach you the basics of tiling a vertical wall surface. Actual demonstration of the design, layout, cutting, setting, grouting and sealing of stone and ceramic tile for a kitchen backsplash will be presented. Under the guidance of an experienced tile setter, class attendees will complete a hands-on workshop by completing their own custom-designed tile project on a small backsplash mock-up as part of 2-person team. A variety of tile, all materials and tools will be provided, including a tile wet saw.

Dates: September 21, 22, 28, 29, October 5 ~ Tuesdays & Wednesdays for 5 classes

Times: 8-11am OR 4-7pm

Instructor: Bob DeBoer

ELECTRONICS & YOU

Electronic Training for the Twenty-first Century

Electronics and high technology are more important than ever in the job market and our civilization as we know it. You need good training and superb skills for the job market. With the best equipment and instructors, we guarantee you a good knowledge of Basic Electronics

Starts Sept 21 for 8 weeks

Time: 8:00-11:00am or 3:30-6:30pm

Instructor: Jimmy Morson—Certified Electronic Technician

GLASS TILES AND DECORATIVE CONCRETE SYSTEM

Create a faux (imitation) glass tile or a concrete overlayment for your back splash, floor, countertop or existing patio using this system. Faux Effects Rock Kote provides superior UV protection on your finishes and is great for interior and exterior applications. wallboard with tough long lasting durability. RsCrete is a translucent, yet tintable and versatile product. This revolutionary product is unlike anything else on the market. Students will be applying this product in class and will have finished samples to try in their home.

Instructor Kim Riley www.wallsbykim.com

Thursdays Sept 9,16,23 and 30

8-11 am or 4-7 pm

SMALL ENGINE I

Are you frustrated by that lawnmower that seems to start only when it wants to? How about the tractor that stops running after twenty minutes? The repairs necessary may involve a costly repair bill and several weeks without your equipment. Why not take charge and perform the repairs yourself? In this twelve week class, topics include basic engine theory, maintenance, and troubleshooting for both two and four stroke engines. Students will be working with new engines. An excellent textbook is included.

Dates: (Thursdays) September 16th—December 9th Skip November 25th

Times: 8—11am or 4—7pm

HOW IS MY CREDIT SCORE DETERMINED?

Having an excellent credit score is more crucial than ever! Let me teach you what the credit bureaus are looking at when determining your scores. Did you know you have more than one credit score! You will learn how to get rid of old collection accounts that are affecting your scores, comprehensive techniques that work to improve your scores, and how to get debt collectors off your back. **This class is solely educational in nature.**

Class Dates: Wednesdays, November 10 to December 8 (5 weeks)

Times: 8:30-11:30am or 4:00-7:00pm

Instructor: Dianna Nannenga Dobos