

LEARN
FOR LIFE

Continuing Education Program Review

SPRING 2019

Program Review Committee Members

Angie de Braga, Director of Continuing Education and Community Outreach

Dori Andrepont, Administrative Assistant
Continuing Education and Community Outreach

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Ex-Officio Committee Member

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Vice President for Academic Affairs



Continuing Education



**LEARN
FOR LIFE**

Continuing Education & Community Outreach

PROGRAM REVIEW 2019

Preliminary Report

by Angie de Braga, Director

May 1, 2019

Continuing Education

Summary

Continuing Education

Three Year Enrollment Overview

Year	Community Education Enrollment	Workforce Development Enrollment	Total Enrollment
2016-17	1,458	602	2,080
2017-18	1,544	506	2,050
2018-19	1,608 (as of 5/1/19)	811 (projected)	2,419

Continuing Education Supports the Mission of Great Basin College

Great Basin College Mission Statement

Great Basin College enriches people's lives by providing student-centered, post-secondary education to rural Nevada. Educational, cultural, and related economic needs of the multicounty service area are met through programs of university transfer, applied science and technology, business and industry partnerships, developmental education, community service, and student support services in conjunction with certificates and associate and select baccalaureate degrees.

Continuing Education Mission Statement

Great Basin College Continuing Education provides lifelong learning and personal enrichment opportunities for rural Nevadans through diverse educational, cultural, career and workforce development courses, activities, and programs.

Continuing Education (CE) offers access to credit and non-credit courses for people of all ages. (See Appendix A for 2016-19 CE classes.) Students as young as one year old participate in Kindermusik classes, and the most popular event produced by our department each year is the Father Daughter Ball (for ages 4 and up). In fact, the dance has sold out every year for the last nine years. We now hold it in the largest facility available in town, and sell 500 tickets each year. Other classes currently scheduled for youth ages 10 and up include Rock Climbing and Youth Karate.

GBC Continuing Education also serves the needs of teens. Nevada law requires anyone under 18 years of age to complete 30 hours of driver education in order to obtain a driver's license. High schools in the GBC service area do not offer driver education in their curriculum, so Continuing Education has developed an online course covering traffic laws, the rules of the road, the cost of vehicle maintenance and insurance, and the dangers of distracted or impaired driving. GBC Continuing Education currently offers nine classes of the course per year to students in Elko, Battle Mountain, Eureka, Winnemucca, Ely, Pahrump, Lovelock, and other locations.

Students enjoy the flexibility of taking the GBC driver education course online, but it is often the first time they have taken a class without direct supervision from an instructor who is physically present in the room with them. Therefore, the online course requires significant oversight by the department. CE sends each student a welcome letter, which includes the student's password and helpful information on distance learning requirements. Upon successful completion, participants receive a congratulations letter with their GBC driver education certificate to present to the DMV when they take the driving portion of their licensing exam.

In 2019, GBC updated its driver education curriculum to include a module on roadside survival that teaches practical things to do when a vehicle breaks down. The department hopes to make the GBC online driver education course the best in the state to attract more students while maintaining the quality and integrity of the program.

In addition to online driver education, CE offers Behind the Wheel (BTW) Driver Education, which is six hours of hands-on driving with a certified instructor. GBC uses the Elko County School District driver education car, which is equipped with an additional brake for use by the instructor. Adults over age 18 who want to learn to drive also enroll in BTW driver education. Completion of this course gains some drivers a discount on their auto insurance. There are no private driving schools available in Elko or Spring Creek, so this is another community service the college provides. BTW Driver Ed is only available in Elko and Spring Creek.

Over the years, Continuing Education has administered summer programs for various high school students. In 2017 and 2018, CE collaborated with Barrick to offer the Shoshone Community Language Institute (SCLI) Program. Approximately 12 students each summer participated in daily Shoshone language instruction — and earned three GBC college credits in World Languages and Literature. They stayed in GBC dorms and experienced residential student life. They ate meals in the GBC Café, worked out in the fitness center, and even took part in a speakers' panel during film screenings pertaining to the culture of Native Americans. The film screenings were open to the public. As part of the SCLI program, students wrote and illustrated a children's book in Shoshone. They also took field trips to culturally significant Native American sites on the weekends, participated in painting and ceramics, and enjoyed many recreational events. Near the end of the program, there was a College Fair for 200 Native American students held on the GBC campus. GBC faculty taught 30-minute demonstration classes in their fields of life sciences, nursing, and electronics. The students learned how to apply for college admission and financial aid which helped them gain confidence in pursuing higher education.

This summer, Continuing Education is focusing on administering summer session for the entire college. There are approximately 60 academic credit courses scheduled along with a dozen non-credit, community education courses. Continuing Education is also responsible for setting up the registration website and managing student enrollment for the Bureau of Land Management Basic Wildland Fire Training and Rookie School at GBC, June 10-14. It is also worth noting that 24 Winnemucca community members completed Wildland Fire Refresher Training this spring. With the devastation of recent wildfires, the college is proud to assist agencies in training those who keep our communities safe.

Providing workforce development is an important part of the Great Basin College mission. Five years ago, GBC Continuing Education developed a non-credit paralegal certificate program. We currently offer the entire series of ten courses from Elko by interactive video (IAV) to sites in Battle Mountain, Ely, Pahrump, and Winnemucca. Students can complete the program in nine months.

According to the U.S. Department of Labor, Employment and Training website at <https://www.onetonline.org/link/summary/23-2011.0>, the demand for paralegals — both nationally and in Nevada — will grow 15% between 2016 and 2026. The projected number of annual job openings for paralegals in the U.S. is 34,700; and in Nevada, it is 240.

The GBC Paralegal Program initially attracted enrollment of 18-30 students per course. Today, the enrollment averages eight students per course, with half of those enrolled already working as paralegals. This indicates that the local legal community is utilizing GBC to train its paralegals. Since this program is not state funded, instructor pay is generated completely from course fees. Sustainability of the program depends on the willingness of the instructor to continue teaching it. For 2019-20, the program will continue.

The rural healthcare industry also relies on GBC Continuing Education to provide Basic Life Support (BLS) CPR training for their employees. Our department hires instructors and organizes the details of offering at least one BLS course per month in a GBC community. The course is needed every two years by physicians, their assistants, nurses, EMS personnel, dentists, respiratory therapists, and others who must have a credential documenting successful completion of CPR.

In November 2018, the Governor's Office of Economic Development (GOED) awarded GBC a grant to fund the Commercial Driver License Class A Training Program administered by Continuing Education. Over 100 people to date have inquired and been advised about the program by our staff of two people. CDL students must meet several pre-requisites such as obtaining their 5-part CDL driving permit, a DOT physical, a negative drug screen, and a copy of their 10-year driving history. It is our job to collect all the documents and build student files as well as process copies of their expense receipts for reimbursement. The CE student worker tracks the demographics on the student applications and reports information to the grant writer. We are also involved in creating promotional materials and marketing the program.

The demand for heavy and tractor-trailer truck drivers is expected to grow 6% nationally and 11% in Nevada from 2016-2026, according to the U.S. Department of Labor, Employment and Training website <https://www.onetonline.org/link/summary/53-3032.00>. The projected annual job openings in the U.S. are 213,500 in the U.S. and 11,460 in Nevada. With these numbers in mind, Great Basin College Dean of Career and Technical Education, Bret Murphy, and Foundation Director, Matt McCarty, have developed a consortium of companies that will financially support the GBC Class A Training Program from 2019-2022. The program will train approximately 28 drivers per year who will interview for employment by the companies supporting this program including Pilot Thomas Logistics, Savage, KC Transport, Saconix, Barrick, and Newmont.

In addition to these workforce development courses, many businesses contract with GBC Continuing Education for up-to-date training in Microsoft Office Word I and II, Excel I, II, and III, PowerPoint, Project, and Access. Our department recently added courses in Microsoft Office 365: Sharepoint, and Effective Communications to this list. We have also been contracted by MedX Air One to provide an EMS Academy and two RN Trainings for their employees. (See Appendix B for the 2016-19 Contract Training Summary.) Continuing Education will offer a local construction company CPR and First Aid training for 24 employees, and a Spanish class for Head Start employees. Although Continuing Education regularly provides contract training in Elko and Winnemucca, we have not offered many courses in Ely, Battle Mountain, and Pahrump. Contract training opportunities could grow significantly if the department had an additional staff member.

Continuing Education encourages students to evaluate every course offered in the department and provides online surveys for driver education, paralegal studies, and contract training. Pre and post course assessments are administered in Microsoft Office classes. The results are returned to the companies sponsoring the classes, so their learning and development staff can see if their employees' knowledge of the MS Office application improved. Instructors hand out paper course evaluations during the last class session for the other CE courses, and these generate the best completion rate. Although online surveys are convenient and confidential, students tell us they suffer "survey fatigue" and only about 50% of students complete them. (See sample course evaluations and summary in Appendix D, and contract training learning assessment samples in Appendix E.)

CE Program Integration with other Departments and Programs at GBC

The Continuing Education department operates like a “college within a college”. The two staff members create new courses and programs, work closely with Continuing Education instructors (see Appendix C) to assist them as needed, and also offer a high level of support to our students throughout the entire enrollment process which involves answering all inquiries as well as processing adds, drops, and changes. We also function like our own “controller’s office” because we accept student payments, process refunds, and bill businesses for contract training. We balance our accounts on a daily basis to make sure the credit card transactions have processed and the bank deposits match our records. The director is primarily responsible for managing the department, supervising adjunct faculty members, and marketing. The assistant schedules CE classrooms and often purchases books and supplies for courses, reconciles credit card, cash and check payments/refunds, and calculates the payroll which is highly complicated due to the nature of new courses starting and ending daily. Both employees maintain the Campus CE registration website.

Great Basin College is a small post-secondary institution. Therefore, the director and assistant work closely with GBC administrators as well as individual faculty members, all center directors, library staff, media services personnel, admissions and records, and student information system staff, human resources department, controller’s office staff, director of distance education, webmaster, grant writer, bookstore manager, buildings and grounds members, security, and the interactive video (IAV) department. Interaction with all departments is essential to the planning, development, and implementation of CE courses.

The director of Continuing Education is also in charge of Community Outreach for Great Basin College. As such, she chaired the GBC Arts and Cultural Enrichment (ACE) committee in the past – preparing all agendas and running the monthly meetings. The mission of the ACE Committee is to organize programs and events that expose our communities to new experiences, cultures, and viewpoints.

In 2016-2017, ACE produced “Johnny B,” a piano concert set to Alaskan photo images, *Basque Firsts* book signing by Vince Juaristi, a GBC “Ted Talk” on Fake News, a Book Spine Poetry event, and two Cowboy Poetry speaker events. In 2017-18, ACE organized an art workshop by Dr. Jay Noller, Oregon State University soil scientist, entitled “Dirty Art”. The committee also hosted Cathy and Caleb McAdoo, and Vince Juaristi as Cowboy Poetry speakers. In 2018-19, the ACE committee did not have enough volunteers to function as a Faculty Senate ad-hoc committee. Therefore, the CE director enlisted help of the GBC library staff and organized three Nevada Humanities speaker events – author, Julie Buntin (whose novel addressed the opioid crisis); rural journalist, Carson Vaughan, and National Cowboy Poetry Festival founder, Hal Cannon. Approximately 20-25 people (including GBC students) attended each event. The GBC Film Festival Committee, which is an offshoot of the ACE committee, organized a successful GBC Film Festival over the course of three weekends in February 2019, and Administrative Assistant, Dori Andrepont, took on the job as editor of the GBC Arts and Literary Publication, *Argentum*. On May 10, the Continuing Education Ceramics students are holding a ceramics sale and ice cream social in conjunction with the release of *Argentum*. The community is invited, and Continuing Education has provided oversight and promotion of this outreach event as well.

Recruitment Approaches

Students for GBC Continuing Education courses learn about our classes mainly through the Campus CE website at www.campusce.net/gbcnv and the Learn for Life spring, summer and fall schedules. The CE Administrative Assistant creates flyers, which are posted around campus and in the community as well as emailed to past participants and interested parties. Over the years, Continuing Education staff has attended a few Elko Chamber of Commerce events and inserted digital and paper flyers in the Chamber newsletters. We have also staffed tables at GBC career and college fairs, and orientations each semester, and handed out business cards at the Elko Mining Expo.

At the conclusion of each Continuing Education course, participants complete course evaluations asking for ideas for future courses. New programming ideas often begin at this stage and develop in the following semesters.

The Director of Continuing Education is a regular monthly guest on the three Ruby Radio stations: Mix 96.7 FM Pop Music, KZBI 94.5 FM News Talk, Big Country 103.9 FM. KELK/KLKO, and KRJC radio stations have also hosted GBC guest speakers to promote community education events. In addition, Continuing Education posts information weekly on social media and maintains a Facebook page. Posting announcements about upcoming classes has proven especially effective on the Elko's People Reporting News Facebook page. We have asked personnel at other GBC Centers to post notices on comparable news sites in their communities. CE also provides the GBC webmaster with information to keep our "Community" website updated on the main GBC website. Students often discover our courses through word of mouth from other students. (See page 8.)

Syllabi

The instructors for Driver Education, Contract Training, and Paralegal courses are required to use up-to-date syllabi with objectives and learning outcomes clearly stated. Formal syllabi are not required for community education classes; however, nearly every instructor provides a course outline. (See Appendix E for sample contract training syllabus.)

Strengths of the Program

- Dedicated, but small staff with several years of experience and talent in graphic design (Dori)
- Helpful student worker(s)
- Enthusiastic community members that teach classes for a percentage of the revenue
- Supportive GBC staff in theater, library, B&G, foundation, and distance learning departments
- Relatively strong market demand for courses
- New office location with a welcoming environment, plenty of parking, and potential for future media site or IAV classroom
- Financial support for CDL program from Governor's Office of Economic Development, trucking, and mining industries

Weaknesses

- GBC budget deficit and lack of advertising for entire college (For example, the GBC fall and spring schedules including the Continuing Education schedule were mass-mailed to residents in all communities twice a year, but are no longer mailed.)
- The director “wearing many hats” for the college — In 2016-18, Angie served on numerous committees including the Nevada System of Higher Education Equity, Diversity, and Inclusion; Faculty Senate; Department Chairs; Deans and Directors; President’s Council; National Endowment for the Humanities NEH grant committee; and ACE committee chair. She was also a GBC hearing officer. With so many responsibilities, there is not adequate time to develop new clients for workforce training and to recruit new students by calling and visiting businesses and organizations.
- The CE assistant currently produces all the graphics and marketing materials for the department in addition to full-time accounting and office management duties.
- The department only has a student worker for 3-5 hours per day to help cover the phones during lunch, run errands, and make copies.
- The lack of central GBC marketing department with professional writers, photographers, and videographers limits our marketing abilities.
- An enormous service area and limited staff makes it hard to offer equitable CE programs in all regions.
- The lack of qualified teaching faculty in smaller rural areas raises challenges, especially for workforce training.
- Computer facilities and interactive video classrooms are not always available at sites such as Battle Mountain, Ely, Winnemucca, and Pahrump for non-credit Continuing Education classes. First priority for classroom scheduling is to accommodate academic credit courses.

Opportunities

- Larger GBC Communities in Winnemucca and Pahrump are ripe for program development.
- The trend for micro credentials and badges makes CE workforce development courses attractive to individuals and industry.
- The growing number of students needing math and English remediation leads to new market possibilities.

Needs of the Program

- A full-time position in Elko to act as CE Enrollment Manager or Marketing Manager
- Half or full-time position in Pahrump to develop community education and workforce development courses, which could generate revenue for Great Basin College.

Planning Goals

- The CE Director would like to learn more about the standards for micro credential and stackable certificates and work with other departments at GBC to offer digital badges.
- The CE Assistant has re-designed the Campus CE website with some pages hosted on the GBC website, and we would like sufficient technical support by GBC webmaster to complete the renovation.
- To collaborate with University of Nevada, Reno Extended Studies to offer further professional development training opportunities in Elko at Great Basin College. A GBC/UNR survey has been emailed to the Elko Chamber of Commerce members to find out the Elko market needs. (See Appendix F.)

Summary

Continuing Education and Community Education courses receive no state funding and are supported entirely by student fees. Providing community outreach to residents of the 86,514 square-mile service area is a challenge. The Continuing Education office is currently staffed with only two full-time positions and a part-time student worker, yet develops over 100 courses a year and handles all advisement, registration, marketing, and administrative support for approximately 1,550 enrollments and 50 instructors a year.

Thank you to the program review committee for your ideas as we plan for the future development of Great Basin College Continuing Education department!

LEARN FOR LIFE

Student Recruitment Advertising: Schedules and Posters

COMMUNITY EDUCATION CLASSES

LEARN FOR LIFE www.campusce.net/gbcnv
775.753.2202

Providing life-long learning opportunities to GBC communities!

- Painting for Rest and Relaxation (R&R) PAGE 2
- Visual Astronomy PAGE 16
- Youth Karate PAGE 16
- Paralegal Studies PAGES 17-20
- Lunch & Learn Series PAGE 15
- National Weather Service "SkyWarn" Weather Spotter Training PAGE 12
- Commercial Driver's License (CDL) Training PAGES 9-9

Great Basin College Continuing Education Spring 2017 Schedule

Great Basin College (GBC) does not discriminate on the basis of race, religion, color, age, sex, sexual orientation, military status, disability, national origin, gender identity or expression, or genetic characteristics. For inquiries, 775.753.2202.

LEARN FOR LIFE www.campusce.net/gbcnv
775.753.2202

Providing life-long learning opportunities to GBC communities!

- FREE TAKE ONE**
- 2017 Father Daughter Ball INSIDE BACK COVER
- Blogging for Fun & Profit PAGES 9-10
- Glass Beadmaking: Italian Glass PAGE 3
- Conversational Spanish PAGE 8
- Driver Education PAGE 6
- Paralegal Studies PAGES 17-20

Great Basin College Continuing Education Fall 2017 Schedule

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LEARN FOR LIFE www.campusce.net/gbcnv
775-753-2202

Providing life-long learning opportunities to GBC community members!

SUMMER 2019 Schedule **FREE TAKE ONE**

- Online Driver Education PAGE 8
- Ceramics: Open Studio PAGE 3
- Eat to Beat Diabetes PAGE 10
- Class A Commercial Driver License OFFERS BACK COVER
- Bob Ross Technique for Oil Painting PAGE 2
- Jewelry Sampler for Beginners: Earrings PAGE 3
- Paralegal Studies Program Informational Meeting PAGE 12

Great Basin College Continuing Education

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COMMUNITY OUTREACH EVENTS

Nevada Humanities Pop-Up Salon:
Nevada Reads Conversation with Julie Buntin
WEDNESDAY, MAY 16, 2018
5:30-6:30 P.M.

MARLENA A NOVEL
JULIE BUNTIN

NEVADA HUMANITIES
NEVADA READS 2018

Part of Nevada Humanities' Pop-Up Salon series, the evening will feature a conversation with author Julie Buntin as she discusses her first novel, *Marlena*, which focuses on themes of belonging, poverty, coming of age, and the national opioid epidemic. The discussion will be moderated by Lori Gilbert, News Director for Elko Broadcasting Company and KEN-TV, and chair of the Corporation for Public Broadcasting Board of Directors.

The evening is free and open to all with a reception and book signing to follow.

Great Basin College Library | McMullen Hall, 1500 College Parkway, Elko
For more information about Nevada Humanities visit nevadahumanities.org

NEVADA HUMANITIES | MUSEUM OF THE GREAT BASIN | ELKO COUNTY LIBRARY | GBC

9th Annual Father Daughter Ball Under the Sea
FRIDAY, OCTOBER 5, 2018
6:30 PM TO 9:00 PM
AT THE ELKO CONFERENCE CENTER • 724 MOREN WAY, ELKO

Tickets on sale now!

THIS EVENT IS FOR ANY GIRL AGE 4 AND UP, AND HER FATHER/GRANDFATHER/UNCLE OR OTHER SPECIAL PERSON.

\$25 PER PERSON

FOR MORE INFORMATION, CALL 775-753-2202 OR EMAIL continuing-ed@gbcnv.edu

PURCHASE TICKETS AT
GBC CONTINUING EDUCATION
1500 COLLEGE PARKWAY (MCMULLEN HALL)
ELKO, NEVADA 89801

OR VISIT
WWW.CAMPUSCE.NET/GBCNV

TICKETS ARE LIMITED AND MUST BE PURCHASED IN ADVANCE.

PROFESSIONAL PHOTOS BY ALLIUSIVE IMAGES

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LEARN FOR LIFE

Student Recruitment Advertising: Schedules and Posters

COMMUNITY EDUCATION CLASSES

LEARN FOR LIFE www.campusce.net/gbcnv
775.753.2202

Providing life-long learning opportunities to GBC community members

FREE TAKE ONE

- Driver Education PAGE 8
- BLS CPR for Health Care Providers PAGE 6
- Youth Yoga PAGE 13
- Paralegal Studies PAGE 14
- NWS "SkyWarn" Weather Spotter Training PAGE 11
- Conversational Spanish PAGE 12

Great Basin College Continuing Education Spring 2018 Schedule

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LEARN FOR LIFE www.campusce.net/gbcnv
775-753-2202

Providing life-long learning opportunities to GBC community members

FREE TAKE ONE

SPRING 2019 Schedule

- Online Driver Education PAGE 14
- Photo Composition Techniques PAGE 7
- Eat to Beat Diabetes PAGE 21
- Paralegal Studies PAGE 22-23
- Bob Ross Technique for Oil Painting PAGE 4
- Medley Depression & Anxiety Recovery Program PAGE 21
- Cashing in on the Airbnb Craze PAGE 19

Great Basin College Continuing Education

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LEARN FOR LIFE www.campusce.net/gbcnv
775-753-2202

Providing life-long learning opportunities to GBC community members

FREE TAKE ONE

FALL 2018 Schedule

- UNR/GBC Rural Nonprofit Management Certificate PAGE 9
- Online Driver Education PAGE 10
- Conversational French for Beginners PAGE 11
- Tai Chi Chuan PAGE 15
- 2018 Father Daughter Ball (BACK COVER)
- Paralegal Studies PAGES 17-20
- Youth Karate PAGE 15

Great Basin College Continuing Education

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COMMUNITY OUTREACH EVENTS

National Cowboy Poetry Gathering

FREE PRESENTATIONS

Cathy and Caleb McAdoo
GUEST SPEAKERS

Join Cathy McAdoo as she shares her and her husband Kent's first-hand experience of living and working with the Basque herders for 13 months in northern Nevada during the 1970s. Through a photo presentation, Cathy and her son, Caleb, will describe each season in sheep camp, from spring lambing to summer range, the fall trail, winter range on the desert, and the return back to the lambing area. They will share colorful sheep camp stories as they celebrate life among the Basques and remind us of how this culture has left an indelible imprint on the West.

TOPIC: Basque Shepherders: The End of an Era
Saturday, February 3, 1:45-3 pm
Elko Convention Center, Lamolla Room

Vince Juaristi HUMANITIES SPEAKER

Vince is a "farm boy who hails from Elko, Nevada" who went on to graduate from Harvard with a Master's in Public Policy and has served in appointed positions for President George W. Bush and President Barack Obama. The son of a Basque immigrant, Vince will tell the history of why and how workers from the Basque country played a critical role in settling the American West.

TOPIC: America's Deal: A new Basque Home on the Range
Thursday, February 3, 1:00-2:15 pm
Great Basin College, Elko, 615 Rm. 1302
Battle Mountain, Rm. 4, Ely, Rm. 114
Loveland, PCMS Educ. Bldg; Pahump, PXC 130;
Winnemucca, Rm. 102

Inner Strength: Portraits of Basque Immigrant Women

The Great Basin College Library will host this photo collection compiled by Peter Oberlander. The 41 black-and-white environmental portraits are accompanied by excerpts of the women's life stories, collected by Basque scholar Begonia Pecharroman.

January 22 through February 28, 2018.
Monday - Thursday 9 am-7pm, and Fridays 9 am-5 pm.

NEVADA **basque museum** **GBC** **COWBOY POETRY** **WESTERN POLYMER CENTER**

5th Annual Father Daughter Ball Fairy Tales

Friday, October 6, 2017
7:00 pm to 9:30 pm at the
Elko Conference Center · 724 Moren Way, Elko

Tickets on sale now!
\$25 per person

For more information call 775/753-2202.

Purchase tickets at www.campusce.net/gbcnv
1500 College Parkway
McMullen Hall
Elko, NV 89801
or online at www.campusce.net/gbcnv

Tickets are limited and must be purchased in advance.
Professional photos by Allusive Images

NEWSPONT
Elko
JENSEN
1107

GBC **GREAT BASIN COLLEGE**

LEARN FOR LIFE

Student Recruitment Continuing Education CampusCE Website

The screenshot displays the GBC Continuing Education website. At the top, the GBC logo is on the left, and the text "GBC Continuing Education" is in the center, with the tagline "providing life-long learning opportunities to GBC communities" to its right. A search bar and "Advanced Search" link are on the far right. Below the header, there are navigation buttons for "GBC Home", "Continuing Ed. Home", "Course Catalog", "Advanced Search", and "View Cart". On the right side of the main content area, there are links for "Sign In", "View Cart", and "Help", along with social media sharing icons. The main content area is titled "Course Catalog > ELKO" and "Course Catalog". Below this, a message reads: "To find your desired course, click the appropriate category on the left and view course details by clicking on the course to the right." A search box contains the text "ELKO". To the left of the search box is a list of categories: Battle Mountain, Ely, Lovelock, Pahrump, Wendover, Winnemucca, Art & Creativity, Career & Professional Training, Computers & Technology, Dance & Fitness, Driver Education, Events, Life Enrichment & Personal Development, Paralegal Studies, Young Learners, and View All Courses. To the right of the search box is a list of courses under the heading "Select a course to view:": Adult Beginner Tap Dance, Basic Life Support (BLS) CPR for Health Care Providers, Basic Wildland Fire Training - Rookie School and Field Day, Bob Ross Technique for Oil Painting: Beginners Level Landscape, Ceramics: Open Studio, Commercial Driver's License (CDL) Class A Training, Conversational Spanish: Beginners Level I, Dealing with Anxiety and Depression, Driver Education, Driver Education Early or Replacement Certificate Request, Eat to Beat Diabetes, Effective Communication for Healthier Relationships, Father Daughter Ball 2019, Fitness Center Membership, Getting Connected: Computer Networking, Good Grief, Introduction to Cyber Security, Introduction to Internet of Things (IoT), Jewelry Sampler for Beginners: Earrings, Kindermusik: Foundations Ages 0-1, and Kindermusik: Levels 1 and 2 for Ages 1 to 3 Years.

LEARN FOR LIFE

Student Recruitment Advertising: Social Media and Posters

COMMUNITY EDUCATION CLASSES

LEARN FOR LIFE



Photo Composition Techniques
Tuesday, February 5

LEARN FOR LIFE



Wildland Fire Refresher (RT130)
March 30 | Winnemucca

LEARN FOR LIFE



Tai Chi Ch'uan
Class begins January 23

LEARN FOR LIFE



Eat to Beat Diabetes: Prevention Through Nutrition
Class begins February 6

LEARN FOR LIFE

Personal Security Strategies
Saturday, February 9

Tickets on sale now!

SUPERHEROES!

FATHER DAUGHTER BALL

BY APPOINTMENT



SPONSORS: BARRICK, NEWMONT, JENSEN, Silver Peak

FRIDAY, OCTOBER 4, 2019
6:30pm to 9:00pm • Elko Conference Center, 724 Moran Way, Elko

This event is for any girl age 4 and up and her father/grandfather/uncle or guest.
\$25 per person. Tickets are limited and must be purchased in advance.
Ticket price includes music, dancing, small pizza buffet, dessert and favor.
Professional photographs by Althea Images (photo package not included in ticket price).

Great Basin College
PURCHASE TICKETS ONLINE AT www.campusca.net/gbcnv
OR BY CALLING 775-763-2202
GBC Continuing Education
New Office: 1222 Chilton Circle, Elko, NV 89801

CDL Training

Great Basin College, Elko, Nevada

Full Scholarships Available

6 Week Program

This course is designed to help students obtain their Class A Commercial Driver License. A combination of lecture, discussion, demonstration and video presentations will be used in the classroom. Topics include state and federal regulations, and pre-trip safety check, hands on operation of the tractor trailer includes skills practice, as well as highway and city driving.

Students are required to have their CDL Class A permit, drug screen, DOT physical, and driving record submitted before the start of class. Register for the program through the Great Basin College Continuing Education office.

Choose from the following start dates:
May 20, July 8 or August 26
see times Monday-Friday, 8am-5pm
location GBC Elko Campus
instructor Ken Pope

Continuing Education
775-763-2201 or 775-763-2202
continuing-ed@gbcnv.edu

ECONOMIC DEVELOPMENT
The program is funded in part by the Nevada Economic Development Authority. For more information, contact the Authority at www.eda.nv.gov.

TRUCKER SUPPORTER

 DIXIE TRUCKERS, SAUSAGE, BARRICK, NEWMONT, SACONIX

Appendix A

Continuing Education

Three Year Enrollment Overview

2016-17	Total Student Enrollment	1,458
2017-18	Total Student Enrollment	1,544
2018-19	Total Student Enrollment as of 5-1-19	1,608

Appendix A

Continuing Education Classes

SUMMER 2016

START DATE	TITLE	SKU/CLASS NO.	ENROLLMENT
06/10/16	BLS CPR for Health Care Providers	216CPT01	3
06/13/16	Driver Education	52573	36
06/13/16	Commercial Driver's License (CDL) Class A Training	216CDL01	4
06/13/16	Introduction to Shoshone Language	116SL01	15
06/14/16	Introduction to Shoshone Language	116SL02	16
06/17/16	Floral Glass Beadmaking Intensive	216FGB01	8
07/08/16	Drawing the Desert	1161	2
07/15/16	Painting the Desert in Watercolor	21601	6
07/18/16	Commercial Driver's License (CDL) Class A Training	216CDL02	1
08/10/16	Heartsaver CPR, First Aid, & AED	216HFAC0101	10
08/12/16	The Art of Collage	216AC01	1
			TOTAL 102

FALL 2016

08/02/16	Driver Education	91051	23
08/16/16	Paralegal Program Informational Meeting	316PO10100	8
08/20/16	BLS CPR for Health Care Providers	316CPT01	8
08/22/16	Commercial Driver's License (CDL) Class A Training	316CDL01	1
08/23/16	Law Office Management	316LOM03	8
08/29/16	Fitness Center Membership	316DF01	12
08/30/16	Introduction to Shoshone Language	316SL01	1
08/31/16	Tort Law	316PSTL203	7
09/01/16	Civil Procedure	316CP02	9
09/06/16	Driver Education	91052	34
09/10/16	BLS CPR for Health Care Providers	316CPT02	11
09/10/16	Grant Writing for Beginners	316GW01	10
09/13/16	Positive Parenting	316PP01	12
09/24/16	Finding Grant Funding	316FGF01	3
09/26/16	Commercial Driver's License (CDL) Class A Training	316CDL02	2
10/04/16	Driver Education	91054	29
10/07/16	Father Daughter Ball 2016	116FDB08	511
10/08/16	BLS CPR for Health Care Providers	316CPT03	12
10/11/16	Anger, Dance or Gift: Recognizing Personal Power	316AD01	3
10/22/16	Art of Eggery	116AC02	3
10/22/16	Create a Project that is a Great Fit for Grant Funding	216GWGF01	3
10/25/16	NWS "SkyWarn" Weather Spotter Training	316NWS01	20
10/25/16	Understanding Autism	31601	5
10/25/16	Legal Research & Writing I	316LR303	8
10/26/16	Legal Ethics and Communication Skills	316CSLE03	9
10/31/16	Commercial Driver's License (CDL) Class A Training	316CDL03	3
11/01/16	Driver Education	91053	45
11/19/16	BLS CPR for Health Care Providers	316CPT04	11
11/19/16	Art of Eggery	316AC01	4
11/19/16	Budgeting Basics for Grant Proposals	216GWBB01	3
12/01/16	Great Basin College Theatre Production	316LT01	6
12/03/16	Beginning Quilting	3160101	2
12/17/16	BLS CPR for Health Care Providers	316CPT05	7
			TOTAL 833

Appendix A

Continuing Education Classes

SPRING 2017

START DATE	TITLE	SKU/CLASS NO.	ENROLLMENT
01/10/17	Driver Education	33662	33
01/12/17	QuickBooks Made Easy: Combination	QBMEC	11
01/12/17	QuickBooks Made Easy: Introductory	QBI01	1
01/14/17	BLS CPR for Health Care Providers	117CPT01	11
01/17/17	Commercial Driver's License (CDL) Class A Training	117CDL01	2
01/23/17	Fitness Center Membership	117DF01	13
01/23/17	Youth Karate	316YK01	10
01/24/17	Contract Law	11703	5
01/25/17	Health and Healing A-Z, Chiropractically!	117HHC0101	1
01/25/17	Evidence	117PSE04	7
01/26/17	Legal Research & Writing II: Pleadings and Motions	117PM04	5
02/07/17	Driver Education	33663	40
02/07/17	Digital Photography: Advanced Comp Techniques	117AC1	6
02/10/17	Painting for Rest and Relaxation (R&R)	117PRR01	13
02/22/17	Raising Healthy Children Naturally	117RHC01	2
03/01/17	Behind the Wheel Driver Education (Elko)	117BTW01	4
03/06/17	Commercial Driver's License (CDL) Class A Training	117CDL03	4
03/07/17	Driver Education	33664	42
03/08/17	NWS "SkyWarn" Weather Spotter Training	117NWS01	29
03/08/17	National Weather Service Contract Training	117CS46201	1
03/11/17	BLS CPR for Health Care Providers	117CPT02	10
03/18/17	Wildland Fire Refresher (RT130)	117WLR01	14
03/28/17	Investigation, Discovery, and Trial Prep	117IDTP04	6
03/30/17	Family Law	117PS04	7
04/01/17	Art of Eggerly	AE17	5
04/08/17	BLS CPR for Health Care Providers	117CPT03	10
04/10/17	An Introduction to Cisco Networking Academy	117CNA03	176
04/11/17	Driver Education	36393	35
04/20/17	Canoeing for Beginners	117CB01	5
04/22/17	Wildland Fire Refresher (RT130)	117WLR03	15
04/22/17	Glass Beadmaking: Bottles to Beads to Bracelets	117GBB0101	9
04/26/17	Hidden Causes of Autism, ADHD, and Chronic Illnesses	117PSEH01	3
05/07/17	Great Basin College Theatre Production	117LT01	1
05/08/17	Commercial Driver's License (CDL) Class A Training	117CDL04	3
05/13/17	BLS CPR for Health Care Providers	117CPT04	10
05/31/17	Driver Ed Early or Replacement Cert Request	117DERC01	7
TOTAL			523

Appendix A

Continuing Education Classes

SUMMER 2017

START DATE	TITLE	SKU/CLASS NO.	ENROLLMENT
06/10/17	BLS CPR for Health Care Providers	217CPT01	9
06/12/17	Driver Education	51207	41
06/12/17	Fitness Center Membership	217DF01	5
06/12/17	Basic Wildland Fire Training Rookie School	217BWFT01	3
06/12/17	Wildland Fire Academy Administrative Fee	117WFA01	1
06/14/17	Youth Karate	217YK01	7
06/14/17	Women's Karate	217WK01	9
06/20/17	Ceramics: Wheel-Throwing	217CWT01	5
07/08/17	BLS CPR for Health Care Providers	217CPT02	11
07/14/17	Excel II Intermediate Training	217CT0201	11
07/17/17	Commercial Driver's License (CDL) Class A Training	217CDL02	3
08/12/17	Warrior of the Canyon	21705	73
08/14/17	NWS "SkyWarn" Weather Spotter Training	217NWS01	17
08/15/17	Paralegal Program Informational Meeting	217PO10101	8
08/16/17	21st Century Retirement Planning	217RP01	5
08/19/17	QuickBooks Made Easy: Combination	317QMEC01	7
08/26/17	QuickBooks Made Easy: Advanced	217QMEA0202	1
			TOTAL 216

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Continuing Education Classes

FALL 2017

START DATE	TITLE	SKU/CLASS NO.	ENROLLMENT
08/05/17	BLS CPR for Health Care Providers	317CPT03	8
08/17/17	Heartsaver CPR, First Aid, & AED	317 HFA_01_01	22
08/22/17	Commercial Driver's License (CDL) Class A Training	317CDL01	3
08/22/17	Law Office Management	317LOM03	7
08/23/17	BLS CPR for Health Care Providers	317CPT08	8
08/28/17	An Introduction to Cisco Networking Academy	317 CNA__01	2
08/28/17	Fitness Center Membership	317DF01	9
08/30/17	Tort Law	317PSTL203	8
08/31/17	Civil Procedure	317CP03	9
09/07/17	21st Century Retirement Planning	317RP01	3
09/11/17	Youth Karate	317YK01	11
09/18/17	BLS CPR for Health Care Providers	317CPT02	13
09/19/17	Excel Basics I	317EBI01	7
09/30/17	Driver Ed Early or Replacement Cert Request	317DERC01	8
10/03/17	Excel Basics II	317EBII01	6
10/06/17	Father Daughter Ball 2017	317FCB06	520
10/07/17	BLS CPR for Health Care Providers	317CPT01	17
10/10/17	Conversational Spanish: Beginners Level I	317CS01	15
10/21/17	Art of Eggery	317AC01	6
10/24/17	Legal Research & Writing I	317LR303	10
10/25/17	EMR Refresher	317 EMR01_03	1
10/25/17	Legal Ethics and Communication Skills	317CSLE03	8
11/02/17	QuickBooks Made Easy: Combination	317QMEC01	4
11/02/17	QuickBooks Made Easy: Introductory	317O1	3
11/03/17	QuickBooks Made Easy: Advanced	317QMEA0202	1
11/04/17	Glass Beadmaking: Italian Glass	317GB01	11
11/18/17	BLS CPR for Health Care Providers	317CPT04	9
12/16/17	BLS CPR for Health Care Providers	317CPT05	13
09/12/17	Driver Education	2178DE109_01	54
10/10/17	Driver Education	2178DE109_02	41
11/14/17	Driver Education	2178DE109_03	34
TOTAL			871

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Continuing Education Classes

SPRING 2018

START DATE	TITLE	SKU/CLASS NO.	ENROLLMENT
12/19/17	Driver Education	2182DE109_01	35
01/24/18	Driver Education	2182DE109_02	37
02/21/18	Driver Education	2182DE109_03	34
03/11/18	BLS CPR for Health Care Providers	2182CPR010_08	9
03/12/18	BLS CPR for Health Care Providers	2182CPR010_09	6
03/13/18	BLS CPR for Health Care Providers	2182CPR010_07	1
03/21/18	Driver Education	2182DE109_04	41
04/02/18	Conversational Spanish: Beginners Level II	2182CSB020_01	7
04/14/18	Wildland Fire Refresher (RT130)	2182WLR040_01	28
05/12/18	Wildland Fire Refresher (RT130)	2182WLR040_02	13
05/25/18	Driver Ed Early or Replacement Cert Request	2182DERC100	8
01/02/18	Fitness Center Membership	118 DF_01	9
01/11/18	QuickBooks Made Easy: Combination	118 QME_01	3
01/11/18	QuickBooks Made Easy: Introductory	118 _01	2
01/22/18	An Introduction to Cisco Networking Academy	118 CNA_03	44
01/22/18	BLS CPR for Health Care Providers	118 CPT__01	9
01/22/18	Youth Karate	118 YK__01	11
01/23/18	Contract Law	118 __04	11
01/24/18	Evidence	118 PSE_04	11
01/25/18	Legal Research & Writing II: Pleadings and Motions	118 PM_04	10
01/31/18	The Church and the Holocaust	118 CH1_01	15
02/03/18	BLS CPR for Health Care Providers	118 CPT__02	9
02/06/18	Photo Composition Techniques	118 PCT__01	8
02/12/18	Conversational Spanish: Beginners Level I	118 CS__01	13
03/01/18	Behind the Wheel Driver Education (Elko)	118 BTW_01	6
03/10/18	BLS CPR for Health Care Providers	118 CPT__03	9
03/10/18	Weekend Egg Workshop I	118 WEW_01	6
03/10/18	Glass Beadmaking: Hollows and Discs	118 GBH_01	5
03/13/18	NWS "SkyWarn" Weather Spotter Training	118 NWS__01	8
04/03/18	Investigation, Discovery, and Trial Prep	118 IDT_01	12
04/05/18	Family Law	118 PS_04	13
04/07/18	BLS CPR for Health Care Providers	118 CPT__04	10
04/23/18	Welding Workshop for CTE College Credit	118 WW090_01	1
05/05/18	BLS CPR for Health Care Providers	118 CPT__05	8
06/11/18	An Introduction to Cisco Networking Academy	118 CNA_02	5
TOTAL			457

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Continuing Education Classes

SUMMER 2018

START DATE	TITLE	SKU/CLASS NO.	ENROLLMENT
06/05/18	QuickBooks Made Easy: Introductory	2185QBI010_01	2
06/11/18	An Introduction to Cisco Networking Academy	2185CNA_05	2
06/11/18	Behind the Wheel Driver Education (Elko)	2185BTW_01	7
06/11/18	Fitness Center Membership	2185FCM010_01	8
06/11/18	Basic Wildland Fire Training Rookie School	2185WFT010_01	3
06/11/18	Wildland Fire Academy Administrative Fee	2185WFA090_01	1
06/11/18	BLS CPR for CNA Orientation	2185CPRO010_01	3
06/11/18	Youth Karate	2185FCYK050_01	10
06/12/18	Ceramics: Open Studio	2185COS010_01	11
06/13/18	Driver Education	2185DE109_01	53
06/13/18	Driver Ed Early or Replacement Cert Request	2185DERC010_01	4
06/13/18	Ceramics for Kids Plus One	2185CFK010_02	3
06/16/18	Babysitting Fundamentals: CPR and First Aid	2185BCPR010_01	9
06/27/18	Babysitting Fundamentals: CPR and First Aid	2185BCPR010_02	8
07/07/18	BLS CPR for Health Care Providers	2185CPT010_01	9
07/10/18	Fitness Center Membership	2185FCM010_02	11
07/11/18	Ceramics: Hand Building	CHB01001	13
07/28/18	BLS CPR for Health Care Providers	2185CPR010_03	1
08/11/18	BLS CPR for Health Care Providers	2185CPT010_02	7
TOTAL			165

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Continuing Education Classes

FALL 2018

START DATE	TITLE	SKU/CLASS NO.	ENROLLMENT
08/01/18	Driver Education	2188DE109_01	38
08/01/18	EMS Refresher	2188EMS010_01	10
08/04/18	Driver Ed Early or Replacement Cert Request	2188DERC010_01	16
08/04/18	BLS CPR for CNA Orientation	2188CPRO010_05	1
08/14/18	Paralegal Program Informational Meeting	2188PSIM010_01	13
08/15/18	EMS Refresher	2188EMS010_02	16
08/26/18	BLS CPR for CNA Orientation	2188CPRO010_01	5
08/27/18	Fitness Center Membership	2188FCM010_01	7
08/27/18	Tai Chi Ch'uan	2188TCC010_01	16
08/28/18	Law Office Management	2188LOM_01	8
08/29/18	Tort Law	2188PSTL2_01	8
08/30/18	Civil Procedure	2188CP_01	10
09/04/18	BLS CPR for Health Care Providers	CPR0102188	5
09/05/18	Driver Education	2188DE109_02	23
09/05/18	Christianity and Science	2188CHU020_01	14
09/06/18	The Dynamics of Healthy Emotions	2188DHE010_01	4
09/10/18	Conversational Spanish: Beginners Level I	2188CSB010_01	16
09/10/18	Youth Karate	2188FCYK050_01	10
09/11/18	Ceramics: Open Studio	2188COS010_01	14
09/14/18	Learn to Square Dance!	2188SQD010_01	11
09/17/18	Excel Basics I	2188EXB010_01	4
09/18/18	Conversational French: Beginners Level I	2188CFB010_01	9
09/22/18	Glass Beadmaking: Earrings and Head Pins	2188GBM013_01	7
10/01/18	Excel Basics II	2188EXB020_01	3
10/03/18	Driver Education	2188DE109_03	20
10/05/18	Father Daughter Ball 2018	2188FDB050	500
10/15/18	BLS CPR for CNA Orientation	2188CPRO010_02	6
10/16/18	BLS CPR for CNA Orientation	2188CPRO010_03	5
10/17/18	BLS CPR for CNA Orientation	2188CPRO010_04	3
10/19/18	Painting for Rest and Relaxation (R&R)	2188PRR010_01	5
10/19/18	Square Dance: 5 lessons	2188SDF_01	2
10/20/18	BLS CPR for Health Care Providers	2188CPR010_05	7
10/22/18	Conversational Spanish: Beginners Level II	2188CSB020_01	9
10/23/18	Legal Research and Writing I	2180PSLR104_01	10
10/25/18	Legal Ethics and Communication Skills	2188PSLE_01	9
11/02/18	Rural Nonprofit Management Certificate	2188RNM010_00	1
11/03/18	Weekend Egg Workshop II	2188EGG030_01	5
11/07/18	Driver Education	2188DE109_04	35
11/17/18	BLS CPR for Health Care Providers	2188CPR_010_03	8
12/15/18	BLS CPR for CNA Orientation	2188CPRO010_07	8
TOTAL			901

Appendix A

Continuing Education Classes

SPRING 2019

START DATE	TITLE	SKU/CLASS NO.	ENROLLMENT
01/02/19	Fitness Center Membership	2188FCM010_01	8
01/03/19	Driver Education	2192DE109_01	28
01/05/19	Bob Ross Technique for Oil Painting: Beginners Landscape	2192BROP010_01	8
01/07/19	BLS CPR for Health Care Providers	2192CPR010_01	8
01/10/19	QuickBooks Made Easy: Combination	2192QMEC_01	4
01/10/19	QuickBooks Made Easy: Introductory	2192QBI010_01	2
01/10/19	Silver Chef Series: Warming Winter Dishes	2192COOK010_01	10
01/14/19	Commercial Driver's License (CDL) Class A Training	2192CDL010_01	4
01/18/19	BLS CPR for Health Care Providers - Pahrump	2192CPR011_01	9
01/22/19	Basic Life Support Class	2192_01	6
01/22/19	Swim Team Dry Land	2192STDL010_01	14
01/22/19	Contract Law	2192PSCL010_01	6
01/23/19	Tai Chi Ch'uan	2192FCTC010_01	8
01/23/19	Youth Karate	2192FCYK050_01	8
01/23/19	Evidence	2192PSE010_01	8
01/24/19	Nedley Depression and Anxiety Recovery Free Info	2192NDAF010_01	3
01/24/19	Legal Research & Writing II: Pleadings and Motions	2192PSPM010_01	9
01/28/19	Nedley Depression and Anxiety Recovery Program	2192NDAF010_02	1
02/04/19	Conversational Spanish: Beginners Level III	2192CSB030_01	6
02/05/19	Bob Ross Technique for Oil Painting: Beginners Landscape	2192BROP010_02	8
02/05/19	Ceramics: Open Studio	2192COS010_01	7
02/05/19	Photo Composition Techniques	2192PCT010_01	8
02/06/19	Driver Education	2192DE109_02	47
02/06/19	Eat to Beat Diabetes	2192NUT010_01	8
02/07/19	Nedley Depression and Anxiety Recovery Program	2192NDA010_01	4
02/08/19	Conversational French: Beginners Level I	2192CFB010_01	3
02/09/19	Bob Ross Technique for Oil Painting: Beginners Landscape	2192BROP010_03	6
02/12/19	Silver Chef Series: Valentine Delight!	2192COOK011_01	6
02/25/19	Commercial Driver's License (CDL) Class A Training	2192CDL010_02	4
02/27/19	Learn Excel!	2192EXL010_01	1
03/04/19	EMR Refresher	2192EMR010_01	7
03/04/19	EMR Refresher	2192EMR010_02	12
03/05/19	Bob Ross Technique for Oil Painting: Beginners Floral	2192BROP020_01	5
03/05/19	An Exploration of Meditation - Mindfulness	2192MM010_01	9
03/08/19	BLS CPR for Health Care Providers	2192CPR010_05	3
03/09/19	Bob Ross Technique for Oil Painting: Intermediate Seascape	2192BROP030_01	3
03/11/19	Behind the Wheel Driver Education (Elko)	2192BTW_01	7
03/12/19	Cashing In on the Airbnb Craze	2192CAC010_01	5
03/13/19	Driver Education	2192DE109_03	46
03/14/19	NWS "SkyWarn" Weather Spotter Training	2192NWS_01	17
03/14/19	Silver Chef Series: Cooking at Home	2192COOK012_01	6
03/14/19	National Weather Service Contract Training	2182NWS090_01	1
03/16/19	BLS CPR for Health Care Providers	2192CPR010_02	8
03/16/19	Kindermusik and Baby U Demo Day	2192KBUD01_01	9

Appendix A

Continuing Education Classes

SPRING 2019 (continued)

START DATE	TITLE	SKU/CLASS NO.	ENROLLMENT
03/16/19	BLS CPR for Health Care Providers - Ely	2192CPR 014_01	2
03/16/19	Kindermusik and Baby U Demo Day	2192KBUD01_02	4
03/18/19	BLS CPR for Health Care Providers - Pahrump	2192CPR011_02	1
03/18/19	Conversational Spanish: Intermediate Level I	2192CSI010_01	6
03/19/19	Investigation, Discovery, and Trial Prep	2192PSIDTP01_01	7
03/21/19	Family Law	2192PS110_01	8
03/26/19	BLS CPR for Boys & Girls Club Employees	2192CPR015_01	5
03/30/19	Wildland Fire Refresher (RT130)	2192WLR_01	24
04/06/19	Bob Ross Technique for Oil Painting: Beginners Landscape	2192BROP010_04	5
04/06/19	Kindermusik: Levels 1 and 2 for Ages 1 to 3 Years	2192KL2010_01	14
04/08/19	Commercial Driver's License (CDL) Class A Training	2192CDL010_03	4
04/08/19	BLS CPR for Health Care Providers	2192CPR010_03	10
04/08/19	Youth Karate	2192FCYK050_02	8
04/13/19	BLS CPR for Health Care Providers	2192CPR010_06	6
04/13/19	Weekend Egg Workshop II	2192EGG030_01	5
04/17/19	Driver Education	2192DE109_04	36
04/19/19	Kindermusik: Foundations Ages 0-1	2192KF010_03	10
04/19/19	Kindermusik: Foundations Ages 0-1	2192KF010_03	5
04/27/19	Glass Beadmaking: Mandalas and Buttons	2192GBM014_01	6
04/29/19	Conversational Spanish: Beginners Level I	2192CSB010_01	9
05/09/19	Silver Chef Series: The Backyard Grillers	2192COOK014_01	4
05/21/19	BLS CPR for Health Care Providers - Pahrump	2192CPR011_03	2
TOTAL			542

Appendix B

Workforce Development

Three Year Enrollment Overview

2016-17	Total Student Enrollment	622
2017-18	Total Student Enrollment	506
2018-19	Total Student Enrollment (including Projected)	811

Appendix B

Workforce Development

FISCAL YEAR 2016-2017

START DATE	TITLE	COMPANY	ENROLLMENT
08/10/16	Heartsaver First Aid CPR	GBC Safety & Security	10
09/14/16	MS Access	Newmont Mining	12
09/21/16	MS Word	Newmont Mining	12
09/28/16	MS Excel Level 1	Newmont Mining	14
10/05/16	MS Excel Level 1	Newmont Mining	14
10/06/16	MS Excel Level 1	Newmont Mining	13
10/12/16	MS Excel Level 2	Newmont Mining	15
10/12/16	Computing Essentials	Barrick Turquoise Ridge	8
10/19/16	MS Excel Level 2	Newmont Mining	10
10/24/16	MS Beginning Project	Barrick Goldstrike	5
10/26/16	MS Excel Level 3	Newmont Mining	15
10/26/16	MS Word	Barrick Turquoise Ridge	17
11/01/16	MS Intermediate Word	Newmont Mining	14
11/02/16	MS PowerPoint	Newmont Mining	14
10/25/16	SkyWarn Spotter Training	Elko Weather Forecast Office	24
11/08/16	MS Excel Level 2	Newmont Mining	13
11/09/16	MS Excel Level 3	Newmont Mining	9
11/16/16	MS Beginning Project	Newmont Mining	15
11/17/16	MS Intermediate Project	Barrick Goldstrike	12
11/30/16	MS Excel	Barrick Turquoise Ridge	18
02/15/17	MS Beginning Word	Newmont Mining	19
02/22/17	MS Beginning Word	Newmont Mining	16
03/01/17	MS Beginning Excel	Newmont Mining	19
03/08/17	MS Beginning Excel	Newmont Mining	19
03/08/17	SkyWarn Spotter Training	Elko Weather Forecast Office	29
03/09/17	MS Beginning Excel	Newmont Mining	15
03/15/17	MS Intermediate Word	Newmont Mining	15
03/29/17	MS Intermediate Word	Newmont Mining	18
04/04/17	MS Word and Outlook	Marigold Mining	4
04/05/17	MS Intermediate Excel	Newmont Mining	19
04/12/17	MS Intermediate Excel	Newmont Mining	16
04/18/17	MS Word and Outlook	Marigold Mining	8
04/19/17	MS Intermediate Excel	Coeur Rochester	3
04/19/17	MS Intermediate Excel	Newmont Mining	13
04/19/17	MS Advanced Word	Newmont Mining	11
04/26/17	MS Beginning PowerPoint	Newmont Mining	20
05/03/17	MS Advanced Excel	Newmont Mining	16
05/10/17	MS Beginning Project	Newmont Mining	10
05/17/17	MS Advanced Excel	Newmont Mining	7
05/22/17	MS Beginning Excel	Silver Standard Resources	7
05/23/17	MS Intermediate Excel	Silver Standard Resources	6
05/24/17	MS Beginning PowerPoint	Newmont Mining	13
05/31/17	MS Advanced Excel	Newmont Mining	8
06/05/17	MS Beginning Excel	Coeur Rochester	2
06/05/17	MS Beginning Excel	Silver Standard Resources	8
06/03/17	CPR/AED/First Aid	Canyon Construction Co	24
06/06/17	MS Intermediate Excel	Silver Standard Resources	13

TOTAL 622

Appendix B

Workforce Development

FISCAL YEAR 2017-2018

START DATE	TITLE	COMPANY	ENROLLMENT
07/14/17	MS Excel II	Barrick Nevada Goldstrike Mine	11
08/17/17	Heartsaver	GBC Safety & Security	22
09/05/17	Beginning Excel	Barrick Goldstrike Mines	13
09/06/17	Intermediate Excel	Barrick Goldstrike Mines	18
09/13/17	Beg PowerPoint	Newmont	15
09/27/17	Beginning Excel	Newmont	17
09/27/17	Beginning Excel	Newmont	17
10/04/17	Beginning Word	Newmont	14
10/11/17	Beginning Excel	Newmont	13
10/11/17	Beginning Excel	Coeur Rochester	4
10/11/17	Intermediate Word	Newmont	10
10/12/17	Intermediate Excel	Newmont	11
10/18/17	Beginning Word	Newmont	12
10/25/17	Intermediate Excel	Newmont	11
10/25/17	Intermediate Word	Newmont	7
11/07/17	EMR Training	Barrick Nevada Cortez	11
11/07/17	EMR Training	Barrick Nevada Goldstrike Mine	9
11/08/17	EMR, EMT, AEMT Refresher	Barrick Nevada	47
11/15/17	Advanced Excel	Newmont	8
11/22/17	Beginning PowerPoint	Newmont	11
11/29/17	Intermediate Excel	Newmont	11
12/06/17	Advanced Excel	Newmont	9
01/08/18	Intro to Workplace AutoCAD	Barrick	9
01/22/18	BLS CPR	GBC Safety & Security	1
02/21/18	Beginning Word	Newmont	5
02/28/18	Intermediate Word	Newmont	6
03/07/18	Beginning PowerPoint	Newmont	15
03/07/18	Beginning Excel	Newmont	13
03/14/18	Beginning Excel	Newmont	14
03/21/18	Beginning Word	Newmont	13
03/21/18	Beginning PowerPoint	Newmont	7
03/27/18	Beginning Excel	Barrick	17
03/28/18	Intermediate Excel	Barrick	19
04/04/18	Intermediate Word	Newmont	11
04/04/18	Intermediate Excel	Newmont	12
04/11/18	Intermediate Excel	Newmont	13
04/18/18	Advanced Excel	Newmont	15
04/25/18	Advanced Excel	Barrick	11
04/25/18	Advanced Excel	Coeur Rochester	2
05/02/18	Beginning Access	Newmont	8
05/05/18	BLS CPR	GBC Safety & Security	1
05/08/18	Beginning Project	Newmont	13
			TOTAL 506

Appendix B

Workforce Development

FISCAL YEAR 2018 to 4/24/2019

START DATE	TITLE	COMPANY	ENROLLMENT
07/07/18	BLS CPR	GBC Safety & Security	1
08/01/18	EMS Refresher	Barrick Cortez	3
08/01/18	EMS Refresher	Barrick Goldstrike	7
08/15/18	EMS Refresher	Barrick Cortez	7
08/15/18	EMS Refresher	Barrick Goldstrike	8
08/20/18	Introduction to AutoCAD	Newmont	7
08/22/18	Introduction to AutoCAD	Newmont	9
09/12/18	MS Beginning Excel Training	Newmont	16
09/12/18	MS Intermediate Word Training	Newmont	5
09/19/18	MS Beginning PowerPoint Training	Newmont	9
09/26/18	MS Intermediate Excel Training	Newmont	14
09/26/18	MS Beginning Access Training	Newmont	2
10/09/18	MS Beginning Word Training	Newmont	13
10/10/18	MS Beginning Excel Training	Newmont	8
10/16/18	MS Intermediate Word Training	Newmont	11
10/17/18	MS Intermediate Excel Training	Newmont	11
10/24/18	MS Beginning PowerPoint Training	Newmont	3
10/24/18	MS Advanced Word Training	Newmont	9
10/20/18	BLS CPR	GBC Safety & Security	6
11/07/18	MS Intermediate Excel Training	Newmont	15
11/05/18	MS Intermediate Excel Training - Half-Day	Barrick	13
11/08/18	MS Intermediate Excel Training - Half-Day	Barrick	10
11/14/18	MS Advanced Excel Training	Newmont	10
11/19/18	MS Intermediate Excel Training	Barrick Turquoise Ridge	4
11/19/18	MS Intermediate Excel Training	Couer Rochester	1
11/28/18	MS Advanced Excel Training	Newmont	4
11/28/18	MS Advanced Excel Training	Barrick	3
12/17/18	EMS Refresher	Barrick Cortez	5
12/17/18	EMS Refresher	Barrick Goldstrike	9
12/18/18	MS Beginning Project	Barrick	8
12/18/18	MS Beginning Project	Newmont	2
01/09/19	MS Intermediate Excel Training	Cyanco	9
01/09/19	MS Intermediate Excel Training	SSR Marigold	1
01/09/19	MS Intermediate Excel Training	Couer Mining	6
01/10/19	MS Advanced Excel Training	Cyanco	8
01/10/19	MS Advanced Excel Training	Couer Mining	1
01/16/19	SharePoint and OneDrive Training	AMC Drilling	11
01/16/19	MS Intermediate Excel Training	HCS D	2
01/16/19	MS Intermediate Excel Training	Cyanco	5
01/17/19	MS Advanced Excel Training	Cyanco	5
01/16/19	MS PowerPoint Training	Newmont	9
03/04/19	EMR Refresher (2192EMR010_01)	Barrick Goldstrike	7
03/04/19	EMR Refresher (2192EMR010_01)	Barrick Cortez	12
03/13/19	MS Beginning Excel Training	Newmont	12

Appendix B

Workforce Development

FISCAL YEAR 2018 to 4/24/2019 (continued)

START DATE	TITLE	COMPANY	ENROLLMENT
03/14/19	MS Beginning Excel Training	Hecla	7
03/20/19	MS Beginning Word Training	Newmont	9
03/20/19	MS PowerPoint Training	Newmont	2
03/20/19	MS PowerPoint Training	Florida Canyon Mining	1
03/21/19	Effective Communications Training	Barrick Goldstrike	9
03/27/19	MS Beginning Excel Training	Newmont	6
03/27/19	MS Beginning Excel Training	Coeur Rochester	6
03/27/19	MS Beginning Word Training	SSR Marigold	1
04/03/19	MS Intermediate Excel Training	Newmont	15
04/03/19	MS Beginning Excel Training	Hecla	8
04/10/19	MS Intermediate Excel Training	Newmont	3
04/10/19	Intermediate Excel	2192CTEX020_02	3
04/11/19	MedX Air One EMS-RN course	2192MXRN020_01	4
04/15/19	MedX EMS Academy	2192MXEM010_01	12
04/17/19	MS Adanced Excel Training	Newmont	14
04/24/19	MS Adanced Excel Training	Newmont	3
04/24/19	Effective Communications Training	Barrick Goldstrike	8
05/01/19	MS Beginning Project	Newmont	16
05/01/19	MS Intermediate Excel	Hecla	5
05/08/19	MS Beginning Access	Newmont	PROJECTED 7
05/13/19	MedX Air One EMS-RN course	2192MXRN020_01	PROJECTED 10
05/14/19	MS Beginning Excel	Kinross Bald Mountain	PROJECTED 19
05/16/19	MS Intermediate Excel	Kinross Bald Mountain	PROJECTED 19
05/16/19	MS Intermediate Excel	Kinross Bald Mountain	PROJECTED 19
05/21/19	MS Beginning Excel	Florida Canyon / Rye Patch	PROJECTED 14
05/22/19	MS Advanced Excel	Hecla	PROJECTED 10
05/28/19	MS Intermediate Excel	Florida Canyon / Rye Patch	PROJECTED 19
05/28/19	MS Beginning Excel	Barrick Cortez / Goldstrike	PROJECTED 19
05/29/19	MS Intermediate Excel	Barrick Cortez / Goldstrike	PROJECTED 19
05/30/19	MS Advanced Excel	Barrick Cortez / Goldstrike	PROJECTED 14
06/01/19	BLS CPR and First Aid	Canyon Construction	PROJECTED 24
06/03/19	MS Beginning Excel	Barrick Cortez / Goldstrike	PROJECTED 15
06/04/19	MS Intermediate Excel	Barrick Cortez / Goldstrike	PROJECTED 18
06/04/19	MS Advanced Excel	Florida Canyon / Rye Patch	PROJECTED 16
06/05/19	MS Advanced Excel	Barrick Cortez / Goldstrike	PROJECTED 12
06/10/19	MS Intermediate Excel	Barrick Cortez / Goldstrike	PROJECTED 19
06/10/19	Wildland Rookie School	Bureau of Land Mgmt.	PROJECTED 35
06/11/19	MS Beginning Excel	Florida Canyon	PROJECTED 10
06/17/19	MS Advanced Excel	Barrick Cortez / Goldstrike	PROJECTED 14
06/18/19	MS Intermediate Excel	Florida Canyon / Rye Patch	PROJECTED 13
06/25/19	MS Advanced Excel	Florida Canyon / Rye Patch	PROJECTED 16

TOTAL Including Projected 811

Appendix C

Continuing Education Instructors 2016-2019

INSTRUCTOR	COURSE
Allred, Dan	Basic Life Support (BLS) CPR
Arbillaga, M.A., Madison	Contract Training
Armbruster, M.D., Christy	Nedley Depression & Anxiety Recovery Program
Bailey, M.B.A., Jeannie	Grant Writing
Barker, Griffeth	Photography
Bernhard, Wendy	Conversational French
Boyd, B.S., Brian	National Weather Service SkyWarn Weather Spotter Training
Broncho, B.A., Samuel	Introduction to Shoshone Language
Byers, Joshua	Health and Healing
Dankowski, Brian	Basic Life Support (BLS) CPR
de Braga, M.Ed., Joe	Contract Training; Driver Education
Debenham, M.S.W., Laura	Psychology
Delaney, B.A., Cynthia	Photography
DeSoleil, Daniel	Theology and History
Drussel, M.S.N., Peggy	Heartsaver CPR, First Aid & AED; Basic Life Support (BLS) CPR
Edwards, B.A., Donna Rae	Meditation and Yoga
Ekburg, B.S., Charles	Photography
Ellis, D.C, N.P.R, David	Emergency Medicine
Finley, M.F.A., Deborah	Ceramics
Frantzen Orr, Kristen	Glass Beadmaking
Gary, George	Tai Chi Ch'uan
Gavorksy, Michelle	Contract Training
Gerous-Nicholes, Paula	Quilting
Gregory, Spencer	Basic Wildland Fire Training
Hoff, Anne	Explorations in Positive/Negative Design
Jarrell, B.S., Shandry	Art of Eggery
Johnston, M.S.N., Heidi	Basic Life Support (BLS) CPR
Jones, Michael	Canoeing for Beginners
Keister, Larry	Commercial Driver License A
Kimber, B.S., Karen	Fitness
King, M.Ed., Ashley	Kindermusik
Kunkel, M.S., Bernadette	Driver Education
Laska, Nicole	Raising Healthy Children Naturally
Leavitt, Brent	Retirement Planning
Lloyd, Conrad	Learn to Square Dance
Maborang, M.S.N., Elena	Basic Life Support (BLS) CPR

Appendix C

Continuing Education Instructors 2016-2019

INSTRUCTOR	COURSE
Medici, Jim	Basic Life Support (BLS) CPR
Murphy, Christopher	Driver Education
Nalivka, Courtney	Eat to Beat Diabetes
Negrych, J.D., Zane	Paralegal Studies
Niblett, Chad	Wildland Fire Refresher (RT130)
Park, Jacob	Painting for R&R
Phillips, Allie	Ceramics
Pike, B.S, Laura	Cisco Networking
Pope, Kenneth	Commercial Driver License A
Radel, Kristina	Emergency Medical Responder (EMR)
Rader, B.S.N., Richelle	EMS Instructor Training
Rappa, Gail	Jewelrymaking
Reese, LeRay	Bob Ross Technique for Oil Painting
Rice, John	Great Basin College Theatre Production
Robinson, Julie	Cashing In on the Airbnb Craze
Rust, Stacy	Basic Life Support (BLS) CPR
Sanchez, Isabel	Conversational Spanish
Sellers, M.A., Luke	Behind the Wheel; Driver Education
Sidwell, Rod	Contract Training
Sirotek, B.S.N., Nicole	Basic Life Support (BLS) CPR; Babysitting CPR and First Aid
Smith, B.A., Michelle	Swim Team Dry Land
Stanton, Ursula	Ceramics
Starbuck, Dixie	Learn to Square Dance
Stieger, Jennifer	Youth Karate
Stieger, Julius	Youth Karate
Sutherland, M.S.N, Sharon	Basic Life Support (BLS) CPR
Tolotti, Ian	Silver Chef Series
Walls, Sara	QuickBooks Made Easy
Warnert, M.S.N, Staci	Basic Life Support (BLS) CPR
Wright, B.S., Ann	Contract Training
Yarrell, M.A., Donna	Art (Drawing/Painting)
Zulim, Whitney	Contract Training
Number of Instructors	68

Appendix D

Sample Course Evaluation



Great Basin College Community Education
Course Evaluation

INSTRUCTOR NAME
COURSE TITLE
DATE

I. Evaluation of Instructor (Please check the appropriate box.)

	N/A	Outstanding	Better Than Average	Average	Below Average	Poor
Knowledge of subject matter.						
Ability to explain.						
Attitude toward students.						
Overall rating of instructor.						

II. Evaluation of Course

	N/A	Highly Agree	Agree	Undecided	Disagree	Highly Disagree
The course objectives were clear.						
The content was well-structured and organized.						
The balance between instructor lecture and participant interaction was satisfactory.						
The course format was good.						
The workshop provided specific guidance and ideas which I can apply in my life or profession.						
The classroom and facilities were clean and comfortable.						

III. The best things about the course were _____

IV. Things that could have improved the course, in my opinion, are _____

V. Courses I would like to take in the future are _____

VI. Additional comments _____

Appendix D

Course Evaluation Results Summary

REPORTED TO INSTRUCTOR

Course Name: **NWS “SkyWarn” Weather Spotting Training**

Date: 3/14/2019

of Responses: 15

	Outstanding	Better Than Average	Average	Below Average	Poor	Rating	
Evaluation of Instructor							
Knowledge of Subject Matter	14	1	0	0	0	98.33%	
Ability to Explain	12	3	0	0	0	98.33%	
Attitude Toward Students	13	2	0	0	0	98.33%	
Overall Rating of Instructor	13	2	0	0	0	98.33%	
Overall Instructor Average							96.67%

	Highly Agree	Agree	Undecided	Disagree	Highly Disagree	Rating	
Evaluation Overall Course							
Objectives Clear	10	5	0	0	0	91.67%	
Content/Well-Structured & Organized	13	2	0	0	0	96.67%	
Balance	12	3	0	0	0	95.00%	
Good Course Format	13	2	0	0	0	96.67%	
Provided Personal Growth & Enrichment	12	2	1	0	0	93.33%	
Clean & Comfortable	13	2	0	0	0	96.67%	
Overall Presentation Average							95.00%

Overall Course Average

95.83%

Appendix D

Course Evaluation Results Summary

REPORTED TO INSTRUCTOR

ALL COMMENTS VERBATIM

THE BEST THINGS ABOUT THE COURSE WERE:

The end

Great professor, learned a lot about storms. I knew a lot but learned more. I admin for Northern NV Weather 2016-2018. Now I have USA World News Weather Travel Emergency on Facebook.

Instructor was very informative and funny

Good info about local weather

visual images and ability to ask questions

the instructor

lots of new stuff that I did not know

funny instructor, good stories

advice on how to spot severe weather and safety issues

It helps for professional job in the field with western nevada landscape coalition

that it was a conversational presentation

very informative

Additional discussion

All the visuals were great

Fun and positive presenter! Very Impactful/informative, applicable for my job

THINGS THAT COULD HAVE IMPROVED THE COURSE, IN MY OPINION, ARE:

Have volume higher. Had to go get them to turn up

Fireworks.

facilitator following instructor on camera better, was not followed half of the time so offsite classes did not see what was seen locally by instructor movement for explanations

more time for questions

N/A

better description of class when signing up

more lightening examples and dangerous situations - did not know lightening doesn't always have thunder associated with it

more discussion on safety in weather storms

more Examples

More videos!! So Cool!

COURSES I WOULD LIKE TO TAKE IN THE FUTURE ARE:

Undecided.

Weather (any kind)

related to weather

Maybe would like to know about other weather not just the basic science courses/ plant, geology

Fire Weather and Fire related clouds impacts

Cloud course

ADDITIONAL COMMENTS:

Excellent on tornados and funnels, hail, weather spotter locations.

very enjoyable great speakers

Thank you!

Awesome Class! Thank You!

great info, thoroughly enjoyed it and learned lots. Thanks!

Course Syllabus



Excel Level 2 Syllabus

Instructor:

Email:

Cell Phone:

Course Description: An intermediate level course on Excel spreadsheets including topics such as conditional formatting, Concatenating, pivot tables, working with multiple tables and workbooks, auditing, and macros. The software used is Microsoft Office Excel 2016.

Learner Outcomes:

Upon completion of the course the student will be able to:

- Rename cells and use in formulas
- Apply Quick Date entries
- Apply Conditional Formatting
- Use Custom Auto Filters
- Create and use Pivot Tables and Pivot Charts
- Enter formulas using absolute and relative cell references
- Enter a formula that references another worksheet
- Enter a formula that contains a 3-D reference
- Create and save a Template
- Use Lookup Functions such as VLookup
- Audit formulas and track changes
- Create and use Hyperlinks
- Use Object Linking and Embedding (OLE)
- Combine data using the Concatenate function
- Split data using Text to Columns
- Use SUMIF, AVERAGEIF, and COUNTIF
- Create Macros
- Set Print Sheet options
- Protect cells in a worksheet

Appendix E

Course Syllabus

Assessments: The instructor will utilize in-class observations and hands-on computer assignments to assess the student's proficiency.

Method of Instruction: The instructor will demonstrate a variety of Excel applications during the class and will work through many examples and in-class assignments with students.

Grading: This course is a non-credit course. To receive a certificate the student must participate in the entire class session.

If you have questions please ask - someone else probably has the same question, but is afraid to speak up. Cell phones / pagers - If you are unable to turn them off for the day, please turn them to vibrate and leave the room if you must take a call.

Accommodations for Students with Disabilities:

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability. The Disability Resource Center, located in Leonard Center for Student Life, will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. For more information or further assistance, please call 775.753.2271.

###

Appendix E

Course Assessment

Excel 2016 Level 2

Course Pre- and Post-Assessment

This evaluation is designed to measure your current knowledge of Excel 2016, and help determine if this course is appropriate for your current skill level. Please answer the following by placing a check mark in the appropriate box.

Can you perform the following tasks?	Can Perform	Cannot perform
Add a Custom Tab to the Ribbon	<input type="checkbox"/>	<input type="checkbox"/>
Protect cells in a worksheet	<input type="checkbox"/>	<input type="checkbox"/>
Apply conditional formatting	<input type="checkbox"/>	<input type="checkbox"/>
Create custom filters	<input type="checkbox"/>	<input type="checkbox"/>
Create Pivot Tables and Pivot Charts	<input type="checkbox"/>	<input type="checkbox"/>
Rename cells and use in formulas	<input type="checkbox"/>	<input type="checkbox"/>
Enter formulas using absolute & relative cell references	<input type="checkbox"/>	<input type="checkbox"/>
Enter formulas that reference another worksheet	<input type="checkbox"/>	<input type="checkbox"/>
Enter formulas that contain a 3-D reference	<input type="checkbox"/>	<input type="checkbox"/>
Create and save a template	<input type="checkbox"/>	<input type="checkbox"/>
Use lookup functions such as Vlookup	<input type="checkbox"/>	<input type="checkbox"/>
Audit formulas and track changes	<input type="checkbox"/>	<input type="checkbox"/>
Create and use hyperlinks	<input type="checkbox"/>	<input type="checkbox"/>
Embed and link objects	<input type="checkbox"/>	<input type="checkbox"/>
Use IF functions in formulas	<input type="checkbox"/>	<input type="checkbox"/>
Create a macro	<input type="checkbox"/>	<input type="checkbox"/>
Concatenate data from multiple cells	<input type="checkbox"/>	<input type="checkbox"/>
Split data from one column into multiple columns	<input type="checkbox"/>	<input type="checkbox"/>
Apply quick date entries and date formulas	<input type="checkbox"/>	<input type="checkbox"/>

Print Name: _____

Date: _____

Appendix E

Course Assessment Results

REPORTED TO COMPANY



ELKO MAIN CAMPUS

1500 College Parkway
Elko, NV 89801
775.738.8493 – fax 775.738.8771

March 21, 2019

Local Business
Elko NV, 89801

To Learning and Development Manager:

On April 3, 2019 I taught Excel Level II to a group of Newmont employees in Elko. I have charted the results of their pre and post-test knowledge of Excel through a self-evaluation. I scored the assessment using the following formula, and then charted the results:

Cannot perform = 0, Can perform = 1

Intermediate Excel for Newmont 4-3-19

Student Self Assessment

Employee names removed for this sample	Pre-Test		Post Test		Increase
	Outcomes	Percent	Outcomes	Percent	
Employee 1	3	18%	17	89%	72%
Employee 2	9	53%	17	89%	37%
Employee 3	7	41%	17	89%	48%
Employee 4	3	18%	17	89%	72%
Employee 5	3	18%	17	89%	72%
Employee 6	0	0%	16	84%	84%
Employee 7	4	24%	17	89%	66%
Employee 8	6	35%	19	100%	65%
Employee 9	8	47%	19	100%	53%
Employee 10	4	24%	19	100%	76%
Employee 11	2	12%	19	100%	88%
Employee 12	11	65%	19	100%	35%
Employee 13	9	53%	19	100%	47%
Employee 14	0	0%	16	84%	84%
Employee 15	0	0%	17	89%	89%
Average	4.60	27%	17.67	93%	66%

The information taught and assessed was as follows:

Add custom tabs to the ribbon, Set sheet options, Apply conditional formatting, Create custom filters, Create Pivot tables and charts, Enter formulas using absolute and relative cell references, Enter formulas that reference another worksheet, Enter formulas that contain a 3-D reference, Audit formulas and track changes, Create and use hyperlinks, Use IF functions such as sumif and countif, Create a macro, vlookup, Concatenate data, and Split data.

It was a great group and they all seemed very excited to apply their new skills in their job.

Thank you for the opportunity to teach this class.

Sincerely,

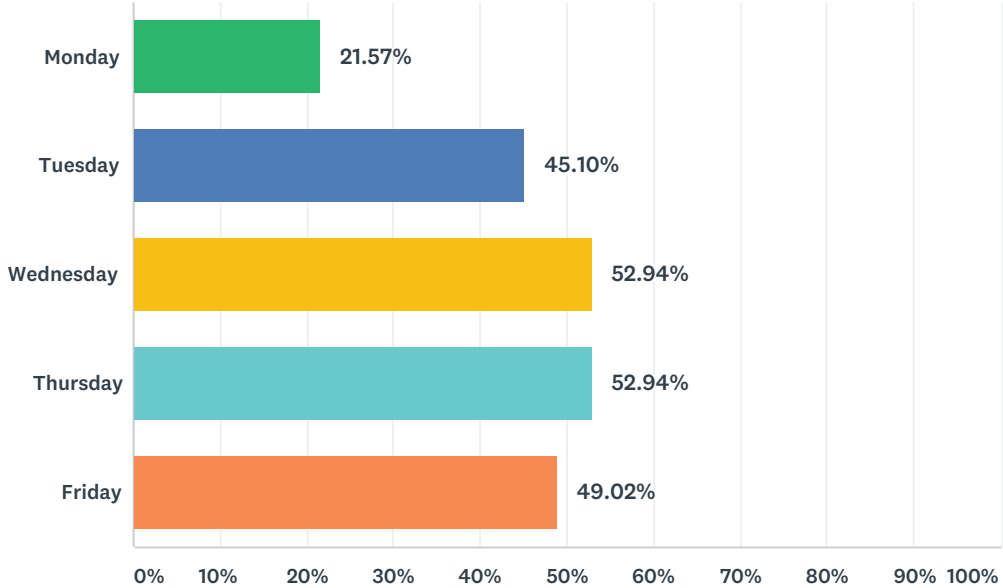
Joe de Braga, MEd
Microsoft Office Trainer

Appendix F

Elko Community Professional Development Needs

Q1 What days of the week are best for your employees to participate in training? Check all that apply.

Answered: 51 Skipped: 0

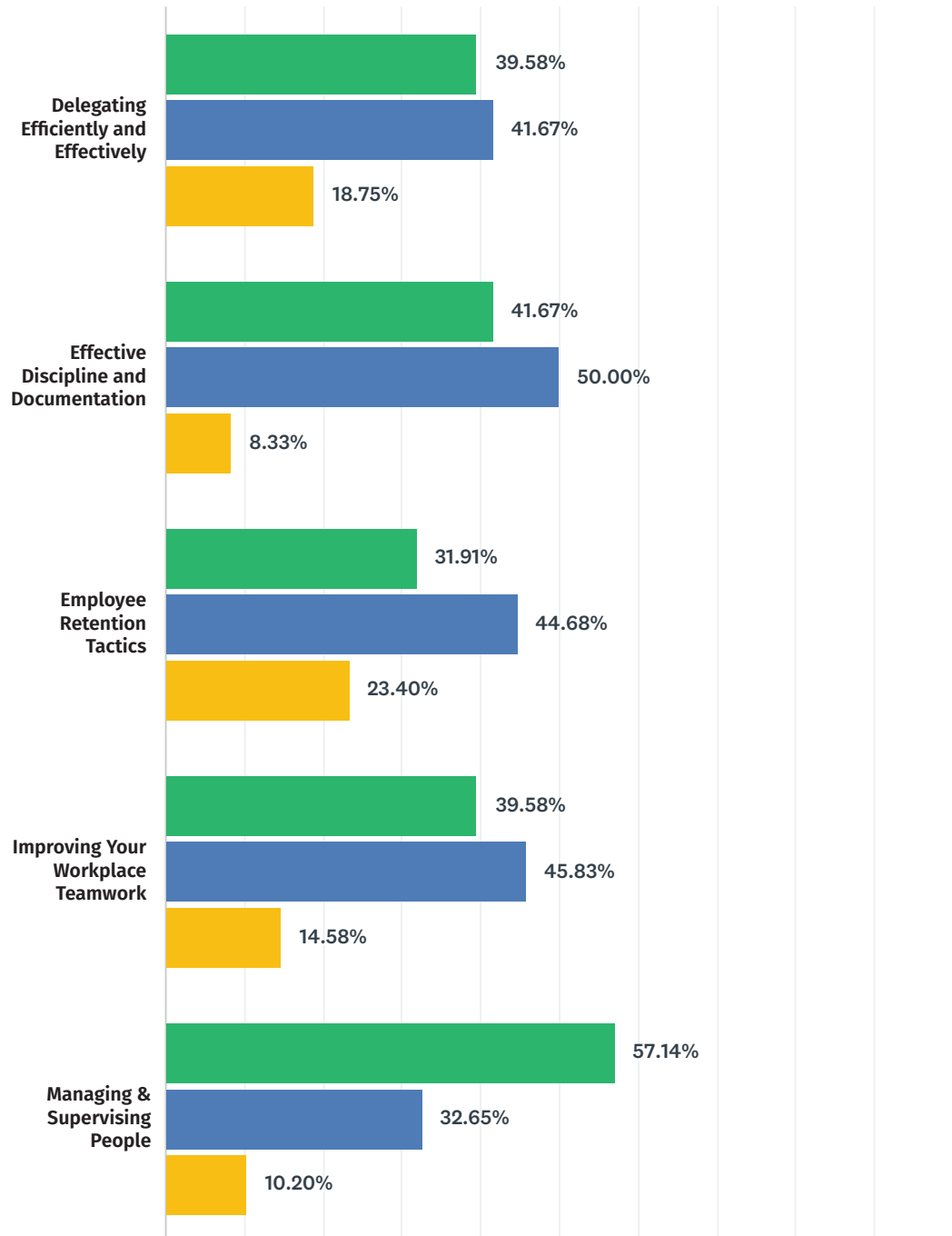


Appendix F

Elko Community Professional Development Needs

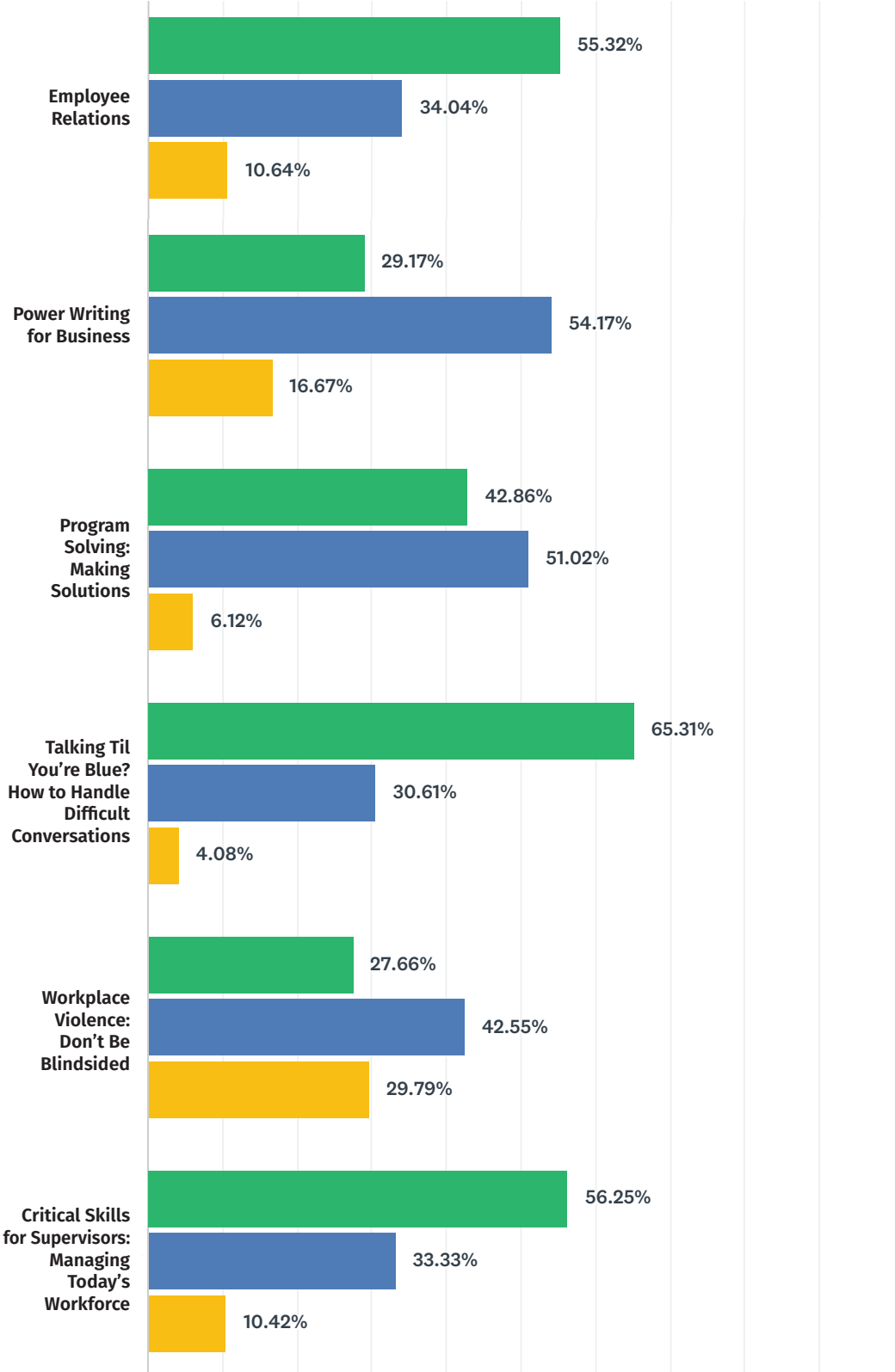
Q2 Please indicate whether you or your employees would be interested in taking a course on the topic listed.

Answered: 51 Skipped: 0



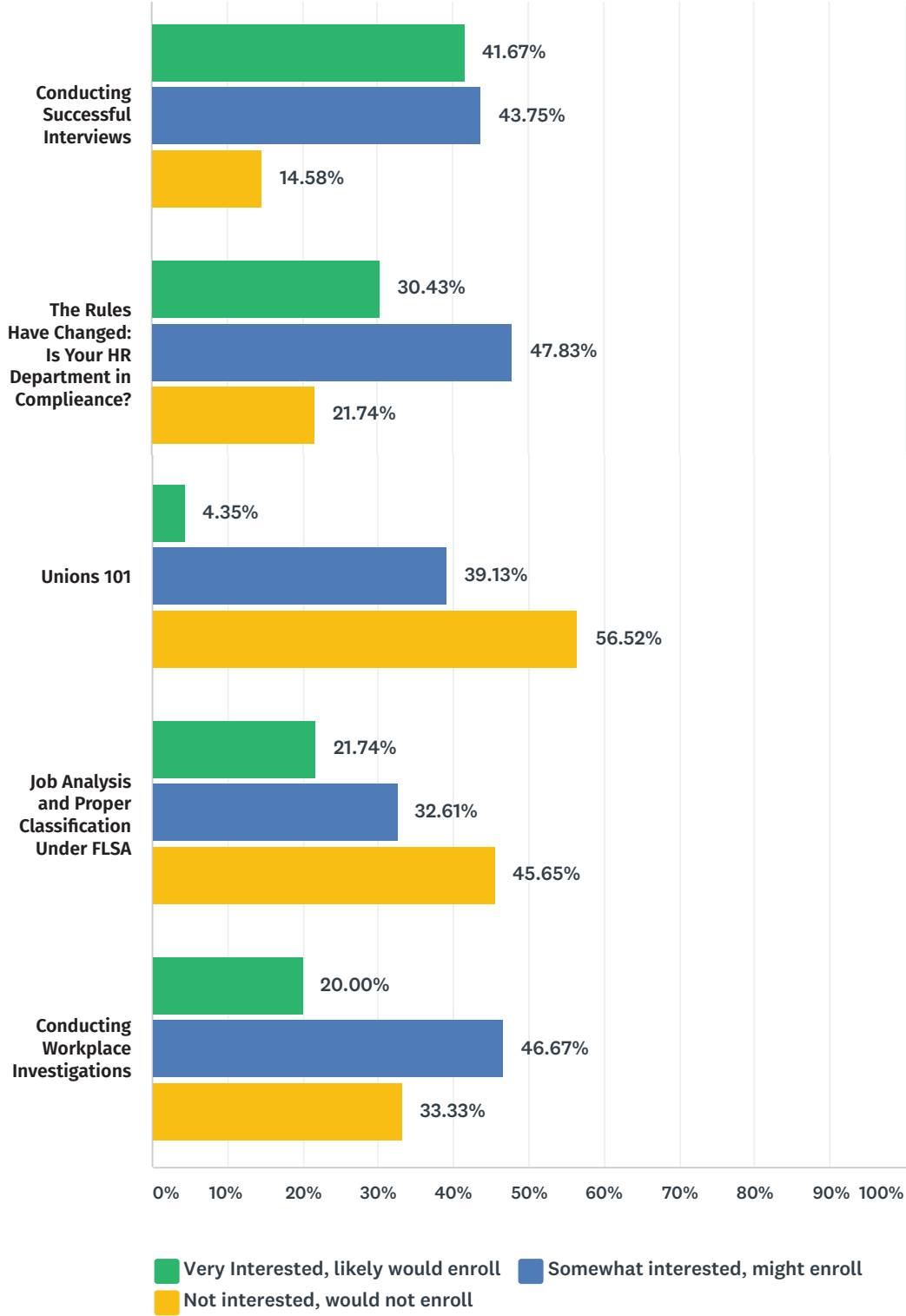
Appendix F

Elko Community Professional Development Needs



Appendix F

Elko Community Professional Development Needs



Appendix F

Elko Community Professional Development Needs

Q3 What other courses or programs would you like to see offered in Elko?

Answered: 23 Skipped: 28

#	RESPONSES
1	Nothing that I can think of at this time.
2	Public Sector HR
3	More non profit classes!
4	Finance
5	I marked the topics in the middle because I live in Winnemucca so it's nearly as far for me to travel to Elko as it is to Reno. Is there any way these classes could be televised into Winnemucca also?
6	Courses that help with obtaining CPO certification
7	Aquatic Risk Management. Certified Pool Operator. Anything that would benefit a Recreation Center or Aquatic Facility.
8	Any/All of the core CPM courses.
9	Would definitely take classes if offered in Winnemucca. Going to Elko (2 hour drive) for courses a few times a week is not an option while working.
10	Accounting topics or childhood development classes
11	None that I can think of that wasn't mentioned above.
12	Communication - writing.
13	Financial Education for employees, reducing the stress finances brings into the workplace
14	Any Human Resource or Advanced Accounting
15	Anything related to people, relationships, management, sales
16	na
17	State compliance issues
18	Sales and Marketing
19	n/a
20	Public Management/all things related to running and managing in a governmental/public organization
21	Hiring people with mental or physical disabilities and what employer obligations are.
22	MBA
23	Travel.

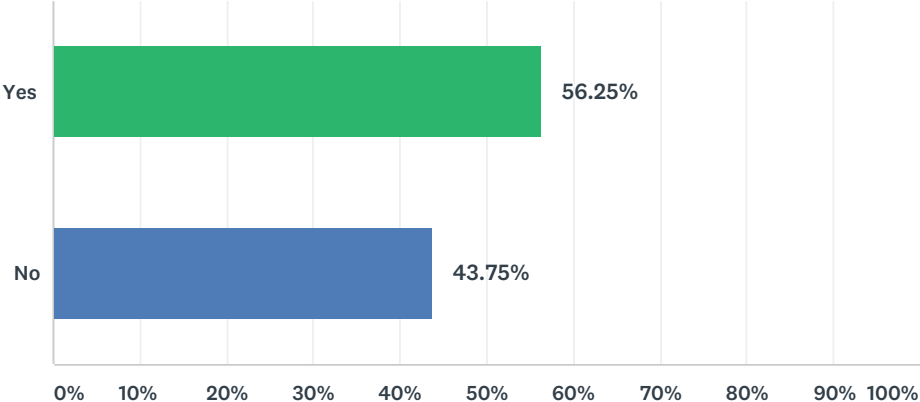
Survey Responses 3/29/19 to 5/2/19

Appendix F

Elko Community Professional Development Needs

Q4 Optional: Have you previously taken courses with Extended Studies?

Answered: 48 Skipped: 3



Appendix F

Elko Community Professional Development Needs

Q5 Optional: How many employees are in your organization?

Answered: 42 Skipped: 9

#	RESPONSES
1	2
2	40
3	100
4	5
5	1
6	15
7	13
8	7
9	100
10	3
11	14
12	12
13	16
14	12
15	420
16	10
17	23
18	Entire organization about 120 In my office 6
19	120
20	25
21	3
22	2
23	49
24	11
25	18
26	0
27	12
28	12
29	22 FT

Appendix F

Elko Community Professional Development Needs

30	10
31	15
32	3
33	12
34	30
35	6
36	3
37	13
38	15
39	20
40	1
41	81
42	120

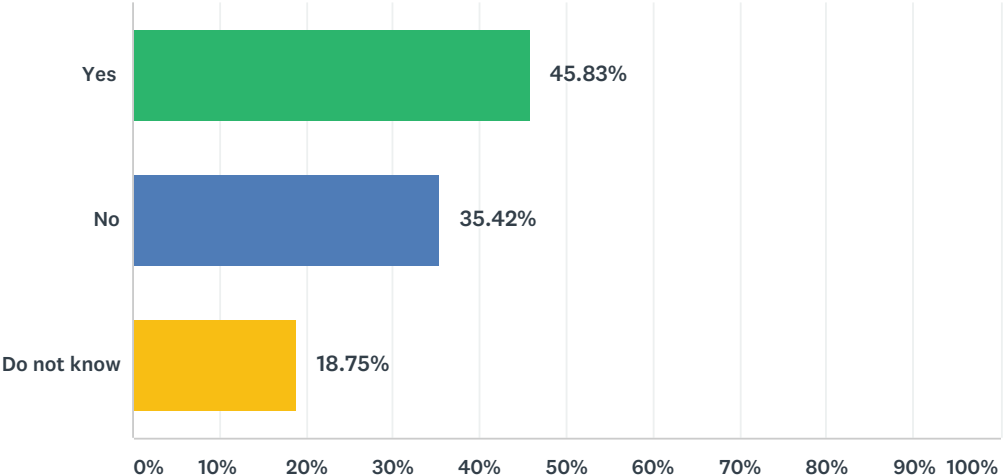
Survey Responses 3/29/19 to 5/2/19

Appendix F

Elko Community Professional Development Needs

Q6 Optional: Does your employer pay for non-credit continuing education?

Answered: 48 Skipped: 3



Appendix F

Elko Community Professional Development Needs

Q7 If you would like to be added to our mailing list please complete the information below. Please note we never sell or give away our mailing lists.

Answered: 28 Skipped: 23

#	CITY/TOWN
1	Elko
2	Elko
3	Battle Mountain
4	Elko
5	Battle Mountain
6	Winnemucca
7	Battle Mountain
8	Winnemucca
9	Winnemucca
10	Battle Mountain
11	Elko
12	Reno
13	Elko
14	Elko
15	ELKO
16	Elko
17	Elko
18	Spring Creek
19	Elko
20	Elko
21	Elko
22	Elko
23	Elko
24	Winnemucca
25	Elko
26	Elko
27	Lamoille