

Corporate and Continuing Education

2008 Fall Schedule

12/1/2008

Registration is held every Tuesday between 8:00 am and 7:00 pm in the Continuing Education office in Building 'H'--Faye A. Broyhill Building in Hudson.

Occupational Extension Courses

Occupational Extension courses are free to adults 65 years of age and older. *Note: No occupational extension class may be taken more than twice within a five-year period unless the student pays full cost of the course. The occupational extension policy does not apply to students taking classes for certification, licensure, or re-certification.

Caldwell Campus

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
ARTS & CRAFTS								
Basketweaving	CSP 7001	107	W	1:00-3:00pm	9/10/08-10/22/08	Caldwell Senior Ctr.	Clark	\$25
Basketweaving	CSP 7001		W	1:00-3:00pm	10/29/08-12/10/08	Caldwell Senior Ctr.	Clark	\$25
Dried and Herbal Wreath Design	SEF 7186	301	T	6:00-8:00pm	11/18/08-12/9/08	H211	Setzer	\$65
Lap Quilting	CSP 7006	108	Th	1:00-3:00pm	9/11/08-10/23/08	Caldwell Senior Ctr.	Enloe	\$25
Lap Quilting	CSP 7006		Th	1:00-3:00pm	10/30/08-12/18/08	Caldwell Senior Ctr.	Enloe	\$25
Oil Acrylics	CSP 7007	107	M	10:00am-12:00pm	9/8/08-10/20/08	Caldwell Senior Ctr.	Gragg	\$25
Oil Acrylics	CSP 7007		M	10:00am-12:00pm	10/27/08-12/8/08	Caldwell Senior Ctr.	Gragg	\$25
AVIATION								
Aviation Ground School for Pilots	AER 3103	302	Th	6:00-10:00pm	9/4/08-11/20/08	TAPS	Powell	\$60
Instrument Rating	AER 3101		T	6:00-10:00pm	9/2/08-11/25/08	TAPS	Dobson	\$60
CERTIFICATION/LICENSURE								
*Courses that begin with the prefix CSP or SEF cannot be considered for fee exempt/free purposes. All students must pay the registration fee listed.								
Bartending/Mixology	HOS 3007	302	M	6:00-10:00pm	10/6/08-12/8/08	H319	Teeters	\$60

* For more information please call 828-726-2242. Must be 21 years of age to attend course.

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
EPA Refrigerant Certification	AHR 3128	105	Sa	8:30am-4:00pm	11/8/08-11/15/08	J232	Turner	\$55
EPA Refrigerant Certification	AHR 3128	104	ThF	8:30am-4:00pm	08/07/08-08/08/08	B104	Turner	\$55
*Notary Public	MLS 3874	300	TTh	6:00-9:00pm	9/16/08-9/18/08	H322	Clement	\$50
*Notary Public	MLS 3874	020	Sa	8:30am-3:00pm	11/8	H322	Clement	\$50
*Notary Public	MLS 3874	021	Sa	8:30am-3:00pm	12/6	H310	Clement	\$50
*Students must register and purchase book before attending class.								

COMMUNITY COLLEGE FINANCIAL INSTITUTE

Community College Financial Institute-CANCELED			Online	Online	9/16/08-11/7/08			
			F	9:00 to 4:00	11/7	H307	Alexandar	\$55

COMPUTER WISE FRIDAYS

Microsoft Access - Canceled	CAS 7500	102	F	1:00-5:00pm	11/14-11/21	H218	Triplett	\$50
Microsoft Excel - Canceled	CAS 7300	102	F	1:00-5:00pm	10/17-10/24	H218	Triplett	\$50
Microsoft PowerPoint - Canceled	CAS 7515	102	F	1:00-5:00pm	10/31-11/7	H218	Triplett	\$50
Microsoft Word - Canceled	CAS 7524	102	F	1:00-5:00pm	10/3-10/10	H218	Triplett	\$50

CRIME SCENE INVESTIGATIONS

CSI: Lenoir-CANCELED	CSP 7143	300	M/W	6:00-8:00pm	9/15-12/15	TBD	Brackett	\$75
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COSMETIC ARTS

*Nail Tech/Manicurist	COS 3101	303	M-Th	5:30-9:30pm	7/21/08-12/9/08	B107	Hensley	\$65
*Nail Tech/Manicurist	COS 3101	300	M-Th	5:30-9:30pm	1/12/09-6/2/09	K Bldg	Hensley	\$65

***High School Diploma/GED required.**

Tanning Booth Operator	COS 3103	102	M T	2:00-10:00pm 5:00-10:00pm	8/18-8/19	F319	Annas	\$55
Tanning Booth Operator- CANCELED	COS 3103	103	M T	2:00-10:00pm 5:00-10:00pm	9/29-9/30	F319	Annas	\$55

CULINARY ARTS

***Courses that begin with the prefix CSP or SEF cannot be considered for fee exempt/free purposes. All students must pay the registration fee listed.**

Holiday Baking	CSP 7159	300	MT	6:00-9:00pm	12/1/08-12/9/08	Civic Center 212	Kirby	\$80
Cake Finishing (Min 8/Max 10)	SEF 7169	300	Th T	6:00-9:0pm	10/2/08-12/4/08 12/2/08	Traditions of Ruth	Crump	\$75

Dance

Irish Step Dance	CSP 7154	300	T	6:00-8:00pm	9/9-10/21/08 10/28/08	H218 H215	Barrett	\$50
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FINANCE

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
*Courses that begin with the prefix CSP or SEF cannot be considered for fee exempt/free purposes. All students must pay the registration fee listed.								
Finance 101--Session I-- CANCELED	CSP 7146	101	Th	6:00-7:30pm	9/4-9/25	Civic Center	TBD	\$20
Finance 101--Session II	CSP 7153	100	T	6:00-7:30pm	11/4-11/25	Civic Center	TBD	\$20
FIRE/RESCUE/EMS								
EMT-Basic	EMS 3044	101	MWF	9:00am-1:00pm	8/20/08-12/5/08	D105		\$65
EMT-Basic	EMS 3044	303	T/Th Sa	6:00-10:00pm 8:00am-5:00pm	9/2/08-12/18/08	Lenoir FD#2		\$65
HEALTH INFORMATION MANAGEMENT INSTITUTE								
A & P w/Medical Terminology	HEA 7201	301	MTh	6:00-9:00pm	11/3/08-3/5/09	Caldwell Memorial Hospital	Miller L.Middleton	\$60
Disease Processes					TBD	Caldwell Memorial Hospital	Miller	\$60
HEALTH/SAFETY								
*Courses that begin with the prefix CSP or SEF cannot be considered for fee exempt/free purposes. All students must pay the registration fee listed.								
CPR--Cancelled	SAF 3014	302	Th	7:00-10:00pm	8/28/08-9/18/08	H204	Hatton	\$55
CPR/First Aid--Cancelled	SAF 3021	302	Th	7:00-10:00pm	8/28/08-10/30/08	H204	Hatton	\$55
Health Services Skills Lab	HRD 3004	100	F	10:00am-4:00pm	4/4/08-6/20/08	H219	Suddreth	\$60
Health Services Skills Lab	HRD 7033	100	F	10:00am-4:00pm	6/27/08-9/19/08	H219	Suddreth	\$55
Health Services Skills Lab	HRD 7033	101	F	10:00am-4:00pm	9/26/08-12/19/08	H219	Suddreth	\$55
MT- Anatomy & Physiology - I w/Kinesiology	HEA 7006	100	TTh	9:00am-1:00pm	8/26/08-11/20/08	H208	Shook	\$60
Massage Therapy Fund. I	HEA 7004	100	MWF M- F	9:00am-1:00pm	8/25/08-11/21/08 11/24/08-12/15/08	H208	Benson	\$60
Massage Therapy-Fundamentals II	HEA 7005	100	MWF M- F	9:00am-1:00pm	1/12/09-3/27/09 3/30/09-5/1/08	H208	Benson	\$65
Massage Therapy- Anatomy & Physiology - II	HEA 7007	100	T	9:00am-1:00pm	1/13/09-3/24/09	H208	Shook	\$60
Massage Therapy Pathophysiology	HEA 7008	100	Th	9:00am-1:00pm	1/15/09-3/26/09	H208	Shook	\$60
Medical Terminology CANCELED	NUR 3235	301	Th	5:30-8:30pm	5/15/08-8/28/08	Goodwill	Jarvis	\$60
Medical Terminology	NUR 3235	302	Th	5:30-8:30pm	9/4/08-12/18/08	Goodwill	Jarvis	\$60
Medical Terminology	NUR 3235	300	Th	5:30-8:30pm	1/15/09-4/23/09	Goodwill	Jarvis	\$60
*Medication Aide	PHM 4100	103	MTWTH	12:00-4:00pm	01/05/09-01/14/09	H221	Smtih	\$55
*Prerequisite: Students must be 18 years old, possess a GED/HSD, and must be currently listed on NC Nurse Aide Registry as a Nurse Aide I. Maximum of 10 students.								
Nurse Aide I FULL	NUR 3240	103	M-Th	12:00-4:00pm	7/21/08-9/29/08	H219	Smith	\$65

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
Nurse Aide I FULL	NUR 3240	101	M-Th	8:00am-12:00pm	8/11/08-10/20/08	H219	Hartley	\$65
Nurse Aide I FULL	NUR 3240	302	M-Th	5:00-9:00pm	8/11/08-10/20/08	H219	Church	\$65
Nurse Aide I FULL	NUR 3240	104	M-Th	12:00-4:00pm	10/8/08-12/15/08	H219	Smith	\$65
Nurse Aide I 2009CE1 FULL	NUR 3240	111	M-Th	8:00am-12:00pm	10/27/08-1/27/09	H219	Hartley	\$65
Nurse Aide I 2009CE1 FULL	NUR 3240	303	M-Th	5:00-9:00pm	10/27/08-1/27/09	H219	Church	\$65
Nurse Aide I 2009CE1 FULL	NUR 3240	101	M-Th	12:00-4:00pm	01/26/09-04/02/09	H219	Smith	\$65
Nurse Aide I 2009CE1 FULL	NUR 3240	100	M-Th	8:00am-12:00pm	2/2/09-4/9/09	H219	Hartley	\$65
Nurse Aide I 2009CE1 FULL	NUR 3240	300	M-Th	5:00-9:00pm	2/2/09-4/9/09	H219	Church	\$65
Nurse Aide I	NUR 3240	102	M-Th	8:00am-12:00pm	4/20/09-6/29/09	H219	Hartley	\$65
Nurse Aide I	NUR 3240	301	M-Th	5:00-9:00pm	4/20/09-6/29/09	H219	Church	\$65
*Nurse Aide II--Clinical (for NUR-7000-100)	NUR 7001	100	M/W	1:00-5:00pm	7/28/08-10/15/08	H221	Hartley	\$60
*Nurse Aide II--Class/Lab	NUR 7000	300	M/W	5:00-9:00pm	9/15/08-12/15/08	H221	TBD	\$60
*Nurse Aide II--Clinical	NUR 7001	300	M/W	5:00-9:00pm	01/05/09-03/25/09	H221	TBD	\$60
*Nurse Aide II--Class/Lab	NUR 7000	100	M/W	1:00-5:00pm	1/5/09-4/1/09	H221	Hartley	\$60
*Nurse Aide II--Clinical	NUR 7001	100	M/W	1:00-5:00pm	4/8/09-7/1/09	H221	Hartley	\$60
*Nurse Aide II--Class/Lab	NUR 7000	300	M/W	5:00-9:00pm	1/5/09-4/1/09	H221	Hartley	\$60
*Nurse Aide II--Clinical	NUR 7001	301	M/W	5:00-9:00pm	4/8/09-7/1/09	H221	Hartley	\$60
*(Prerequisite: GED/HSD and Nurse Aide I and Anatomy & Physiology)								
Nurse Aide Refresher	NUR 3242	301	M-F	5:00-9:00pm	8/11/08-8/15/08	H208	Church	\$55
Nurse Aide Refresher	NUR 3242	303	M-F	5:00-9:00pm	10/20-10/24/08	H208	Suddreth	\$55
Nurse Aide Refresher	NUR 3242	300	M-F	5:00-9:00pm	1/26/09-1/30/09	H219	Suddreth	\$55
Pharmacy Tech	PHM 3250		MT	5:30-8:30pm	1/5/09-4/21/09	H218	Mueller	\$60
Phlebotomy--Class/Lab - FULL	MLA 7000	101	T/Th	11:00am-3:00pm	6/3/08-9/18/08	H210	Dean	\$65
Phlebotomy-Clinical	MLA 7001	101	M-Su	7:00am-9:00pm	9/23/08-10/26/08	H210	Middleton	\$60
Phlebotomy--Class/Lab	MLA 7000	301	T/Th	5:00-9:00pm	6/3/08-9/18/08	H210	Dean	\$65
Phlebotomy-Clinical	MLA 7001	302	M-Su	7:00am-9:00pm	9/23/08-10/26/08	H210	Middleton	\$60
Phlebotomy--Class/Lab FULL	MLA 7000	103	T/Th	12:00-4:00pm	9/30/08-1/29/09	H210	Dean	\$65
Phlebotomy-Clinical (for MLA-7000-103)	MLA 7001	102	M-Su	7:00am-9:00pm	2/3/09-3/8/09	H210	Middleton	\$60
Phlebotomy--Class/Lab FULL	MLA 7000	302	T/Th	5:00pm-9:00pm	10/07/08-02/03/09	H210	Smith	\$65
Phlebotomy-Clinical (for MLA-7000-302)	MLA 7001	304	M-Su	7:00am-9:00pm	2/5/09-3/15/09	H210	Middleton	\$60
Phlebotomy--Class/Lab	MLA 7000	100	T/Th	12:00-4:00pm	2/10/09-5/21/09	H210	Dean	\$65
Phlebotomy-Clinical	MLA 7001	100	M-Su	7:00am-9:00pm	5/26/09-6/30/09	H210	Middleton	\$60
Phlebotomy--Class/Lab	MLA 7000	300	T/Th	5:00-9:00pm	2/10/09-5/21/09	H210	Smith	\$65
Phlebotomy-Clinical	MLA 7001	300	M-Su	7:00am-9:00pm	5/26/09-6/30/09	H210	Middleton	\$60

HUMAN RESOURCE DEVELOPMENT (HRD)

(Beginning Computers - Employability Skills Headings)

***HRD classes are free to those who qualify. Please call 828-726-2242 with any questions.**

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
	HRD 7004	114	M-F	8:00am-12:00pm	11/3/08-11/7/08	H215	McKinney	\$55
	HRD 7004	115	M-F	8:00am-12:00pm	12/1/08-12/5/08	H215	Dunlap	\$55

***HRD classes are free to those who qualify. Please call 828-726-2242 with any questions.**

BUDGETING

Economic Literacy	HRD 3008	117	T	8:30-5:30	8/19/08-12/23/08	JobLink	Witherspoon/Dunlap	\$50
<p>This course is designed to help students identify ways to better manage household income and expenses. Topics such as goal setting, budgeting and financial planning are covered.</p>								

***HRD classes are free to those who qualify. Please call 828-726-2242 with any questions.**

EMPLOYABILITY SKILLS

Preparing for Your Career - Career Start	HRD 7030	134	M-F	8:00-12:00pm	8/18/08-8/22/08	H211	Tippins	\$55
<p>This course is designed to help students improve their job seeking skills. Topics include self-assessment, resume writing, job seeking and interviewing.</p>	HRD 7030	135	M-F	8:00-12:00pm	8/25/08-8/29/08	H211	Tippins	\$55
	HRD 7030	136	M-F	8:00-12:00pm	9/2/08-9/5/08	H211	Tippins	\$55
	HRD 7030	137	M-F	8:00-12:00pm	9/8/08-9/12/08	H211	Tippins	\$55
	HRD 7030	138	M-F	8:00-12:00pm	9/15/08-9/19/08	H211	Tippins	\$55
	HRD 7030	139	M-F	8:00-12:00pm	9/22/08-9/26/08	H211	Tippins	\$55
Canceled	HRD 7030	140	M-F	8:00-12:00pm	9/29/08-10/3/08	H211	Dunlap	\$55
Canceled	HRD 7030	141	M-F	8:00-12:00pm	10/6/08-10/10/08	H211	Dunlap	\$55
	HRD 7030	142	M-F	8:00-12:00pm	10/13/08-10/17/08	H211	Herman	\$55
Canceled	HRD 7030	143	M-F	8:00-12:00pm	10/20/08-10/24/08	H211	Dunlap	\$55
	HRD 7030	144	M-F	8:00-12:00pm	10/27/08-10/31/08	H211	Herman	\$55
Canceled	HRD 7030	145	M-F	8:00-12:00pm	11/3/08-11/7/08	H211	Dunlap	\$55
	HRD 7030	146	M-F	8:00-12:00pm	11/10/08-11/14/08	H211	Herman	\$55
Canceled	HRD 7030	147	M-F	8:00-12:00pm	11/17/08-11/21/08	H211	Dunlap	\$55

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
	HRD 7030	148	M-F	8:00-12:00pm	12/1/08-12/5/08	H211	Herman	\$55
Canceled	HRD 7030	149	M-F	8:00-12:00pm	12/8/08-12/12/08	H211	Dunlap	\$55
	HRD 7030	150	M-F	8:00-12:00pm	12/15/08-12/19/08	H211	Herman	\$55
Employability Lab	HRD 3002	102	M-F	8:00am-5:00pm	8/15/08-12/23/08	JobLink	Glenn	\$50
This lab is designed to allow students to work at their own pace on different aspects of job placement. Students can work on their resume, job search, or applications.								
Employment Connections	HRD 7021	Closed class	TTh	9:30-11:30am	9/2/08-10/9/08	H310	Connor	\$55
	HRD 7021	101	MW	10:00am-12:00pm	10/27/08-12/17/08	H218	Edwards	\$55
This course is designed to assist students in preparing for a more detailed job search. Topics that are covered include filling out applications, preparing your resume, dressing for an interview, and how to build relationships in the workplace.	HRD 7021	102	MW	10:00am-12:00pm	10/20/08-12/17/08	Smith Memorial	Cary	\$55
	HRD 7021	103	MW	3:00-5:00pm	11/24/08-12/22/08	ESC	Connor	\$55
Resume Maker	HRD 7034	100	TH	2:00-5:00pm	8/18/08-8/20/08	JobLink	Glenn	\$50
This course is designed to help students develop a marketable resume with current trends in resume writing.	HRD 7034	101	TH	2:00-5:00pm	8/28	JobLink	Glenn	\$50
	HRD 7034	101	TH	2:00-5:00pm	9/4	JobLink	Glenn	\$50
	HRD 7034	102	TH	2:00-5:00pm	9/11	JobLink	Glenn	\$50
	HRD 7034	103	TH	2:00-5:00pm	9/18	JobLink	Glenn	\$50
	HRD 7034	104	TH	2:00-5:00pm	9/25	JobLink	Glenn	\$50
	HRD 7034	105	TH	2:00-5:00pm	10/2	JobLink	Glenn	\$50
	HRD 7034	106	TH	2:00-5:00pm	10/9	JobLink	Glenn	\$50
	HRD 7034	107	TH	2:00-5:00pm	10/16	JobLink	Glenn	\$50
	HRD 7034	108	TH	2:00-5:00pm	10/23	JobLink	Glenn	\$50
	HRD 7034	109	TH	2:00-5:00pm	10/30	JobLink	Glenn	\$50
	HRD 7034	110	TH	2:00-5:00pm	11/6	JobLink	Glenn	\$50
	HRD 7034	111	TH	2:00-5:00pm	11/13	JobLink	Glenn	\$50

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
	HRD 7034	112	TH	2:00-5:00pm	11/20	JobLink	Glenn	\$50
	HRD 7034	114	TH	2:00-5:00pm	12/4	JobLink	Glenn	\$50
	HRD 7034	115	TH	2:00-5:00pm	12/11	JobLink	Glenn	\$50
	HRD 7034	116	TH	2:00-5:00pm	12/18	JobLink	Glenn	\$50
*Work Keys								
	SEF 7038	118	T	1:00-5:00pm	9/16	H211	Glenn	\$30
	SEF 7038	119	W	1:00-5:00pm	10/15	H211	Glenn	\$30
	SEF 7038	120	W	1:00-5:00pm	11/19	H211	Glenn	\$30
	SEF 7038	121	W	1:00-5:00pm	12/10	H211	Glenn	\$30
*Please register in the Caldwell County JobLink Center (F155) for WorkKeys assessments or call 828-759-4680 for more information.								
Jobs Club	HRD 7032	101	TH	3:00-5:00pm	9/18/08-12/18/08	H211	Glenn	\$50
Office 2007 Canceled	CAS 7613	300	T/TH	6:00-8:00pm	10/21/08-12/04/08	H211	Moore	\$55
** Furniture Institute								
Furniture Institute	HRD 7036	100	M-F	8:00-11:00am	8/11/08-8/22/08	H218	Belk	\$55
Furniture Institute	HRD 7036	101	M-F	12:00-3:00pm	8/11/08-8/22/08	H218	Pennell	\$55
Furniture Institute	HRD 7036	102	M-F	3:00-6:00pm	8/11/08-8/22/08	H218	Pennell	\$55
Furniture Institute	HRD 7036	300	TTh	5:00-8:00pm	8/12/08-9/11/08	H211	Willis	\$55
Furniture Institute	HRD 7036	103	M-F	8:00-11:00am	8/25/08-9/5/08	H218	Belk	\$55
Furniture Institute	HRD 7036	104	M-F	12:00-3:00pm	8/25/08-9/5/08	H218	Crandall	\$55
Furniture Institute	HRD 7036	105	M-F	3:00-6:00pm	8/25/08-9/5/08	H218	Crandall	\$55
Furniture Institute	HRD 7036	106	W-F M-F	8:00-11:00am	9/10/08-9/12/08 9/15/08-9/19/08	H218	Belk	\$55
Furniture Institute - CANCELED	HRD 7036	107	M-F	12:00-3:00pm	9/8/08-9/19/08	H218	Crandall	\$55
Furniture Institute - CANCELED	HRD 7036	108	M-F	3:00-6:00pm	9/8/08-9/19/08	H218	Crandall	\$55
Furniture Institute - CANCELED	HRD 7036	109	M-F	8:00-11:00am	9/22/08-10/3/08	H218	Belk	\$55
Furniture Institute - CANCELED	HRD 7036	110	M-F	12:00-3:00pm	9/22/08-10/3/08	H218	Crandall	\$55

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
Furniture Institute - CANCELED	HRD 7036	111	M-F	3:00-6:00pm	9/22/08-10/3/08	H218	Crandall	\$55
Furniture Institute-Spanish CANCELED	HRD 7036	112	M-F	1:00-4:00pm	8/11/08-8/22/08	Goodwill	Worden	\$55
Furniture Institute-Spanish	HRD 7036	113	M-F	1:00-4:00pm	8/25/08-9/5/08	Goodwill	Worden	\$55
Furniture Institute-Spanish - CANCELED	HRD 7036	114	M-F	1:00-4:00pm	9/8/08-9/19/08	Goodwill	Worden	\$55
Furniture Institute-Spanish - CANCELED	HRD 7036	115	M-F	1:00-4:00pm	9/22/08-10/3/08	Goodwill	Worden	\$55

***Please register in the Caldwell County JobLink Center (F155) or call 828-759-4680 for more information.**

Upholstery, Intro to	HRD 7035	300	TTh	6:00-9:00pm	9/16/08-11/25/08	J118	Escritt Smith	\$60
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IT - INSTITUTE

HRD classes are free to those who qualify.

IT - Institute - Module I	HRD 7026	304	MW	6:00-9:00pm	7/28/08-9/15/08 9/22/08-10/15/08	H211 H218	Connor Willis	\$60
IT - Institute - Module II	CAS 7015	307	TTh	6:00-9:00pm	10/28/08-12/18/08 1/13/09-2/24/09	H218 F221	Poarch Stulgenskis	\$60
IT - Institute - Module I CANCELED	HRD 7026	305	MW	6:00-9:00pm	10/6/08-11/10/08 11/17/08-12/10/08	H211 H218	Connor Willis	\$60
IT - Institute - Module II CANCELED	CAS 7015	300	TTh	6:00-9:00pm	1/6/09-2/17/09 3/3/09-4/14/09	H218 F221	Poarch Stulgenskis	\$60
IT - Institute - Module I CANCELED	HRD 7026	306	MW	6:00-9:00pm	11/10/08-12/15/08 1/5/09-2/2/09	H211 H218	Connor Willis	\$60
IT - Institute - Module II CANCELED	CAS 7015	301	TTh	6:00-9:00pm	2/10/09-3/24/09 3/31/09-5/19/09	H218 F221	Poarch Stulgenskis	\$60

****All IT Institute students must contact the JobLink Center before registration is allowed.**

LANGUAGES

Beginning Sign Language - CANCELED	COM 3709	302	Th	6:00-8:00pm	9/11/08-12/4/08	H208	Baker	\$55
Conversational Spanish I - CANCELED	FLI 7001	302	T	6:00-8:00pm	9/9/08-12/2/08	H222	Silvestri	\$55
Conversational Spanish II - CANCELED	FLI 7002	302	Th	6:00-8:00pm	9/11/08-12/4/08	H222	Silvestri	\$55

LANDSCAPE/GARDENING

Basic Landscaping Techniques			MW	1:00-1:50pm	8/18/08-12/15/08	B118	Sloop	\$60
Fall Gardening Lab			TTh	1:00-3:45pm	8/19/08-12/16/08	B121	Mitchell	\$60
Landscape Irrigation			MW	4:00-5:45pm	8/18/08-12/15/08	B121	Sloop	\$60
Nursery Production			MW F	9:00-9:50am 8:00-10:50am	8/18/08-12/15/08	B121	Cook	\$60
Plant Materials			TTh	9:00-10:45am	8/19/08-12/16/08	B121	Cook	\$60

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
SMALL BUSINESS								
Business Etiquette Series-- CANCELED	MLS 7107	100	T	10:00am-12:00pm	10/28/08-12/16/08	H215	Edwards Glenn Waechter	\$55
Customer Service Basics	SBC 7163	102	T	10:00am-12:00pm	8/12	H211	Edwards	\$0
Customer Service Basics	SBC 7163	103	Th	1:00-3:00pm	8/14	H211	Edwards	\$0
Customer Service Basics	SBC 7163	104	T	10:00am-12:00pm	9/16	H211	Edwards	\$0
Dealing With Difficult People	SBC 7164	102	T	10:00am-12:00pm	9/2	H211	Edwards	\$0
Dealing With Difficult People	SBC 7164	103	Th	1:00-3:00pm	9/4	H211	Edwards	\$0
Dealing With Difficult People	SBC 7164	104	T	10:00am-12:00pm	10/7	H211	Edwards	\$0
Disney Secrets in Building & Growing Powerful Teams in Your Business	SBC 7172	100	T	9:00am-12:00pm	1/29	H210	Formica	\$0
Front Line, Bottom Line	SBC 7171	100	T	9:00am-12:00pm	2/10	H210	Seagle	\$0
How to Hire, Train & Motivate a Teenage Workforce	SBC 7170	100	M	9:00am-12:00pm	12/2	H210	Seagle	\$0
Professionalism & Conduct	SBC 7165	102	T	10:00am-12:00pm	8/26	H211	Edwards	\$0
Professionalism & Conduct	SBC 7165	103	Th	1:00-3:00pm	8/28	H211	Edwards	\$0
Professionalism & Conduct	SBC 7165	104	T	10:00am-12:00pm	9/30	H211	Edwards	\$0
REAL for Caldwell County Schools	MLS 3871		MT	8:00am-3:30pm	10/27/08-10/28/08	Civic Center	Waechter Bean Holman	\$0
Small Business Loans-Fundamentals of Options	SBC 7115	100	W	10:00am-11:30am	10/15	H128	Arriola	\$0
Small Business Start-Up Series	SBC 7192	301	Th	6:00-8:00pm	10/2/08-10/30/08	H133	Waechter	\$25
Tax Implications for Small Business	SBC 7169	100	T	6:00-8:00pm	11/18	H128	Waechter	\$0
Telephone Skills Overview	SBC 7166	102	T	10:00am-12:00pm	8/19	H211	Edwards	\$0
Telephone Skills Overview	SBC 7166	103	Th	1:00-3:00pm	8/21	H211	Edwards	\$0
Telephone Skills Overview	SBC 7166	104	T	10:00am-12:00pm	9/23	H211	Edwards	\$0
Visual Marketing for Small Businesses				TBD	TBD	TBD	Waechter	\$0
SUSTAINABLE TECHNOLOGY								
Advanced High Performance HVAC Tech	EGY 7006	100	F	1:00-5:00pm	11/21/08-12/5/08	J232	Suddreth	\$50
Building Science			Th	6:00-8:00pm	11/6	H211	Suddreth	\$50

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
<p>Go Green 101 - Business - This course will address simple methods to reduce energy consumption, reduce waste and improve the bottom-line by becoming more environmentally conscious in the small business work environment. Students will learn about aspects of Going Green they might not have considered before such as the importance of local sourcing and how it impacts our small businesses and our environment. Course addresses areas that would include self analysis of business in energy use or carbon footprint, water reduction methods, energy efficiency, green transportation, supporting local business and heritage, and how to effectively market your business once you adopt these sustainable methods.</p>	EGY-90041	300	T	6:30-8:30pm	Online starting 10/6/08 Seated class is 11/4/08	On line H128	Willis Waechter	\$55
<p>Go Green 101 - Business - This course will address simple methods to reduce energy consumption, reduce waste and improve the bottom-line by becoming more environmentally conscious in the small business work environment. Students will learn about aspects of Going Green they might not have considered before such as the importance of local sourcing and how it impacts our small businesses and our environment. Course addresses areas that would include self analysis of business in energy use or carbon footprint, water reduction methods, energy efficiency, green transportation, supporting local business and heritage, and how to effectively market your business once you adopt these sustainable methods.</p>	EGY-7000	300	T	6:00-8:00	Online starting 11/17/08 Seated class is 12/16/08	On line H128	Willis Waechter	\$55

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
<p>Building Operators Certificate - Building Operator Certification (BOC®) is a nationally recognized training and certification program for building operators offering improved job skills and more comfortable, energy-efficient facilities. Prepares and focuses the participant on achieving energy efficiency in medium to large scale industrial buildings. Course content is project-based over 11 months.</p>	FIT 7035	20	T	8:30am-4:30pm	8/25, 9/30, 10/28-29, 11/25, 11/27, 2/24, & 3/31	Civic Center	E-Tech	\$60
<p>Go Green 101 - Consumer - This course will address simple methods to reduce energy consumption, reduce waste and to become more environmentally conscious in the home. Students will learn about aspects of Going Green they might not have considered before such as the importance of buying local and how it impacts our community and environment. Course addresses areas that would include utility bill analysis, carbon footprint, water use reduction methods, energy efficiency, green transportation, and supporting local business who maintain the local heritage.</p>			T	6:00-8:00pm	11/18/08-12/9/08	B118	Waechter	\$50
<p>Go Lean to be Green - This course is designed to provide an introduction to the principles and concepts of lean manufacturing including but not limited to Kaizen, 5s, value stream mapping, Takt time, Poka-yoke, pull systems, line balancing and Kanban. Students will participate in simulations of old and new lean manufacturing practices. Upon completion, the student will be able to compare old and lean practices with respect to total production, time to make first unit, rework, scrap and work-in-progress. For industry, going green means going lean.</p>			TTh	9:00am-12:00pm		H-128	Vick Holman	\$55

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
Renewable Energy Technology - This course will focus on the "How" and "Why" of renewable energy in relation to solar, wind, hydro, and biodiesel power sources. Upon completion, student will develop skills to produce and utilize renewable energy sources and discuss its future infrastructure from a local perspective.	EGY 3000				TBD	TBD	Staff	\$55
High Performance Building Techniques - Creating an indoor environment that is healthy, comfortable, durable and energy efficient requires an understanding of the complex relationships between occupant, building, machines, and nature. Students will acquire a basic understanding of how to achieve a better building envelope for either residential or commercial applications.	EGY-7002	300	T	3:00-7:00	11/6	H-218	Suddreth	\$50
Sustainable Development - Development that ensures the well-being of the human person by understanding and integrating a triple bottom line of social development, economic development, and environmental conservation and protection is the foundation of sustainability. Students will learn about the history, methods, vocabulary and real world practices associated with sustainable development.	Cancel EGY-7003	300	Th	6:00-8:00	11/13,11/20,12/4,12/11	H-133	Baines	\$55
Water Management Solutions - Instucts students on how to deal with water in a holistic fashion, taking into account the various sectors affecting water use, including political, economic, social, technological and environmental considerations. Students will identify simple ways to incorporate sustainable practices at home or work that can make a positive impact.			F	8:00am-1:00pm	9/26/08-11/14/08	Civic Center	Clark	\$0

TEACHER ASSISTANT INSTITUTE

****Contact the Caldwell County JobLink at CCC&TI, 828-759-4675, to inquire about WorkKeys Assessment dates.**

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
Effective Teacher Training	EDU 7031	102	M-F	9:00am-4:00pm	8/4-8/8	H218	Edwards	\$60
Big Ideas in Little Books	EDU 7201		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
Creating the Inclusive Classroom: Strategies for Success	EDU 7096		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
Grammar Refresher	EDU 7026		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
Guiding Kids to the Internet	EDU 7016		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
Integrating Technology in the Classroom	EDU 7097		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
Interpersonal Communication	COM 7400		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
Keys to Effective Communication	MLS 7600		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
PowerPoint in the Classroom	CAS 7573		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
Solving Classroom Discipline Problems	EDU 7027		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
The Classroom Computer	CAS 7548		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
The Creative Classroom			W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
Using the Internet in the Classroom	EDU 7051		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55

TEACHER RENEWAL ***

***All courses listed under the Teacher Renewal section may be taken for teacher renewal credit. If you are currently teaching, you must obtain approval through your local education agency (LEA). If you are not currently teaching, the course must be related to your area of certification. If you have additional questions regarding teacher renewal credit, you may check with the Department of Public Instruction (DPI). All Ed2go courses may be approved for teacher renewal credit based upon the same criteria listed above.

<i>All Beginning Computer classes of 10 or more hours are approved for Teacher Renewal Credit</i>								
CPR--Cancelled	SAF 3014	302	Th	7:00-10:00pm	8/28/08-9/18/08	H204	Hatton	\$55
CPR/First Aid--Cancelled	SAF 3021	302	Th	7:00-10:00pm	8/28/08-10/30/08	H204	Hatton	\$55
Digital Photography	EDU 7099	300	TTh	6:00-8:15pm	8/19/08-12/16/08	F218	Hessell	\$60
Office 2007			TTh	6:00-8:00pm	10/21/08-11/27/08	H211	TBD	\$55
Preparation for Contractor's License	CAR 3118	302	TTh	7:00-10:00pm	7/15/08-9/25/08	H321	Shelton	\$60
Preparation for Contractor's License	CAR 3118	303	TTh	7:00-10:00pm	10/7/08-12/18/08	H318	Shelton	\$60
Sculpture I	EDU 7013	300	TTh	5:00-7:45pm	8/19/08-12/16/08	J221	Stronach	\$60

TRADES - CONSTRUCTION

Cabinetmaking I	CAB 3100	303	TTh	5:00-9:00pm	9/2/08-12/18/08	J244	Worley	\$65
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Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
Cabinetmaking II	CAB 7000	302	TTh	5:00-9:00pm	9/2/08-12/18/08	J244	Worley	\$65
Cabinetmaking III --Cancelled	CAB 7001	302	TTh	5:00-9:00pm	9/2/08-12/18/08	J244	Worley	\$65
Interior/Exterior Trim	CAR 3121	302	W	6:00-9:00pm	9/10/08-11/26/08	TBD	TBD	\$60
Preparation for Contractor's License	CAR 3118	302	T/Th	7:00-10:00pm	7/15/08-9/25/08	H321	Shelton	\$60
Preparation for Contractor's License	CAR 3118	303	T/Th	7:00-10:00pm	10/7/08-12/18/08	H321	Shelton	\$60
Residential Construction Estimation	CAR 3004	302	M	6:00-9:00pm	9/8/08-10/27/08	H318	Shelton	\$55
<i>WOL-Carpentry Level I-- Cancelled</i>	<i>WOL 3010</i>	<i>301</i>	<i>MW</i>	<i>6:00-10:00pm</i>	<i>6/2-8/27</i>	<i>J240</i>	<i>Winn</i>	<i>\$60</i>
<i>WOL-Carpentry Level II-- Cancelled</i>	<i>WOL 3020</i>	<i>301</i>	<i>MW</i>	<i>6:00-10:00pm</i>	<i>6/2-8/27</i>	<i>J240</i>	<i>Winn</i>	<i>\$60</i>
WOL-Carpentry Level I	WOL 3010	302	MW	6:00-10:00pm	9/15/08-12/17/08	J136	Winn	\$65
WOL-Carpentry Level II	WOL 3020	302	MW	6:00-10:00pm	9/15/08-12/17/08	J136	Winn	\$65
WOL Electrical Level I	WOL 3110	302	TTh	6:00-10:00pm	9/2/08-12/18/08	G106	TBD	\$65
WOL Electrical Level II	WOL 3120	302	TTh	6:00-10:00pm	9/2/08-12/18/08	G106	TBD	\$65
<i>WOL-HVAC Level I</i>	<i>WOL 3210</i>	<i>302</i>	<i>M-Th</i>	<i>4:00-6:00pm</i>	<i>6/2-8/27</i>	<i>B104</i>	<i>Turner</i>	<i>\$60</i>
<i>WOL-HVAC Level II</i>	<i>WOL 3220</i>	<i>301</i>	<i>MW</i>	<i>6:00-10:00pm</i>	<i>6/2-8/27</i>	<i>B104</i>	<i>Turner</i>	<i>\$60</i>
<i>WOL-HVAC Level III</i>	<i>WOL 3230</i>	<i>301</i>	<i>TTh</i>	<i>6:00-10:00pm</i>	<i>6/3-8/28</i>	<i>J232</i>	<i>Turner</i>	<i>\$60</i>
WOL-HVAC Level I	WOL 3210	303	M-Th	4:00-6:00pm	9/2/08-12/18/08	J232	Turner	\$65
WOL-HVAC Level II	WOL 3220	302	MW	6:00-10:00pm	9/2/08-12/17/08	B104	Turner	\$65
WOL-HVAC Level III	WOL 3230	302	TTh	6:00-10:00pm	9/3/08-12/18/08	J232	Turner	\$65
<i>WOL-Plumbing Level I</i>	<i>WOL 3310</i>	<i>301</i>	<i>TTh</i>	<i>6:00-10:00pm</i>	<i>6/3-8/28</i>	<i>J240</i>	<i>Fronius</i>	<i>\$60</i>
<i>WOL-Plumbing Level II</i>	<i>WOL 3320</i>	<i>301</i>	<i>TTh</i>	<i>6:00-10:00pm</i>	<i>6/3-8/28</i>	<i>J240</i>	<i>Fronius</i>	<i>\$60</i>
<i>WOL-Plumbing Level III</i>	<i>WOL 3330</i>	<i>301</i>	<i>TTh</i>	<i>6:00-10:00pm</i>	<i>6/3-8/28</i>	<i>J240</i>	<i>Fronius</i>	<i>\$60</i>
<i>WOL-Plumbing Level IV</i>	<i>WOL 3340</i>	<i>301</i>	<i>TTh</i>	<i>6:00-10:00pm</i>	<i>6/3-8/28</i>	<i>J240</i>	<i>Fronius</i>	<i>\$60</i>
WOL-Plumbing Level I	WOL 3310	302	TTh	6:00-10:00pm	9/2/08-12/18/08	J240	Fronius	\$65
WOL-Plumbing Level II	WOL 3320	302	TTh	6:00-10:00pm	9/2/08-12/18/08	J240	Fronius	\$65
WOL-Plumbing Level III	WOL 3330	302	TTh	6:00-10:00pm	9/2/08-12/18/08	J240	Fronius	\$65
WOL-Plumbing Level IV	WOL 3340	302	TTh	6:00-10:00pm	9/2/08-12/18/08	J240	Fronius	\$65
WOL-Plumbing Level I	WOL 3310	303	MW	6:00-10:00pm	9/3/08-12/17/08	J240	Fronius	\$65
WOL-Plumbing Level II	WOL 3320	303	MW	6:00-10:00pm	9/3/08-12/17/08	J240	Fronius	\$65
WOL-Plumbing Level III	WOL 3330	303	MW	6:00-10:00pm	9/3/08-12/17/08	J240	Fronius	\$65
WOL-Plumbing Level IV	WOL 3340	303	MW	6:00-10:00pm	9/3/08-12/17/08	J240	Fronius	\$65

TRADES - INDUSTRIAL

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
Upholstery, Intro to	HRD 7035	300	MW	6:00-9:00pm	11/17/08-12/10/08	H211	TBD	\$55
Upholstery Skills Training	TEX 3117	300	MW	5:30-9:30pm	01/12/09-03/04/09	J128	TBD	\$60
Upholstery, Intro to	HRD 7035	301	MW	6:00-9:00pm	02/11/09-03/04/09	H211	TBD	\$55
Upholstery Skills Training	TEX 3117	301	MW	5:30-9:30pm	03/16/09-05/04/09	J128	TBD	\$60
Welding Techniques, Basic	WLD 3106	302	MW	6:00-9:00pm	9/3/08-12/17/08	D101	Spleet	\$60
Welding Techniques, Mig	WLD 3113	302	M/W	6:00-9:00pm	9/3/08-12/17/08	D101	Spleet	\$60
Welding Techniques, Tig	WLD 3109	302	M/W	6:00-9:00pm	9/3/08-12/17/08	D101	Spleet	\$60
TRANSPORTATION								
*Courses that begin with the prefix CSP or SEF cannot be considered for fee exempt/free purposes. All students must pay the registration fee listed.								
*Concrete Truck Certification	TRA 7003	301	M/W/F	4:30-9:30pm	9/11/08-11/3/08	J218	Brown	\$65
**Students must also purchase student insurance.								
Escort Driver Recertification CANCELED	AUT 7200		F	6:00-10:00pm	8/15	H218	Moose	\$50
Escort Driver Recertification	AUT 7200	300	F	6:00-10:00pm	9/12	H218	Moose	\$50
Escort Driver Recertification	AUT 7200	301	F	6:00-10:00pm	10/17	H218	Moose	\$50
Escort Driver Recertification	AUT 7200	302	F	6:00-10:00pm	11/14	H218	Moose	\$50
Escort Driver Recertification	AUT 7200	303	F	6:00-10:00pm	12/12	H218	Moose	\$50
Escort Driver Certification - Initial CANCELED	AUT 3003		Sa	8:00am-5:00pm	8/16	H218	Moose	\$50
Escort Driver Certification - Initial Cancelled	AUT 3003	020	Sa	8:00am-5:00pm	9/13	H218	Moose	\$50
Escort Driver Certification - Initial	AUT 3003	021	F	2:00-10:00pm	10/17	H218	Moose	\$50
Escort Driver Certification - Initial	AUT 3003	022	Sa	8:00am-5:00pm	11/15	H218	Moose	\$50
Escort Driver Certification - Initial	AUT 3003	023	Sa	8:00am-5:00pm	12/13	H218	Moose	\$50
Motor Vehicle Dealer License Renewal	SEF-7159	104	T	8:30am-3:00pm	8/12	H-207	Medford	\$50
Motor Vehicle Dealer License Renewal	AUT 3001	100	T	8:30am-3:00pm	10/14	Civic Center	Medford	\$50
**OBD Emission Control Inspection- Initial Cancelled	AUT 3129		T	8:00am-5:00pm	8/26	TAPS	Eldreth	\$50
**OBD Emission Control Inspection- Initial	AUT 3129	100	T	8:00am-5:00pm	9/16	TAPS	Eldreth	\$50

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
**OBD Emission Control Inspection-Initial	AUT 3129	101	T	8:00am-5:00pm	10/21	TAPS	Eldreth	\$50
**OBD Emission Control Inspection-Initial	AUT 3129	102	T	8:00am-5:00pm	11/25	TAPS	Eldreth	\$50
**OBD Emission Control Inspection-Initial	AUT 3129	103	T	8:00am-5:00pm	12/16	TAPS	Eldreth	\$50
**OBD Emission Control Inspection-Recert	SEF 7163	307	Th	6:00-10:00pm	8/21	H-308	Eldreth	\$50
**OBD Emission Control Inspection-Recert	AUT 7300	300	Th	6:00-10:00pm	9/18	H-308	Eldreth	\$50
**OBD Emission Control Inspection-Recert	AUT 7300	301	Th	6:00-10:00pm	10/23	H-321	Eldreth	\$50
**OBD Emission Control Inspection-Recert	AUT 7300	302	Th	6:00-10:00pm	11/20	H-321	Eldreth	\$50
**OBD Emission Control Inspection-Recert	AUT 7300		Th	6:00-10:00pm	12/18	H-308	Eldreth	\$50
**OBD Emission Control students must register before attending class.								
****Basic Rider Course FULL	CSP 7149	020	F	6:00-10:00pm	8/15/08-8/17/08	J212	TBD	\$150
			Sa/Su	8:00am-5:00pm				
****Basic Rider Course FULL	CSP 7149	021	F	6:00-10:00pm	8/29/08-8/31/08	J212	TBD	\$150
			Sa/Su	8:00am-5:00pm				
****Basic Rider Course FULL	CSP 7149	022	F	6:00-10:00pm	9/12/08-9/14/08	J212	TBD	\$150
			Sa/Su	8:00am-5:00pm				
****Basic Rider Course FULL	CSP 7149	023	F	6:00-10:00pm	9/26/08-9/28/08	J212	TBD	\$150
			Sa/Su	8:00am-5:00pm				
****Basic Rider Course	CSP 7149	024	F	6:00-10:00pm	10/10/08-10/12/08	J212	TBD	\$150
			Sa/Su	8:00am-5:00pm				
****Basic Rider Course	CSP 7149	028	F	6:00-10:00pm	10/17/08-10/19/08	J212	TBD	\$150
			Sa/Su	8:00am-5:00pm				
****Basic Rider Course	CSP 7149	025	F	6:00-10:00pm	10/24/08-10/26/08	J212	TBD	\$150
			Sa/Su	8:00am-5:00pm				
****Basic Rider Course	CSP 7149	026	F	6:00-10:00pm	11/14/08-11/16/08	J212	TBD	\$150
			Sa/Su	8:00am-5:00pm				
****Basic Rider Course	CSP 7149	027	F	6:00-10:00pm	11/21/08-11/23/08	J212	TBD	\$150
			Sa/Su	8:00am-5:00pm				
****Basic Rider Course	CSP 7149	029	F	6:00-10:00pm	12/5/08-12/7/08	J212	TBD	\$150
			Sa/Su	8:00am-5:00pm				
Alive at 25!	CSP 7148	300	Th	6:00-10:00pm	8/21	H-207	Moose	\$50
Alive at 25!	CSP 7148	301	Th	6:00-10:00pm	8/28	H311	Moose	\$50
Alive at 25!	CSP 7148	302	Th	6:00-10:00pm	9/4	H311	Moose	\$50
Alive at 25!	CSP 7148	303	Th	6:00-10:00pm	9/11	H311	Moose	\$50
Alive at 25!	CSP 7148	304	Th	6:00-10:00pm	9/18	H311	Moose	\$50
Alive at 25!	CSP 7148	305	Th	6:00-10:00pm	9/25	H311	Moose	\$50

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
Alive at 25!	CSP 7148	306	Th	6:00-10:00pm	10/2	H311	Moose	\$50
Alive at 25!	CSP 7148	307	Th	6:00-10:00pm	10/9	H311	Moose	\$50
Alive at 25! -- Canceled	CSP 7148	308	Th	6:00-10:00pm	10/16	H311	Moose	\$50
Alive at 25!	CSP 7148	309	Th	6:00-10:00pm	10/23	H311	Moose	\$50
Alive at 25!	CSP 7148	310	Th	6:00-10:00pm	10/30	H311	Moose	\$50
Alive at 25!	CSP 7148	311	Th	6:00-10:00pm	11/6	H311	Moose	\$50
Alive at 25!-- Canceled	CSP 7148	312	Th	6:00-10:00pm	11/13	H311	Moose	\$50
Alive at 25!	CSP 7148	313	Th	6:00-10:00pm	11/20	H311	Moose	\$50
Alive at 25!	CSP 7148	314	Th	6:00-10:00pm	12/4	H311	Moose	\$50
Alive at 25!	CSP 7148	315	Th	6:00-10:00pm	12/11	H311	Moose	\$50
Alive at 25!	CSP 7148	316	Th	6:00-10:00pm	12/18	H311	Moose	\$50
Defensive Driving	CSP 7147	300	W	6:00-10:00pm	8/20	H311	Moose	\$50
Defensive Driving	CSP 7147	301	W	6:00-10:00pm	8/27	H311	Moose	\$50
Defensive Driving	CSP 7147	302	W	6:00-10:00pm	9/3	H311	Moose	\$50
Defensive Driving	CSP 7147	303	W	6:00-10:00pm	9/10	H311	Moose	\$50
Defensive Driving	CSP 7147	304	W	6:00-10:00pm	9/17	H311	Moose	\$50
Defensive Driving	CSP 7147	305	W	6:00-10:00pm	9/24	H311	Moose	\$50
Defensive Driving	CSP 7147	306	W	6:00-10:00pm	10/1	H311	Moose	\$50
Defensive Driving	CSP 7147	307	W	6:00-10:00pm	10/8	H311	Moose	\$50
Defensive Driving	CSP 7147	308	W	6:00-10:00pm	10/15	H311	Moose	\$50
Defensive Driving	CSP 7147	309	W	6:00-10:00pm	10/22	H311	Moose	\$50
Defensive Driving	CSP 7147	310	W	6:00-10:00pm	10/29	H311	Moose	\$50
Defensive Driving	CSP 7147	311	W	6:00-10:00pm	11/5	H311	Moose	\$50
Defensive Driving-- Canceled	CSP 7147	312	W	6:00-10:00pm	11/12	H311	Moose	\$50
Defensive Driving	CSP 7147	313	W	6:00-10:00pm	11/19	H311	Moose	\$50
Defensive Driving	CSP 7147	314	W	6:00-10:00pm	11/26	H311	Moose	\$50
Defensive Driving	CSP 7147	315	W	6:00-10:00pm	12/3	H311	Moose	\$50
Defensive Driving	CSP 7147	316	W	6:00-10:00pm	12/10	H311	Moose	\$50
Defensive Driving	CSP 7147	317	W	6:00-10:00pm	12/17	H311	Moose	\$50
***Experienced Motorcycle Rider	CSP 7151	020	Sa or Su	8:00am-5:00pm	8/9	J212	McLean	\$60
***Experienced Motorcycle Rider	CSP 7151	021	Sa	8:00am-5:00pm	9/20	J212	McLean	\$60
**Vehicle Safety Inspection	AUT 3128	100	T	8:00am-5:00pm	9/9	TAPS	Eldreth	\$50
**Vehicle Safety Inspection	AUT 3128	101	T	8:00am-5:00pm	10/14	TAPS	Eldreth	\$50
**Vehicle Safety Inspection	AUT 3128	102	T	8:00am-5:00pm	11/18	TAPS	Eldreth	\$50

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
**Vehicle Safety Inspection	AUT 3128	103	T	8:00am-5:00pm	12/2	TAPS	Eldreth	\$50
**Vehicle Safety Inspection students must register before attending class.								

Watauga Campus

Registration is held every Tuesday between 8:00 am and 7:00 pm in the Continuing Education office at the Watauga Continuing Education Center in Boone.

ARTS AND CRAFTS

Crafts	CSP 7004	751	T	9:45am-1:15pm	10/7/08-12/16/08	WWCC	Danner	\$45
Lap Quilting	CSP 7006	751	Th	9:00am-12:30pm	9/11/08-11/13/08	WWCC	Warren	\$45
Home Décor	CSP 7150	850	M	6:30-8:30pm	10/13/08-11/17/08	WCEC	Lee	\$45

Aviation

Aviation Ground School for Pilots	AER 3103		T	6:00-10:00pm	TBD	WCEC	Powell	\$60
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CERTIFICATION

***Courses that begin with the prefix CSP or SEF cannot be considered for fee exempt/free purposes. All students must pay the registration fee listed.**

EPA Refrigerant	AHR 3128		W	6:00-9:00pm	TBD	WC116	Hodges	\$55
*Notary Public - CANCELED	SEF-7162	857	T/Th	6:00-9:00pm	8/12/08-8/14/08	WCEC	Howell	\$50
*Notary Public	MLS 3874	858	T/Th	6:00-9:00pm	9/16/08-9/18/08	WHS 311	Howell	\$50
*Notary Public	MLS 3874	859	T/Th	6:00-9:00pm	10/14/08-10/16/08	WHS 311	Howell	\$50
*Notary Public - CANCELED	MLS 3874	860	T/Th	6:00-9:00pm	11/18/08-11/20/08	WHS 311	Howell	\$50
*Notary Public	MLS 3874	861	T/Th	6:00-9:00pm	12/9/08-12/11/08	WHS 311	Howell	\$50

***Students must register and purchase book before attending class.**

CRIMINAL JUSTICE

Advanced Canine	CJC 8301	850	MTWTh	8:00am-5:00pm	8/25/08-8/28/08	WCSO	Bube	\$55
EMS/Fire/Rescue - Dispatchers	EMS 7215	750	T	9:00am-12:00pm	9/9	WCSO	Aldridge	\$50
Firearms In-service	CJC 7507	850	MT	10:00am-10:00pm	9/8/08-9/15/08	Parkway Gun Range	Redmond	\$55
Firearms In-service	CJC 7507	851	Th/M	1:00-9:00pm	7/24/08-9/29/08	Watauga Gun Range	Moody	\$50

FIRE/RESCUE/EMS

Airway	EMS 7083	852	T	7:00-10:00pm	8/12	BDFD	Paine	\$50
Anaphylaxis	EMS 7029	854	M	6:00-9:00pm	8/18	MCVFD	Webb	\$50
Carbon Monoxide Poisoning	EMS 7153	850	M	6:30-9:30pm	9/15	FVFD	Haromn	\$50
CPR/AED Recertification	EMS7006	854	F	6:00-10:00pm	9/26	DGVFD	Cole	\$50
EMD Scope of Practice	EMS 7213	850	T	9am-4pm	8/5	WCSO	Harmon	\$50
EMT Basic	EMS 3044	851	T/Th S	6:00-9:00pm 9:00am-1:00pm	8/19/08-12/20/08	BRFD	Haromn	\$50
EMT Basic (Spring 2009)	EMS 3044	850	T/Th S	6:00-9:00pm 9:00am-1:00pm	1/13/09-5/21/09	TBD	TBD	\$65

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
FFI Personal Protective Equipmetn	FIP 3106	850	M/T/Th S	6:00-10:00pm	10/2/08-10/14/08	WCRS BFD	Brown	\$55
FF I Portable Fire Extinguishers	FIP 3108	850	T W	6:00-10:00pm 7:00-10:00pm	9/2/08-9/3/08	FFD	Brown	\$50
FFI Salvage	FIP 3114	850	M/Th	6:30-10:00pm	9/8/08-9/11/08	SSVFD	Cates	\$50
FF I & II Ventilation	FIP 3308	850	M/T/Th S	6:00-10:00pm 8:00am-5:00pm	8/11/08-8/28/08	SSVFD	Cates	\$55
FF I & II Ventilation	FIP 3308	851	T	6:00-10:00pm	6/17/08-9/2/08	BDVFD	Marsh	\$55
FF I & II Ventilation	FIP 3308	852	T	6:00-10:00pm	6/19/08-9/18/08	BDVFD	Marsh	\$55
Fire Scene Rehabilitation	EMS 7010	850	M	7:00-10:00pm	8/25	BRFD	Graham	\$50
Medical - Altered LOC, Patient Assessment, Breathing Problems	EMS 7085	851	M	7:00-10:00pm	8/18	FFD	Harmon	\$50
Medical Responder	EMS 3025	850	T/Th	6-10:00pm	9/2/08-10/21/08	CCVFD	Cole	\$60
Module VII - Operations	EMS 7086	750	M	9:00am-12:00pm	10/13	BFD	Garland	\$50
NIMS ICS 100	EPT 4100	750	M	12:00-5:00pm	8/18	ASU	Roper	\$50
NIMS ICS 300	EPT 4300	851	M/T	5:30-10:00pm	8/18/08-8/26/08	SSVFD	Roper	\$55
NIMS ICS 400	EPT 4400	850	M/T/W	6:00-10:00pm	9/22/08-9/24/08	SVFD	Roper	\$55
Pharmacology	EMS 7067	850	M	7:00-10:00pm	9/15	MCVFD	Taylor	\$50
RT General: Helicopter Transport	FIP 5504	850	Th	7:00-10:00pm 6:00-10:00pm	8/28/08-9/4/08	WCRS	Garland	\$50
RT General: Incident Planning	FIP 5501	850	M/Th	7:00-10:00pm	8/21/08-8/25/08	WCRS	Crawford	\$50
RT General: Inspection & Planning	FIP 5506	850	M/Th	7:00-10:00pm	9/11/08-9/18/08	WCRS	Miller	\$50
RT Ropes: Anchors	FIP 5532	850	W/Th/F S	6:00-10:00pm 8:00am-12:00pm	9/3/08-9/6/08	BFD	Durfor	\$55
RT Ropes: Highlines	FIP 5536	850	TH S	7:00-10pm 8:00am-5:00pm	8/21/08-8/23/08	BFD	Durfor	\$50
RT Ropes: Raises/Lowers	FIP 5535	850	TH S	6:00-10:00pm 8:00am-5:00pm	8/7/08-8/9/08	BFD	Durfor	\$55
Rapid Intervention & Patient Care	EMS 7152	850	M	7:00pm-10:00pm	9/22	BRFD	Webb	\$50
Relay Pumping Excerise	FIP 7163	850	M	7:00pm-10:00pm	8/18	BRFD	Graham	\$50
HEALTH/SAFETY								
Massage Therapy I	HEA 7000	850	TTh	5:30-9:30pm	8/19/08-12/16/08	WCEC	Benson	\$65
Massage Therapy II	HEA 7002	850	TTh	5:30-9:30pm	1/6/09-5/9/09	WCEC	Benson	\$65
			Sa	9:00am-4:00pm				
Massage Therapy III	HEA 7003	850	TTh	5:30-9:30pm	5/19/09-7/25/09	WCEC	Benson	\$65
			Sa	9:00am-4:00pm				
Medical Terminology	NUR 3236		M/W	6:00-9:00pm	TBD	WCEC	Potter	\$60
*Medical Transcription			M/W	6:00-9:00pm	TBD	WCEC	Potter	\$60
*Prerequisite: Keyboarding and Medical Terminology competency.								

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
*Medication Aide	PHM 4100	750	TWTh	10:00am-5:30pm	9/8/08-9/11/08	WCEC	Middleton	\$55
*Prerequisite: Students must be 18 years old, possess a GED/HSD, and must be currently listed on NC Nurse Aide Registry as a Nurse Aide I. Maximum of 10 students.								
Nurse Aide I--FULL	NUR 3240	850	TTh	5:00-9:00pm	4/15/08-8/28/08	WCEC 102	TBD	\$65
Nurse Aide I FULL	NUR 3240	752	MW	11:00am-3:00pm	7/14/08-12/8/08	WCEC 102	Dean	\$65
Nurse Aide I FULL	NUR 3240	853	MW	5:00-9:00pm	8/4/08-12/17/08	WCEC 105	Dean	\$65
Nurse Aide I FULL	NUR 3240	750	MW	11:00am-3:00pm	1/12/09-6/8/09	WCEC 102	Dean	\$65
Nurse Aide I FULL	NUR 3240	850	MTW	5:30-9:30pm	1/12/09-4/15/09	WCEC 105	Dean	\$65
Nurse Aide I FULL	NUR 3240	751	MW	10:00am-2:00pm	6/22/09-11/18/09	WCEC 102	Dean	\$65
*Nurse Aide II--Class/Lab CANCEL	NUR 7000		MW	5:00-9:00pm	8/4/08-10/29/08	WCEC	Dean	\$60
*Nurse Aide II--Clinical CANCEL	NUR 7001		MW	5:00-9:00pm	11/3/08-2/11/09	WCEC	Dean	\$60
*Nurse Aide II--Clinical (for NUR-7000-750) CANCEL	NUR 7001	750	F	8:00am-4:30pm	8/8/08-10/24/08	WCEC	Dean	\$60
*Nurse Aide II--Class/Lab	NUR 7000	850	MTW	5:30-9:30pm	7/27/09-11/23/09	WCEC	Dean	\$60
*Prerequisite: GED/HSD and Nurse Aide I								
Nurse Aide Refresher	NUR 3242		TWTh	10:00am-5:00pm	TBD	WCEC	Middleton	\$55
Phlebotomy-Clinical (for MLA-7000-850)	MLA 7001	850	M-Su	7:00am-9:00pm	7/30/08-8/31/08	WCEC	Middleton	\$60
Phlebotomy--Class/Lab FULL	MLA 7000	851	TTh	5:30-9:30pm	9/2/08-12/18/08	WCEC 105	Dean	\$65
Phlebotomy-Clinical	MLA 7001	850	M-Su	7:00am-9:00pm	1/5/09-2/8/09	WCEC 105	Middleton	\$60
Phlebotomy--Class/Lab	MLA 7000	850	MTW	5:30-9:30pm	4/27/09-7/13/09	WCEC 105	Dean	\$65
Phlebotomy-Clinical	MLA 7001	851	M-Su	7:00am-9:00pm	7/14/09-8/23/09	WCEC 105	Middleton	\$60

HUMAN RESOURCE DEVELOPMENT (HRD)

*HRD classes are free to those who qualify. Please call 828-726-2242 with any questions.

Beginning Computer Courses

<p>Computers in the World of Work This class is for those who have little or no experience using the computer. This class emphasizes the role of information technology in the world of work and enhances employability by teaching basic computer literacy skills.</p>	HRD-7001	852	M	5:30-8:30pm	9/8-10/27/08	WCEC 110	Wright	\$55
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Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
Employability Lab This lab is open to students who would like time to work on enhancing their skills through the KeyTrain program or would like to practice their typing skills in an open environment. An instructor is available to answer questions while students work at their own pace to increase their skills.	HRD 3002	750	MWTh	3:30-7:30pm	8/21/08-12/18/08	WCEC 109	Brown	\$55

Using Word in the Job Search	HRD 7004	852	w	5:15-8:45pm	11/3-12/15/08	WCEC 110	Wright	\$55
Learn the basics of the most widely used word processing software program offered by Microsoft. This class emphasizes the use of Microsoft Word to create a resume and cover letter.								

LANGUAGES

Beginning Sign Language	COM 3709	852	Th	6:30-8:30pm	9/11/08-12/4/08	WCEC 112	Barber	\$55
*Conversational Spanish I	FLI 7001	852	T	6:00-8:00pm	9/9/08-12/2/08	WHS 303	Riggins	\$55

***Please call the Caldwell County JobLink Career Center at 828-759-4680 for additional Spanish class information.**

SMALL BUSINESS

Front Line, Bottom Line	SBC 7171		T	2:00-5:00pm	2/10	WCEC	Seagle	\$0
How to Hire, Train & Motivate a Teenage Workforce	SBC 7170		M	2:00-5:00pm	12/2	WCEC	Seagle	\$0
Revitalizing the Lawyer-Poet	SBC 7173		Th	8:30am-12:45pm	2/26	WCEC	NC Bar	\$0
Tax Implications for Small Business			TBD	TBD	TBD	TBD	TBD	\$0

SUSTAINABLE TECHNOLOGY

Building Performance Institute	EGY-7004	100	M-F	8:00am-5:00pm	12/8/08-12/12/08	WC116	Waechter	\$60
Emerging Trends in High Performance			M	TBD	1/12/09, 2/9/09, 3/9/09, 5/11/09 & 6/8/09	WC116	Suddreth	\$55

TEACHER ASSISTANT INSTITUTE

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
Big Ideas in Little Books	EDU 7201		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
Creating the Inclusive Classroom: Strategies for Success	EDU 7096		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
Grammar Refresher	EDU 7026		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
Guiding Kids to the Internet	EDU 7016		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
Integrating Technology in the Classroom	EDU 7097		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
Interpersonal Communication	COM 7400		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
Keys to Effective Communication	MLS 7600		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
PowerPoint in the Classroom	CAS 7573		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
Solving Classroom Discipline Problems	EDU 7027		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
The Classroom Computer	CAS 7548		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
The Creative Classroom			W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55
Using the Internet in the Classroom	EDU 7051		W	ed2go.com/cccti	8/20, 9/17, 10/15, 11/12, 12/10	Online	Online	\$55

***HRD computer courses are accepted for credit in the Teacher Assistants Institute program.**

TEACHER RENEWAL ***

All Beginning Computer classes 10 or more hours are approved for Teacher Renewal Credit

Creative Writing - Canceled	EDU 7037	750	MW	3:30-4:45pm	8/20/08-12/17/08	WC118	Graham	\$60
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TRADES - CONSTRUCTION

National Electric Code License	ELC 3100	852	TTh	6:00-9:00pm	9/4/08-11/13/08	WC116	Hodges	\$60
Preparation for Contractor's License	CAR 3118	852	MW	6:00-9:00pm	8/25/08-11/3/08	WC116	Calvin	\$60
WOL-Carpentry Level I - Canceled	WOL 3010	852	Th	6:00-9:00pm	8/28/08-12/18/08	WC116	TBD	\$60
WOL-Carpentry Level II - Canceled	WOL 3020	852	Th	6:00-9:00pm	8/28/08-12/18/08	WC116	TBD	\$60
WOL-Carpentry Level III - Canceled	WOL 3030	852	Th	6:00-9:00pm	8/28/08-12/18/08	WC116	TBD	\$60
WOL-Carpentry Level IV - - Canceled	WOL 3040	852	Th	6:00-9:00pm	8/28/08-12/18/08	WC116	TBD	\$60
WOL-Electrical Level I - Canceled	WOL 3110	852	T	6:00-9:00pm	8/26/08-12/16/08	WC116	TBD	\$60
WOL-Electrical Level II - Canceled	WOL 3120	852	T	6:00-9:00pm	8/26/08-12/16/08	WC116	TBD	\$60
WOL-Electrical Level III - Canceled	WOL 3130	852	T	6:00-9:00pm	8/26/08-12/16/08	WC116	TBD	\$60
WOL-Electrical Level IV - Canceled	WOL 3140	852	T	6:00-9:00pm	8/26/08-12/16/08	WC116	TBD	\$60
WOL-HVAC Level I - Canceled	WOL 3210	852	Th	6:00-9:00pm	8/28/08-12/18/08	WC116	TBD	\$60

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
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Check out our many online offerings

Classes start each month and are six weeks in duration.

Start Dates

8/20, 9/17, 10/15, 11/12, 12/10

For a complete listing of all online classes, please visit www.ed2go.com/cccti

Business and Industry		
Accounting Fundamentals	BAF 7002	\$55
Accounting Fundamentals II	BAF 7003	\$55
Administrative Assistant Applications		\$55
Administrative Assistant Fundamentals	OSC 7000	\$55
Distribution and Logistics Management		\$55
Employment Law Fundamentals	MLS 7300	\$55
Fundamentals of Supervision and Management	MLS 7801	\$55
Fundamentals of Supervision and Management II		\$55
Leadership	MLS 7401	\$55
Managing Technology	MLS 7804	\$55
Manufacturing Applications	MLS 7811	\$55
Manufacturing Fundamentals	MLS 7810	\$55
Project Management Applications	MLS 7809	\$55
Project Management Fundamentals	MLS 7808	\$55
Purchasing Applications		\$55
Six Sigma: Total Quality Applications		\$55
Supply Chain Management Applications		\$55
Understanding the HR Function	MLS 7103	\$55
Medical and Health Care		
Handling Medical Emergencies		\$55
Medical Terminology: Word Association Approach	NUR 3235	\$55

Teacher Renewal		
Enjoying European Art Online	EDU 7034	\$55
Guiding Kids to the Internet	EDU 7016	\$55
High Powered Communication	SBC 7057	\$55
History of Women Writers	EDU 7039	\$55
Instant Italian		\$55
Intro to Algebra	EDU 7061	\$55
Intro to Microsoft Excel	CAS 7300	\$55
Intermediate Microsoft Excel	CAS 7301	\$55
Intro to Microsoft Word	CAS 7524	\$55
Word	CAS 7525	\$55
Managing Technology	MLS 7804	\$55
Merrill Ream Speed Reading	EDU 7038	\$55
Pleasures of Poetry	EDU 7025	\$55
Ready-Set-Read	EDU 7052	\$55
The Classroom Computer	CAS 7548	\$55
The Creative Classroom		\$55
Employability Skills		

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
Computers and Networking					Computer Skills for the Workplace	CAS 7540		\$55
Achieving Top Search Engine Position		\$55			Hidden Market Job Search Strategies			\$55
Beginning Web Pages		\$55			Individual Excellence: Secrets of Career Success			\$55
C++ Absolute Beginner	CAS 7014	\$55			Resume Writing Workshop	MLS 7102		\$55
CGI Programming	CAS 7400	\$55			12 Steps to a Successful Job Search	SEF 7067		\$55
Creating Web Pages	CAS 7521	\$55			Writing			
					Becoming a Grant Writing Consultant	SEF 7107		\$55
Designing Effective Web Pages	CAS 7553	\$55			Beginner's Guide to Getting Published	SEF 7083		\$55
Digital Photography OUTPUT!	CAS 7535	\$55			Business Marketing Writing			\$55
Discover Digital Photography	CAS 7506	\$55			Craft of Magazine Writing	SEF 7003		\$55
Intro to Crystal Reports 10	CAS 7516	\$55			Crafting Your Short Fiction	SEF 7051		\$55
Intro to Database Development	CAS 7533	\$55			Effective Business Writing	SEF 7126		\$55
Intermediate Microsoft Access	CAS 7501	\$55			Fundamentals of Technical Writing	SEF 7019		\$55
Intro to Microsoft Excel	CAS 7300	\$55			Grammar Refresher	EDU 7026		\$55
Intermediate Microsoft Excel	CAS 7301	\$55			Intro to Internet Writing Markets	SEF 7019		\$55
Intermediate Microsoft FrontPage		\$55			Intro to Journaling			\$55
Intro to Microsoft Word	CAS 7524	\$55			Pleasures of Poetry	EDU 7025		\$55
Intermediate Microsoft Word	CAS 7525	\$55			Publish It Yourself	SEF 7120		\$55
Intro to Windows Vista		\$55			Research Methods for Writers			\$55
Advanced Word	CAS 7526	\$55			Resume Writing Workshop			\$55
Intro to Photoshop	CAS 7514	\$55			The Keys to Effective Editing	SEF 7065		\$55
Intro to PrintShop Deluxe		\$55			Travel Writing	SEF 7080		\$55
Intro to Quickbooks	CAS 7517	\$55			Write Like a Pro	SEF 7066		\$55
Intro to SQL	CAS 7403	\$55			Write Your Life Story	SEF 7095		\$55
Intro to the Gaming Industry	CAS 7537	\$55			Writeriffic :Creativity Training for Writers	SEF 7020		\$55
Intro to the Internet	CAS 7508	\$55			Writeriffic 2: Advanced Creativity Training	SEF 7122		\$55
Keyboarding	CAS 7100	\$55			Writing for Children	SEF 7129		\$55

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost	
Start and Operate your own home-based business	SBC 7049	\$55			Real Estate Investing II Financing Your Property	CSP 7152		\$55	
Successful Construction Business	SBC 7077	\$55			Where Does All My Money Go?			\$55	
College Prep					Stocks, Bonds, and Investing: Oh, My!	SEF 7077		\$55	
College Prep					Film and Art				
GRE Prep I	SEF 7044	\$55			Drawing for the Absolute Beginner	SEF 7069		\$55	
GRE Prep II	SEF 7014	\$55			Film Literacy for Everyone			\$55	
Intro to Algebra		\$55			Marketing Tools for Actors	SEF 7076		\$55	
Food and Nutrition					Music Made Easy			\$55	
Intro to Natural Health and Healing	SEF 7030	\$55			Your Screenwriting Career	SEF 7010		\$55	
Luscious, Low-Fat, Lightning-Quick Meals	SEF 7125	\$55			Grant Writing				
Secrets of the Caterer	SEF 7127	\$55			A to Z Grant Writing	SEF 7007		\$55	
Wine Appreciation for Beginners	SEF 7135	\$55			Advanced Grant Proposal Writing	SEF 7110		\$55	
					Get Grants!	SEF 7113		\$55	
					Writing Effective Grant Proposals	SEF 7024		\$55	
					Writing Great Technical Documents			\$55	