



# **Corporate and Continuing Education**

## **Schedule of Courses**

### **Fall Semester 2009**

## Corporate and Continuing Education Course Offerings

### Occupational Training "Workforce Preparedness for Today and Tomorrow" "Hope, Opportunity and Jobs"

Occupational Training courses provide opportunities for citizens to prepare for new occupations or upgrade their knowledge and skill in their current employment. The opportunities are provided through single courses or a series of courses specifically designed for an occupation. The courses are offered in technical or vocational occupations and vary in length according to the complexity of the skill and the need of the employee or employer. Occupational courses can be developed upon request for a group or an employer and taught at a time and place convenient to those requesting instruction. Through these program areas, certification, recertification, and short-term skills training are provided.

A variety of courses are provided for the professional development of individuals who need additional skills, upgraded skills, or new skills in these areas. Although degrees are not awarded for completion of continuing education courses, certificates are provided and students may become certified or may be prepared for testing and certification, i.e. state certification or apprenticeship programs. Courses include, but are not limited to, the following:

### **JobsNOW Programs-- Caldwell**

#### ***Nurse Aide***

Employment Connections	HRD 7040	101	M-Th	12:00-1:00pm	8/10/09-9/21/09	H218	Mozeley	\$55
Employment Connections	HRD 7040	102	M-Th	4:00-5:00pm	8/10/09-9/21/09	H218	Mozeley	\$55
Nurse Aide I	NUR 3240	113	M-Th	8:00am-12:00pm	8/3/09-10/12/09	H210	TBD	\$65
Nurse Aide I	NUR 3240	114	M-Th	1:00-5:00pm	8/3/09-10/12/09	H210	TBD	\$65
Nurse Aide I	NUR 3240	305	M-Th	5:00-9:00pm	8/3/09-10/12/09	H210	TBD	\$65
Employment Connections	HRD 7040	103	M-Th	12:00-1:00pm	10/26/09-12/8/09	H218	Mozeley	\$65
Employment Connections	HRD 7040	104	M-Th	4:00-5:00pm	10/26/09-12/8/09	H218	Mozeley	\$65
Nurse Aide I	NUR 3240	115	M-F	8:00am-12:00pm	10/26/09-12/21/09	H210	TBD	\$175
Nurse Aide I	NUR 3240	116	M-F	1:00-5:00pm	10/26/09-12/21/09	H210	TBD	\$175
Nurse Aide I	NUR 3240	306	M-F	5:00-9:00pm	10/26/09-12/21/09	H210	TBD	\$175
Nurse Aide I	NUR 3240	104	M-Th	8:00-12:00pm	1/11/10-3/22/10	H210	TBD	\$175
Nurse Aide I	NUR 3240	303	M-Th	5:00-9:00pm	1/11/10-3/22/10	TBD	TBD	\$175

#### ***HVAC Green Associate***

<b>HVAC Green Associate I</b>	AHR 7105		M-Th	1:00-5:00pm	9/28/09-12/22/09	H311	TBD	\$175
HVAC Level I	M-Th	1:00-4:00	9/28/09-12/22/09					
Employment Connections I	M-Th	4:00-5:00	9/28/09-10/22/09					
Sustainable Development	M-Th	4:00-5:00	10/26/09-12/22/09					

<b>HVAC Green Associate I</b>	AHR 7105		M-Th	4:00-8:00 pm	1/11/10-4/6/10	TBD	TBD	\$175
HVAC Level I                    M-Th 4:00-7:00 1/11/10-4/6/10 Sustainable Development    M-Th 7:00-8:00 1/11/10-3/8/10 Employment Connections I    M-W 7:00-8:00 3/9/10-4/6/10								

<b>HVAC Green Associate II</b>	AHR 7106		M-Th	4:00-8:00 pm	1/11/10-4/6/10	TBD	TBD	\$175
HVAC Level II                    M-Th 4:00-7:00 1/11/10-4/6/10 Emerging Trends in High Perf. M-Th 7:00-8:00 1/11/10-3/8/10 Employment Connections II    M-Th 7:00-8:00 3/9/10-4/6/10								

<b>HVAC Green Professional III</b>	AHR 7107		M-Th	6:00-10:00 pm	1/11/10-4/6/10	TBD	TBD	\$175
HVAC Level III                    M-Th 7:00-10:00 1/11/10-4/6/10 Renewable Energy                M-Th 6:00-7:00 1/11/10-3/8/10 Permits and Codes                M-Th 6:00-7:00 3/9/10-4/6/10								

<b>HVAC Green Professional IV</b>	AHR 7108		M-Th	6:00-10:00 pm	1/11/10-4/6/10	TBD	TBD	\$175
HVAC Level IV                    M-Th 7:00-10:00 1/11/10-4/6/10 Solar Thermal Tech.                M-Th 6:00-7:00 1/11/10-3/8/10 Estimates                            M-Th 6:00-7:00 3/9/10-4/6/10								

***Plumbing Green Associate***

<b>Plumbing Green Associate I</b>	PLU 7100		M-Th	4:00-8:00 pm	1/11/10-4/6/10	TBD	TBD	\$175
Plumbing Level I                    M-Th 4:00-7:00 1/11/10-4/6/10 Sustainable Development        M-Th 7:00-8:00 1/11/10-3/8/10 Employment Connections I        M-W 7:00-8:00 3/9/10-4/6/10								

<b>Plumbing Green Associate II</b>	PLU 7101		M-Th	4:00-8:00 pm	1/11/10-4/6/10	TBD	TBD	\$175
Plumbing Level II                    M-Th 4:00-7:00 1/11/10-4/6/10 Emerging Trends in High Perf.    M-Th 7:00-8:00 1/11/10-3/8/10 Employment Connections II        M-Th 7:00-8:00 3/9/10-4/6/10								

<b>Plumbing Green Professional III</b>	PLU 7102		M-Th	6:00-10:00 pm	1/11/10-4/6/10	TBD	TBD	\$175
Plumbing Level III                    M-Th 7:00-10:00 1/11/10-4/6/10 Renewable Energy                M-Th 6:00-7:00 1/11/10-3/8/10 Permits and Codes                M-Th 6:00-7:00 3/9/10-4/6/10								

<b>Plumbing Green Professional IV</b>	PLU 7103		M-Th	6:00-10:00 pm	1/11/10-4/6/10	TBD	TBD	\$175
Plumbing Level IV                    M-Th 7:00-10:00 1/11/10-4/6/10 Solar Thermal Tech.                M-Th 6:00-7:00 1/11/10-3/8/10 Estimates                            M-Th 6:00-7:00 3/9/10-4/6/10								

## *Weatherization Associate*

<b>Weatherization Associate I</b>	CAR 7201		M-Th	4:00-8:00 pm	1/11/10-4/6/10	TBD	TBD	\$175
Weatherization I M-Th 4:00-7:00 1/11/10-4/6/10 Sustainable Development M-Th 7:00-8:00 1/11/10-3/8/10 Employment Connections I M-W 7:00-8:00 3/9/10-4/6/10								

<b>Weatherization Associate II</b>	CAR 7202		M-Th	4:00-8:00 pm	1/11/10-4/6/10	TBD	TBD	\$175
Weatherization II M-Th 4:00-7:00 1/11/10-4/6/10 Emerging Trends in High Perf. M-Th 7:00-8:00 1/11/10-3/8/10 Employment Connections II M-Th 7:00-8:00 3/9/10-4/6/10								

<b>Weatherization Professional III</b>	CAR 7203		M-Th	6:00-10:00 pm	1/11/10-4/6/10	TBD	TBD	\$175
Weatherization III M-Th 7:00-10:00 1/11/10-4/6/10 Renewable Energy M-Th 6:00-7:00 1/11/10-3/8/10 Permits and Codes M-Th 6:00-7:00 3/9/10-4/6/10								

<b>Weatherization Professional IV</b>	CAR 7204		M-Th	6:00-10:00 pm	1/11/10-4/6/10	TBD	TBD	\$175
Weatherization IV M-Th 7:00-10:00 1/11/10-4/6/10 Solar Thermal Tech. M-Th 6:00-7:00 1/11/10-3/8/10 Estimates M-Th 6:00-7:00 3/9/10-4/6/10								

## **JobsNOW Programs— Watauga**

### *Nurse Aide*

Employment Connections	HRD 7040		M-Th	4:00-5:00pm	8/10/09-9/21/09	WCEC	Dewar	\$55
Nurse Aide I	NUR 3240	851	M-Th	5:00-9:00pm	8/3/09-10/12/09	WCEC	TBD	\$65
Employment Connections	HRD 7040		M-F	4:00-5:00pm	10/26/09-12/1/09	WCEC	Dewar	\$65
Nurse Aide I	NUR 3240	852	M-F	5:00-9:00pm	10/26/09-12/21/09	WCEC	TBD	\$175

Employment Connections	HRD 7040		T-Th	1:00-2:00pm	10/27/09-12/22/09	WCEC	Dewar	\$65
Nurse Aide I	NUR 3240	750	T-Th	9:00am-1:00pm	10/27/09-2/9/09	WCEC	TBD	\$175

## *Weatherization Associate*

<b>Weatherization Associate I</b>	CAR 7201		M-Th	4:00-9:00 pm	10/26/09-2/1/10	TBD	TBD	\$175
Weatherization I M-Th 6:00-9:00 10/26/09-2/1/10 Sustainable Development M-Th 4:00-5:00 10/26/09-12/22/09 Employment Connections I M-W 4:00-5:00 1/4/10-2/1/10								

<b>Weatherization Associate II</b>	CAR 7202		M-Th	4:00-9:00 pm	2/8/10-5/3/10	TBD	TBD	\$175
Weatherization II                    M-Th 6:00-9:00 2/8/10-5/3/10 Emerging Trends in High Perf. M-Th 4:00-5:00 2/8/10-4/1/10 Employment Connections II    M-Th 4:00-5:00 4/6/10-5/3/10								
<b>Weatherization Professional III</b>	CAR 7203		M-Th	4:00-9:00 pm	5/10/10-8/3/10	TBD	TBD	\$175
Weatherization III                    M-Th 6:00-9:00 5/10/10-8/3/10 Renewable Energy                    M-Th 4:00-5:00 5/10/10-7/6/10 Permits and Codes                    M-Th 4:00-5:00 7/7/10-8/3/10								
<b>Weatherization Professional IV</b>	CAR 7204		M-Th	4:00-9:00 pm	8/9/10-11/1/10	TBD	TBD	\$175
Weatherization IV                    M-Th 6:00-9:00 8/9/10-11/1/10 Solar Thermal Tech.                    M-Th 4:00-5:00 8/9/09-10/4/10 Estimates                                M-Th 4:00-5:00 10/5/10-11/1/10								

## Certification and Licensure

### **EPA Refrigerant Recovery/Recycling Certification**

This 14-hour course is designed to aid technicians in preparing to take the CFC recovery/recycling certification examination. The certification examination will be offered as a part of this course and forwarded to the NC Board of Refrigeration Examiners.

AHR 3128	023	Sat	8:30am-4:30pm	11/14/09-11/21/09	J232	\$65
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### **Escort Driver Certification**

This 8-hour course satisfies the requirements set by the NCDOT to certify oversized - overweight load escort vehicle drivers. Defensive driving, escort driver requirements, skills training, and an examination are components of the course. The NCDOT will issue a certificate for those completing the course and scoring 75% or higher on the end of course examination.

AUT 3003	022	Sat	8:00am-5:00pm	11/14/09	\$65
AUT 3003	023	Sat	8:00am-5:00pm	12/12/09	\$65
		Sat	8:00am-5:00pm		
		Sat	8:00am-5:00pm		

### **Escort Driver Re-Certification**

This 4-hour course satisfies the requirements set by the NCDOT to re-certify oversized - overweight load escort vehicle drivers.

AUT 7200	022	Sat	8:00am-12:00pm	11/14/09	\$65
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AUT 7200	023	Sat	6:00-10:00pm	12/12/09	\$65
		Sat	6:00-10:00pm		\$65
		Sat	6:00-10:00pm		\$65

#### Motor Vehicle Independent Dealer License-Renewal

The 6-hour training required for renewal of the motor vehicle independent dealer license is satisfied by successful completion of this course. A variety of topics are covered with a minimum of two hours of training being devoted to current Department of Motor Vehicles issues. Positive identification is required to receive credit for attending the course.

Th	8:30am-3:00pm	9/10/09	\$65
Th	8:30am-3:00pm	12/17/09	\$65

#### Watauga

Th	9:00am-4:00pm	10/22/09	\$65
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#### Nail Technology (Manicurist)

This 316-hour course is designed to prepare students to take the state board examination to become a licensed manicurist through the NC Board of Cosmetic Art. Topics studied during the course include professional image, manicuring and pedicuring, bacteriology, sanitation and disinfecting, nail product chemistry, anatomy and physiology, OSHA safety regulations, disorders of the nail, acrylic nails, nail wraps, gel nails, silk wraps, nail art, nail enhancements, nail piercing, nail jewelry and nail appliques.

#### Prerequisites:

- High School Diploma/GED
- Must be 18 years of age

#### Caldwell

M-Th	5:30-9:30pm	TBD	\$175
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#### Notary Public Education

This 6-hour Notary Public course provides individuals the opportunity to become or renew their standing as a Notary with the state of North Carolina. The course of study meets the state guidelines for instruction.

#### Caldwell

TTh	6:00-9:00pm	9/15/09-9/17/09	\$65
TTh	6:00-9:00pm	10/13/09-10/15/09	\$65
TTh	6:00-9:00pm	11/10/09-11/12/09	\$65
TTh	6:00-9:00pm	12/15/09-12/17/09	\$65

#### Watauga

TTh	6:00-9:00pm	8/4/09- 8/6/09	\$50
TTh	6:00-9:00pm	9/8/09-9/10/09	\$65
TTh	6:00-9:00pm	10/13/09-10/15/09	\$65
TTh	6:00-9:00pm	11/17/09-11/19/09	\$65
TTh	6:00-9:00pm	12/8/09-12/10/09	\$65

**OBD Emission Control Inspection**

This 8-hour course is designed to prepare auto technicians and service personnel to become OBD emission inspectors for motor vehicles. Course topics include regulations and test inspection procedures required by the NC DMV - Enforcement Selection - for OBD emission inspectors. Upon completion, a student should have knowledge of the rules, regulations and procedures for OBD emission inspections, is able to inspect a vehicle properly and is prepared to sit for the state certification exam.

T	8:00am-5:00pm	9/15/09	\$65
T	8:00am-5:00pm	10/20/09	\$65
T	8:00am-5:00pm	11/17/09	\$65
T	8:00am-5:00pm	12/15/09	\$65

**OBD Emission Control Inspection Recert**

Th	6:00-10:0pm	8/20/09	\$65
Th	6:00-10:0pm	9/17/09	\$65
Th	6:00-10:0pm	10/22/09	\$65
Th	6:00-10:0pm	11/19/09	\$65
Th	6:00-10:0pm	12/17/09	\$65

**Vehicle Safety Inspection Course**

This 8-hour course of instruction is offered for certification or renewal as a North Carolina Vehicle Safety Inspector. Individuals meeting the state requirements and successfully completing the end of course test will be designated as a North Carolina Safety Inspector.

T	8:00am-5:00pm	9/8/09	\$65
T	8:00am-5:00pm	10/13/09	\$65
T	8:00am-5:00pm	11/10/09	\$65
T	8:00am-5:00pm	12/8/09	\$65

### Teacher Assistant Institute

This Teacher Assistant Institute meets the "No Child Left Behind" Act qualifications and is designed to meet the needs of current and prospective paraprofessionals. Note: Additional courses may be approved.

Requirements for the Teacher Assistant Institute are:

- WorkKeys assessments in Math, Reading, and Writing
- 96 hours of approved continuing education courses

Courses include, but are not limited to:

Effective Teacher Training 20 hours  
 Approved online courses which begin every month.  
 Note: Current list of courses is available at  
[www.ed2go.com/cccti](http://www.ed2go.com/cccti) 24 hours  
 WorkKeys Prep and Assessment Available in JobLink Center

Effective Teacher Training	TTh	9:00am-3:00pm	10/22/09-11/24/09	TBD
Big Ideas in Little Books	W	<a href="http://ed2go.com/cccti">ed2go.com/cccti</a>	8/19, 9/16, 10/21, 11/11, & 12/9	\$65
Creating the Inclusive Classroom: Strategies for Success	W	<a href="http://ed2go.com/cccti">ed2go.com/cccti</a>	8/19, 9/16, 10/21, 11/11, & 12/9	\$65
Grammar Refresher	W	<a href="http://ed2go.com/cccti">ed2go.com/cccti</a>	8/19, 9/16, 10/21, 11/11, & 12/9	\$65
Guiding Kids to the Internet	W	<a href="http://ed2go.com/cccti">ed2go.com/cccti</a>	8/19, 9/16, 10/21, 11/11, & 12/9	\$65
Integrating Technology in the Classroom	W	<a href="http://ed2go.com/cccti">ed2go.com/cccti</a>	8/19, 9/16, 10/21, 11/11, & 12/9	\$65
Interpersonal Communication	W	<a href="http://ed2go.com/cccti">ed2go.com/cccti</a>	8/19, 9/16, 10/21, 11/11, & 12/9	\$65
Keys to Effective Communication	W	<a href="http://ed2go.com/cccti">ed2go.com/cccti</a>	8/19, 9/16, 10/21, 11/11, & 12/9	\$65
PowerPoint in the Classroom	W	<a href="http://ed2go.com/cccti">ed2go.com/cccti</a>	8/19, 9/16, 10/21, 11/11, & 12/9	\$65
Solving Classroom Discipline Problems	W	<a href="http://ed2go.com/cccti">ed2go.com/cccti</a>	8/19, 9/16, 10/21, 11/11, & 12/9	\$65
The Classroom Computer	W	<a href="http://ed2go.com/cccti">ed2go.com/cccti</a>	8/19, 9/16, 10/21, 11/11, & 12/9	\$65
The Creative Classroom	W	<a href="http://ed2go.com/cccti">ed2go.com/cccti</a>	8/19, 9/16, 10/21, 11/11, & 12/9	\$65
Using the Internet in the Classroom	W	<a href="http://ed2go.com/cccti">ed2go.com/cccti</a>	8/19, 9/16, 10/21, 11/11, & 12/9	\$65

## Computer Services

### Excel

This course covers how to create, save and edit a worksheet as well as features such as freezing, titles, sorting, multiple calculations, formulas and functions, edit and print options, formula and template construction, working with workbooks, logical functions, auto-format, protecting and hiding data, creating charts and graphs, filtering data and

#### Excel - Caldwell

M-F	8:00am-12:00pm	8/31/09-9/4/09	\$65
M-F	8:00am-12:00pm	9/21/09-9/25/09	\$65
W	5:30-8:30pm	10/19/09-12/14/09	\$65
M-F	8:00am-12:00pm	10/12/09-10/16/09	\$65
M-F	8:00am-12:00pm	11/2/09-11/6/09	\$65
M-F	8:00am-12:00pm	11/30/09-12/4/09	\$65

#### Excel - Watauga

W	5:30-8:30pm	9/2/09-10/21/09	\$65
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#### Word - Caldwell

M-F	8:00am-12:00pm	8/24/09-8/28/09	\$65
M-F	8:00am-12:00pm	9/14/09-9/18/09	\$65
M-F	8:00am-12:00pm	10/5/09-10/9/09	\$65
T	6:00-9:00pm	8/25/09-10/13/09	\$65
M-F	8:00am-12:00pm	10/26/09-10/30/09	\$65
M-F	8:00am-12:00pm	11/16/09-11/20/09	\$65
M-F	8:00am-12:00pm	12/14/09-12/18/09	\$65

#### Word - Watauga

M	5:30-8:30pm	10/19/09-12/7/09	\$65
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### Computers in the World of Work

This course is ideal for the student who has never used a computer. The student will learn to navigate the Windows operating system to perform daily tasks. Students need to have basic keyboarding skills.

Caldwell

M-F	8:00am-12:00pm	8/17/09-8/21/09	\$65
W	6:00-9:00pm	8/26/09-10/14/09	\$65
M-F	8:00am-12:00pm	9/7/09-9/11/09	\$65
M-F	8:00am-12:00pm	9/28/09-10/2/09	\$65
TTh	5:30-8:30pm	10/13/09-11/5/09	\$65
M-F	8:00am-12:00pm	10/19/09-10/23/09	\$65
T	6:00-9:00pm	10/20/09-12/8/09	\$65
M-F	8:00am-12:00pm	11/9/09-11/13/09	\$65
M-F	8:00am-12:00pm	12/7/09-12/11/09	\$65

Watauga

M	5:30-8:30pm	8/17/09-10/12/09	\$65
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### IT Institute

Caldwell Community College and Technical Institute, in partnership with Google Inc., AMP Technologies and other local industries, has developed an Information Technology Institute that provides specialized training for entry-level information technology positions.

TBD				
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The hands-on institute prepares students for a variety of jobs such as data technicians, technical assistants, etc. Those Completing the IT Institute will:

- Gain Knowledge of current trends and skills recommended for IT jobs
- Develop a resume in a format recognized by the industry
- Produce a portfolio of work to share with prospective employers
- Learn valuable "soft skills" required for the IT field, including communication, team building and self-management
- Opportunity to refresh IT skills for those with IT degrees

## Fire, Rescue, EMS

### EMT-Basic

TTh Sat	6:00pm-10:00pm 8:00am-5:00pm	1/7/10-5/13/10	\$175
MWF	9:00am-1:00pm	1/11/10-04/26/10	\$175
MWF	2:00pm-6:00pm	1/11/10-4/26/10	\$175

### EMT-Intermediate

This course prepares the EMT to perform skills such as intravenous medication administration, inhalation medication administration, use of blind insertion airway devices and subcutaneous injection.

Prerequisites:

- Successful completion of the EMT Basic course
- High School Diploma/GED
- Placement test. A reading, math and English test is required for entrance into the course. Test is waived if the student shows proof of a post secondary degree.

TTh	8:00am-5:00pm	TBD	\$175
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### EMT-Paramedic

This course prepares the EMT to perform skills such as endotracheal intubation, use of drugs for pain, and manual defibrillation.

Prerequisites:

- Successful completion of the EMT Basic course
- High School Diploma/GED
- Placement test. A reading, math and English test is required for entrance into the course. Test is waived if the student shows proof of a post secondary degree.

Co-Requisites:

- Successful completion of the Basic Anatomy & Physiology course.

EMT-Paramedic Semester I	TTh	8:30am-5:30pm	TBD	\$175
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### Basic Anatomy & Physiology

TTh	8:30am-5:30pm	1/7/10-2/16/10	\$175
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## Health Services

### The Health Information Management Institute (HIMI)

The Health Information Management Institute (HIMI) is designed for individuals seeking a career in the medical office environment and also for those already employed wanting to expand their current knowledge base. The courses offered in the institute teach a variety of technical and cognitive skills, all of which are essential to the successful medical office worker.

The foundation of the HIM Institute consists of three core courses, Anatomy and Physiology, Medical Terminology, and Disease Processes. After successful completion of these core courses, students may choose from the following, based upon their own career path: Medical Coding, Medical Billing, Medical Transcription, HIPAA Laws, Records Management, Legal Aspects of Medical Records, and Quality in Health Care. Most of the courses taught in the institute are hybrid.

Medical Terminology	ONLINE	ONLINE	09/03/09-12/17/09	Middleton	120
Disease Processes			TBD	Miller	TBD

### MASSAGE THERAPY - WATAUGA CAMPUS

This 600-hour five (5) course series is divided into three semesters and is designed to prepare the student for the certification examination required for the North Carolina licensure application process. Through class work and practical "hands-on" training, students obtain a solid foundation for professional practice as an entry level Massage

Therapist. Upon successful completion of the course, the student is eligible to sit for the certification exam and apply for state licensure in North Carolina.

Semester I is offered beginning each fall semester. Modules include: Anatomy and Physiology I, Body Mechanics, Chair Massage, Communication, CPR, Documentation and Assessment, Hygiene and Standard Precautions, Indications and Contraindications, Kinesiology, NC Board meeting, NC Laws and Regulations, Special Populations, Student Clinics, Swedish Massage, Wellness and Self Care.

Semester II is offered beginning each spring semester. Modules include: Anatomy and Physiology II, Active Isolated Stretching, Business, Ethics, Four Handed Massage, Hydrotherapy, Joint Mobility, Oriental Theory, Orthopedic Assessment, Sports Massage and Student Clinics.

Semester III is offered beginning each summer semester. Modules include: Chakras, Deep Tissue Massage, Infant Massage, Certification Exam Prep, Pathophysiology, Prenatal Massage, Reflexology, Somatic Psychology, Spa Tour, Stone Massage and Student Clinics.

Note: Massage Therapy Semesters I, II, and III are sequenced courses. Students are admitted fall semester only.

Admission Requirements:

- Must be 18 years of age
- High School Diploma or GED
- No felony convictions
- Placement test. A reading test is required for entrance into the course. Test is waived if the student shows proof of a post secondary degree.
- Attend mandatory orientation session
- Interview with Massage Therapy Coordinator
- Completed admission packet

Beginning Fall of 2009	Call for an application packet 828-263-5370
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### **MASSAGE THERAPY - CALDWELL CAMPUS**

This 600-hour five (5) course series is divided into two semesters and is designed to prepare the student for the certification examination required for the North Carolina licensure application process. Through class work and practical "hands-on" training, students obtain a solid foundation for professional practice as an entry level Massage Therapist. Upon successful completion of the course, the student is eligible to sit for the certification exam and apply for state licensure in North Carolina.

Semester I is offered beginning each fall semester. Modules include: Anatomy and Physiology I with Kinesiology, Body Mechanics, Chair Massage, Chakras, Communication, CPR, Documentation and Assessment, Ethics, Hydrotherapy, Hygiene and Standard Precautions, Indications and Contraindications, Infant Massage, NC Board meeting, NC Laws and Regulations, Reflexology, Somatic Psychology, Spa Tour, Special Populations, Student Clinics, Swedish Massage, Wellness and Self Care.

Semester II is offered beginning each spring semester. Modules include: Anatomy and Physiology II, Active Isolated Stretching, Business, Certification Exam Prep, Deep Tissue Massage, Four Handed Massage, Joint Mobility, Oriental Theory, Orthopedic Assessment, Pathophysiology, Prenatal Massage, Sports Massage, Stone Massage and Student Clinics.

Note: Massage Therapy Semesters I, II are sequenced courses. Students are admitted fall semester only.

Admission Requirements:

- Must be 18 years of age
- High School Diploma or GED
- No felony convictions
- Placement test. A reading test is required for entrance into the course. Test is waived if the student shows proof of a post secondary degree.

- Attend mandatory orientation session
- Interview with Massage Therapy Coordinator/Instructor
- Completed admission packet

Beginning Fall of 2009	Call for an application packet 828-726-2242
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**Medical Billing and Coding**

This is an introductory course designed to familiarize students with insurance programs and federal health care regulations as well as provide basic knowledge of ICD-9 and CPT codes. Students will cover topics related to both the physicians' office and hospital coding. Course topics include an introduction to CPT, evaluation/management services, anesthesia/surgery, radiology and pathology/laboratory, medicine, ICD-9-CM introduction, ICD-9-CM guidelines and third-party reimbursements, and managed care. Other topics include surgery coding, outpatient coding, procedure coding, diagnosis coding, anatomy, and UB-92 claim forms.

**Admission Requirements:**

- Medical Terminology course

TBD			
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**Medical Terminology**

This 30-hour course is an introduction to the study of the structure of medical words and terms. Emphasis is placed upon spelling and defining commonly used prefixes, suffixes, root words, and their combining forms. Program content covers basic human anatomy and physiology, elements of medical terminology and names of major diseases, including terms used in physical exams, operative procedures and diagnosis. Students receive a certificate upon successful completion of this course.

**Admission Requirements:**

- Completion of a minor permission form for students 16-18 years of age

Th	5:30-8:30pm	09/03/09-12/17/09	\$120

**Medication Aide**

Medication Aide course is a 29 hour course created by the North Carolina Board of Nursing to teach students how to safely and accurately administer medications in the state of North Carolina using the following routes: oral, sublingual, buccal, eye, ear, nasal, topical, transdermal, inhalant, vaginal and rectal.

Students are taught how to accurately cut scored pills and to crush medications. They learn the six rights of medication administration and the three vital checks to avert a medication error. Students learn about scope of practice and interactions with the healthcare team.

Students are not taught injections.

M-F	10:00am-4:00pm	8/24/09-8/28/09	\$120
T/Th	10:00am-5:00pm		
F/M	9:30am-5:00pm	11/10/09-11/16/09	\$120

**CPR**

W	6:00pm-10:00pm	09/30/09	\$65
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**Nurse Aide Level I**

This 160-hour course prepares students to provide personal care and perform basic nursing skills for the elderly and other adults. Emphasis is placed upon the aging process. Topics covered include safety, restorative care, personal and functional diseases/disorders, communication, patient's rights, nutrition management and elimination. In addition, CPR instruction, competency and certification are included in the course curriculum. Students are required to successfully complete all segments of the course including classroom, lab, and clinical hours in order to receive a certificate of course completion.

The student must also successfully pass a two-part written and skills state administered examination, in order to satisfy requirements imposed by the Division of Health Service Regulation to become listed as a Nurse Aide I in North Carolina. Upon successfully completing both course work and state exam, the student will then be listed on the North Carolina Nurse Aide I Registry.

**Admission Requirements:**

- Placement test. A reading placement test is required for entrance into the course. Test is waived if the student shows proof of a post secondary degree
- Completion of a minor permission form for students 16-18 years of age

**Caldwell**

M-Th	8:00am-12:00pm	8/3/09-10/12/09	\$65
M-Th	1:00-5:00pm	8/3/09-10/12/09	\$65
M-Th	5:00-9:00pm	8/3/09-10/12/09	\$65
M-Th	8:00am-12:00pm	10/05/09-12/15/09	\$175
M-Th	5:00pm-9:00pm	10/05/09-12/15/09	\$175
M-F	8:00am-12:00 pm	10/26/09-12/21/09	\$175
M-F	1:00pm-5:00 pm	10/26/09-12/21/09	\$175
M-F	5:00pm-9:00 pm	10/26/09-12/21/09	\$175
M-Th	8:00am-12:00pm	1/4/2010-3/15/2010	\$175
M-Th	5:00pm-9:00pm	1/4/2010-3/15/2010	\$175
M-Th	5:30pm-9:30pm	09/14/09-11/23/09 <b>Nursing Students</b>	\$175
M-Th	8:00am-12:00pm	3/29/10-6/8/10	\$175
M-Th	5:00pm-9:00pm	3/29/10-6/8/10	\$175
M-Th	8:00am-12:00pm	06/21/10-09/02/10	\$175
M-Th	5:00pm-9:00pm	06/21/10-09/02/10	\$175

**Watauga**

TTh	12:00-4:00pm	5/26/09-10/15/09	\$65
MW	11:00am-3:00pm	6/22/09-11/18/09	\$65

**Health Skills Lab**

F	10:00am-4:00pm	9/4/09-12/18/09	\$65
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**Nurse Aide Level II**

This 192-hour two-part course prepares students to perform more complex nursing skills than those required for Nurse Aide I. The first segment of the course includes 100 hours of classroom instruction with lab practice. Curriculum focus is on infection control, oropharyngeal suctioning, established tracheostomy care, observation and maintenance of oxygen therapy, enteral nutrition, and Nursing Assistant II roles with members of a health care team. The second segment of the course involves 92 hours of clinical learning experience in various health care settings. Students will demonstrate proficiency of

knowledge and skills learned through interactions with patients and residents while in the clinical setting. A comprehensive written and skills evaluation is administered to confirm student competency for completion of this two-part course. Students are then eligible to apply for listing as a Nurse Aide II in North Carolina through the Board of Nursing.

**Admission Requirements:**

- Proof of completion of a minimum 75-hour state approved Nurse Aide I course
- Current listing with the Division of Health Service Regulation as a Nurse Aide I
- High School Diploma or GED
- Placement test. A reading placement test is required for entrance into the course. Test is waived if the student shows proof of a post secondary degree

**Caldwell**

Class/Lab	MW	1:00-5:00pm	\$175
Clinical	MW	1:00-5:00pm	\$120
Class/Lab	MW 5:00PM- 9:00PM	01/25/10-04/21/10	\$175
Clinical	MW 5:00PM- 9:00PM	05/03/10-07/28/10	\$175

**Watauga**

Class/Lab	MTW	5:30-9:30pm	TBD	\$175
Clinical	MTW	5:30-9:30pm	TBD	\$120

**Nurse Aide Refresher**

This 20-hour course provides the individual with an expired Nurse Aide I listing an opportunity to update and refresh his/her knowledge of personal care and basic nursing skills needed for elderly patients to become re-listed in North Carolina. The course also allows out of state individuals the opportunity for initial listing in North Carolina.

Once the student successfully completes the course and receives the Certificate of Course Completion, he/she is eligible to apply and sit for the two-part written and skills state examination required effective July 1, 2006.

The student will be listed as a Nurse Aide I with the State of North Carolina as required by the Division of Health Service Regulation upon successfully passing the state examination.

**Admission Requirements:**

- Proof of completion of a minimum 75-hour state approved Nurse Aide I course

M-F	5:00pm-9:00pm	8/24/09-8/28/09	\$65
M-F	5:00pm-9:00pm	9/28/09-10/2/09	\$65
M-F	5:00pm-9:00pm	01/11/10-01/15/10	\$65

**Pharmacy Technician**

Pharmacy Technician is a 90 hour course designed for individuals who are trained to work under the supervision of a pharmacist in a pharmacy/hospital setting. Course work provides the student with basic essential knowledge and skills required to work as a technician in the pharmacy.

Material taught in this course includes: reading and interpretation of prescriptions, computer entry, drug classification, federal and state laws and regulations, medical terminology, calculations, drug dosage and activity, drug routes and forms, compounding, and preparation of IV admixtures. Anatomy and physiology is also included in this course as it relates to disease, with emphasis on drug therapy.

MT	5:30-8:30pm	01/11/10-04/27/10	\$175
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### Phlebotomy

This 160-hour two-part course prepares students to draw blood specimens from patients/clients for analysis. The first part of the course includes 120 hours of classroom instruction with extensive lab practice. Curriculum focus is on basic anatomy and physiology; proper selection/collection of blood specimens via capillaries and veins; proper techniques for care of blood specimens; use and maintenance of laboratory equipment; appropriate interpersonal communication skills with patients/clients and healthcare team members; data entry and associated clerical duties for accurate record keeping. Instructor demonstration of proper technique and student return demonstration is a key component of this course. Students participating in this course must interact with classmates by giving and receiving actual blood specimens. CPR instruction, competency and certification are also included in the course curriculum. A comprehensive written evaluation and mock competency is administered to confirm student competency at the end of the first course. The second part of the course requires 40 consecutive hours of clinical rotation in an assigned venue, wherein the student will demonstrate proficiency of knowledge and skills acquired, through interactions with patients/clients. Upon successful completion of this two-part course, the student will receive a course certificate and is prepared to sit for a national examination, to become a certified Phlebotomist.

#### Admission Requirements:

- High School Diploma or GED
- Must be 18 years of age

Class/Lab	TWTh	12:00-4:00pm	9/1/09-11/5/09	\$175
Clinical	M-Su	7:00am-9:00pm	11/6/09-12/31/09	\$120
Class/Lab	TWTh	5:00-9:00pm	9/1/09-11/5/09	\$175
Clinical	M-Su	7:00am-9:00pm	11/6/09-12/31/09	\$120
Class/Lab	TWTh	5:00pm-9:00pm	11/17/09-2/9/10	\$175
Clinical	M-Su	7:00am-9:00pm	2/12/10-4/4/10	\$120
Class/Lab	TWTh	12:00pm-4:00pm	11/17/09-2/9/10	\$175
Clinical	M-Su	7:00am-9:00pm	2/12/10-4/4/10	\$120

### Tanning Facility Operator Training

This 8-hour course is mandated by the NC Division of Radiation Protection and requires any person operating a tanning bed in North Carolina be at least 18 years of age and be certified. This course is designed to instruct the student on the proper and safe way to operate a tanning bed.

#### Admission requirements:

- Must be 18 years of age

M	2:00-10:00pm	8/31/09	\$65
M	2:00-10:00pm	10/26/09	\$65

## Vocational and Technical Services

### Aviation courses

This 48-hour Ground School for Pilots is designed for the prospective pilot. The 48-hour Instrument Rating School is designed for the advanced pilot. Both schools are offered for private pilot certification and pilot instrument rating.

T	6:00-10:00pm	9/1/09-11/3/09	\$120
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### BioWork

BioWork is a 128-hour introductory course bringing together the basics of manufacturing technology and the fundamentals of science-two essentials for competent, entry-level technicians in biotechnology, pharmaceutical, and chemical manufacturing.

BioWork is intended for high school graduates, traditional manufacturing workers who have lost jobs, or anyone interested in a new line of work.

MWF	8:00am-12:00pm	11/2/09-2/4/10	\$175

### Cabinetmaking

This 96-hour course is designed to teach the fundamental techniques of cabinetmaking. Course topics include the proper selection of woods, building materials, tools, finishes, installation and labor costs. Participants will plan, blueprint, and build cabinets suitable for kitchen or bath.

MW	5:00-9:00pm	8/17/09-12/16/09	\$175
TTh	5:00-9:00pm	8/18/09-12/17/09	\$175

### Construction Trades

Courses are taught using a competency-based curriculum which allows students to work at their own pace as suits their needs and/or abilities. Currently, four disciplines are offered and include:

- Carpentry - Caldwell

MW	5:00-9:00pm	8/17/09-12/16/09	\$175
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- Carpentry - Watauga

Th	6:00-9:00pm	TBD	\$175
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- Plumbing - Caldwell

MW	6:00-10:00pm	8/17/09-12/16/09	\$175
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TTh	6:00-10:00pm	8/18/09-12/17/09	\$175
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- Plumbing - Watauga

T	6:00-9:00pm	TBD	\$175
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- Electrical - Caldwell

MW	6:00-10:00pm	8/17/09-12/19/09	\$175
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- Electrical - Watauga

T	6:00-9:00pm	TBD	\$175
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- Heating Ventilation and Air Conditioning

Level I - Caldwell

M-Th	4:00-6:00pm	8/17/09-12/17/09	\$175
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Level II - Caldwell

MW	6:00-10:00pm	8/17/09-12/16/09	\$175
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Level III - Caldwell

TTh	6:00-10:00pm	8/18/09-12/17/09	\$175
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Level IV - Caldwell

TTh	6:00-10:00pm	8/18/09-12/17/09	\$175
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Levels I-IV Watauga

Th	6:00-9:00pm	TBD	\$175
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**General Contractor's License Preparation**

This 60-hour course prepares students for the General Contractor's licensing examination. Emphasis on blueprints, laws and regulations, employment security laws of NC, and workers' compensation. Upon successful completion of the course, students are eligible to sit for the NC Contractor's licensing examination.

Caldwell

CAR-3118	303	TTh	7:00-10:00pm	10/27/09-01/14/10	\$175
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Watauga

MW	6:00-9:00pm	TBD	\$175
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**National Electric Code License Preparation**

This 60-hour course is designed to prepare the student for the Electrical Contractor's Licensing examination. Students examine all aspects of the electrical code and are assessed to evaluate competency during the class.

**Watauga**

TTh	6:00-9:00pm	8/27/09-11/3/09	\$175
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**Plumbing Contractor's License Exam Preparation**

This 36-hour review course is designed to prepare the student to sit for the NC Plumbing Contractor's exam. This course is a study of the plumbing code minimum requirements and principles involved in the designing of the plumbing system. Students must meet the State minimum experience requirement in order to take the state certification examination.

TBD		TBD	\$120
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**Welding**

These courses are designed to provide the beginner and professional the opportunity to gain or develop skills. MIG, TIG, stick, pipe, and basic welding offer the beginner or professional the opportunity to develop skills that may qualify them for promotion or certification.

**Caldwell**

Welding Techniques, Basic	MW	6:00-9:00pm	8/17/09-12/16/09	\$175
Welding Techniques, Basic	TTh	6:00-9:00pm	8/18/09-12/17/09	\$175
Welding Techniques, Mig	MW	6:00-9:00pm	8/17/09-12/16/09	\$175
Welding Techniques, Mig	TTh	6:00-9:00pm	8/18/09-12/17/09	\$175
Welding Techniques, Tig	MW	6:00-9:00pm	8/17/09-12/16/09	\$175
Welding Techniques, Tig	TTh	6:00-9:00pm	8/18/09-12/17/09	\$175

**Watauga**

Welding Techniques, Basic	TTh	6:00-9:00pm	8/25/09-12/17/09	\$175
Welding Techniques, Mig	TTh	6:00-9:00pm	8/25/09-12/17/09	\$175
Welding Techniques, Tig	TTh	6:00-9:00pm	8/25/09-12/17/09	\$175

**Upholstery Institute**

These courses are designed to provide the knowledge and skills necessary to become an entry-level upholsterer. In addition, students will learn the soft skills needed for employment. Both courses include core skill training in upholstery manufacturing concepts tools and safety and soft skills training in employability skills, communication, problem solving, and critical thinking.

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TEX-3117-305	Upholstery Skills Training	MW	5:30-9:30pm	11/02/09-02/15/10	\$175
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## Institute of Sustainable Technology

### **Green 101 - Small Business**

This course addresses 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 learn about aspects of "Going Green" they might not have considered before such as the importance of local sourcing and how it impacts small businesses and the environment. Course addresses areas to 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. This course is offered online.

Online	Upon Demand	TBD
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### **Sustainable Development**

Students will study the development which ensures the well-being of the human race by understanding and integrating a triple bottom line of social development, economic development, and environmental conservation and protection as the foundation of sustainability. Students will learn about the history, methods, vocabulary and real world practices associated with sustainable development.

TBD			
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### **Renewable Energy Overview**

In this course, students learn about renewable energy sources such as photovoltaic, solar thermal, wind, micro-hydro, geothermal, and bio-fuels. Each class is geared toward a specific renewable energy source. The classes give students an in-depth look at how each of the energy sources can benefit students and/or their clients

Sat	9:00am-12:00pm		TBD
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### **Emerging Trends in High Performance Building**

This course is for those who want to learn more about high performance building. The course covers air and heat flow, proper insulating techniques, moisture control, and crawl spaces. Students also learn about testing methods using instruments such as the blower door, duct blaster, thermal cameras, and carbon monoxide testers. The students learn how to become a Certified Green builder and explore different building programs that fit any building trade.

M	3-5pm	TBD	TBD
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### **Introduction to Building Science**

This course provides students with the skills necessary to create an indoor environment that is healthy, comfortable, durable, and energy efficient. Students gain an understanding of the complex relationships between occupant, building, machines, and nature. Students acquire a basic understanding of how to achieve a better building envelope for either residential or commercial applications.

TBD			
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**Water Management and Green Landscape Design**

This course introduces students to ways 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. The course also deals with integrating these ideas with landscaping practices which promote native plant growth along with proper plant location management. Students identify simple ways to incorporate these sustainable practices at home or work that make a positive impact.

TBD			
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**Building Performance Institute**

The Building Performance Institute (BPI) is a nationally-recognized training program that enables students to become the type of builder necessary for the future. BPI works with building performance industry stakeholders to ensure the professional measure for excellence in building performance contracting is established and maintained by creating and regularly updating technical requirements through an open, transparent, consensus-based development process. Please visit [www.bpi.org](http://www.bpi.org) to learn more about BPI.

M-F	8:00am-5:00pm	TBD	TBD
M-F	8:00am-5:00pm	TBD	TBD

**Building Operators Certificate (BOC)**

Students are provided information and an understanding of energy efficiency guidelines for building operators (e.g., maintenance personnel at hospitals, schools, industrial sites or other large scale utility customers). This training and certification program for building operators is nationally recognized.

T	8:00am-5:00pm	TBD	Civic Center	Staff	\$1,500
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**Advanced HVAC Technology**

This course is designed to introduce the HVAC professional to the most current design and installation techniques, materials, and performance testing equipment; intended to enhance efficiency for any given building envelope.

TBD			
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**Advanced Plumbing Technology**

This course introduces the plumbing professional to the most current design and installation techniques, materials, and performance testing equipment; intended to enhance energy efficiency for any given building envelope. The course also introduces the plumbing professional to the world of hydronic heating and cooling systems especially with respect to solar thermal technology and high efficiency boiler systems.

TBD			
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**Fundamentals of Photovoltaic Technology**

This course provides an in-depth view into the technology, applications, and considerations associated with photovoltaic systems. Learn about site assessment,

placement, installation, wiring, safety and other key aspects of PV technology. Students are prepared to sit for the NABCEP certification exam upon completion of this course.

TBD			
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**Introduction to Solar Thermal Technology**

This course provides an in-depth view into the technology, applications and considerations associated with solar thermal systems. Learn about one of the most affordable and cost effective renewable energy sources. Students who complete the course are prepared to sit for the NABCEP certification exam.

M	2:00pm-6:00pm	11/2/09-12/07/09	\$120
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**Advanced Electrical**

This course introduces the electrical professional to the most current design and installation techniques, materials, and performance testing equipment; intended to enhance energy efficiency for any given building envelope. This course also introduces the electrical professional to lighting systems integrated with day lighting, the importance of a systematic understanding of ventilation, integrated heating and cooling systems especially with respect to solar thermal, photovoltaic, and high efficiency boiler and furnace systems.

TBD			
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**Introduction to Sustainable Design**

This course introduces concepts and principles related to sustainable site development and architectural design. Topics include low impact and sustainable site development, water efficiency, energy efficiency, material and resource management, indoor environmental quality, and return on investment. Upon completion, students are able to articulate and integrate sustainable design principles into site and architectural design.

TBD			
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**Junk to Funk - Sculpting with Recycled Materials**

This sculpture course shows students the artistic side of sustainability. Students learn how to communicate a message of sustainability through artistic expressions with varied media, many of which can be gathered as recyclable/reusable items.

TBD			
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**Green Small Business Seminars**

No cost Green Small Business Seminars include, but are not limited to:

- Tax Benefits for Going Green
- Green Certifications
- Renewable Energy: Is it Right for Me?
- Green Updates for Your Home
- Want to Start Your Very Own Green Business?

TBD			
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The Institute of Sustainable Technology offers certificate pathways to provide students with the green skills necessary to succeed in their chosen career field. Students who successfully complete the courses in their pathway, will receive a certificate of completion. The overall goal of the institute is creating success, hope, opportunity, and jobs.

## **Institute of Sustainable Technology Pathways**

### **Homebuilder's Pathway**

- Sustainable Development
- Introduction to Sustainable Design
- Emerging Trends in High Performance Building
- Renewable Energy Overview
- Water Management and Green Landscape Design
- Building Performance Institute

### **Industry Pathway**

- Sustainable Development
- Green Business 101
- Renewable Energy Overview
- Green Tax Law
- Building Operators Certificate

### **HVAC Pathway**

- HVAC Program Standard Course of Study
- Sustainable Development
- Advanced HVAC
- Renewable Energy Overview
- Emerging Trends in High Performance Building
- HERS and/or NABCEP

### **Plumbing Pathway**

- Plumbing Program Standard Course of Study
- Sustainable Development
- Fundamentals in Solar Thermal Technology
- Renewable Energy Overview
- Emerging Trends in High Performance Building
- NABCEP - Solar Thermal Installer

### **Electrical Pathway**

- Electrical Program Standard Course of Study
- Sustainable Development
- Fundamentals in Photovoltaic Technology
- Renewable Energy Overview
- Emerging Trends in High Performance Building
- NABCEP - PV Installer

## **Human Resources Development Program**

Since 1973, Human Resources Development (HRD) has been offering a variety of courses to educate and train adults for workplace success. Courses vary from Computers in the World of Work to Employment Connections.

HRD courses are available to individuals who are unemployed, underemployed, seeking to make a job change, or seeking to gain basic job maintenance skills. All classes are offered at no cost to those who qualify. Others may also take HRD Courses but must pay a registration fee.

### **Employment Connections**

Employment Connections is designed for dislocated workers, the unemployed, those who want to seek a new job or start a new career.

Employment Connections topics include:

- Exploring career options
- Learning to job search
- Completing job applications
- Preparing a resume
- Practicing interviewing skills
- Answering tough interview questions
- Dressing for an interview
- Building relationships in the workplace
- Communicating effectively

M-Th	12:00-1:00pm	8/3/09-9/14/09 JobsNow	\$120
M-Th	4:00-5:00pm	8/3/09-9/14/09 JobsNow	\$120
M	5:30-8:30pm	10/5/09-	\$120
Th	8:00am-12:00pm	10/22/09-11/24/09	\$120

### Computers in the World of Work

This introductory course is designed for those individuals who have minimal or no computer skills. Course objectives are to:

- Provide basic computer skills to increase employability skills
- Emphasize the role of information technology in the world of work
- Generate enthusiasm for computer technology
- Create a desire to obtain additional computer skills

Students receive hands-on computer experience and individual instruction.

M-F	8:00am-12:00pm	8/17/09-8/21/09	\$65
W	6:00-9:00pm	8/26/09-10/14/09	\$65
M-F	8:00am-12:00pm	9/7/09-9/11/09	\$65
M-F	8:00am-12:00pm	9/28/09-10/2/09	\$65
TTh	5:30-8:30pm	10/13/09-11/5/09	\$65
M-F	8:00am-12:00pm	10/19/09-10/23/09	\$65
T	6:00-9:00pm	10/20/09-12/8/09	\$65
M-F	8:00am-12:00pm	11/9/09-11/13/09	\$65
M-F	8:00am-12:00pm	12/7/09-12/11/09	\$65

### Career Exploration 101

This 80-hour online course is designed to help students learn more about themselves, their interests, skills and abilities. The information gained from the first unit will guide students through the rest of the course to help prepare them for their job search, through resume writing, applications and interviews. It will also help prepare them for the work environment by showing them what employers expect and how to deal with other people in a constructive way.

	Online	8/17/09-10/9/09	\$175
	Online	8/24/09-10/16/09	\$175
	Online	8/31/09-10/23/09	\$175

	Online	9/8/09-10/30/09	\$175
	Online	9/14/09-11/6/09	\$175
	Online	9/21/09-11/13/09	\$175
	Online	9/28/09-11/20/09	\$175
	Online	10/5/09-11/27/09	\$175
	Online	10/12/09-12/4/09	\$175
	Online	10/19/09-12/11/09	\$175
	Online	10/26/09-12/18/09	\$175
	Online	11/2/09-12/25/09	\$175
	Online	11/9/09-1/1/10	\$175
	Online	11/16/09-1/8/10	\$175
	Online	11/23/09-1/15/10	\$175
	Online	11/30/09-1/22/10	\$175
	Online	12/7/09-1/29/10	\$175
	Online	12/14/09-2/5/10	\$175
	Online	12/21/09-2/12/10	\$175

**Other HRD courses**

Other HRD courses that are offered include, but are not limited to:

•Economic Literacy

T	8:30am-8:00pm	8/18/09-12/22/09	\$65
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•HRD-Keyboarding

M-Th	8:00am-5:00pm	8/17/09-12/23/09	\$65
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•Presenting Yourself in Powerpoint

Th	6:00-9:00pm	10/22/09-12/17/09	\$65

•Using Word and Excel in Your Job Search

Excel - Caldwell

M-F	8:00am-12:00pm	9/1/09-9/4/09	\$65
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M-F	8:00am-12:00pm	9/21/09-9/25/09	\$65
M	5:30-8:30pm	10/19/09-12/14/09	\$65
M-F	8:00am-12:00pm	10/12/09-10/16/09	\$65
M-F	8:00am-12:00pm	11/2/09-11/6/09	\$65
M-F	8:00am-12:00pm	11/30/09-12/4/09	\$65

Word - Caldwell

M-F	8:00am-12:00pm	8/24/09-8/28/09	\$65
M-F	8:00am-12:00pm	9/14/09-9/18/09	\$65
T	6:00-9:00pm	8/25/09-10/13/09	\$65
M-F	8:00am-12:00pm	10/5/09-10/9/09	\$65
M-F	8:00am-12:00pm	10/26/09-10/30/09	\$65
M-F	8:00am-12:00pm	11/16/09-11/20/09	\$65
M-F	8:00am-12:00pm	12/14/09-12/18/09	\$65

Word - Watauga

M	5:30-8:30pm	10/19/09-12/7/09	\$65
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WorkKeys

W	1:00-5:00pm	8/19/09	\$30
F	9:00am-1:00pm	8/28/09	\$30
F	9:00am-1:00pm	9/18/09	\$30
W	1:00-5:00pm	9/30/09	\$30
F	9:00am-1:00pm	10/16/09	\$30
W	1:00-5:00pm	10/28/09	\$30
F	9:00am-1:00pm	11/13/09	\$30
W	1:00-5:00pm	11/18/09	\$30
W	1:00-5:00pm	12/9/09	\$30
F	9:00am-1:00pm	12/11/09	\$30

WorkKeys - Watauga

W	9:00am-1:00pm	10/21/09	\$30
T	9:00am-1:00pm	11/17/09	\$30
W	9:00am-1:00pm	12/16/09	\$30

## Online Courses

Corporate and Continuing Education currently has 200+ Ed2Go online courses available ranging from computer application to personal enrichment courses that begin every month. Registration is required one week prior to the beginning of the course. For details and complete course listing, **visit [www.ed2go.com/cccti](http://www.ed2go.com/cccti)**.

**Minimum Requirements**

- Basic familiarity with computer use and operations
- Access to the Internet
- E-mail account
- Current antivirus software, updated frequently
- Netscape Navigator or Internet Explorer

**Minimum Hardware Requirements:**

<b>PC</b>	<b>MacIntosh</b>
486/75MHz processor	75MHz processor
16 MB memory	16 MB Memory
28.8K modem	28.8K modem
Windows 98 or above	Mac OS 7.5
CD-ROM drive	CD-ROM drive

**Small Business Center**  
**"The First Step to Your Business Success"**

The Small Business Center is designed to meet the training needs of the area's small business owners, managers, and other personnel, as well as entrepreneurs planning to start a small business. Training sessions are offered as workshops, seminars, and short-term courses. The Small Business Center also offers confidential business counseling at no cost and has a resource center with publications and other research materials to help with small business research and problem solving. To schedule an appointment with the Small Business Center, please call 828-726-2242.

Small Business Start-up Series: Consists of a series of five seminars. The seminars are How to Start a Business, How to Write a Business Plan, Financing a Small Business, Record Keeping, and Marketing a Small Business. Participants will gain the fundamental knowledge of how to get started with their very own business venture.

**Caldwell**

<b>Starting a Small Business</b> Learn the basic steps for starting a business. Find out about permits and licenses, forms of ownership, sources of capital, taxes, insurance, and other topics of interest.	SBC-7026-100	T	12:00-1:30pm	11.03.09	\$0
<b>Developing a Small Business Plan</b> There are two main parts to a plan: the narrative (which describes your business) and the financial information. Discover how easy it is to create an effective plan for your business idea.		Th	6:00-8:00pm		\$0
<b>Financing a Small Business</b> This class will examine various sources of capital and the rules of the road for obtaining it. Learn about the differences between conventional and unconventional lenders (it is not what you think), equity vs. debt financing, and how forms of business ownership affect financing possibilities.	SBC-7006-101	T	12:00-1:30pm	11.17.09	\$0
<b>Recordkeeping for a Small Business</b> Learn simple, effective ways to set up a bookkeeping system, organize your records, and then use them to complete your federal income tax forms. It is really not as difficult as you might think! Please bring a calculator, pencil, and scratch paper to the class.		Th	6:00-8:00pm		\$0
<b>Recordkeeping for a Small Business</b> Learn simple, effective ways to set up a bookkeeping system, organize your records, and then use them to complete your federal income tax forms. It is really not as difficult as you might think! Please bring a calculator, pencil, and scratch paper to the class.		Th	6:00-8:00pm		\$0
<b>Marketing Your Small Business</b> Learn how to develop and execute a marketing and advertising plan for your business. Look at how to plan your advertising budget, create various kinds of newspaper ads, how to buy and position radio spots and cable TV ads, media cost and non-traditional advertising.		Th	6:00-8:00pm		\$0
<b>Marketing Your Small Business</b> Learn how to develop and execute a marketing and advertising plan for your business. Look at how to plan your advertising budget, create various kinds of newspaper ads, how to buy and position radio spots and cable TV ads, media cost and non-traditional advertising.		Th	6:00-8:00pm		\$0

## Watauga

<b>Starting a Small Business</b> Learn the basic steps for starting a business. Find out about permits and licenses, forms of ownership, sources of capital, taxes, insurance, and other topics of interest.	M	6:00-8:00pm		\$0
<b>Developing a Small Business Plan</b> There are two main parts to a plan: the narrative (which describes your business) and the financial information. Discover how easy it is to create an effective plan for your business idea.	T	6:00-8:00pm		\$0
<b>Financing a Small Business</b> This class will examine various sources of capital and the rules of the road for obtaining it. Learn about the differences between conventional and unconventional lenders (it is not what you think), equity vs. debt financing, and how forms of business ownership affect financing possibilities.	W	6:00-8:00pm		\$0
<b>Recordkeeping for a Small Business</b> Learn simple, effective ways to set up a bookkeeping system, organize your records, and then use them to complete your federal income tax forms. It is really not as difficult as you might think! Please bring a calculator, pencil, and scratch paper to the class.	Th	6:00-8:00pm		\$0
<b>Marketing Your Small Business</b> Learn how to develop and execute a marketing and advertising plan for your business. Look at how to plan your advertising budget, create various kinds of newspaper ads, how to buy and position radio spots and cable TV ads, media cost and non-traditional advertising.	F	6:00-8:00pm		\$0

## General Interest

### Basic Rider Safety Program

This 22-hr course is designed for the student with little or no motorcycle riding experience. Upon successful completion of the safety and street skills course, students are given completion cards to take to their local DMV office. Upon successful completion of the written examination at the DMV office, students will receive a motorcycle endorsement on their driver's license. Motorcycles are provided by the college, however the student is responsible for the protective gear required to participate in this course. Courses are held March-November each year. Call 828-726-2242 for registration instructions and information.

F Sat&Sun	6:00-10:00pm 8:00am-5:00pm	Weekly-March through November	\$160.00
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### Alive at 25! Defensive Driving Course

This course goes hand in hand with the defensive driving program; however, this young driver intervention program zeroes in on drivers between the ages of 16 and 24 - the group most likely to be involved in fatal collisions. This highly interactive four-hour course teaches young drivers how to take control of situations by taking responsibility for their own driving behavior.

## Caldwell

Th	6:00-10:00pm	Weekly	\$50
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## Watauga

Th	6:00-10:00pm	Weekly	\$50
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### Defensive Driving Course

Those charged with certain traffic violations, such as speeding, unsafe movement, etc., in any county that recognizes the NC Safety and Health Council program may have their charges reduced by the District Attorney by taking this 4-hour course. Violations will be reduced to improper equipment and points will not appear on your driver's license or your insurance. The course is offered weekly.

## Caldwell

W	6:00-10:00pm	Weekly	\$50
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## Watauga

Th	6:00-10:00pm	Weekly	\$50
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### **Experienced Motorcycle Safety Course**

Offered on demand, this 8-hour course is designed for students who would like to sharpen their current riding safety skills. Students are required to bring their own motorcycle and protective riding gear.

### **Culinary Arts**

#### **Cake Finishing**

Th	6:00-9:00pm	9/3/09-11/5/09	\$75
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#### Mixology

Caldwell

M	6:00-10:00pm	9/14/09-11/16/09	\$120
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Watauga

M	6:00-9:00pm	10/2/09 – 12/7/09	\$120
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### **Languages**

#### **Beginning Sign Language**

Caldwell

T	6:00-8:00pm	9/10/09-12/3/09	\$65
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Watauga

T	6:30-8:30pm	10/20/09 – 1/12/10	\$65
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#### **Conversational Spanish I**

Caldwell

T	6:00-8:00pm	9/8/09-12/1/09	\$65
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Watauga

T	6:00-8:00pm	TBD	\$65
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#### **Conversational Spanish II**

Caldwell

Th	6:00-8:00pm	9/10/09-12/3/09	\$65
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### **General Information**

Corporate and Continuing Education courses are offered at all college facilities in both Caldwell and Watauga Counties. Courses are also held off site.

#### **Admissions**

Admission to open to individuals 18 years of age or individuals whose regular high school class has graduated. A Minor Permission Form is required for those between 16 and 18 years of age.

#### **Fees**

Registration fees are required for occupational training and self supporting courses. Textbooks or special materials may be purchased from the campus bookstore. Occupational training courses are offered at no cost to NC residents 65 year of age and older. Additional fees may be charged in certain course.

### **To Enroll**

Registration dates may be found in the front of the college catalog under Academic Calendar. Semester schedules are available on the college website [www.cccti.edu](http://www.cccti.edu) or a printed copy is available up request to the Corporate and Continuing Education Department. The college reserves the right to cancel any course when insufficient numbers are registered. Applicants are admitted on a first come, first served basis. Students may register any Tuesday from 8 am - 7 pm at the Corporate and Continuing Education Office on either campus and at the first class session if space is available. Parking stickers and student IDs are available on regular registration days. See Academic Calendar for current registration dates and holidays.

### **Refund Policy**

Students registered for an occupational training course who officially withdraw prior to the first day of class will be eligible for a 100 percent refund, if requested. Students who officially withdraw on the first day of class or by the 10 percent date of the class will be eligible for a 75 percent refund, if requested. (Students enrolled in a multi-entry/multi-exit class who officially withdraw on the first day of class or within 10 calendar days of the first class meeting are eligible for a 75 percent refund, if requested). Students registered for an occupational training course that is canceled for any reason by the vice-president will automatically be issued a 100 percent refund. To receive a refund, a student must complete and sign a continuing education drop/refund form and have the vice-president sign for the course(s) being dropped.

### **Course Repetition Policy - Occupational Extension**

No occupational extension training course may be taken more than twice within a five-year period unless the student pays full cost of the course. The occupational extension repeat policy does not apply to students taking course(s) for certification, licensure, or recertification.

### **Attendance/Grading System**

A course syllabus will be distributed by the instructor to include attendance policies at the beginning of each course. Students will be held responsible for understanding all attendance and classroom rules issued by the instructor. Numerical and/or letter grades will be given for occupational training classes requiring certification. All other continuing education grades will be recorded as follows:

A	Excellent	S	Satisfactory
B	Above Average	U	Unsatisfactory
C	Average	W	Withdrawn
D	Below Average		
F	Failing		

### **Student Records/Transcripts**

Student records and transcripts can be reviewed by students for accuracy and may be picked up in person by presenting a signed request in the Student Services office. Certificates are given for the satisfactory completion of occupational training courses. CCC& TI adheres to the Family Privacy Rights Act and assures all students that their records will remain confidential. The college has the right to release information which may include the following:

- student's name
- date of birth
- address
- telephone number
- dates of attendance

### **Rules and Regulations**

All the rules and regulations of the college under "Student Conduct and Responsibilities" will be adhered to by Corporate and Continuing Education students.

