

Corporate and Continuing Education

2009 Spring Schedule

5/14/2009

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	100	W	1:00-3:00pm	1/14/09-2/25/09	Caldwell Senior Ctr.	Clark	\$25
Basketweaving	CSP 7001	101	W	1:00-3:00pm	3/4/09-4/15/09	Caldwell Senior Ctr.	Clark	\$25
Lap Quilting	CSP 7006	100	Th	1:30-3:30pm	1/15/09-2/26/09	Caldwell Senior Ctr.	Enloe	\$25
Lap Quilting	CSP 7006	101	Th	1:30-3:30pm	3/5/09-4/16/09	Caldwell Senior Ctr.	Enloe	\$25
Oil Acrylics	CSP 7007	100	M	10:00am-12:00pm	1/12/09-2/23/09	Caldwell Senior Ctr.	Gragg	\$25
Oil Acrylics	CSP 7007	101	M	10:00am-12:00pm	3/2/09-4/13/09	Caldwell Senior Ctr.	Gragg	\$25
AVIATION								
Aviation Instrument Rating	AER 3101	300	T	6:00-10:00pm	2/3/09-4/21/09	TAPS	TBD	\$60
Aviation Ground School for Pilots	AER 3103	300	W	6:00-10:00pm	2/4/09-4/22/09	TAPS	Powell	\$60
BIOTECHNOLOGY								
BioWork	ISC 3200		T/Th	5:30-9:30	5/19/09-9/3/09	H304	Teeters/Rothwell	\$65
CERTIFICATION/LICENSURE								
Bartending/Mixology	HOS 3007	300	M	6:00-10:00pm	1/26/09-3/30/09	K119	Teeters	\$60
* For more information please call 828-726-2242. Must be 21 years of age to attend course.								
EPA Refrigerant Certification	AHR 3128	020	Sa	8:00am-4:30pm	2/14/09-2/21/09	J232	Turner	\$55
EPA Refrigerant Certification	AHR 3128	021	Sa	8:00am-4:30pm	4/11/09-4/18/09	J232	Turner	\$55
*Notary Public	MLS 3874	300	TTh	6:00-9:00pm	1/13/09-1/15/09	H311	Clement	\$50
*Notary Public	MLS 3874	301	TTh	6:00-9:00pm	2/10/09-2/12/09	H311	Clement	\$50
*Notary Public	MLS 3874	302	TTh	6:00-9:00pm	3/10/09-3/12/09	H311	Clement	\$50
*Notary Public	MLS 3874	303	TTh	6:00-9:00pm	4/21/09-4/23/09	H311	Clement	\$50
*Notary Public	MLS 3874	304	TTh	6:00-9:00pm	5/12/09-5/14/09	H311	Clement	\$50
*Students must register and purchase book before attending class.								
COMMUNITY COLLEGE FINANCIAL INSTITUTE								
Community College Financial Institute	BAF 3100		Online	Online	2/2/08-4/27/08		Alexandar	\$55
COSMETIC ARTS								
*Nail Tech/Manicurist	COS 3101	300	M-Th	5:30-9:30pm	1/12/09-6/2/09	B107	Hensley	\$65

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
*Nail Tech/Manicurist	COS 3101	301	M-Th	5:30-9:30pm	7/20/09-12/8/09	K013	TBD	\$65
*High School Diploma/GED required.								
Tanning Booth Operator	COS 3103	100	M T	2:00-10:00pm 10:00pm	1/26/09-1/27/09	F319	Annas	\$55
Tanning Booth Operator	COS 3103	101	M T	2:00-10:00pm 10:00pm	4/27/09-4/28/09	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.								
Cake Finishing (Min 8/Max 10)	SEF 7169	300	Th	6:00-9:00pm	5/21/09-8/6/09	Traditions of Ruth	Crump	\$75
Cake Finishing (Min 8/Max 10)	SEF 7169		Th	6:00-9:00pm	9/3/09-11/5/09	Traditions of Ruth	Crump	\$75
COMPUTER WISE FRIDAYS								
Access	CAS 7500	100	F	1:00-5:00pm	3/6/09-3/13/09	H218	Triplett	\$50
Excel	CAS 7300	100	F	1:00-5:00pm	2/6/09-2/13/09	H218	Triplett	\$50
PowerPoint	CAS 7515	100	F	1:00-5:00pm	2/20/09-2/27/09	H218	Triplett	\$50
Word	CAS 7525	100	F	1:00-5:00pm	1/23/09-1/30/09	H218	Triplett	\$50
FINANCE								
*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	CSP 7146		Th	6:00-7:30pm		Civic Center	TBD	\$20
Finance 101--Session II	CSP 7153		T	6:00-7:30pm		Civic Center	TBD	\$20
FIRE/RESCUE/EMS								
EMT-Basic	EMS 3044	100	MWF	9:00am-1:00pm	1/12/09-4/24/09	D105	Coffey	\$65
EMT-Basic	EMS 3044	300	T/Th Sa	6:00-10:00pm 8:00am-5:00pm	1/13/09-5/14/09	D105	Crouch	\$65
EMT-Basic	EMS 3044	301	T/Th Sa	6:00-10:00pm 8:00am-5:00pm	1/13/09-5/14/09	N.Catawba Fire Dept	Campbell	\$65
EMT-Basic	EMS 3044	302	M/W Sa	6:00-10:00pm 8:00am-5:00pm	1/19/09-5/18/09	Lovelady Rescue	Mellow	\$65
Basic Anatomy & Physiology	EMS 3000	100	TTh	8:30am-5:30pm	1/6/09-2/12/09	D105	Roper	\$60
**EMT-Paramedic Semester I	EMS 7301	100	TTh	8:30am-5:30pm	2/19/09-6/25/09	D105	Roper	\$65
**Basic EMT and Anatomy & Physiology required.								
EMT-Paramedic Semester II	EMS 7302	100	TTh	8:30am-5:30pm	7/7/09-11/12/09	D105	Roper	\$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
Anatomy & Physiology	HEA 7201	302	MTW	5:30pm-9:30pm	2/9/09-04/22/09	H208	Mozeley	\$60
Anatomy & Physiology	HEA 7201	303	MTW	5:30pm-8:30pm	04/27/09-07/15/09	H208	Mozeley	\$60
Medical Terminology	NUR 3235	600	ONLINE	ONLINE	2/9/09-04/22/09	ONLINE	Middleton	\$60
Medical Terminology	NUR 3235	601	ONLINE	ONLINE	04/27/09-7/11/09	ONLINE	Middleton	\$60
Medical Terminology	NUR 3235	602	ONLINE	ONLINE	7/20/09-10/03/09	ONLINE	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	SAF 3014	300	Th	7:00-10:00pm	1/15/09-2/5/09	E120	Hatton	\$55
CPR	SAF 3014	301	Tues	6:00pm-10:00pm	2/24	LENOIR EMS	Teague	\$50

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
CPR FULL	SAF 3014	302	Th	6:00pm-10:00pm	4/30	LENOIR EMS	Teague	\$50
CPR FULL	SAF 3014	303	Th	6:00pm-10:00pm	5/21	LENOIR EMS	Coffey	\$50
CPR/First Aid	SAF 3021	300	Th	7:00-10:00pm	1/15/09-3/19/09	E120	Hatton	\$55
Health Services Skills Lab	HRD 7033	100	F	10:00am-4:00pm	1/9/09-4/03/09	H219	Suddreth	\$55
Health Services Skills Lab	HRD 7033	101	F	12:00am-4:00pm	4/10/09-5/29/09	H219	Suddreth	\$55
Health Services Skills Lab	HRD 7033	102	F	10:00am-4:00pm	6/05/09-8/28/09	H219	Suddreth	\$55
Massage Therapy-Fundamentals II	HEA 7005	100	MWF M-F	9:00am-1:00pm	1/12/09-3/27/09 3/30/09- 5/1/09	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	NUR 3235	300	Th	5:30-8:30pm	1/22/09-04/30/09	Goodwill	Jarvis	\$60
Medical Terminology	NUR 3235	301	Th	5:30-8:30pm	5/14/09-8/20/09	Goodwill	Jarvis	\$60
*Medication Aide	PHM 4100	100	M-Th	12:00-4:00pm	1/5/09-1/14/09	H219	Middleton	\$55
*Medication Aide	PHM 4100	101	M-Th	9:00-4:00pm	04/20/09-04/23/09	H221	Middleton	\$55
*Medication Aide	PHM 4100	102	M-F	10:00-4:00pm	8/24/09-8/28/09	H221	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.								
NCLEX RN Review	SEF 7196	100	WTHF	8:00am-4:00pm	05/13/09-05/15/09	B104	F&S Review Co.	\$275
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	1/26/09-4/2/09	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 CLOSED-RIGHT AT HOME	NUR 3240	304	M-TH	5:00pm-9:00pm	03/02/09-05/11/09	H221	Suddreth	\$65
Nurse Aide I FULL	NUR 3240	106	M-F	8:00am-12:00pm	04/06/09-06/02/09	H221	Suddreth	\$65
Nurse Aide I FULL	NUR 3240	107	M-F	12:00pm-4:00pm	04/06/09-06/02/09	H210	Smith	\$65
Nurse Aide I FULL	NUR 3240	102	M-Th	8:00am-12:00pm	4/20/09-6/29/09	H219	Hartley	\$65
Nurse Aide I FULL	NUR 3240	301	M-Th	5:00-9:00pm	4/20/09-6/29/09	H219	Church	\$65
Nurse Aide I CLOSED FOR NURSING STUDENTS	NUR 3240	110	M-Th	8:00am-12:00pm	05/26/09-08/10/09	E136	Stevens	\$65
Nurse Aide I CLOSED FOR NURSING STUDENTS	NUR 3240	111	M-Th	1:00pm-5:00pm	05/26/09-08/10/09	E136	Stevens	\$65
Nurse Aide I FULL	NUR 3240	103	M-Th	8:00am-12:00pm	07-13/09-09/21/09	H219	Hartley	\$65
Nurse Aide I FULL	NUR 3240	302	M-Th	5:00pm-9:00pm	07-13/09-09/21/09	H219	Church	\$65
Nurse Aide I FULL	NUR 3240	104	M-Th	8:00am-12:00pm	10/05/09-12/15/09	H219	Hartley	\$65
Nurse Aide I FULL	NUR 3240	303	M-Th	5:00pm-9:00pm	10/05/09-12/15/09	H219	Church	\$65
Nurse Aide I	NUR 3240	100	M-Th	8:00am-12:00pm	1/4/10-3/15/10	H219	Hartley	\$65
Nurse Aide I	NUR 3240	300	M-Th	5:00pm-9:00pm	1/4/10-3/15/10	H219	Church	\$65
*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 CANCELED	NUR 7000	300	M/W	5:00-9:00pm	1/5/09-4/1/09	H221	Hartley	\$60
*Nurse Aide II--Clinical CANCELED	NUR 7001	301	M/W	5:00-9:00pm	4/8/09-7/1/09	H221	Hartley	\$60
*Nurse Aide II--Class/Lab	NUR 7000	101	M/W	1:00-5:00pm	7/20/09-10/14/09	H221	Hartley	\$60
*Nurse Aide II--Clinical	NUR 7001	101	M/W	1:00-5:00pm	10/26/09-12/16/09	H221	Hartley	\$60
*Prerequisite: GED/HSD and Nurse Aide I and Anatomy & Physiology)								
Nurse Aide Refresher	NUR 3242	300	M-F	5:00-9:00pm	1/26/09-1/30/09	H219	Suddreth	\$55
Nurse Aide Refresher	NUR 3242	301	T-F	4:30pm-9:30pm	04/14/09-04/17/09	H219	Church	\$55
Nurse Aide Refresher	NUR 3242	302	M-F	5:00pm-9:00pm	06/08/09-06/12/09	H221	Suddreth	\$55
Nurse Aide Refresher	NUR 3242	303	M-F	5:00pm-9:00pm	08/24/09-08/28/09	H221	Suddreth	\$55
Pharmacy Tech	PHM 3250	300	MT	5:30-8:30pm	01/12/09-04/28/09	H218	Mueller	\$60
Pharmacy Tech	PHM 3250	301	MT	5:30-8:30pm	05/18/09-08/31/09	H208	Mueller	\$60

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
Pharmacy Tech	PHM 3250	302	MT	5:30-8:30pm	09/14/09-12/22/09	H218	Mueller	\$60
Phlebotomy--Class/Lab	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	2/5/09-3/15/09	H210	Middleton	\$60
Phlebotomy--Class/Lab	MLA 7000	302	T/Th	5:00-9:00pm	10/07/08-2/03/09	H210	Dean	\$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 FULL	MLA 7000	100	T/Th	12:00-4:00pm	2/10/09-5/21/09	H210	Dean	\$65
Phlebotomy-Clinical (for MLA-7000-100)	MLA 7001	100	M-Su	7:00am-9:00pm	5/22/09-7/05/09	H210	Middleton	\$60
Phlebotomy--Class/Lab FULL	MLA 7000	300	T/Th	5:00-9:00pm	2/10/09-5/21/09	H210	Smith	\$65
Phlebotomy-Clinical (for MLA-7000-300)	MLA 7001	300	M-Su	7:00am-9:00pm	5/22/09-7/05/09	H210	Middleton	\$60
Phlebotomy--Class/Lab	MLA 7000	101	TWTH	12:00-4:00pm	6/09/09-8/13/09	H210	Smith	\$65
Phlebotomy-Clinical (for MLA-7000-101)	MLA 7001	103	M-Su	7:00am-9:00pm	08/14/09-10/10/09	H210	Middleton	\$60
Phlebotomy--Class/Lab	MLA 7000	301	TWTH	5:00-9:00pm	06/09/09-08/13/09	H210	Smith	\$65
Phlebotomy-Clinical (for MLA-7000-301)	MLA 7001	305	M-Su	7:00am-9:00pm	08/14/09-10/10/09	H210	Middleton	\$60
Phlebotomy--Class/Lab	MLA 7000	102	TWTH	12:00pm-4:00pm	09/01/09-11/05/09	H210	Smith	\$65
Phlebotomy-Clinical (for MLA-7000-101)	MLA 7001	104	M-Su	7:00am-9:00pm	11/06/09-12/31/09	H210	Middleton	\$60
Phlebotomy--Class/Lab	MLA 7000	302	TWTH	5:00pm-9:00pm	09/01/09-11/05/09	H210	Smith	\$65
Phlebotomy-Clinical (for MLA-7000-301)	MLA 7001	306	M-Su	7:00am-9:00pm	12/18/09-02/14/10	H210	Middleton	\$60
Phlebotomy--Class/Lab	MLA 7000	300	TWTH	5:00pm-9:00pm	11/17/09-02/09/10	H210	Smith	\$65
Phlebotomy-Clinical (for MLA-7000-301)	MLA 7001	300	M-Su	7:00am-9:00pm	02/12/10-04/04/10	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.

BEGINNING COMPUTER COURSES

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
Computers in the World of Work	Closed Class HRD 7001	301	Th	6:00-8:00pm	1/8-3/26	Smith Mem.	Witherspoon	\$55
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.	Closed Class HRD 7001		T	1:00-3:00pm	1/8-3/26	Smith Mem.	Witherspoon	\$55
	HRD 7001	100	M-F	8:00am-12:00pm	1/12/09-1/16/09	H215	Dunlap	\$55
	HRD 7001	101	M-F	8:00am-12:00pm	2/2/09-2/6/09	H215	Dunlap	\$55
	HRD 7001 CANCELED	107	M/W	1:00pm-4:00pm	02/09/09-03/04/09	H215	White	\$55
	HRD 7001	102	M-F	8:00am-12:00pm	2/23/09-2/27/09	H215	Dunlap	\$55
	HRD 7001	300	W	5:30-8:30pm	1/28/09-3/18/09	H215	McKinney	\$55
	HRD 7001	103	M-F	8:00am-12:00pm	3/16/09-3/20/09	H215	Dunlap	\$55
	HRD 7001	104	M-F	8:00am-12:00pm	4/6/09-4/10/09	H215	Bennick	\$55
	HRD 7001	301	T	6:00-9:00pm	4/21/09-6/16/09	H215	Seagle	\$55
	HRD 7001	105	M-F	8:00am-12:00pm	4/27/09-5/1/09	H215	Bennick	\$55

Keyboarding	HRD 7006	100	M-Th F	8:00am-5:00pm 8:00am-1:00pm	1/5/09-5/15/09	JobLink	Glenn	\$55
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Presenting Yourself in PowerPoint	HRD 7027	300	Th	6:00-9:00pm	01/22/09-03/12/09	H215	Seagle	\$55
Learn the basics of the most widely used presentation software program offered by Microsoft. This class emphasizes the use of Microsoft Powerpoint to create a winning presentation for any job interview.	HRD 7027	301	T	6:00-9:00PM	2/10/09 - 3/31/09	H215	Seagle	\$55
	HRD 7027	302	Th	6:00-9:00pm	06/04/09-07/02/09	H215	Seagle	\$55
	HRD 7027	303	Th	6:00-9:00pm	7/9/09-8/27/09	H215	Seagle	\$55

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
Using Excel in the Job Search	Closed Class HRD 7016	106	Sa	9:00-11:00am	1/10-3/28	Smith Mem.	Witherspoon	\$55
Learn the basics of the most widely used spreadsheet software program offered by Microsoft. This class emphasizes the use of Microsoft Excel to create a personal budget.	HRD 7016	100	M-F	8:00am-12:00pm	1/26/09-1/30/09	H215	Dunlap	\$55
	HRD 7016	101	M-F	8:00am-12:00pm	2/16/09-2/20/09	H215	Dunlap	\$55
	HRD 7016	102	M-F	8:00am-12:00pm	3/9/09-3/13/09	H215	Dunlap	\$55
	HRD 7016	103	M-F	8:00am-12:00pm	3/30/09-4/3/09	H215	Bennick	\$55
	CANCELED HRD 7016	107	M/W	1:00pm-4:00pm	04/09/09-05/04/09	H215	White	\$55
	HRD 7016	104	M-F	8:00am-12:00pm	4/20/09-4/24/09	H215	Bennick	\$55
	HRD 7016	105	M-F	8:00am-12:00pm	5/11/09-5/15/09	H215	Bennick	\$55

Using Word in the Job Search	Cancelled HRD 7004	106	Th	1:00-3:00pm	1/8-3/26	Smith Mem.	Witherspoon	\$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.	HRD 7004	100	T-F	8:00am-12:00pm	1/20/09-1/23/09	H215	Dunlap	\$55
	HRD 7004	300	M	5:30pm-8:30pm	3/2/09-4/27/09	H215	McKinney	\$55
	HRD 7004	101	M-F	8:00am-12:00pm	2/9/09-2/13/09	H215	Dunlap	\$55
	HRD 7004	102	M-F	8:00am-12:00pm	3/2/09-3-6/09	H215	Dunlap	\$55
	HRD 7004	103	M-F	8:00am-12:00pm	3/23/09-3/27/09	H215	Bennick	\$55
	CANCELED HRD 7004	107	M/W	1:00pm-4:00pm	03/09/09-04/01/09	H215	White	\$55
	HRD 7004	104	T-F	8:00am-12:00pm	4/14/09-4/17/09	H215	Bennick	\$55
	HRD 7004	105	M-F	8:00am-12:00pm	5/4/09-5/8/09	H215	Bennick	\$55

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

BUDGETING

Economic Literacy	HRD 3008	100	T	8:30am-8:00pm	1/6/09-5/12/09	H211	Witherspoon/ McKinney	\$50
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.								

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EMPLOYABILITY SKILLS

Preparing for Your Career - Career Start	HRD 7030	100	M-F	8:00-12:00pm	1/12/09-1/16/09	H211	Dunlap	\$55
This course is designed to help students improve their job seeking skills. Topics include self-assessment, resume writing, job seeking and interviewing.	HRD 7030	101	M-F	10:00am-1:00pm	1/26/09-1/30/09	H211	Connor	\$55
	HRD 7030	102	M-F	10:00am-1:00pm	2/9/09-2/13/09	H211	Connor	\$55
	HRD 7030	103	M-F	10:00am-1:00pm	2/23/09-2/27/09	H211	Connor	\$55
	HRD 7030	104	M-F	10:00am-1:00pm	3/9/09-3/13/09	H211	Connor	\$55
	HRD 7030	105	M-F	10:00am-1:00pm	3/23/09-3/27/09	H211	Connor	\$55
	HRD 7030	106	M-F	10:00am-1:00pm	4/6-/094/10/09	H211	Connor	\$55
	HRD 7030	107	M-F	10:00am-1:00pm	4/20/09-4/24/09	H211	Connor	\$55

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
	HRD 7030	108	M-F	10:00am-1:00pm	5/4/09-5/8/09	H211	Connor	\$55
Employability Lab 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.	HRD 3002	100	M-F	8:00am-5:00pm	1/5/09-5/15/09	JobLink	Glenn	\$50
Employment Connections	HRD 7021	101	MW	10:00am-12:00pm	01/12/09-03/02/09	H218	Edwards	\$55
	HRD 7021	102	T/TH	9:00am-12:00pm	03/10/09-04/09/09	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	300	M	5:30-8:30pm	5/11/09-7/6/09	H128	Duncan	\$55
Jobs Club--Closed Class			M	9:00am-12:00pm	2/2-5/4	H211	Johnson	\$50
Resume Maker Canceled	HRD 7034	Cancel	TH	2:00-5:00pm	1/8	JobLink	Glenn	\$50
This course is designed to help students develop a marketable resume with current trends in resume writing.	HRD 7034	Cancel	TH	2:00-5:00pm	1/15	JobLink	Glenn	\$50
	HRD 7034	Cancel	TH	2:00-5:00pm	1/22	JobLink	Glenn	\$50
	HRD 7034	Cancel	TH	2:00-5:00pm	1/29	JobLink	Glenn	\$50
	HRD 7034	Cancel	Th	2:00-5:00pm	1/15	JobLink	Glenn	\$50
	HRD 7034	Cancel	Th	2:00-5:00pm	1/22	JobLink	Glenn	\$50
All resume maker classes have been cancelled.	HRD 7034	Cancel	Th	2:00-5:00pm	1/29	JobLink	Glenn	\$50
	HRD 7034	Cancel	Th	2:00-5:00pm	2/5	JobLink	Glenn	\$50
	HRD 7034	Cancel	Th	2:00-5:00pm	2/12	JobLink	Glenn	\$50
	HRD 7034	Cancel	Th	2:00-5:00pm	2/2	JobLink	Glenn	\$50
	HRD 7034	Cancel	Th	2:00-5:00pm	2/29	JobLink	Glenn	\$50
	HRD 7034	Cancel	Th	2:00-5:00pm	2/26	JobLink	Glenn	\$50
	HRD 7034	Cancel	Th	2:00-5:00pm	3/5	JobLink	Glenn	\$50
	HRD 7034	Cancel	Th	2:00-5:00pm	3/12	JobLink	Glenn	\$50
	HRD 7034	Cancel	Th	2:00-5:00pm	3/19	JobLink	Glenn	\$50
	HRD 7034	Cancel	Th	2:00-5:00pm	3/26	JobLink	Glenn	\$50
	HRD 7034	Cancel	Th	2:00-5:00pm	4/2	JobLink	Glenn	\$50
	HRD 7034	Cancel	Th	2:00-5:00pm	4/9	JobLink	Glenn	\$50
	HRD 7034	Cancel	Th	2:00-5:00pm	4/23	JobLink	Glenn	\$50
	HRD 7034	Cancel	Th	2:00-5:00pm	4/30	JobLink	Glenn	\$50
	HRD 7034	Cancel	Th	2:00-5:00pm	5/7	JobLink	Glenn	\$50
	HRD 7034	Cancel	Th	2:00-5:00pm	5/14	JobLink	Glenn	\$50
*Work Keys	SEF 7038	100	W	1:00-5:00pm	1/21	H211	Glenn	\$30
	SEF 7038	101	W	1:00-5:00pm	2/18	H211	Glenn	\$30
	SEF 7038	102	W	1:00-5:00pm	3/18	H211	Glenn	\$30
	SEF 7038	103	W	1:00-5:00pm	4/23	H211	Glenn	\$30
	SEF 7038	104	W	1:00-5:00pm	5/13	H211	Glenn	\$30

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

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
** Furniture Institute								
Furniture Institute	HRD 7036		M-F	8:00-11:00am		H218	Belk	\$55
Furniture Institute	HRD 7036		TTh	5:00-8:00pm		H211	Willis	\$55
Furniture Institute-Spanish	HRD 7036		M-F	1:00-4:00pm		Goodwill	Worden	\$55

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

Upholstery, Intro to	HRD 7035		TTh	6:00-9:00pm		J118	Escrutt Smith	\$60
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IT - INSTITUTE

HRD classes are free to those who qualify.

IT - Institute - Module I	HRD 7026		MW	6:00-9:00pm	1/26/09-3/2/09 3/9/09-4/1/09	H211 H218	Connor Willis	\$60
IT - Institute - Module II	CAS 7015		TTh	6:00-9:00pm	4/28/09-6/9/09 7/28/09	H218 F221	Poarch Stulgenskis	\$60
IT - Institute - Module I	HRD 7026		MW	6:00-9:00pm	3/30/09-5/6/09 6/15/09	H211 H218	Connor Willis	\$60
IT - Institute - Module II	CAS 7015		TTh	6:00-9:00pm	6/23/09-8/4/09 8/11/09-9/22/09	H218 F221	Poarch Stulgenskis	\$60
PC Repair	CAS 7009	300	Th	6:00-8:30pm	04/02/06-06/04/09	H218	Poarch	\$55
It Institute Module III-Part I- Operating Systems Concepts	CAS 7020	300	MW	6:00-9:15pm	05/18/09-06/22/09	H218	Barrier	\$60
It Institute Module III-Part II- Vmware Overview	CAS 7021	302	TTH	6:00-9:15pm	05/19/09-06/18/09	F215	TBD	\$60
It Institute Module III-Part I- Operating Systems Concepts	CAS 7020	300	MW	6:00-9:15pm	05/18/09-06/22/09	H218	Barrier	\$60
It Institute Module III-Part I- Operating Systems Concepts	CAS 7020	301	MW	6:00-9:15pm	06/24/09-08/03/09	H218	Barrier	\$60
It Institute Module III-Part II- Vmware Overview	CAS 7021	301	TTH	6:00-9:15pm	08/05/09-09/15/09	F221	TBD	\$60

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

LANGUAGES

Beginning Sign Language-- Canceled	COM 3709	300	Th	6:00-8:00pm	2/5-4/23	H208	Baker	\$55
Conversational Spanish I	FLI 7001	300	T T/Th	6:00-8:00pm	2/3-2/24 3/3-3/26	H319	Worden	\$55
Conversational Spanish II-- Canceled	FLI 7002	300	Th	6:00-8:00pm	2/5-4/23	H319	TBD	\$55

****Please contact Dana Glenn in the Caldwell County JobLink Center at 828-759-4675 for additional Spanish class information.**

SMALL BUSINESS

Disney Secrets in Building & Growing Powerful Teams in Your Business Cancelled	SBC 7172	100	Th	9:00am-12:00pm	1/29	H210	Formica	\$0
Exploring Alternative Energy	SBC 7179	300	Th	6:00-7:00pm	2/5	TBD	TBD	\$0
Getting Money for Going Green	SBC 7178	300	Th	6:00-8:00pm	1/8	TBD	TBD	\$0
Green Certifications Overview	SBC 7180	301	T	6:00-8:00pm	2/24	TBD	TBD	\$0
Green Certifications Overview	SBC 7180		Th	6:00-7:00pm	2/26	Chamber of Commerce	TBD	\$0
Tax Benefits for Going Green	SBC-7186	100	Th	6:00-8:00pm	3/12	Chamber of Commerce	TBD	\$0
Green Updates for Your Home/Business	SBC		Th	6:00-7:00pm	3/26	Chamber of Commerce	TBD	\$0

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
Promoting in a Virtual World: Are you prepared to take your business online but don't know where to begin? Author and business owner, L. Diane Wolfe, walks you through the steps, from creating a sticky website to generating publicity. Options for products and services are covered as she outlines promotion basics for those starting a web-based business or setting up a website for their physical business. This lively seminar encourages listeners to actively participate and design their own successful online marketing plan.	SBC		T	6:00-9:00pm	2/24	H215	Wolfe	\$0
Small Business Start-up Series: Consists of a series of five seminars. The seminars are <i>How to Start a Business, How to Write a Business Plan, Financing a Small Business, Record Keeping, and Marketing a Small Business.</i> Participants will gain the fundamental knowledge of how to get started with their very own business venture.	SBC-7026	300	Th	6:00-8:00pm	4/23	H133	Waechter	\$0
	SBC-7009	300	Th	6:00-8:00pm	4/30	H133	Waechter	\$0
	SBC-7006	100	Th	6:00-8:00pm	5/7	H133	Waechter	\$0
	SBC-7015	300	Th	6:00-8:00pm	5/14	H133	Waechter	\$0
	SBC-7031	300	Th	6:00-8:00pm	5/21	H133	Waechter	\$0
SUSTAINABLE TECHNOLOGY								
Building Performance Institute			M-F	8:00am-5:00pm	TBD	TBD	Waechter	\$55
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.	EGY 7000	500		on line	2/9/09-3/16/09	on line	Willis	\$55
Building Performance Institute- Hers Raters	EGY-7004	100	MTW	8:00am-5:00pm	01/12/09-01/14/09	WC-116	Suddreth	\$55
Building Performance Institute- Hers Raters	EGY-7004	101	MTW	8:00am-5:00pm	02/09/09-02/11/09	WC-116	Suddreth	\$55
Building Performance Institute- Envelope Specialist	EGY-7004	102	MTW	8:00am-5:00pm	03/09/09-03/11/09	WC-116	Suddreth	\$55
Building Performance Institute- Hers Raters	EGY-7004	804	MTW	8:00am-5:00pm	05/27/09-05/29/09	WC-116	Suddreth	\$55

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
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.								\$25
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					TBD			\$55
High Performancy Building Techniques	EGY 7002	100	M	3:00-5:00pm	02/09/09-07/13/09	H318	Suddreth	\$55
Renewable Energy Overview - 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 7008	100	Sa	9:00am-12:00pm	1/24/09-6/27/09	H318	TBD	\$55
Intro to Building Science - 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.					TBD		Suddreth	\$40
Leaning Your Business	SBC-7184	100	Fr	9:00am-4:00pm	4/17/2009			

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
Sustainable Design-Level I-Intro to			on line	on line	2/2/09-3/13/09	on line	Brigham	\$55
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.	EGY 7003	Closed Class	Th	6:00-8:00pm	1/29/09-2/19/09	H133	Baines	\$50
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.					TBD		Kevin Clark	Free

TEACHER ASSISTANT INSTITUTE

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

Effective Teacher Training	EDU 7031	100	TWTHF	8:00am-2:00pm	07/28/09-07/31/09	H218	Edwards	\$55
Big Ideas in Little Books	EDU 7201		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55
Creating the Inclusive Classroom: Strategies for Success	EDU 7096		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55
Grammar Refresher	EDU 7026		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55
Guiding Kids to the Internet	EDU 7016		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55
Integrating Technology in the Classroom	EDU 7097		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55
Interpersonal Communication	COM 7400		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55
Keys to Effective Communication	MLS 7600		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55
PowerPoint in the Classroom	CAS 7573		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55
Solving Classroom Discipline Problems	EDU 7027		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55
The Classroom Computer	CAS 7548		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
The Creative Classroom			W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55
Using the Internet in the Classroom	EDU 7051		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	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.

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

CPR--Cancelled	SAF 3014	300	Th	7:00-10:00pm	1/16/09-2/5/09	E120	Hatton	\$55
CPR/First Aid--Cancelled	SAF 3021	300	Th	7:00-10:00pm	1/16/09-3/19/09	E120	Hatton	\$55
Effective Teacher Training	EDU 7031	100	TTh	9:00am-12:00pm	3/10/09-4/9/09	H218	Edwards	\$55
Psychology of Dreams	EDU 7110		WF	8:00-10:45am	6/3/09-7/31/09	TBD	Schrag	\$60
Sculpture			TTh	5:00-7:45pm	1/8/09-5/12/09	B120	Stronach	\$60
21st Century Skills. How the World is Different. Preparing Today's Students for Tomorrow's Careers	EDU		T	4:30-6:30pm	1/20/09-2/17/09	TBD	Wright	\$55

TRADES - CONSTRUCTION

Cabinetmaking I	CAB 3100	300	TTh	5:00-9:00pm	1/13/09-5/14/09	J244	Worley	\$65
Cabinetmaking I	CAB 3100	301	MW	5:00-9:00pm	1/12/09-5/13/09	J244	Worley	\$65
Cabinetmaking II	CAB 7000	300	TTh	5:00-9:00pm	1/13/09-5/14/09	J244	Worley	\$65
Cabinetmaking II	CAB 7000	302	MW	5:00-9:00pm	1/12/09-5/13/09	J244	Worley	\$65
Cabinetmaking III	CAB 7001	300	TTh	5:00-9:00pm	1/13/09-5/14/09	J244	Worley	\$65
Cabinetmaking III	CAB 7001	301	MW	5:00-9:00pm	1/12/09-5/13/09	J244	Worley	\$65
Interior/Exterior Trim	CAR 3121	300	W	6:00-9:00pm	2/11/09-4/29/09	J246	TBD	\$60
Preparation for Contractor's License	CAR 3118	300	TTh	7:00-10:00pm	1/6/09-3/12/09	H321	Shelton	\$60
Preparation for Contractor's License	CAR 3118	301	TTh	7:00-10:00pm	4/14/09-6/18/09	H321	Shelton	\$60
Residential Construction Estimation	CAR 3004	300	M	6:00-9:00pm	2/9/09-3/30/09	H318	Shelton	\$55
WOL-Carpentry Level I	WOL 3010	300	MW	6:00-10:00pm	1/12/09-5/13/09	J136	Winn	\$65
WOL-Carpentry Level II	WOL 3020	300	MW	6:00-10:00pm	1/12/09-5/13/09	J136	Winn	\$65
WOL Electrical Level I	WOL 3110	300	T/Th	6:00-10:00pm	1/13/09-5/14/09	J240	TBD	\$65
WOL Electrical Level II	WOL 3120	300	T/Th	6:00-10:00pm	1/13/09-5/14/09	G101	TBD	\$65
WOL-HVAC Level I	WOL 3210	300	M-Th	4:00-6:00pm	1/12/09-5/14/09	J232	Turner	\$65
WOL-HVAC Level II	WOL 3220	300	MW	6:00-10:00pm	1/12/09-5/13/09	J232	Turner	\$65
WOL-HVAC Level III	WOL 3230	300	TTh	6:00-10:00pm	1/13/09-5/14/09	K214	Turner	\$65
WOL-HVAC Level IV	WOL 3240	300	TTh	6:00-10:00pm	1/13/09-5/14/09	K214	Turner	\$65
WOL-Plumbing Level I	WOL 3310	300	TTh	6:00-10:00pm	1/13/09-5/14/09	J121	Fronius	\$65
WOL-Plumbing Level II	WOL 3320	300	TTh	6:00-10:00pm	1/13/09-5/14/09	J121	Fronius	\$65
WOL-Plumbing Level III	WOL 3330	300	TTh	6:00-10:00pm	1/13/09-5/14/09	J121	Fronius	\$65
WOL-Plumbing Level IV	WOL 3340	300	TTh	6:00-10:00pm	1/13/09-5/14/09	J121	Fronius	\$65
WOL-Plumbing Level I	WOL 3310	301	MW	6:00-10:00pm	1/12/09-5/13/09	J121	Fronius	\$65
WOL-Plumbing Level II	WOL 3320	301	MW	6:00-10:00pm	1/12/09-5/13/09	J121	Fronius	\$65
WOL-Plumbing Level III	WOL 3330	301	MW	6:00-10:00pm	1/12/09-5/13/09	J121	Fronius	\$65
WOL-Plumbing Level IV	WOL 3340	301	MW	6:00-10:00pm	1/12/09-5/13/09	J121	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
Upholstery, Intro to	HRD 7035	302	MW	6:00-9:00pm	04/06/09-05/06/09	H318	Connor	\$55
Upholstery Skills Training	TEX 3117	302	MW	5:30-9:30pm	05/11/09-07/01/09	J128	Escritt/Smith	\$60
Upholstery, Intro to	HRD 7035	303	MW	6:00-9:00pm	05/18/09-06/17/09	H211	Connor	\$55
Upholstery Skills Training	TEX 3117	303	MW	5:30-9:30pm	07/20/09-09/09/09	J128	Escritt/Smith	\$60
Welding Techniques, Basic	WLD 3106	300	MW	6:00-9:00pm	1/12/09-5/13/09	D101	Spleet	\$65
Welding Techniques, Basic	WLD 3106	301	MW	6:00-9:00pm	6/1/09-8/12/09	B120	Spleet	\$65
Welding Techniques, Basic	WLD 3106	302	TTh	6:00-9:00pm	6/2/09-8/13/09	B120	Spleet	\$65
Welding Techniques, Mig	WLD 3113	300	MW	6:00-9:00pm	1/12/09-5/13/09	D101	Spleet	\$65
Welding Techniques, Mig	WLD 3113	301	MW	6:00-9:00pm	6/1/09-8/12/09	B120	Spleet	\$65
Welding Techniques, Mig	WLD 3113	302	TTh	6:00-9:00pm	6/2/09-8/13/09	B120	Spleet	\$65
Welding Techniques, Tig	WLD 3109	300	MW	6:00-9:00pm	1/12/09-5/13/09	D101	Spleet	\$65
Welding Techniques, Tig	WLD 3109	301	MW	6:00-9:00pm	6/1/09-8/12/09	B120	Spleet	\$65
Welding Techniques, Tig	WLD 3109	302	TTh	6:00-9:00pm	6/2/09-8/13/09	B120	Spleet	\$65

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.**

Escort Driver Recertification-CANCELLED	AUT 7200	300	F	6:00-10:00pm	1/16	H218	Moose	\$50
Escort Driver Recertification-CANCELLED	AUT 7200	301	F	6:00-10:00pm	2/13	H218	Moose	\$50
Escort Driver Recertification	AUT 7200	302	F	6:00-10:00pm	3/14	H218	Moose	\$50
Escort Driver Recertification	AUT 7200	303	F	6:00-10:00pm	4/11	H218	Moose	\$50
Escort Driver Recertification	AUT 7200	104	F	6:00-10:00pm	5/9	H218	Moose	\$50
Escort Driver Certification - Initial	AUT 3003	300	Sa	8:00am-5:00pm	1/17	H218	Moose	\$50
Escort Driver Certification - Initial	AUT 3003	301	Sa	8:00am-5:00pm	2/14	H218	Moose	\$50
Escort Driver Certification - Initial	AUT 3003	102	Sa	8:00am-5:00pm	3/14	H218	Moose	\$50
Escort Driver Certification - Initial	AUT 3003	103	Sa	8:00am-5:00pm	4/11	H218	Moose	\$50
Escort Driver Certification - Initial	AUT 3003	104	Sa	8:00am-5:00pm	5/9	H218	Moose	\$50
Motor Vehicle Dealer License Renewal	AUT 3001	300	T	8:30am-3:00pm	1/20	H207	Medford	\$50
Motor Vehicle Dealer License Renewal	AUT 3001		T	8:30am-3:00pm	4/14	H207	Medford	\$50
**OBD Emission Control Inspection- Initial	AUT 3129	100	T	8:00am-5:00pm	1/20	TAPS	Eldreth	\$50
**OBD Emission Control Inspection- Initial	AUT 3129	101	T	8:00am-5:00pm	2/17	TAPS	Eldreth	\$50
**OBD Emission Control Inspection- Initial	AUT 3129	102	T	8:00am-5:00pm	3/17	TAPS	Eldreth	\$50

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
**OBD Emission Control Inspection-Initial	AUT 3129	103	T	8:00am-5:00pm	4/21	TAPS	Eldreth	\$50
**OBD Emission Control Inspection-Initial	AUT 3129	104	T	8:00am-5:00pm	5/19	TAPS	Eldreth	\$50
**OBD Emission Control Inspection-Recert	AUT 7300	300	Th	6:00-10:00pm	1/22	H311	Eldreth	\$50
**OBD Emission Control Inspection-Recert	AUT 7300	301	Th	6:00-10:00pm	2/19	H311	Eldreth	\$50
**OBD Emission Control Inspection-Recert	AUT 7300	302	Th	6:00-10:00pm	3/19	H311	Eldreth	\$50
**OBD Emission Control Inspection-Recert	AUT 7300	303	Th	6:00-10:00pm	4/23	H310	Eldreth	\$50
**OBD Emission Control Inspection-Recert	AUT 7300	304	Th	6:00-10:00pm	5/21	H311	Eldreth	\$50
**OBD Emission Control students must register before attending class.								
Alive at 25!	CSP 7148	318	Th	6:00-10:00pm	1/8	H207	Moose	\$50
Alive at 25!	CSP 7148	300	Th	6:00-10:00pm	1/15	H207	Moose	\$50
Alive at 25!	CSP 7148	301	Th	6:00-10:00pm	1/22	H207	Moose	\$50
Alive at 25!	CSP 7148	302	Th	6:00-10:00pm	1/29	H207	Moose	\$50
Alive at 25!	CSP 7148	303	Th	6:00-10:00pm	2/5	H207	Moose	\$50
Alive at 25!	CSP 7148	304	Th	6:00-10:00pm	2/12	H207	Moose	\$50
Alive at 25!	CSP 7148	305	Th	6:00-10:00pm	2/19	H207	Moose	\$50
Alive at 25!	CSP 7148	306	Th	6:00-10:00pm	2/26	H207	Moose	\$50
Alive at 25!	CSP 7148	307	Th	6:00-10:00pm	3/5	H207	Moose	\$50
Alive at 25!	CSP 7148	308	Th	6:00-10:00pm	3/12	H207	Moose	\$50
Alive at 25!	CSP 7148	309	Th	6:00-10:00pm	3/19	H207	Moose	\$50
Alive at 25!	CSP 7148	310	Th	6:00-10:00pm	3/26	H207	Moose	\$50
Alive at 25!	CSP 7148	311	Th	6:00-10:00pm	4/2	H207	Moose	\$50
Alive at 25!	CSP 7148	312	Th	6:00-10:00pm	4/9	H207	Moose	\$50
Alive at 25!	CSP 7148	313	Th	6:00-10:00pm	4/16	H207	Moose	\$50
Alive at 25!	CSP 7148	314	Th	6:00-10:00pm	4/23	H207	Moose	\$50
Alive at 25!	CSP 7148	315	Th	6:00-10:00pm	4/30	H207	Moose	\$50
Alive at 25!	CSP 7148	316	Th	6:00-10:00pm	5/7	H207	Moose	\$50
Alive at 25!	CSP 7148	317	Th	6:00-10:00pm	5/14	H207	Moose	\$50
Defensive Driving	CSP 7147	318	W	6:00-10:00pm	1/7	H207	Moose	\$50
Defensive Driving	CSP 7147	300	W	6:00-10:00pm	1/14	H207	Moose	\$50
Defensive Driving	CSP 7147	301	W	6:00-10:00pm	1/21	H207	Moose	\$50

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
Defensive Driving	CSP 7147	302	W	6:00-10:00pm	1/28	H207	Moose	\$50
Defensive Driving	CSP 7147	303	W	6:00-10:00pm	2/4	H207	Moose	\$50
Defensive Driving	CSP 7147	304	W	6:00-10:00pm	2/11	H207	Moose	\$50
Defensive Driving	CSP 7147	305	W	6:00-10:00pm	2/18	H207	Moose	\$50
Defensive Driving	CSP 7147	306	W	6:00-10:00pm	2/25	H207	Moose	\$50
Defensive Driving	CSP 7147	307	W	6:00-10:00pm	3/4	H207	Moose	\$50
Defensive Driving	CSP 7147	308	W	6:00-10:00pm	3/11	H207	Moose	\$50
Defensive Driving	CSP 7147	309	W	6:00-10:00pm	3/18	H207	Moose	\$50
Defensive Driving	CSP 7147	310	W	6:00-10:00pm	3/25	H207	Moose	\$50
Defensive Driving	CSP 7147	311	W	6:00-10:00pm	4/1	H207	Moose	\$50
Defensive Driving	CSP 7147	312	W	6:00-10:00pm	4/8	H207	Moose	\$50
Defensive Driving	CSP 7147	313	W	6:00-10:00pm	4/15	H207	Moose	\$50
Defensive Driving	CSP 7147	314	W	6:00-10:00pm	4/22	H207	Moose	\$50
Defensive Driving	CSP 7147	315	W	6:00-10:00pm	4/29	H207	Moose	\$50
Defensive Driving	CSP 7147	316	W	6:00-10:00pm	5/6	H207	Moose	\$50
Defensive Driving	CSP 7147	317	W	6:00-10:00pm	5/13	H207	Moose	\$50
**Motorcycle Instructor Prep	TRA 3700	300	F	6:00-10:00pm	4/24/09-5/24/09	J212	McLean Kreszock	\$60
			Sa/Su	8:00am-5:00pm				
**For the Motorcycle Instructor Prep course, please contact the Motorcycle Safety Office at 1-800-428-7433 for registration information.								
****Basic Rider Course FULL	CSP 7149	020	F	6:00-10:00pm	3/6/09-3/8/09	J212	TBD	\$160
			Sa/Su	8:00am-5:00pm				
****Basic Rider Course FULL	CSP 7149	021	F	6:00-10:00pm	3/13/09-3/15/09	J212	TBD	\$160
			Sa/Su	8:00am-5:00pm				
****Basic Rider Course	CSP 7149	022	F	6:00-10:00pm	3/20/09-3/22/09	J212	TBD	\$160
			Sa/Su	8:00am-5:00pm				
****Basic Rider Course	CSP 7149	023	F	6:00-10:00pm	04/10/09-04/12/09	J212	TBD	\$160
			Sa/Su	8:00am-5:00pm				
****Basic Rider Course	CSP 7149	024	F	6:00-10:00pm	4/17/09-4/19/09	J212	TBD	\$160
			Sa/Su	8:00am-5:00pm				
****Basic Rider Course	CSP 7149	027	F	6:00-10:00pm	5/8/09-5/10/09	J212	TBD	\$160

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
			Sa/Su	8:00am-5:00pm				
****Basic Rider Course	CSP 7149	030	F	6:00-10:00pm	5/29/09-5/31/09	J212	TBD	\$160
			Sa/Su	8:00am-5:00pm				
****Basic Rider Course	CSP 7149	029	F	6:00-10:00pm	05/22/09-05/24/09	J212	TBD	\$160
			Sa/Su	8:00am-5:00pm				
****Basic Rider Course	CSP 7149	031	F	6:00-10:00pm	6/5/09-6/7/09	J212	TBD	\$160
			Sa/Su	8:00am-5:00pm				
****Basic Rider Course	CSP 7149	032	F	6:00-10:00pm	6/12/09-6/14/09	J212	TBD	\$160
			Sa/Su	8:00am-5:00pm				
****Basic Rider Course	CSP 7149	033	F	6:00-10:00pm	6/19/09-6/21/09	J212	TBD	\$160
			Sa/Su	8:00am-5:00pm				
***Experienced Motorcycle Rider	CSP 7151		Sa or Su	TBD	TBD	J212	TBD	\$160
**Vehicle Safety Inspection	AUT 3128	100	T	8:00am-5:00pm	1/13	TAPS	Eldreth	\$50
**Vehicle Safety Inspection	AUT 3128	101	T	8:00am-5:00pm	2/10	TAPS	Eldreth	\$50
**Vehicle Safety Inspection	AUT 3128	102	T	8:00am-5:00pm	3/10	TAPS	Eldreth	\$50
**Vehicle Safety Inspection	AUT 3128	103	T	8:00am-5:00pm	4/14	TAPS	Eldreth	\$50
**Vehicle Safety Inspection	AUT 3128	104	T	8:00am-5:00pm	5/12	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

Basic Jewelry making	CSP 7107	850	M	6:30-8:30pm	2/2/09-3/9/09	WCEC	Lee	\$45
Crafts	CSP 7004	750	T	9:45am-1:15pm	2/10/09-4/14/09	WWCC	Danner	\$45
Home Décor	CSP 7150	850	M	6:30-8:30pm	3/23/09-5/4/09	WCEC	Lee	\$45
Lap Quilting	CSP 7006	750	Th	9:00am-12:30pm	2/12/09-4/16/09	WWCC	Warren	\$45
Stained Glass			M	6-8pm	2/2/09-4/6/09	WCEC	Rooks	

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
Mixology: The Study of Mixing Beverages	HOS 7001	750	MW	1:30-3:00pm	2/2/09-4/8/09	WCEC 105	Gregory	\$55
Mixology: The Study of Mixing Beverages	HOS 7001	850	M	6:00-9:00pm	2/2/09-4/6/09	WCEC 105	Gregory	\$55
*Notary Public	MLS 3874	850	T/Th	6:00-9:00pm	1/13/09-1/14/09	WHS 311	Howell	\$50
*Notary Public	MLS 3874	851	T/Th	6:00-9:00pm	2/17/09-2/19/09	WHS 311	Howell	\$50
*Notary Public	MLS 3874	852	T/Th	6:00-9:00pm	3/17/09-3/19/09	WHS 311	Howell	\$50
*Notary Public	MLS 3874	853	T/Th	6:00-9:00pm	4/21/09-4/23/09	WHS 311	Howell	\$50
*Notary Public - CANCELLED	MLS 3874	854	T/Th	6:00-9:00pm	5/12/09-5/14/09	WHS 311	Howell	\$50
*Notary Public	MLS 3874	855	T/Th	6:00-9:00pm	6/16/09-6/18/09	WHS 311	Howell	\$50

*Students must register and purchase book before attending class.

COSMOLOGY & CONSCIOUSNESS

Cosmology & Consciousness	EDU 7091	850	W	6:00-9:00pm	1/21/09-5/6/09	WCEC 106	Kelly	\$60
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Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
FIRE/RESCUE/EMS								
EMT-Basic	EMS 3044	850	TTh Sa	6:00-10:00pm 9:00am-1:00pm	1/13/09-5/21/09	TBD	TBD	\$65
EMT-Basic	EMS 3044	851	MW S	6:00-10:00pm 9:00am-1:00pm	1/5/09-6/10/09	Beaver Dam FD	Webb	\$65
EMT-Intermediate	EMS 3045	850	T/Th S	6:00-10:00pm 9:00am-1:00pm	1/20/09-5/21/09	Watauga Medics	Harmon	\$65
EMT-Intermediate	EMS 3045	851	M/W S	8:30am-4:30pmam- 1:00pm	1/12/09-6/1/09	Watuaga County Rescue	Eastridge	\$65
HEALTH/SAFETY								
Massage Therapy I	HEA 7000		TTh Sa	5:30-9:30pm 9:00am-4:00pm		WCEC	Benson	\$65
Massage Therapy II	HEA 7002		TTh Sa	5:30-9:30pm 9:00am-4:00pm		WCEC	Benson	\$65
Massage Therapy III	HEA 7003		TTh Sa	5:30-9:30pm 9:00am-4:00pm		WCEC	Benson	\$65
*Medication Aide	PHM 4100	750	MT WTH	10:00am-5:00pm 10:00am-5:30pm	3/9/09 - 3/12/09	WCEC	Middleton	\$55
*Medication Aide	PHM 4100		TWTh	10:00am-3:00pm	offered on demand	WCEC 102	Smith	\$55
*Offered on demand. Please call WCEC for additional class information at 828-263-5370.								
*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	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	11:00am-3:00pm	6/22/09-11/18/09	WCEC 102	Dean	\$65
*Nurse Aide II--Class/Lab	NUR 7000	850	MTW	5:30-9:30pm	7/6/09-8/31/09	WCEC	Dean	\$60
*Nurse Aide II--Clinical	NUR 7001	850	MTW	5:30-9:30pm	9/1/09-10/26/09	WCEC	Dean	\$60
*Prerequisite: GED/HSD and Nurse Aide I								
Phlebotomy--Clinical (for MLA-7000-851)	MLA 7001	850	M-Su	7:00am-9:00pm	1/5/09-2/8/09	WCEC 105	Middleton	\$60
Phlebotomy--Class/Lab FULL	MLA 7000	850	MTW	5:30-9:30pm	4/20/09-6/24/09	WCEC 105	Dean	\$65
Phlebotomy--Clinical	MLA 7001	851	M-Su	7:00am-9:00pm	6/26/09-8/9/09	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								
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.	HRD 7001	850	TH	5:30-8:30pm	4/30 - 6/18/09	WCEC 110	Wright	\$55
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	850	M/W Th	3:30- 7:30pm	1/5/09-5/15/09	WCEC 109	Brown	\$55
Using Word in the Job Search Learn the basics of the most widely used word	HRD 7004	850	T	5:30-8:30pm	3/24/09-5/12/09	WCEC 110	Wright	\$55

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
processing software program offered by Microsoft. This class emphasizes the use of Microsoft Word to create a resume and cover letter.								
WorkKeys	SEF 7038		Sa	9:00am-1:00pm	TBA	WCEC	Glenn	\$30

***Please call the Caldwell County JobLink Career Center at 828-759-4680 to register for WorkKeys assessments or for additional information.**

EMPLOYABILITY SKILLS

Employability Connections	HRD 7021	850	MW	6:00pm-8:00pm	2/9/09-5/13/09	St Lukes's Episcopal Church	Hardin	\$55
Employability Connections	HRD 7021	851	MW	6:00pm-8:00pm	3/30/09 - 5/6/09	WCEC 110	Crump	\$55
Employability Connections	HRD 7021	852	MW	6:00pm-8:00pm	5/4/09-6/10/09	WCEC 110	Crump	\$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.								

LANGUAGES

Beginning Sign Language	COM 7003	850	TH	6:00-8:00pm	3/19/09 - 6/4/09	WCEC 112	Barber	\$55
Conversational Spanish I - Cancelled	FLI 7001	850	T	6:00-8:00pm	2/17/09 - 5/5/09	WHS 303	TBA	\$55

SMALL BUSINESS CENTER

SMALL BUSINESS START-UP SERIES

How to Start a Small Business	SBC-7026		T	6:00-8:00pm		AEC	Goldberg	\$0
How to Write a Business Plan	SBC-7009		T	6:00-8:00pm		AEC	Goldberg	\$0
How to Finance a Small Business	SBC-7006		T	6:00-8:00pm		AEC	Goldberg	\$0
Record Keeping for Small Businesses	SBC-7015		T	6:00-8:00pm		AEC	Goldberg	\$0
How to Market Your Small Business	SBC-7031	850	T	6:00-8:00pm	5/19	AEC	Goldberg	\$0
Green Certifications Overview	SBC 7180		Th	6:00-8:00pm		TBD	TBD	\$0
Revitalizing the Lawyer - Poet	SBC 7173		Th	8:30am-12:45pm		WCEC	NC Bar	\$0
Tax Benefits for Going Green	SBC		Th	6:00-7:00pm		AEC	Waechter	\$0
Green Updates for Your Home/Business	SBC		Th	6:00-7:00pm		AEC	Waechter	\$0
Starting a Local Food Business	SBC		Th	6:00-7:00pm		AEC	Waechter	\$0
Renewable Energy - Is It Right For Me?	SBC		S	6:00-7:00pm	5/30	AEC	Waechter	\$0

Sustainable Technology

Sustainable Development	EGY 7003		Th	6:00-8:00pm	4/16/09-5/7/09	WCEC 112	Griffith	\$50
NABCEP Certification Prep - (Solar Thermal)			TBD	TBD	TBD		Harvey	
NABCEP Certification Prep - (Solar PV Entry)			TBD	TBD	TBD		Harvey	

TEACHER ASSISTANT INSTITUTE

Big Ideas in Little Books	EDU 7201		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55
Creating the Inclusive Classroom: Strategies for Success	EDU 7096		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
Grammar Refresher	EDU 7026		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55
Guiding Kids to the Internet	EDU 7016		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55
Integrating Technology in the Classroom	EDU 7097		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55
Interpersonal Communication	COM 7400		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55
Keys to Effective Communication	MLS 7600		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55
PowerPoint in the Classroom	CAS 7573		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55
Solving Classroom Discipline Problems	EDU 7027		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55
The Classroom Computer	CAS 7548		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55
The Creative Classroom			W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	Online	Online	\$55
Using the Internet in the Classroom	EDU 7051		W	ed2go.com/cccti	1/21, 2/18, 3/18, 4/15, 5/20	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

Cosmology & Consciousness	EDU 7091	850	W	6:00-9:00pm	1/21/09-5/6/09	TBD	Kelly	\$60
Creative Writing	EDU 7037		MW	3:30-4:45pm		WC118	Graham	\$60

TRADES - CONSTRUCTION

Electrical Contractor License Renewal-Cancelled	ELC 3016	850	MW	6:00-9:00pm	1/14/09-2/16/09	WC116	Hodges	\$60
National Electric Code License	ELC 3100	850	TTH	6:00-9:00pm	1/13/09-3/19/09	WC116	Hodges	\$60
Preparation for Contractor's License	CAR 3118	850	MW	6:00-9:00pm	1/14/09-3/30/09	WC116	Calvin	\$60
WOL-Carpentry Level I - CANCELLED	WOL 3010	850	Th	6:00-9:00pm	1/15/09-5/14/09	WC116	TBD	\$60
WOL-Carpentry Level II - CANCELLED	WOL 3020	850	Th	6:00-9:00pm	1/15/09-5/14/09	WC116	TBD	\$60
WOL-Carpentry Level III - CANCELLED	WOL 3030	850	Th	6:00-9:00pm	1/15/09-5/14/09	WC116	TBD	\$60
WOL-Carpentry Level IV - CANCELLED	WOL 3040	850	Th	6:00-9:00pm	1/15/09-5/14/09	WC116	TBD	\$60
WOL-Electrical Level I - CANCELLED	WOL 3110	850	T	6:00-9:00pm	1/13/09-5/12/09	WC116	TBD	\$60
WOL-Electrical Level II - CANCELLED	WOL 3120	850	T	6:00-9:00pm	1/13/09-5/12/09	WC116	TBD	\$60
WOL-Electrical Level III - CANCELLED	WOL 3130	850	T	6:00-9:00pm	1/13/09-5/12/09	WC116	TBD	\$60
WOL-Electrical Level IV - CANCELLED	WOL 3140	850	T	6:00-9:00pm	1/13/09-5/12/09	WC116	TBD	\$60
WOL-HVAC Level I - CANCELLED	WOL 3210	850	Th	6:00-9:00pm	1/15/09-5/14/09	WC116	TBD	\$60
WOL-HVAC Level II - CANCELLED	WOL 3220	850	Th	6:00-9:00pm	1/15/09-5/14/09	WC116	TBD	\$60
WOL-HVAC Level III - CANCELLED	WOL 3230	850	Th	6:00-9:00pm	1/15/09-5/14/09	WC116	TBD	\$60
WOL-HVAC Level IV - CANCELLED	WOL 3240	850	Th	6:00-9:00pm	1/15/09-5/14/09	WC116	TBD	\$60
WOL-Plumbing Level I - CANCELLED	WOL 3310	850	T	6:00-9:00pm	1/13/09-5/12/09	WC116	Voss	\$60
WOL-Plumbing Level II - CANCELLED	WOL 3320	850	T	6:00-9:00pm	1/13/09-5/12/09	WC116	Voss	\$60
WOL-Plumbing Level III - CANCELLED	WOL 3330	850	T	6:00-9:00pm	1/13/09-5/12/09	WC116	Voss	\$60
WOL-Plumbing Level IV - CANCELLED	WOL 3340	850	T	6:00-9:00pm	1/13/09-5/12/09	WC116	Voss	\$60

TRADES - INDUSTRIAL

Introduction to Basic Welding Techniques	WLD 3106	850	TTh	6:00-9:00pm	1/13/09-5/14/09	WHS 229	Ward	\$60
MIG Welding Techniques	WLD 3113	850	TTh	6:00-9:00pm	1/13/09-5/14/09	WHS 229	Ward	\$60
TIG Welding Techniques	WLD 3109	850	TTh	6:00-9:00pm	1/13/09-5/14/09	WHS 229	Ward	\$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.**

Defensive Driving	CSP 7147	850	T/Th	6:00-10:00pm	1/8	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	851	Th	6:00-10:00pm	1/15	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	852	Th	6:00-10:00pm	1/22	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	853	Th	6:00-10:00pm	1/29	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	854	Th	6:00-10:00pm	2/5	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	855	Th	6:00-10:00pm	2/12	WCEC 105	TBD	\$50

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
Defensive Driving	CSP 7147	856	Th	6:00-10:00pm	2/19	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	857	Th	6:00-10:00pm	2/26	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	858	Th	6:00-10:00pm	3/5	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	859	Th	6:00-10:00pm	3/12	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	860	Th	6:00-10:00pm	3/19	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	861	Th	6:00-10:00pm	3/26	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	862	Th	6:00-10:00pm	4/2	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	863	Th	6:00-10:00pm	4/9	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	864	Th	6:00-10:00pm	4/16	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	865	Th	6:00-10:00pm	4/23	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	866	Th	6:00-10:00pm	4/30	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	867	Th	6:00-10:00pm	5/7	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	868	Th	6:00-10:00pm	5/14	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	869	Th	6:00-10:00pm	5/21	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	870	Th	6:00-10:00pm	5/28	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	871	Th	6:00-10:00pm	6/4	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	872	Th	6:00-10:00pm	6/11	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	873	Th	6:00-10:00pm	6/18	WCEC 105	TBD	\$50
Defensive Driving	CSP 7147	874	Th	6:00-10:00pm	6/25	WCEC 105	TBD	\$50
Motor Vehicle Dealer License Renewal	AUT 3001	850	T	9:00am-4:00pm	05/19/09	WCEC 112	Medford	\$50
**Vehicle Safety Inspection	AUT 3128	850	MT	6:00-10:00pm	2/23/09-2/24/09	WHS 233	TBD	\$50
**Vehicle Safety Inspection	AUT 3128	851	TW	6:00-10:00pm	4/28/09-4/29/09	WHS 233	TBD	\$50
**Students must register before attending class.								

Check out our many online offerings

Classes start each month and are six weeks in duration.

Start Dates

1/21, 2/18, 3/18, 4/15, 5/20

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

Business and Industry			Teacher Renewal		
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	Intro to Teaching ESL/EFL		\$55
Employment Law Fundamentals	MLS 7300	\$55	Caring for Children	EDU 7017	\$55
Fundamentals of Supervision and Management	MLS 7801	\$55			
Fundamentals of Supervision and Management II		\$55	Enhancing Language Development	EDU 7014	\$55
Leadership	MLS 7401	\$55	Enjoying European Art Online	EDU 7034	\$55
Managing Technology	MLS 7804	\$55	Guiding Kids to the Internet	EDU 7016	\$55
Manufacturing Applications	MLS 7811	\$55	High Powered Communication	SBC 7057	\$55
Manufacturing Fundamentals	MLS 7810	\$55	History of Women Writers	EDU 7039	\$55
			Instant Italian		\$55
Project Management Applications	MLS 7809	\$55	Intro to Algebra	EDU 7061	\$55
Project Management Fundamentals	MLS 7808	\$55	Intro to Microsoft Excel	CAS 7300	\$55
Purchasing Applications		\$55	Intermediate Microsoft Excel	CAS 7301	\$55
Six Sigma: Total Quality Applications		\$55	Intro to Microsoft Word	CAS 7524	\$55
Supply Chain Management Applications		\$55	Intermediate Microsoft Word	CAS 7525	\$55
Understanding the HR Function	MLS 7103	\$55	Managing Technology	MLS 7804	\$55
Medical and Health Care			Merrill Ream Speed Reading	EDU 7038	\$55

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost
Handling Medical Emergencies		\$55			Pleasures of Poetry	EDU 7025		\$55
Medical Terminology: Word Association Approach	NUR 3235	\$55			Ready-Set-Read	EDU 7052		\$55
Computers and Networking					The Classroom Computer	CAS 7548		\$55
Achieving Top Search Engine Position		\$55			The Creative Classroom			\$55
Beginning Web Pages		\$55			Employability Skills			
C++ Absolute Beginner	CAS 7014	\$55			Computer Skills for the Workplace	CAS 7540		\$55
CGI Programming	CAS 7400	\$55			Hidden Market Job Search Strategies			\$55
Creating Web Pages	CAS 7521	\$55			Individual Excellence: Secrets of Career Success			\$55
Designing Effective Web Pages	CAS 7553	\$55			Resume Writing Workshop	MLS 7102		\$55
Digital Photography OUTPUT!	CAS 7535	\$55			12 Steps to a Successful Job Search	SEF 7067		\$55
Discover Digital Photography	CAS 7506	\$55			Writing			
Intro to Crystal Reports 10	CAS 7516	\$55			Becoming a Grant Writing Consultant	SEF 7107		\$55
Intro to Database Development	CAS 7533	\$55			Beginner's Guide to Getting Published	SEF 7083		\$55
Intermediate Microsoft Access	CAS 7501	\$55			Business Marketing Writing			\$55
Intro to Microsoft Excel	CAS 7300	\$55			Craft of Magazine Writing	SEF 7003		\$55
Intermediate Microsoft Excel	CAS 7301	\$55			Crafting Your Short Fiction	SEF 7051		\$55
Intermediate Microsoft FrontPage		\$55			Effective Business Writing	SEF 7126		\$55
Intro to Microsoft Word	CAS 7524	\$55			Fundamentals of Technical Writing	SEF 7019		\$55
Intermediate Microsoft Word	CAS 7525	\$55			Grammar Refresher	EDU 7026		\$55
Intro to Windows Vista		\$55			Intro to Internet Writing Markets	SEF 7019		\$55
Advanced Word	CAS 7526	\$55			Intro to Journaling			\$55
Intro to Photoshop	CAS 7514	\$55			Pleasures of Poetry	EDU 7025		\$55
Intro to PrintShop Deluxe		\$55			Publish It Yourself	SEF 7120		\$55
Intro to Quickbooks	CAS 7517	\$55			Research Methods for Writers			\$55
Intro to SQL	CAS 7403	\$55			Resume Writing Workshop			\$55
Intro to the Gaming Industry	CAS 7537	\$55			The Keys to Effective Editing	SEF 7065		\$55
Intro to the Internet	CAS 7508	\$55			Travel Writing	SEF 7080		\$55
Keyboarding	CAS 7100	\$55			Write Like a Pro	SEF 7066		\$55
NETWORKING--Self Support					Write Your Life Story	SEF 7095		\$55
Advanced A+ Certification Prep	SEF 7085	\$99			Writing Creativity Training for Writers	SEF 7020		\$55
Basic A+ Certification Prep	SEF 7035	\$99			Writeriffic 2: Advanced Creativity Training	SEF 7122		\$55
Creating a Home or Small Office Network		\$55			Writing for Children	SEF 7129		\$55
Intermediate A+ Certification Prep	SEF 7022	\$99			Writing Great Technical Documents			\$55
Intro to Networking	SEF 7092	\$55			Forensic Science for Writers	SEF 7124		\$55
Intermediate Networking	SEF 7032	\$55			Personal Enrichment			
MCSE Certification Prep #1	SEF 7093	\$99			Become a Veterinary Assistant	SEF 7112		\$55
Network + Certification Prep	SEF 7111	\$99			Become a Vet. Assist. II: Canine Reproduction	SEF 7132		\$55
PMP Certification Prep I		\$99			Communication Like a Leader	SEF 7008		\$55
PMP Certification Prep II		\$99			Conquer Your Stress			\$55
Wireless Networking	SEF 7121	\$99			Creating a Healthier Home			\$55
Small Business					Creating a Sense of Place			\$55
Accounting Fundamentals	BAF 7002	\$55			Food Fitness to Fight Cancer	SEF 7055		\$55
Accounting Fundamentals II	BAF 7003	\$55			Genology Basics	SEF 7011		\$55

Course	Course #	Sec.#	Day	Time	Dates	Room	Instructor	Cost	
Business Marketing Writing		\$55			Get Assertive			\$55	
Conquer Your Stress	SBC 7028	\$55			Get Funny	SEF 7071		\$55	
Creating a Successful Business Plan	SBC 7071	\$55			Outdoor Survival Techniques	SEF 7052		\$55	
Effective Business Writing	COM 7100	\$55			Understanding and Managing Stress	SEF 7033		\$55	
Effective Selling	MKT 7002	\$55			Parenting				
					Parenting:The First Five Years	SEF 7123		\$55	
Get Paid To Travel	MLS 7700	\$55			Solving Discipline Problems at Home			\$55	
Hire Smart	SBC 7030	\$55			Understanding Adolescents	SEF 7079		\$55	
Intro to Quickbooks	CAS 7517	\$55			Investing and Retirement Planning				
Performing Payroll in Quickbooks	CAS 7544	\$55			Build Your Own Mutual Fund for Pennies	SEF 7101		\$55	
Principles of Sales Management		\$55			Business Planning for the Retired			\$55	
Professional Sales Skills	MKT 7000	\$55			Buy or Lease Your Car Like a Pro			\$55	
Quicken for Windows	CAS 7518	\$55			Introduction of Stock Options	SEF 7021		\$55	
Start and Operate your own home-based business	SBC 7049	\$55			Personal Finance	SEF 7102		\$55	
Successful Construction Business	SBC 7077	\$55			Real Estate Investing	SEF 7118		\$55	
College Prep					Real Estate Investing II				
					Financing Your Property	CSP 7152		\$55	
GRE Prep I	SEF 7044	\$55			Where Does All My Money Go?			\$55	
GRE Prep II	SEF 7014	\$55			Stocks, Bonds, and Investing: Oh, My!	SEF 7077		\$55	
Intro to Algebra		\$55			Film and Art				
Food and Nutrition					Drawing for the Absolute Beginner	SEF 7069		\$55	
Intro to Natural Health and Healing	SEF 7030	\$55			Film Literacy for Everyone			\$55	
Luscious, Low-Fat, Lightning-Quick Meals	SEF 7125	\$55			Marketing Tools for Actors	SEF 7076		\$55	
Secrets of the Caterer	SEF 7127	\$55			Music Made Easy			\$55	
Wine Appreciation for Beginners	SEF 7135	\$55			Your Screenwriting Career	SEF 7010		\$55	
					Grant Writing				
					A to Z Grant Writing	SEF 7007		\$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			