

# Corporate and Continuing Education

# 2009 Summer Schedule

7/30/2009

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.

**Registration fees will be increased for classes beginning 8/15/09 or later per North Carolina Legislature.**

**1-24 contact hours = \$65.00; 25-50 contact hours = \$120.00; and 51 + contact hours= \$175.00**

## 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

#### AVIATION

Aviation Ground School for Pilots	AER 3103		T	6:00-10:00pm	5/19/09-7/21/09	TAPS	Sullivan	\$60
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#### BIOTECHNOLOGY

BioWorks	ISC 3200	300	TWTh	5:30-9:30pm	6/2/09-8/12/09	F-303	Teeters	\$65
BioWorks	ISC 3200		MWF	8:00am-12:00pm	9/14/09-12/1/09	E101	Teeters Rothwell	<b>\$175</b>

#### CERTIFICATION/LICENSURE

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

Bartending/Mixology	HOS 3007	301	M	6:00-10:00pm	6/01/09-8/10/09	K bldg	Teeters	\$60
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**\* For more information please call 828-726-2242. Must be 21 years of age to attend course.**

EPA Refrigerant Certification	AHR 3128	022	Sa	8:30am-4:30pm	7/18/09-7/25/09	J232	Turner	\$55
*Notary Public	MLS-3874	304	TTh	6:00-9:00pm	5/12/09-5/14/09	H311	Clement	\$50
*Notary Public	MLS-3874	305	TTh	6:00-9:00pm	6/9/09-6/11/09	H310	Clement	\$50
*Notary Public- <b>Cancelled</b>	<b>Canceled MLS-3874</b>	<b>306</b>	TTh	6:00-9:00pm	7/14/09-7/16/09	H311	Clement	\$50
*Notary Public	MLS-3874	307	TTh	6:00-9:00pm	8/11/09-8/13/09	H311	Clement	\$50

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

Tanning Booth Operator	COS 3103	102	M	2:00-10:00pm	6/8	F319	Annas	\$50
Tanning Booth Operator	COS 3103	103	M	2:00-10:00pm	7/13	F319	Annas	\$50

#### COSMETIC ARTS

*Nail Tech/Manicurist	COS 3101	300	M-Th	5:30-9:30pm	1/12/09-6/2/09	K013	Hensley	\$65
*Nail Tech/Manicurist	COS 3101	301	M-Th	5:30-9:30pm	7/20/09-12/8/09	K013	Hensley	\$65
*Nail Tech/Manicurist	COS 3101		M-Th	5:30-9:30pm	1/11/10-6/1/10	K013	Hensley	\$175
<b>*High School Diploma/GED required</b>								

### CULINARY ARTS

<b>*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.</b>								
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

### FIRE/RESCUE/EMS

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
**EMT-Paramedic Semester I	EMS 7301	100	TTh	8:30am-5:30pm	2/19/09-6/25/09	D105	Roper	\$65
<b>**Basic EMT and Anatomy &amp; Physiology required.</b>								
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		MTh	6:00-9:00pm		Caldwell Memorial Hospital	Miller L.Middleton	\$60
Anatomy & Physiology	HEA 7201	303	MTW	5:30pm-8:30pm	04/27/09-07/15/09	H208	Mozeley	\$60
Disease Processes	HEA 90050	300	MTh	6:00-9:00pm	6/1/09-9/21/09	Caldwell Memorial Hospital	Miller L.Middleton	\$60
Electronic Medical Records					TBD			
HIPAA Laws					TBD			
Legal Aspects of Medical Records					TBD			
Medical Billing					TBD			
Medical Coding					TBD			
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

Medical Transcription					TBD			
Quality in Health Care					TBD			
Records Management					TBD			

### 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.**

Anatomy & Physiology - Health Care Providers	HEA 7201		MTW	8:00am-12:00pm		H210	Shook	\$60
CPR	SAF 3014	304	Tu	6:00-10:00pm	6/23/09	Lenoir EMS	Coffey	\$50
CPR	SEF-7037	300	T	6:00-10:00pm	8/11/09	Lenoir EMS	Coffey	\$50
CPR/First Aid	SAF 3021		Th	7:00-10:00pm		H319	Hatton	\$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
Health Services Skills Lab	HRD 7033	103	F	10:00am-4:00pm	9/4/09-12/18/09	H219	Suddreth	\$65
Massage Therapy-Anatomy & Physiology I w/ Kinesiology	HEA 7006	100	TTh	9:00am-1:00pm	8/4/09-10/29/09	H208	Shook	\$65
Massage Therapy-Fundamentals I	HEA 7004	100	MW MTWTh	9:00am-1:00pm	8/3/09-10/28/09 11/2/09-12/16/09	H208	Benson	\$65
Massage Therapy-Fundamentals II	HEA 7005	100	MW MTWTh	9:00am-1:00pm	1/4/10-3/22/10 3/24/10-5/17/10	H208	Benson	\$175
Massage Therapy-Anatomy & Physiology II	HEA 7007	100	T	9:00am-1:00pm	1/5/10-3/23/10	H208	Shook	\$120
Massage Therapy- Pathophysiology	HEA 7008	100	Th	9:00am-1:00pm	1/7/10-3/18/10	H208	Shook	\$120
Medical Terminology	NUR 3235	301	Th	5:30-8:30pm	5/14/09-8/20/09	Goodwill	Jarvis	\$60
Medical Terminology	NUR 3235		Th	5:30-8:30pm	TBD	Goodwill	Jarvis	\$120
*Medication Aide	PHM 4100	102	M-F	10:00-4:00pm	8/24/09-8/28/09	H210	Smtih	\$120
*Medication Aide	PHM 4100		MTThF	10:00-4:00pm	11/9/09-11/13/09	H221	Smtih	\$120

**\*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	NUR 3240	102	M-Th	8:00am-12:00pm	4/20/09-6/29/09	H219	Hartley	\$65
Nurse Aide I	NUR 3240	301	M-Th	5:00pm-9:00pm	4/20/09-6/29/09	H219	Church	\$65
Nurse Aide I <b>Closed for Nursing Students</b>	NUR 3240	110	M-Th	8:00am-12:00pm	05/26/09-08/10/09	E136	Stevens	\$65
Nurse Aide I <b>Closed for Nursing Students</b>	NUR 3240	111	M-Th	1:00pm-5:00pm	05/26/09-08/10/09	E136	Stevens	\$65
Nurse Aide I	NUR 3240	112	M-Th	8:00am-12:00pm	6/4/09-10/20/09	H219	Hartley	\$65
Nurse Aide I	NUR 3240	108	M-Th	12:00pm-4:00pm	6/15/09-8/20/09	H219	Suddreth	\$65
Nurse Aide I <b>FULL</b>	NUR 3240	103	M-Th	8:00am-12:00pm	07-13/09-09/21/09	H219	Hartley	\$65
Nurse Aide I <b>FULL</b>	NUR 3240	302	M-Th	5:00pm-9:00pm	07-13/09-09/21/09	H219	Church	\$65

Nurse Aide I	<b>JobsNow</b>	NUR 3240	113	M-Th	8:00am-12:00pm	8/3/09-10/12/09	H210	TBD	\$65
Nurse Aide I	<b>JobsNow</b>	NUR 3240	114	M-Th	1:00-5:00pm	8/3/09-10/12/09	H208	TBD	\$65
Nurse Aide I	<b>FULL</b>	NUR 3240	302	M-Th	12:00pm-4:00pm	08/31/09-11/09/09	H219	Suddreth	<b>\$175</b>
Nurse Aide I	<b>FULL</b>	NUR 3240	104	M-Th	8:00am-12:00pm	10/05/09-12/15/09	H219	Hartley	<b>\$175</b>
Nurse Aide I	<b>FULL</b>	NUR 3240	303	M-Th	5:00pm-9:00pm	10/05/09-12/15/09	H219	Church	<b>\$175</b>
Nurse Aide I	<b>2010CE1 FULL</b>	NUR 3240	100	M-Th	8:00am-12:00pm	1/4/10-3/15/10	H219	Hartley	<b>\$175</b>
Nurse Aide I	<b>2010CE1 FULL</b>	NUR 3240	300	M-Th	5:00pm-9:00pm	1/4/10-3/15/10	H219	Church	<b>\$175</b>
Nurse Aide I	<b>2010CE1</b>	NUR 3240	101	M-Th	8:00am-12:00pm	03/29/10-06/08/10	H219	Hartley	<b>\$175</b>
Nurse Aide I	<b>2010CE1</b>	NUR 3240	301	M-Th	5:00pm-9:00pm	03/29/10-06/08/10	H219	Church	<b>\$175</b>
*Nurse Aide II--Clinical (for NUR-7000-100)		NUR 7001	100	M/W	1:00-5:00pm	4/8/09-7/1/09	H221	Hartley	\$60
*Nurse Aide II--Class/Lab		NUR 7000	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	<b>\$175</b>

*\*(Prerequisite: GED/HSD and Nurse Aide I)*

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	H208	Suddreth	<b>\$65</b>
Nurse Aide Refresher		NUR 3242	304	M-F	5:00pm-9:00pm	09/28/09-10/02/09	H221	TBD	<b>\$65</b>
Pharmacy Tech	<b>FULL</b>	PHM 3250	301	MT	5:30-8:30pm	05/18/09-08/31/09	H208	Mueller	\$60
Pharmacy Tech		PHM 3250	302	MT	5:30-8:30pm	09/14/09-12/22/09	H218	Mueller	<b>\$175</b>
Phlebotomy--Class/Lab	<b>FULL</b>	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	<b>FULL</b>	MLA 7000	300	T/Th	5:00-9:00pm	2/10/09-5/21/09	H210	Smith	\$65
Phlebotomy-Clinical (for MLA-7000-300 spring 09 )		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	8/14/09-10/10/09	H210	Middleton	\$60
Phlebotomy--Class/Lab		MLA 7000	301	TWTH	5:00-9:00pm	6/09/09-08/13/09	H210	Smith	\$65
Phlebotomy-Clinical (for MLA-7000-301)		MLA 7001	305	M-Su	7:00am-9:00pm	8/14/09-10/10/09	H210	Middleton	\$60
Phlebotomy--Class/Lab		MLA 7000	102	TWTH	12:00pm-4:00pm	9/01/09-11/05/09	H210	Smith	<b>\$175</b>
Phlebotomy-Clinical (for MLA-7000-101)		MLA 7001	104	M-Su	7:00am-9:00pm	11/06/09-12/31/09	H210	Middleton	<b>\$120</b>
Phlebotomy--Class/Lab		MLA 7000	302	TWTH	5:00pm-9:00pm	9/01/09-11/05/09	H210	Smith	<b>\$175</b>
Phlebotomy-Clinical (for MLA-7000-301)		MLA 7001	306	M-Su	7:00am-9:00pm	12/18/09-02/14/10	H210	Middleton	<b>\$120</b>
Phlebotomy--Class/Lab	<b>2010CE1</b>	MLA 7000	300	TWTH	5:00pm-9:00pm	11/17/09-02/09/10	H210	Smith	<b>\$175</b>
Phlebotomy-Clinical (for MLA-7000-300 spring 2010)		MLA 7001	300	M-Su	7:00am-9:00pm	2/12/10-4/04/10	H210	Middleton	<b>\$120</b>

## 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

<b>Computers in the World of Work</b>	HRD 7001	107	M-F	8:00am-12:00pm	5/18/09-5/22/09	H215	Bennick	\$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.	HRD 7001	302	M	5:30-8:30pm	6/1/09-7/20/09	H215	Duncan	\$55
	HRD 7001	108	M-F	8:00am-12:00pm	6/8/09-6/12/09	H215	Bennick	\$55
	HRD 7001	112	T	12:30-2:30pm	6/9/09-9/15/09	H215	Mozeley	\$55
	HRD 7001	303	W	6:00-9:00pm	6/10/09-7/29/09	H311	Seagle	\$55
	HRD 7001	109	M-F	8:00am-12:00pm	7/6/09-7/10/09	H215	Bennick	\$55
	HRD 7001	305	T/Th	5:30-8:30pm	7/21/09-8/13/09	Goodwill	Pope	\$55
	HRD 7001	110	M-F	8:00am-12:00pm	7/27/09-7/31/09	H215	Bennick	\$55
	HRD 7001	111	M-F	8:00am-12:00pm	8/17/09-8/21/09	H215	Bennick	\$65

<b>Keyboarding</b>	HRD 7006	101	M-Th F	8:00am-5:00pm 8:00am-1:00pm	5/18/09-8/14/09	JobLink	Glenn	\$55
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<b>Presenting Yourself in PowerPoint</b>	<b>Canceled HRD 7027</b>	<b>302</b>	Th	6:00-9:00pm	06/04/09-07/02/09	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	303	Th	6:00-9:00pm	7/9/09-8/27/09	H215	Seagle	\$55

<b>Using Excel in the Job Search</b>	HRD 7016	105	M-F	8:00am-12:00pm	5/11/09-5/15/09	H215	Bennick	\$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	107	M-F	8:00am-12:00pm	6/1/09-6/5/09	H215	Bennick	\$55
	HRD 7016	300	W	5:30-8:30pm	6/24/09-8/12/09	H215	McKinney	\$55
	HRD 7016	108	M-F	8:00am-12:00pm	6/22/09-6/26/09	H215	Bennick	\$55
	HRD 7016	109	M-F	8:00am-12:00pm	7/20/09-7/24/09	H215	Bennick	\$55
	HRD 7016	110	M-F	8:00am-12:00pm	8/10/09-8/14/09	H215	Bennick	\$55

<b>Using Word in the Job Search</b>	HRD 7004	105	M-F	8:00am-12:00pm	5/4/09-5/8/09	H215	Bennick	\$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	106	T-F	8:00am-12:00pm	5/26/09-5/29/09	H215	Bennick	\$55
	HRD 7004	107	M-F	8:00am-12:00pm	6/15/09-6/19/09	H215	Bennick	\$55
	HRD 7004	301	T	6:00-9:00pm	6/23/09-8/11/09	H215	Seagle	\$55

	HRD 7004	108	M-F	8:00am-12:00pm	7/13/09-7/17/09	H215	Bennick	\$55
	HRD 7004	109	M-F	8:00am-12:00pm	8/3/09-8/7/09	H215	Bennick	\$55
	HRD 7004	110	M-F	8:00am-12:00pm	8/24/09-8/28/09	H215	Bennick	\$65

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

### BUDGETING

<b>Economic Literacy</b>	HRD 3008	101	T	8:30am-8:00pm	5/19/09-8/11/09	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.								

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

### EMPLOYABILITY SKILLS

<b>Career Exploration 101</b>	HRD 7039		Online	Online	6/15/09-8/7/09	Online	Dunlap	\$60
This course is an 80-hour online course that is designed to help students learn more about themselves, their interests, skills and abilities. The information that they gain from the first unit will guide them 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.	HRD 7039		Online	Online	6/22/09-8/14/09	Online	Dunlap	\$60
	HRD 7039		Online	Online	6/29/09-8/21/09	Online	Dunlap	\$60
	HRD 7039		Online	Online	7/6/09-8/28/09	Online	Dunlap	\$60
	HRD 7039		Online	Online	7/13/09-9/4/09	Online	Dunlap	\$60
	HRD 7039		Online	Online	7/20/09-9/11/09	Online	Dunlap	\$60
	HRD 7039		Online	Online	7/27/09-9/18/09	Online	Dunlap	\$60
	HRD 7039		Online	Online	8/3/09-9/25/09	Online	Dunlap	\$60
	HRD 7039		Online	Online	8/10/09-10/2/09	Online	Dunlap	\$60

<b>Career Pathways and CRC</b>	HRD 7041	100	M-Th F	8:00am-5:00pm 8:00am-1:00pm	7/15/09-10/12/09	JobLink	Dunlap	\$55
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<b>Employability Lab</b>	HRD 3002	103	M-Th F	8:00am-5:00pm 8:00am-1:00pm	5/18/09-8/14/09	JobLink	Glenn	\$50
This lab is designed to allow students to work at their own pace on different aspects of job placement. Students can work on their resume, job search, or applications.	HRD 3002		M/W/Th	8:00am-5:30pm	6/1/09-8/14/09	H211	Witherspoon/ Turnire/ Mozeley	\$50

<b>Employment Connections</b>	<b>Cancel HRD 7021</b>	<b>300</b>	M	5:30-8:30pm	5/11/09-7/6/09	TBD	Duncan	\$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, deciding for an	Closed Class HRD 7021	104	W	12:30-2:30pm	5/27/09-10/14/09	H218	Edwards	\$55

out applications, preparing your resume, dressing for an interview, and how to build relationships in the workplace.

HRD 7040	300	M	5:30-8:30pm	7/27/09-9/21/09	H211	Duncan	\$55
<b>JobsNOW</b> HRD 7040	101	M-Th	12:00-1:00pm	8/3/09-9/14/09	H218	Mozeley	\$55
<b>JobsNOW</b> HRD 7040	102	M-Th	4:00-5:00pm	8/3/09-9/14/09	H218	Mozeley	\$55
HRD 7040	100	T/TH	8:00am-12:00pm	10/22/09-11/24/09	H 218	Edwards	\$120

Jobs Club--Closed Class	HRD 7032	101	M	9:00am-12:00pm	6/1/09-8/3/09	H218	Johnson	\$50
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<b>Preparing for Your Career - Career Start</b>	<b>Canceled</b> <b>HRD 7030</b>	<b>108</b>	M-F	10:00am-1:00pm	5/4/09-5/8/09	H211	Connor	\$55
This course is designed to help students improve their job seeking skills. Topics include self-assessment, resume writing, job seeking and interviewing.	<b>Canceled</b> <b>HRD 7030</b>	<b>109</b>	M-F	10:00am-1:00pm	5/18/09-5/22/09	H211	Connor	\$55
	<b>Canceled</b> <b>HRD 7030</b>	<b>110</b>	M-F	10:00am-1:00pm	6/1/09-6/5/09	H211	Connor	\$55
	<b>Canceled</b> <b>HRD 7030</b>	<b>111</b>	M-F	10:00am-1:00pm	6/15/09-6/19/09	H211	Connor	\$55

*Work Keys	SEF 7038	104	W	1:00-5:00pm	5/13	H211	Glenn	\$30
	SEF 7038		W	1:00-5:00pm	6/17	H211	Glenn	\$30
	SEF 7038		W	1:00-5:00pm	7/22	H211	Glenn	\$30
	SEF 7038		W	1:00-5:00pm	8/19	H211	Glenn	\$30

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

Upholstery, Intro to	HRD 7035		MW	6:00-9:00pm	5/18/09-6/17/09	H211 J118	Connor Escritt	\$60
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**IT - INSTITUTE**

**HRD classes are free to those who qualify.**

IT - Institute - Module II	CAS 7015		TTh	6:00-9:00pm		H218 F221	Poarch Nagy	\$60
IT - Institute - Module I	HRD 7026		MW	6:00-9:00pm		H211 H218	Connor Willis	\$60

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

***Linux Module II	CAS 7017		TTh	6:00-9:00pm		G135	Moncsko	\$55
***Linux Module II classes are for IT Institute graduates only. Maximum of 15 students allowed per section.								
IT-Institute-Module III Part 1 Operating Systems Concepts	CAS 7020	300	MW	6:00-9:15pm	5/18/09-6/23/09	H218		\$60
IT-Institute-Module III Part 1 Operating Systems Concepts	CAS 7020	301	MW	6:00-9:15pm	6/24/09-8//3/09	H218		\$60
IT-Institute-Module III Part 1 Operating Systems Concepts	CAS 7020	100	MW	2:00-5:15	8/25/09-10/01/09	H218		\$175
IT-Institute -Module III Part II (For those who have taken NOS-110)	CAS 7021	302	TTh	6:00-9:15	5/19/09-6/23/09	F215		\$120
IT-Institute -Module III Part II	CAS 7021	300	TTh	6:00-9:15	6/25/09-8/4/09	F215		\$120
IT-Institute -Module III Part II	CAS 7021	301	TTh	6:00-9:15	8/5/09-9/14/09	F-212		\$120
IT-Institute -Module III Part II	CAS 7021	100	TTh	2:00-5:15	10/06/09-11/05/09	F215		\$120

## JobsNow

Employment Connections	HRD 7040		M-Th	12:00-1:00pm	8/3/09-9/14/09	H218	TBD	\$55
Employment Connections	HRD 7040		M-Th	4:00-5:00pm	8/3/09-9/14/09	H218	TBD	\$55
Nurse Aide I <b>JobsNow</b>	NUR 3240	113	M-Th	8:00am-12:00pm	8/3/09-10/12/09	H210	TBD	\$65
Nurse Aide I <b>JobsNow</b>	NUR 3240	114	M-Th	1:00-5:00pm	8/3/09-10/12/09	H210	TBD	\$65
Nurse Aide I <b>JobsNow</b>	NUR 3240	305	M-Th	5:00-9:00pm	8/3/09-10/12/09	H210	TBD	\$65
Career Pathways/Career Readiness Certificate	HRD 7041		M-F	open lab	8/3/09-10/12/09	F155	TBD	\$50
Carpentry Level I			M-Th	1:00-4:00pm	8/17/09-11/9/09	J136	TBD	\$175
Carpentry Level II			M-Th	1:00-4:00pm	11/10/09-2/8/10	J136	TBD	\$175
Emerging Trends in High Performance Building	EGY 7002		T	6:30-9:30pm	8/18/09-9/22/09	J218	TBD	\$65
HVAC Level I			M-Th	1:00-4:00pm	8/17/09-11/9/09	J232	TBD	\$175
HVAC Level I			M-Th	1:00-4:00pm	11/10/09-2/8/10	J232	TBD	\$175
Plumbing Level I			M-Th	3:00-6:00pm	8/17/09-11/9/09	J121	TBD	\$175
Plumbing Level I			M-Th	1:00-4:00pm	11/10/09-2/8/10	J121	TBD	\$175
Renewable Energy Overview				on line	11/10/09-2/8/10	online	TBD	\$175
Sustainable Development	EGY 7003		Th	6:00-8:00pm	8/20/09-11/5/09	H218	TBD	\$65

Weatherization Overview	EGY 7100		M-Th	3:00-6:00pm	8/17/09-10/5/09	J136	TBD	\$175
<b>LANGUAGES</b>								
Conversational Spanish I	Cancelled FLI 7001		T	6:00-8:00pm 6:00-8:30pm	5/19/09-8/4/09	TBD	TBD	\$55
Conversational Spanish II	Cancelled FLI 7002		Th	6:00-8:00pm 6:00-8:30pm	5/21/09-8/6/09	TBD	TBD	\$55
<b>MANAGEMENT &amp; LEADERSHIP</b>								
Communication Skills			W	1:00-4:00pm		H128	Connor	\$0
During this seminar, participants will discuss the purpose of communication which is to get your message across to others clearly and unambiguously and will understand that communication is only successful when both the send and the received understand the same information as a result of the communication. Discussions will focus on the different ways information can be communicated through such various channels as: verbal, including face-to-face meetings, telephone and videoconferencing; written including letters, emails, memos and reports; and non-verbal language.								
Dealing with Changes			W	1:00-4:00pm		H218	Edwards	\$0
The one thing that is constant in our world is change. Participants will discuss the many ways people deal with change and how they react to change. Emphasis will be placed on dealing positively with change.								
<b>SUSTAINABLE TECHNOLOGY</b>								
Go Green 101-Business	EGY 7000	500		Online	Upon Demand	Online	Willis	\$55
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.								

Renewable Energy Overview	EGY 7008	100	Sat	9:00am-12:00pm	5/23; 6/27; 7/25; 8/22; 9/26; 11/21	H318	TBD	\$55
<p>This course will provide the fundamentals of renewable energy for solar, wind, hydro, and biodiesel power sources. Upon completion, student will have a working knowledge of the ways to produce and utilize renewable energy sources and discuss its future infrastructure from a local perspective.</p>								
Emerging Trends in High Performance Building	EGY 7002	300	T	6:30-9:30PM	8/4/09-9/8/09	J-218	Sams	\$55
<p>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.</p> <p>Air Flow Basics - Air barriers, mechanical ventilation, fire safety, indoor air quality issues.</p> <p>Heat Flow Basics – Better insulation practices.</p> <p>Moisture Flow Basics - Vapor Diffusion Retarders, Relative Humidity, controlling moisture</p> <p>Closed Crawlspace/Unventilated Attics</p> <p>Testing for Performance - Blower doors, duct blasters, thermal cameras, Carbon Monoxide testing, Combustion Safety Testing, laser thermometers, pressure pan</p> <p>How to certify a building "Green" - A look at the available green building programs and how they work. how to become a "green" remodeler with the Building Performance Institute's [Building Analyst&amp; Envelope Specialist] certifications.</p>								
Emerging Trends in High Performance Building	EGY 7002	850	M	6-9PM	8/3/09-9/7/09	OTC-101	Sams	\$55

<p>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.</p> <p>Air Flow Basics - Air barriers, mechanical ventilation, fire safety, indoor air quality issues.</p> <p>Heat Flow Basics – Better insulation practices.</p> <p>Moisture Flow Basics - Vapor Diffusion Retarders, Relative Humidity, controlling moisture</p> <p>Closed Crawlspace/Unventilated Attics</p> <p>Testing for Performance - Blower doors, duct blasters, thermal cameras, Carbon Monoxide testing, Combustion Safety Testing, laser thermometers, pressure pan</p> <p>How to certify a building "Green" - A look at the available green building programs and how they work. how to become a "green" remodeler with the Building Performance Institute's [Building Analyst&amp; Envelope Specialist] certifications.</p>								
Green Landscapes/Water Management Solutions					TBD		TBD	Free
<p>Instructs 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.</p>								

# SMALL BUSINESS

## Small Business Start Up Series

<b>Millennial Generation</b>	SBC-7190	100	W	1:30-4:30	4/29	CIV-206	Rowles	\$0
<p><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.</p>	SBC 7026	300	Th	6:00-8:00pm	4/23	H133	Overcash	\$0
<p><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.</p>	SBC 7009	300	Th	6:00-8:00pm	4/30	H133	Overcash	\$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	SBC 7006	100	Th	2:00-4:00pm	5/7	H133	Overcash	\$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.	SBC 7015	300	Th	6:00-8:00pm	5/14	H133	Overcash	\$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.	SBC 7031	300	Th	6:00-8:00pm	5/21	H133	Overcash	\$0
<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	301	Th	6:00-8:00pm	7/23	H133	Overcash	\$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.	SBC 7009	301	Th	6:00-8:00pm	7/30	H133	Overcash	\$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	301	Th	2:00-4:00pm	8/6	H133	Overcash	\$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.	SBC 7015	301	Th	6:00-8:00pm	8/13	H133	Overcash	\$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.	SBC 7031	301	Th	6:00-8:00pm	8/20	H133	Overcash	\$0

# Super Summer for Kids

Students may sign up for 2 courses for \$120.00 per week. Cost does not include lunch or materials fees.

Sign with Your Hands and Eyes (ages 5-9)	Canceled CSP 7118	100 101	M-F	9:00am-12:00pm	6/15/09-6/19/09	TBD	Baker	\$65 \$60
Soccer Camp (ages 5-9)	Canceled CPS 7163	100 101	M-F	9:00am-12:00pm	6/15/09-6/19/09	TBD	Holman	\$65 \$60
Kids in the Kitchen (ages 10 and up) Materials fee 40.00	Canceled CSP 7106	100 101	M-F	9:00am-12:00pm	6/15/09-6/19/09	K Bldg.	Deitz	\$65 \$60
Basketball Camp (ages 8-10)	CSP 7119	102 103	M-F	9:00am-12:00pm	6/15/09-6/19/09	GYM	Conner	\$65 \$60
Basketball Camp (ages 11 and up)	Canceled CSP 7119	100 101	M-F	9:00am-12:00pm	6/15/09-6/19/09	GYM	Connor	\$65 \$60
What Makes You Tick? (ages 5-9)	Canceled CSP 7131	100 101	M-F	1:00-4:00pm	6/15/09-6/19/09	TBD	Benson	\$65 \$60
Systems of the Body (ages 10-up)	Canceled CSP 7122	100 104	M-F	1:00-4:00pm	6/15/09-6/19/09	TBD	Rose	\$65 \$60
Jewelry Making (ages 10 and up) Materials fee 20.00	Canceled CSP 7107	100 101	M-F	1:00-4:00pm	6/15/09-6/19/09	TBD	Eastman	\$65 \$60
Robotics for Middle Schoolers--Intro	Canceled CSP 7051	100	M-Th	1:00-3:00pm	6/15/09-6/19/09	TBD	CyberKids	\$55
CSI: Lenoir--CIS Grant Materials Fee \$20.00	CSP 7143	102	M-Th	1:00-4:00pm	6/22/09-6/25/09	H218	Longo	\$85
The Roots of Music (ages 5-9)	Canceled CSP 7123	100 101	M-F	9:00am-12:00pm	6/22/09-6/26/09	TBD	Steadman	\$65 \$60
Basketball Camp (ages 5-7)	CSP 7119	104 105	M-F	9:00am-12:00pm	6/22/09-6/26/09	GYM	Conner	\$65 \$60
Wildlife Adventures (ages 9 and up)	Canceled CSP 7125	100	M-F	9:00am-4:00pm	6/22/09-6/26/09	TBD	Blair	\$65
Pig Dissection (ages 10 and up)	Canceled CSP 7049	100 101	M-F	9:00am-12:00pm	6/22/09-6/26/09	TBD	Rose	\$65 \$60
Beyond the Lemonade Stand (10 and up)	CSP 7162	100 101	M-Th	9:00am-12:00pm	6/22/09-6/25/09	H308	Baker	\$65 \$60
Employment Connections--CIS Grant	CSP 7171	100	M-Th	9:00am-12:00pm	6/22/09-6/25/09	H307	Ervin	\$35
Beyond the Lemonade Stand--CIS Grant	CSP 7162	102	M-Th	9:00am-12:00pm	6/22/09-6/25/09	H308	Baker	\$35

Discovery Theater (ages 5-9)	CSP 7126	100 101	M-F	1:00-4:00pm	6/22/09-6/26/09	Theater	Rand	\$65 \$60
Art: A Little Bit of Everything (ages 10 and up) Materials fee 40.00	Cancelled CSP 7133	100 101	M-F	1:00-4:00pm	6/22/09-6/26/09	S Building	Jones	\$65 \$60
Robotics for Middle Schoolers--Intro	Cancelled CSP 7051	101	M-Th	1:00-3:00pm	6/22/09-6/26/09	TBD	TBD	\$55
CSI: Lenoir--CIS Grant Materials Fee \$20.00	CSP 7143	103	M-Th	1:00-4:00pm	6/22/09-6/25/09	H218	Smith	\$85
Employment Connections--CIS Grant	CSP 7171	101	M-Th	1:00-4:00pm	6/22/09-6/25/09	H307	Ervin	\$35
Beyond the Lemonade Stand--CIS Grant	CSP 7162	103	M-Th	1:00-4:00pm	6/22/09-6/25/09	H308	Baker	\$35
Computers in Your World (ages 5-9)	CSP 7140	100 101	M-F	9:00am-12:00pm	7/6/09-7/10/09	TBD	Barlowe	\$65 \$60
Kids in the Kitchen--Advanced (ages 10 and up) Materials fee 40.00----FULL	CSP 7164	100 101	M-F	9:00am-12:00pm	7/6/09-7/10/09	K Bldg	Deitz	\$65 \$60
Soccer Camp (ages 10 and up)	Cancelled CSP 7163	102 103	M-F	9:00am-12:00pm	7/6/09-7/10/09	TBD	Holman	\$65 \$60
Career Choices 101--Public Services (CIS Grant)	CSP 7172	100	M-Th	9:00am-4:00pm	7/6/09-7/9/09	TBD	Various	\$35
Career Choices 101--Business and Industry (CIS Grant)	CSP 7172	101	M-Th	9:00am-4:00pm	7/6/09-7/9/09	TBD	Various	\$35
Jewelry Making (ages 5-9) Materials fee 20.00	Cancelled CSP 7107	102 103	M-F	1:00-4:00pm	7/6/09-7/10/09	TBD	Eastman	\$65 \$60
Digital Photography (ages 5-9)	CSP 7099	100 101	M-F	1:00-4:00pm	7/6/09-7/10/09	TBD	Barlowe	\$65 \$60
Discovery Theater (ages 10 and up)	Cancelled CSP 7126	102 103	M-F	1:00-4:00pm	7/6/09-7/10/09	Theater	Rand	\$65 \$60
Chemical Magic (ages 10 and up) Materials fee 25.00	Cancelled CSP 7138	100 101	M-F	1:00-4:00pm	7/6/09-7/10/09	TBD	Branch	\$65 \$60
Easel Painting (ages 5-9) Materials fee 10.00	CSP 7105	100 101	M-F	9:00am-12:00pm	7/13/09-7/17/09	S Building	Dobbin	\$65 \$60
Cheerleading/Tumbling (ages 10 and up)	Cancelled CSP 7135	100 101	M-F	9:00am-12:00pm	7/13/09-7/17/09	GYM	Hall	\$65 \$60
Pottery (ages 10 and up) Materials fee 10.00	CSP 7021	100 101	M-F	9:00am-12:00pm	7/13/09-7/17/09	S Building	Ehlers	\$65 \$60
Employment Connections--CIS Grant	CSP 7171		M-Th	9:00am-12:00pm	7/13/09-7/16/09	H307	Ervin	\$35

Beyond the Lemonade Stand--CIS Grant	CSP 7162		M-Th	9:00am-12:00pm	7/13/09-7/16/09	H308	Baker	\$35
Pottery (ages 5-9) Materials fee 10.00	CSP 7021	102 103	M-F	1:00-4:00pm	7/13/09-7/17/09	S Building	Ehlers	\$65 \$60
Dance (ages 10 and up)	Canceled CSP 7139	100 101	M-F	1:00-4:00pm	7/13/09-7/17/09	GYM		\$65 \$60
Easel Painting (ages 10 and up) Materials fee 10.00	CSP 7105	102 103	M-F	1:00-4:00pm	7/13/09-7/17/09	S Building	Dobbin	\$65 \$60
Robotics for Middle Schoolers--Intermediate	Canceled CSP 7165	100	M-Th	1:00-3:00pm	7/13/09-7/17/09	TBD	TBD	\$55
Employment Connections--CIS Grant	CSP 7171		M-Th	1:00-4:00pm	7/13/09-7/16/09	H307	Ervin	\$35
Beyond the Lemonade Stand--CIS Grant	CSP 7162		M-Th	1:00-4:00pm	7/13/09-7/16/09	H308	Baker	\$35
Easel Painting (ages 5-9) Materials fee 10.00	Canceled CSP 7105	104 105	M-F	9:00am-12:00pm	7/20/09-7/24/09	S Building	Dobbin	\$65 \$60
Sign with Your Hands and Eyes (ages 10 and up)	Canceled CSP 7118	102 103	M-F	9:00am-12:00pm	7/20/09-7/24/09	TBD	Baker	\$65 \$60
Caribbean Carnival: Spanish for Kids (ages 10and up)	Canceled CSP 7120	100 101	M-F	9:00am-12:00pm	7/20/09-7/24/09	TBD	Mcgillen	\$65 \$60
Beyond the Lemonade Stand (10 and up)	Canceled CSP 7162	103 104	M-F	9:00am-12:00pm	7/20/09-7/24/09	TBD	Bean	\$65 \$60
Career Choices 101--Public Services (CIS Grant)	CSP 7172	102	M-Th	9:00am-4:00pm	7/20/09-7/23/09	TBD	Various	\$35
Career Choices 101--Business and Industry (CIS Grant)	CSP 7172	103	M-Th	9:00am-4:00pm	7/20/09-7/23/09	TBD	Various	\$35
Caribbean Carnival: Spanish for Kids (ages 5-9)	Canceled CSP 7120	102 103	M-F	1:00-4:00pm	7/20/09-7/24/09	TBD	Mcgillen	\$65 \$60
The Roots of Music (ages 10 and up)	Canceled CSP 7123	102 103	M-F	1:00-4:00pm	7/20/09-7/24/09	TBD	Steadman	\$65 \$60
Easel Painting (ages 10 and up) Materials fee 10.00	Canceled CSP 7105	106 107	M-F	1:00-4:00pm	7/20/09-7/24/09	S Building	Dobbin	\$65 \$60
Robotics for Middle Schoolers--Intro	CSP 7051	101	M-Th	1:00-3:00pm	7/20/09-7/24/09	H215	Cyberkids	\$55
Exploring Nature (ages 5-9)	Canceled CSP 7124	100 101	M-F	9:00am-12:00pm	7/27/09-7/31/09	TBD	Benson	\$65 \$60
Cheerleading/Tumbling (ages 5-9)	Canceled CSP 7135	102 103	M-F	9:00am-12:00pm	7/27/09-7/31/09	GYM	Hall	\$65 \$60

Wildlife Adventures (ages 9 and up)	Canceled CSP 7125	101	M-F	9:00am-4:00pm	7/27/09-7/31/09	TBD	Blair	\$65 \$60
Computers in Your World (ages 10 and up)	CSP 7140	102 103	M-F	9:00am-12:00pm	7/27/09-7/31/09	TBD	Barlowe	\$65 \$60
Chemical Magic (ages 5-9) Materials fee 25.00	Canceled CSP 7138	103 104	M-F	1:00-4:00pm	7/27/09-7/31/09	TBD	Branch	\$65 \$60
Dance (ages 5-9)	Canceled CSP 7139	102 103	M-F	1:00-4:00pm	7/27/09-7/31/09	GYM		\$65 \$60
Digital Photography (ages 10 and up)	CSP 7099	102 103	M-F	1:00-4:00pm	7/27/09-7/31/09	TBD	Barlowe	\$65 \$60
Fly Fishing 101 Materials fee \$45.00	Canceled CSP 7166	100 101	M-F	1:00-4:00pm	7/27/09-7/31/09	TBD	Moose	\$65 \$61
Bacteriawesome (ages 5-9)	CSP 7031	100 101	M-F	9:00am-12:00pm	8/3/09-8/7/09	TBD	Rose	\$65 \$60
Paramedic Adventures (ages 5-9)	CSP 7134	100 101	M-F	9:00am-12:00pm	8/3/09-8/7/09	TBD	Roper	\$65 \$60
Fantastic Firefighting (ages 10 and up)	CSP 7136	100 101	M-F	9:00am-12:00pm	8/3/09-8/7/09	TBD	Staines	\$65 \$60
Beginning Guitar: Part 1 (ages 10 and up)	CSP 7141	100 101	M-F	9:00am-12:00pm	8/3/09-8/7/09	TBD	Steadman	\$65 \$60
"Kickin" Martial Arts (ages 5-9)	CSP 7142	100 101	M-F	1:00-4:00pm	8/3/09-8/7/09	GYM	Winebarger	\$65 \$60
Fantastic Firefighting (ages 5-9)	CSP 7136	102 103	M-F	1:00-4:00pm	8/3/09-8/7/09	TBD	Staines	\$65 \$60
Bacteriawesome (ages 10 and up)	Canceled CSP 7031	102 103	M-F	1:00-4:00pm	8/3/09-8/7/09	TBD	Rose	\$65 \$60
Paramedic Adventures (ages 10 and up)	Canceled CSP 7134	102 103	M-F	1:00-4:00pm	8/3/09-8/7/09	TBD	Roper	\$65 \$60
Art: A Little Bit of Everything (ages 5-9) Materials fee 40.00	CSP 7133	102 103	M-F	9:00am-12:00pm	8/10/09-8/14/09	S Building	Jones	\$65 \$60
CSI:Lenoir (ages 10 and up) Materials fee 20.00	CSP 7143	100 101	M-F	9:00am-12:00pm	8/10/09-8/14/09	TBD		\$65 \$60
Beginning Guitar: Part 2 (ages 10 and up)	CSP 7144	100 101	M-F	9:00am-12:00pm	8/10/09-8/14/09	TBD	Steadman	\$65 \$60
On Stage! (ages 5-9)	CSP 7128	100 101	M-F	1:00-4:00pm	8/10/09-8/14/09	Theater	Rand	\$65 \$60

"Kickin" Martial Arts (ages 10 and up)	CSP 7142	102 103	M-F	1:00-4:00pm	8/10/09-8/14/09	GYM	Winebarger	\$65 \$60
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**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	9:00am-2:00pm	07/28/09-07/31/09	H218	Edwards	\$55
Creating K-12 Learning Materials			W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
Creating the Inclusive Classroom: Strategies for Success	EDU 7096		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
Grammar Refresher	EDU 7026		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
Guiding Kids to the Internet	EDU 7016		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
Integrating Technology in the Classroom	EDU 7097		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
Interpersonal Communication	COM 7400		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
Keys to Effective Communication	MLS 7600		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
PowerPoint in the Classroom	CAS 7573		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
Solving Classroom Discipline Problems	EDU 7027		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
The Classroom Computer	CAS 7548		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
The Creative Classroom			W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
Using the Internet in the Classroom	EDU 7051		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	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.

Guiding Kids to the Internet	EDU 7016		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
Interpersonal Communication	COM 7400		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
Keys to Effective Communication	MLS 7600		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
PowerPoint in the Classroom	CAS 7573		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
Solving Classroom Discipline Problems	EDU 7027		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
Solving Classroom Discipline Problems II	EDU 7098		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
The Classroom Computer	CAS 7548		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
The Creative Classroom			W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
Using the Internet in the Classroom	EDU 7051		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55

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

CPR	SAF 3014		Th	7:00-10:00pm		H319	Hatton	\$55
CPR/First Aid	SAF 3021		Th	7:00-10:00pm		H319	Hatton	\$55
Effective Teacher Training	EDU 7031	100	T-F	9:00am-3:00pm	7/28/09-7/31/09	H218	Edwards	\$55
Effective Teacher Training	EDU 7031	101	TTh	9:00am-3:00pm	10/22/09-11/24/09	H218	Edwards	\$120
<b>A Virtual Tour of Asia Minor</b>			T/Th	6:00-8:00pm	6/2/09-7/16/09	H207	Dalkilic	\$55
<p>A Journey through the rich motifs of history, woven by cavemen, shamans, mythological gods and goddesses, prophets, apostles, saints, architects, engineers, artists, poets, emperors and empresses, soldiers and ordinary people. A historical, archeological and socio-cultural overview of the cradle of civilizations: a setting that charmed, welcomed different cultures to flourish, a crossroads of humanity. The course will include chronological ages of history that existed in Asia Minor, also known as Anatolia, which today we call the Republic of Turkey.</p>								

<b>TRADES - CONSTRUCTION</b>								
Upholstery, Intro to	HRD 7035	303	MW	6:00-9:00pm	6/8/09-7/1/09	H211	Connor	\$55
Upholstery Skills Training	TEX 3117	303	MW	5:30-9:30pm	07/20/09-09/09/09	J128	Escritt/ Smith	\$60
Cabinetmaking I	CAB 3100	302	TTh	5:00-9:00pm	5/19/09-8/13/09	J244	Worley	\$65
Cabinetmaking II	CAB 7000	303	TTh	5:00-9:00pm	5/19/09-8/13/09	J244	Worley	\$65
Cabinetmaking III	CAB 7001	302	TTh	5:00-9:00pm	5/19/09-8/13/09	J244	Worley	\$65
Cabinetmaking I	CAB 3100	303	MW	5:00-9:00pm	5/18/09-8/12/09	J244	Worley	\$60
Cabinetmaking II	CAB 7000	304	MW	5:00-9:00pm	5/18/09-8/12/09	J244	Worley	\$60
Cabinetmaking III	CAB 7001	303	MW	5:00-9:00pm	5/18/09-8/12/09	J244	Worley	\$60
WOL Carpentry Level I	WOL 3010	301	MW	5:00-9:00pm	5/18/09-8/12/09	J136	Coffey	\$60
WOL Carpentry Level II	WOL 3020	301	MW	5:00-9:00pm	5/18/09-8/12/09	J136	Coffey	\$60
WOL Electrical Level I	WOL 3110	301	MW	6:00-10:00pm	5/18/09-8/12/09	J240	Bennick	\$60
WOL Electrical Level II	WOL 3120	301	MW	6:00-10:00pm	5/18/09-8/12/09	J240	Bennick	\$60
WOL-HVAC Level I	WOL 3210	301	M-Th	4:00-6:00pm	5/18/09-8/12/09	J232	Turner	\$65
WOL-HVAC Level II	WOL 3220	301	MW	6:00-10:00pm	5/18/09-8/12/09	J232	Turner	\$60
WOL-HVAC Level III	WOL 3230	301	TTh	6:00-10:00pm	5/19/09-8/13/09	J232	Turner	\$65
WOL-HVAC Level IV	WOL 3240	301	TTh	6:00-10:00pm	5/19/09-8/13/09	J232	Turner	\$65
WOL-Plumbing Level I	WOL 3310	302	TTh	6:00-10:00pm	5/19/09-8/13/09	J121	Fronius	\$65

WOL-Plumbing Level II	WOL 3320	302	TTh	6:00-10:00pm	5/19/09-8/13/09	J121	Fronius	\$65
WOL-Plumbing Level III	WOL 3330	302	TTh	6:00-10:00pm	5/19/09-8/13/09	J121	Fronius	\$65
WOL-Plumbing Level IV	WOL 3340	302	TTh	6:00-10:00pm	5/19/09-8/13/09	J121	Fronius	\$65
WOL-Plumbing Level I	WOL 3310	303	MW	6:00-10:00pm	5/18/09-8/12/09	J121	Fronius	\$60
WOL-Plumbing Level II	WOL 3320	303	MW	6:00-10:00pm	5/18/09-8/12/09	J121	Fronius	\$60
WOL-Plumbing Level III	WOL 3330	303	MW	6:00-10:00pm	5/18/09-8/12/09	J121	Fronius	\$60
WOL-Plumbing Level IV	WOL 3340	303	MW	6:00-10:00pm	5/18/09-8/12/09	J121	Fronius	\$60
Preparation for Contractor's License	CAR 3118	302	T/Th	7:00-10:00pm	7/23/09-10/06/09	H321	Shelton	\$60
<b>TRADES - INDUSTRIAL</b>								
Intro to Basic Welding Techniques	WLD 3106	301	TTh	6:00-9:00pm	5/19/09-8/13/09	D101	Hudson	\$60
Mig Welding Techniques	WLD 3113	301	TTh	6:00-9:00pm	5/19/09-8/13/09	D101	Hudson	\$60
Tig Welding Techniques	WLD 3109	301	TTh	6:00-9:00pm	5/19/09-8/13/09	D101	Hudson	\$60
Intro to Basic Welding Techniques	WLD 3106	302	MW	6:00-9:00pm	5/18/09-8/12/09	D101	Spleet	\$60
Mig Welding Techniques	WLD 3113	302	MW	6:00-9:00pm	5/18/09-8/12/09	D101	Spleet	\$60
Tig Welding Techniques	WLD 3109	302	MW	6:00-9:00pm	5/18/09-8/12/09	D101	Spleet	\$60
<b>TRANSPORTATION</b>								
<b>*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.</b>								
Escort Driver <b>Recertification</b>	AUT 7200	104	Sa	8:00-12:00pm	5/9	H218	Moose	\$50
Escort Driver <b>Recertification</b>	AUT 7200	105	Sa	8:00-12:00pm	6/20	H310	Moose	\$50
Escort Driver <b>Recertification</b>	AUT 7200	106	Sa	8:00-12:00pm	7/18	H310	Moose	\$50
Escort Driver <b>Recertification</b>	AUT 7200	107	Sa	8:00-12:00pm	8/15	H310	Moose	\$50
Escort Driver Certification - <b>Initial</b>	AUT 3003	104	Sa	8:00am-5:00pm	5/9	H218	Moose	\$50
Escort Driver Certification - <b>Initial</b>	AUT 3003	105	Sa	8:00am-5:00pm	6/20	H310	Moose	\$50
Escort Driver Certification - <b>Initial</b>	AUT 3003	106	Sa	8:00am-5:00pm	7/18	H310	Moose	\$50
Escort Driver Certification - <b>Initial</b>	AUT 3003	107	Sa	8:00am-5:00pm	8/15	H310	Moose	\$65
Motor Vehicle Dealer License Renewal - <b>Canceled</b>	AUT 3001	102	T	8:30am-3:00pm	6/9	H308	Medford	\$50
Motor Vehicle Dealer License Renewal	AUT 3001	103	T	8:30am-3:00pm	8/11	H308	Medford	\$50
**OBD Emission Control Inspection- <b>Initial</b>	AUT 3129	104	T	8:00am-5:00pm	5/19	TAPS	Eldreth	\$50
**OBD Emission Control Inspection- <b>Initial</b>	AUT 3129	105	T	8:00am-5:00pm	6/16	TAPS	Eldreth	\$50
**OBD Emission Control Inspection- <b>Initial</b>	AUT 3129	106	T	8:00am-5:00pm	7/21	TAPS	Eldreth	\$50
**OBD Emission Control Inspection- <b>Initial</b>	AUT 3129	107	T	8:00am-5:00pm	8/18	TAPS	Eldreth	\$65
<b>**OBD Emission Control students must register before attending class.</b>								
**OBD Emission Control Inspection- <b>Recert</b>	AUT 7300	304	Th	6:00-10:00pm	5/21	H308	Eldreth	\$50

**OBD Emission Control Inspection-Recert	AUT 7300	305	Th	6:00-10:00pm	6/18	H308	Eldreth	\$50
**OBD Emission Control Inspection-Recert	AUT 7300	306	Th	6:00-10:00pm	7/23	H308	Eldreth	\$50
**OBD Emission Control Inspection-Recert	AUT 7300	307	Th	6:00-10:00pm	8/20	H308	Eldreth	\$65
<b>**OBD Emission Control students must register before attending class.</b>								
<b>*Sport Bike Techniques</b>	CSP 7174	100	F	8:00am-5:00pm	8/7	B104	TBD	\$100
<b>*Students must bring their own motorcycle.</b>								
Basic Rider Course	CSP-7149	29	F	6:00-10:00pm	5/22/09-5/24/09	J212	TBD	\$160
			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	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				
Basic Rider Course	CSP-7149	034	F	6:00-10:00pm	6/26/09-6/28/09	J212	TBD	\$160
			Sa/Su	8:00am-5:00pm				
Basic Rider Course	CSP-7149	035	F	6:00-10:00pm	7/3/09-7/5/09	J212	TBD	\$160
			Sa/Su	8:00am-5:00pm				
Basic Rider Course	CSP-7149	036	F	6:00-10:00pm	7/10/09-7/12/09	J212	TBD	\$160
			Sa/Su	8:00am-5:00pm				
Basic Rider Course	CSP-7149	037	F	6:00-10:00pm	7/17/09-7/19/09	J212	TBD	\$160
			Sa/Su	8:00am-5:00pm				
Basic Rider Course	CSP-7149	038	F	6:00-10:00pm	7/24/09-7/26/09	J212	TBD	\$160
			Sa/Su	8:00am-5:00pm				
Basic Rider Course	CSP-7149	039	F	6:00-10:00pm	7/31/09-8/2/09	J212	TBD	\$160
			Sa/Su	8:00am-5:00pm				
Basic Rider Course	CSP-7149	040	F	6:00-10:00pm	8/7/09-8/9/09	J212	TBD	\$160
			Sa/Su	8:00am-5:00pm				

Basic Rider Course	CSP-7149	041	F	6:00-10:00pm	8/14/09-8/16/09	J212	TBD	\$160
			Sa/Su	8:00am-5:00pm				
Basic Rider Course	CSP-7149	042	F	6:00-10:00pm	8/21/09-8/23/09	J212	TBD	\$160
			Sa/Su	8:00am-5:00pm				
Alive at 25!	CSP 7148	319	Th	6:00-10:00pm	5/21	H207	Bunnells	\$50
Alive at 25!	CSP 7148	320	Th	6:00-10:00pm	5/28	H207	Moose	\$50
Alive at 25!	CSP 7148	321	Th	6:00-10:00pm	6/4	H207	Moose	\$50
Alive at 25!	CSP 7148	322	Th	6:00-10:00pm	6/11	H207	Moose	\$50
Alive at 25!	CSP 7148	323	Th	6:00-10:00pm	6/18	H207	Moose	\$50
Alive at 25!	CSP 7148	324	Th	6:00-10:00pm	6/25	H207	Moose	\$50
Alive at 25!	CSP 7148	325	Th	6:00-10:00pm	7/2	H207	Bunnells	\$50
Alive at 25!	CSP 7148	326	Th	6:00-10:00pm	7/9	H207	Moose	\$50
Alive at 25!	CSP 7148	327	Th	6:00-10:00pm	7/16	H207	Moose	\$50
Alive at 25!	CSP 7148	328	Th	6:00-10:00pm	7/23	H207	Moose	\$50
Alive at 25!	CSP 7148	329	Th	6:00-10:00pm	7/30	H207	Moose	\$50
Alive at 25!	CSP 7148	330	Th	6:00-10:00pm	8/6	H207	Moose	\$50
Alive at 25!	CSP 7148	331	Th	6:00-10:00pm	8/13	H207	Moose	\$50
Defensive Driving	CSP 7147	319	W	6:00-10:00pm	5/20	H308	Moose	\$50
Defensive Driving	CSP 7147	320	W	6:00-10:00pm	5/27	H308	Moose	\$50
Defensive Driving	CSP 7147	321	W	6:00-10:00pm	6/3	H308	Moose	\$50
Defensive Driving	CSP 7147	322	W	6:00-10:00pm	6/10	H308	Moose	\$50
Defensive Driving	CSP 7147	323	W	6:00-10:00pm	6/17	H308	Moose	\$50
Defensive Driving	CSP 7147	324	W	6:00-10:00pm	6/24	H308	Moose	\$50
Defensive Driving	CSP 7147	325	W	6:00-10:00pm	7/1	H308	Bunnells	\$50
Defensive Driving	CSP 7147	326	W	6:00-10:00pm	7/8	H308	Moose	\$50
Defensive Driving	CSP 7147	327	W	6:00-10:00pm	7/15	H308	Moose	\$50
Defensive Driving	CSP 7147	328	W	6:00-10:00pm	7/22	H308	Moose	\$50
Defensive Driving	CSP 7147	329	W	6:00-10:00pm	7/29	H308	Moose	\$50
Defensive Driving	CSP 7147	330	W	6:00-10:00pm	8/5	H308	Moose	\$50
Defensive Driving	CSP 7147	331	W	6:00-10:00pm	8/12	H308	Moose	\$50

***Experienced Motorcycle Rider	CSP 7151		Sa	8:00am-5:00pm		J212	TBD	\$60
**Vehicle Safety Inspection	AUT 3128	104	T	8:00am-5:00pm	5/12	TAPS	Eldreth	\$50
**Vehicle Safety Inspection	AUT 3128	105	T	8:00am-5:00pm	6/9	TAPS	Eldreth	\$50
**Vehicle Safety Inspection	AUT 3128	106	T	8:00am-5:00pm	7/14	TAPS	Eldreth	\$50
**Vehicle Safety Inspection	AUT 3128	107	T	8:00am-5:00pm	8/11	TAPS	Eldreth	\$50
<b>**Vehicle Safety Inspection students must register before attending class.</b>								

<b>TRAVEL</b>								
<b>A Virtual Tour of Asia Minor</b>	EDU-3001	300	T/Th	6:00-8:00pm	6/2/09-7/16/09	TBD	Dalkilic	\$55
A Journey through the rich motifs of history, woven by cavemen, shamans, mythological gods and goddesses, prophets, apostles, saints, architects, engineers, artists, poets, emperors and empresses, soldiers and ordinary people. A historical, archeological and socio-cultural overview of the cradle of civilizations: a setting that charmed, welcomed different cultures to flourish, a crossroads of humanity. The course will include chronological ages of history that existed in Asia Minor, also known as Anatolia, which today we call the Republic of Turkey.								

<b>Watauga Campus</b>		<b>Watauga Campus</b>			<b>Watauga Campus</b>			
<b>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.</b>								
<b>Occupational Extension Courses</b>								
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.								
<b>ARTS AND CRAFTS</b>								
Basic Jewelry Making	CSP 7107		M	6:30-8:30pm		WCEC	Lee	\$45
<b>CERTIFICATION</b>								
<b>*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.</b>								
The Study of Mixing Beverages - Canceled	HOS-7001	851	M	6:00-9:00pm	5/18/09-7/27/09	WCEC	Gregory	\$55
*Notary Public	SEF 7162	855	T/Th	6:00-9:00pm	6/16/09-6/18/09	WCEC112	Howell	\$50

*Notary Public	SEF 7162	856	TTh	6:00-9:00pm	7/14/09-7/16/09	WCEC 112	Howell	\$50
*Notary Public	SEF 7162	857	TTh	6:00-9:00pm	8/11/09-8/13/09	WCEC 112	Howell	\$50
<b>*Students must register and purchase book before attending class.</b>								
<b>FIRE/RESCUE/EMS</b>								
EMT - Basic	EMS 3044	852	T/Th Sa	6:00-10:00pm 8:00am-5:00pm	8/25/09-12/10/09	Watauga Medics	Litton	<b>\$175</b>
<b>HEALTH/SAFETY</b>								
Health Services Skills Lab	HRD 7033	750	F	9:00am-5:00pm	6/26/09-9/11/09	WCEC 102	Eisenhour	\$55
Massage Therapy - Fundamentals I	HEA 7000	850	TTh	5:30-9:30pm	8/11/09-11/24/09	WCEC 106	Benson	<b>\$175</b>
Massage Therapy - Anatomy & Physiology I w/Kinesiology	HEA 7006	850	Sa	9:00am-4:00pm	8/15/09-12/5/09	WCEC 106	Mozeley	<b>\$175</b>
Massage Therapy - Anatomy & Physiology II	HEA 7007	850	Sa	9:00am-4:00pm	1/9/10-5/15/10	WCEC 106	Mozeley	<b>\$120</b>
Massage Therapy - Fundamentals II	HEA 7002	850	TTh Sa	5:30-9:30pm 9:00am-4:00pm	1/5/10-5/18/10	WCEC 106	Benson	<b>\$175</b>
Massage Therapy - Fundamentals III	HEA 7003	850	TTh Sa	5:30-9:30pm 9:00am-4:00pm	5/25/10-8/5/10	WCEC 106	Benson	<b>\$175</b>
*Medication Aide	PHM 4100		TWTh	10:00am-3:00pm		WCEC 102	Smith	\$55
<b>*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.</b>								
Medical Terminology	NUR 3235			on line	6/8/09-8/17/09	online	Middleton	\$60
Medical Terminology	NUR 3235			on line	7/20/09-10/3/09	online	Middleton	\$60
Nurse Aide I <b>FULL</b>	NUR 3240	750	MW	11:00am-3:00pm	1/12/09-6/8/09	WCEC 102	Dean	\$65
Nurse Aide I <b>FULL</b>	NUR 3240	751	MW	11:00am-3:00pm	6/29/09-11/18/09	WCEC 102	TBD	\$65
Nurse Aide I <b>FULL</b>	NUR 3240	752	TTH	1:00pm-5:00pm	5/28/09-10/15/09	WCEC	Eisenhour	\$65
Nurse Aide I (Nursing Students)	NUR 3240	753	MF	10am-2pm	7/27/09-12/18/09	WCEC 105	TBD	\$65
Nurse Aide I (2010CE1)	NUR 3240	850	MTW	5:30pm-9:30pm	11/2/09-2/22/09	WCEC 102	TBD	<b>\$175</b>
Nurse Aide I (JobsNOW)	NUR 3240	852	M-Th	5:30pm-9:30pm	8/10/09-10/19/09	WCEC 102	TBD	\$65
*Nurse Aide II--Class/Lab	NUR 7000	850	MTWTH	5:30-9:30pm	7/6/09-8/31/09	WCEC	TBD	\$60
*Nurse Aide II--Clinical	NUR 7001	850	MTW	5:30-9:30pm	9/1/09-10/26/09	WCEC	TBD	<b>\$120</b>
<b>*Prerequisite: GED/HSD and Nurse Aide I</b>								
Nurse Aide Refresher	NUR 3242		TWTh	10:00am-5:00pm		WCEC	Middleton	\$55
Phlebotomy--Class/Lab <b>FULL</b>	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
Phlebotomy--Class/Lab	MLA 7000		MW	TBD	8/17/09-12/2/09	WCEC 105	TBD	<b>\$175</b>
Phlebotomy-Clinical	MLA 7001		M-Su	7:00am-9:00pm	12/7/09-1/31/10	WCEC 105	Middleton	<b>\$120</b>
Phlebotomy--Class/Lab <b>FULL</b>	MLA 7000		MW	TBD	3/1/10-6/16/10	WCEC 105	TBD	<b>\$175</b>
Phlebotomy-Clinical	MLA 7001		M-Su	7:00am-9:00pm	TBD	WCEC 105	Middleton	<b>\$120</b>

**HUMAN RESOURCE DEVELOPMENT (HRD)****\*HRD classes are free to those who qualify. Please call 828-726-2242 with any questions.****Beginning Computer Courses**

<b>Computers in the World of Work</b> 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	851	Th	5:30-8:30pm	4/30/09-6/18/09	WCEC 110	Wright	\$55
	HRD 7001	852	T	5:30-8:30pm	5/26/09-7/28/09	WCEC 110	Wright	\$55
<b>Employability Lab</b> This lab is open to students who would like time to work on enhancing their skills through the KeyTrain program or would like to practice their typing skills in an open environment. An instructor is available to answer questions while students work at their own pace to increase their skills.	HRD 3002	750	Th	9:30am-2:30pm	5/14/09-9/24/09	WCEC 110	Glenn/Brown	\$55
	HRD 3002	853	MWTh	3:30- 7:30pm	5/18/09-7/13/09	WCEC 109	Osborne	\$55
<b>Using Word in the Job Search</b> 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		Th	5:30-8:30pm	6/25/09-8/20/09	WCEC 110	Wright	\$55
<b>WorkKeys</b>	SEF 7038		Sa	9:00am-1:00pm		WCEC	Glenn	\$30

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

<b>Economic Literacy</b> 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.	HRD 3008	750	MWTH	3:30pm-7:30pm	6/22/09-8/13/09	WCEC 109		\$50
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**\*HRD classes are free to those who qualify. Please call 828-726-2242 with any questions.**

<b>Employment Connections</b> 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	852	MW	5:00pm-8:00pm	6/15/09-7/15/09	WCEC	Crump	\$55
	HRD 7021	853	MW	6:00pm-8:00pm	6/8/09-7/20/09	St. Luke;s Episcopal Church	Hardin	\$55

**Languages**

<b>Conversational Spanish I - Postponed</b>	FLI 7001	505	T	6:00-8:00pm	5/19/09-8/4/09	WHS 303	TBA	\$55
<b>JobsNow</b>								
Employment Connections	HRD 7040		M-Th	4:00-5:00pm	8/10/09-9/21/09	WCEC 102	TBD	\$65
Nurse Aide I (JobsNOW)	NUR 3240	852	M-Th	5:30pm-9:30pm	8/10/09-10/19/09	WCEC 102	TBD	\$65
Career Pathway/Career Readiness Certificate	HRD 3002		M-F	open lab	8/10/09-10/19/09	WCEC	TBD	\$65
Carpentry Level I			M-Th	7:00-10:00pm	8/17/09-11/9/09	WOTF 102	TBD	\$175
Carpentry Level II			M-Th	7:00-10:00pm	11/10/09-2/8/09	WOTF 102	TBD	\$175
Fundamentals in Solar Thermal Tech				5:00-6:30pm	11/12/09-2/4/10	WOTF 101	TBD	\$175
Sustainable Development					8/20/09-11/5/09		TBD	\$65
Weatherization Overview	EGY 7100		M-Th	7:00-10:00pm	8/17/09-11/9/09	WOTF 101	TBD	\$175
<b>SMALL BUSINESS</b>								
Small Business Start Up Series								
<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		T	6:00-8:00pm	7/20	AEC	Goldberg	\$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.	SBC 7009		T	6:00-8:00pm	7/21	AEC	Goldberg	\$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		T	6:00-8:00pm	7/22	AEC	Goldberg	\$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.	SBC 7015		T	6:00-8:00pm	7/23	AEC	Goldberg	\$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.	SBC 7031		T	6:00-8:00pm	7/24	AEC	Goldberg	\$0
<b>SUSTAINABLE TECHNOLOGY</b>								
Building Performance Institute- Hers Raters	EGY-7004	804	MTW	8:00am-5:00pm	5/27/09-5/29/09	WC 116	Suddreth	\$55
Building Performance Institute	EGY-7004	805	M-F	8:00am-5:00pm	6/8/09-6/12/09	WC 116	Suddreth	\$60
Building Performance Institute	EGY-7004	806	M-F	8:00am-5:00pm	6/22/09-6/26/09	WC 116	Suddreth	\$60
Building Performance Institute	EGY-7004	807	M-F	8:00am-5:00pm	7/6/09-7/10/09	WC 116	Suddreth	\$60
<b>Go Green 101 - Business -</b> 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			Online	Upon Demand	Online	Willis	\$55
<b>Renewable Energy Overview -</b> This course will provide the fundamentals of renewable energy for solar, wind, hydro, and biodiesel power sources. Upon completion, student will have a working knowledge of the ways to produce and utilize renewable energy sources and discuss its future infrastructure from a local perspective.	EGY 7008	100	T	6-9pm	5/18-6/15	WCEC	Harvey	\$55

<p><b>Emerging Trends in High Performance Building</b> - 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. Air Flow Basics - Air barriers, mechanical ventilation, fire safety, indoor air quality issues. Heat Flow Basics – Better insulation practices. Moisture Flow Basics - Vapor Diffusion Retarders, Relative Humidity, controlling moisture Closed Crawlspace/Unventilated Attics Testing for Performance - Blower doors, duct blasters, thermal cameras, Carbon Monoxide testing, Combustion Safety Testing, laser thermometers, pressure pan How to certify a building "Green" - A look at the available green building programs and how they work. how to become a "green" remodeler with the Building Performance Institute's [Building Analyst&amp; Envelope Specialist] certifications.</p>	<p><b>EGY 7002</b></p>	<p>850</p>	<p>M</p>	<p>6-9 pm</p>	<p>7/13 /09- 8/18/09</p>	<p>WOTF 101</p>	<p>Sams</p>	<p>\$55</p>
<p><b>Sustainable Development</b> - 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.</p>	<p>EGY 7003</p>		<p>W</p>	<p>4-5:30 pm</p>	<p>6/3/09 - 7/22/09</p>		<p>Griffith</p>	<p>\$50</p>
<p><b>Green Landscapes/Water Management Solutions</b> - 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.</p>					<p>TBD</p>			<p>Free</p>

<b>NABCEP Entry Level PV Installer Certification Prep-</b> The NAPCEP PV installer certification is a voluntary certification that provides a set of national standards by which solar thermal installers with skills and experience can distinguish themselves from their competition. Certification provides a measure of protection to the public by giving the a credential for judging the competency of practioners. It is not intended to prevent qualified individuals from installing solar thermal systems nor to replace state licensure requirements. The target candidate for NABCEP certification is the person responsible for the system installation. (e.g., contractor, foreman, supervisor, or journeyman).	EGY 7009	100	M-F	8:00am-5:00pm	6/8/09-6/12/09	OTC-102	Harvey	\$60
<b>NABCEP Solar Thermal Certification Prep-</b> The NAPCEP solar thermal installer certification is a voluntary certification that provides a set of national standards by which solar thermal installers with skills and experience can distinguish themselves from their competition. Certification provides a measure of protection to the public by giving the a credential for judging the competency of practioners. It is not intended to prevent qualified individuals from installing solar thermal systems nor to replace state licensure requirements. The target candidate for NABCEP certification is the person responsible for the system installation. (e.g., contractor, foreman, supervisor, or journeyman).	EGY 7010	100	M-F	8:00am-5:00pm	06/22/09-06/26/09	OTC-102	Harvey	\$60
<b>*HRD computer courses are accepted for credit in the Teacher Assistant Institute program.</b>								
Creating K-12 Learning Materials			W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
Grammar Refresher	EDU 7026		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
Guiding Kids to the Internet	EDU 7016		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
Interpersonal Communication	COM 7400		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
Keys to Effective Communication	MLS 7600		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
PowerPoint in the Classroom	CAS 7573		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
Solving Classroom Discipline Problems	EDU 7027		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
The Classroom Computer	CAS 7548		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
The Creative Classroom			W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
Using the Internet in the Classroom	EDU 7051		W	ed2go.com/cccti	5/20, 6/17, 7/15, 8/19	Online	Online	\$55
<b>TEACHER RENEWAL***</b>								
***All Beginning Computer classes 10 or more hours are approved for Teacher Renewal Credit								
Preparation for Contractor's License	CAR 3118		M/W	6:00-9:00pm	6/1/09-8/12/09	WC116	Calvin	\$60

<b>TRADES - CONSTRUCTION</b>								
National Electrical Code License - CANCELLED	ELC 3100	851	TTh	6:00-9:00pm	5/19/09-7/23/09	WC116	Hodges	\$60
Preparation for Contractor's License - CANCELLED	CAR 3118	851	MW	6:00-9:00pm	5/18/09-7/29/09	WC116	Calvin	\$60
WOL-Carpentry Level I - CANCELLED	WOL 3010	851	Th	6:00-9:00pm	5/21/09-8/13/09	WC116	TBD	\$60
WOL-Carpentry Level II - CANCELLED	WOL 3020	851	Th	6:00-9:00pm	5/21/09-8/13/09	WC116	TBD	\$60
WOL-Carpentry Level III - CANCELLED	WOL 3030	851	Th	6:00-9:00pm	5/21/09-8/13/09	WC116	TBD	\$60
WOL-Carpentry Level IV - CANCELLED	WOL 3040	851	Th	6:00-9:00pm	5/21/09-8/13/09	WC116	TBD	\$60
WOL-Electrical Level I - CANCELLED	WOL 3110	851	T	6:00-9:00pm	5/19/09-8/11/09	WC116	TBD	\$60
WOL-Electrical Level II - CANCELLED	WOL 3120	851	T	6:00-9:00pm	5/19/09-8/11/09	WC116	TBD	\$60
WOL-Electrical Level III - CANCELLED	WOL 3130	851	T	6:00-9:00pm	5/19/09-8/11/09	WC116	TBD	\$60
WOL-Electrical Level IV - CANCELLED	WOL 3140	851	T	6:00-9:00pm	5/19/09-8/11/09	WC116	TBD	\$60
WOL-HVAC Level I - CANCELLED	WOL 3210	851	Th	6:00-9:00pm	5/21/09-8/13/09	WC116	TBD	\$60
WOL-HVAC Level II - CANCELLED	WOL 3220	851	Th	6:00-9:00pm	5/21/09-8/13/09	WC116	TBD	\$60
WOL-HVAC Level III - CANCELLED	WOL 3230	851	Th	6:00-9:00pm	5/21/09-8/13/09	WC116	TBD	\$60
WOL-HVAC Level IV - CANCELLED	WOL 3240	851	Th	6:00-9:00pm	5/21/09-8/13/09	WC116	TBD	\$60
WOL-Plumbing Level I - CANCELLED	WOL 3310	851	T	6:00-9:00pm	5/19/09-8/11/09	WC116	TBD	\$60
WOL-Plumbing Level II - CANCELLED	WOL 3320	851	T	6:00-9:00pm	5/19/09-8/11/09	WC116	TBD	\$60
WOL-Plumbing Level III - CANCELLED	WOL 3330	851	T	6:00-9:00pm	5/19/09-8/11/09	WC116	TBD	\$60
WOL-Plumbing Level IV - CANCELLED	WOL 3340	851	T	6:00-9:00pm	5/19/09-8/11/09	WC116	TBD	\$60
<b>TRADES - INDUSTRIAL</b>								
Introduction to Basic Welding Techniques	WLD 3106	851	TTh	6:00-9:00pm	5/19/09-8/13/09	WHS 229	Ward	\$60
MIG Welding Techniques	WLD 3113	851	TTh	6:00-9:00pm	5/19/09-8/13/09	WHS 229	Ward	\$60
TIG Welding Techniques	WLD 3109	851	TTh	6:00-9:00pm	5/19/09-8/13/09	WHS 229	Ward	\$60
<b>TRANSPORTATION</b>								
<b>*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.</b>								
Alive @ 25!	CSP 7148		TBD	TBD	TBD	WCEC	TBD	\$50
Defensive Driving	CSP 7147	869	Th	6:00-10:00pm	5/21	WCEC	TBD	\$50
Defensive Driving	CSP 7147	870	Th	6:00-10:00pm	5/28	WCEC	TBD	\$50
Defensive Driving	CSP 7147	871	Th	6:00-10:00pm	6/4	WCEC	TBD	\$50
Defensive Driving	CSP 7147	872	Th	6:00-10:00pm	6/11	WCEC	TBD	\$50
Defensive Driving	CSP 7147	873	Th	6:00-10:00pm	6/18	WCEC	TBD	\$50
Defensive Driving	CSP 7147	874	Th	6:00-10:00pm	6/25	WCEC	TBD	\$50
Defensive Driving	CSP 7147	875	Th	6:00-10:00pm	7/2	WCEC	TBD	\$50
Defensive Driving	CSP 7147	876	Th	6:00-10:00pm	7/9	WCEC	TBD	\$50
Defensive Driving	CSP 7147	877	Th	6:00-10:00pm	7/16	WCEC	TBD	\$50
Defensive Driving	CSP 7147	878	Th	6:00-10:00pm	7/23	WCEC	TBD	\$50
Defensive Driving	CSP 7147	879	Th	6:00-10:00pm	7/30	WCEC	TBD	\$50

Defensive Driving	CSP 7147	880	Th	6:00-10:00pm	8/6	WCEC	TBD	\$50
Defensive Driving	CSP 7147	881	Th	6:00-10:00pm	8/13	WCEC	TBD	\$50
Defensive Driving	CSP 7147	882	Th	6:00-10:00pm	8/20	WCEC	TBD	\$50
Defensive Driving	CSP 7147	883	Th	6:00-10:00pm	8/27	WCEC	TBD	\$50
Defensive Driving	CSP 7147	884	Th	6:00-10:00pm	9/3	WCEC	TBD	\$50
Defensive Driving	CSP 7147	884	Th	6:00-10:00pm	9/10	WCEC	TBD	\$50
Defensive Driving	CSP 7147	884	Th	6:00-10:00pm	9/17	WCEC	TBD	\$50
Defensive Driving	CSP 7147	884	Th	6:00-10:00pm	9/24	WCEC	TBD	\$50
Motor Vehicle Dealer License Renewal	AUT 3001	750	T	9:00-4:00pm	5/19	WCEC	Medford	\$50
**Vehicle Safety Inspection	AUT-3128	851	TW	6:00-10:00pm	4/28/09-4/29/09	WHS 233	Jones	\$50

**\*\*Students must register before attending class.**

Check out our many online offerings			
Classes start each month and are six weeks in duration. For a complete listing of all online classes, please visit <a href="http://www.ed2go.com/cccti">www.ed2go.com/cccti</a>		Start Dates	5/20, 6/17, 7/15 = 55.00  8/19 = 65.00
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	
Employment Law Fundamentals	MLS 7300	55	Intro to Teaching ESL/EFL \$55
Fundamentals of Supervision and Management	MLS 7801	55	Caring for Children EDU 7017 \$55
Fundamentals of Supervision and Management II		55	
Leadership	MLS 7401	55	Enhancing Language Development EDU 7014 \$55
Managing Technology	MLS 7804	55	Enjoying European Art Online EDU 7034 \$55
Manufacturing Applications	MLS 7811	55	Guiding Kids to the Internet EDU 7016 \$55
Manufacturing Fundamentals	MLS 7810	55	High Powered Communication SBC 7057 \$55
			History of Women Writers EDU 7039 \$55
Project Management Applications	MLS 7809	55	Instant Italian \$55
Project Management Fundamentals	MLS 7808	55	Intro to Algebra EDU 7061 \$55
			Intro to Microsoft Excel CAS 7300 \$55
Purchasing Applications		55	Microsoft Excel 2007 in the Classroom CAS 7614 \$55
Six Sigma: Total Quality Applications		55	Intermediate Microsoft Excel CAS 7301 \$55
Supply Chain Management Applications		55	Intro to Microsoft Word CAS 7524 \$55
Understanding the HR Function	MLS 7103	55	Intermediate Microsoft Word CAS 7525 \$55
			Managing Technology MLS 7804 \$55
Medical and Health Care			Merrill Ream Speed Reading EDU 7038 \$55
Handling Medical Emergencies		55	Pleasures of Poetry EDU 7025 \$55
Medical Terminology: Word Association Approach	NUR 3235	55	Ready-Set-Read EDU 7052 \$55

<b>Computers and Networking</b>		
Achieving Top Search Engine Position		55
Beginning Web Pages		55
C++ Absolute Beginner	CAS 7014	55
CGI Programming	CAS 7400	55
Creating Web Pages	CAS 7521	55
Designing Effective Web Pages	CAS 7553	55
Digital Photography OUTPUT!	CAS 7535	55
Discover Digital Photography	CAS 7506	55
Intro to Crystal Reports 10	CAS 7516	55
Intro to Database Development	CAS 7533	55
Intermediate Microsoft Access	CAS 7501	55
Intro to Microsoft Excel	CAS 7300	55
Intermediate Microsoft Excel	CAS 7301	55
Intermediate Microsoft FrontPage		55
Intro to Microsoft Word	CAS 7524	55
Intermediate Microsoft Word	CAS 7525	55
Intro to Windows Vista		55
Advanced Word	CAS 7526	55
Intro to Photoshop	CAS 7514	55
Intro to PrintShop Deluxe		55
Intro to Quickbooks	CAS 7517	55
Intro to SQL	CAS 7403	55
Intro to the Gaming Industry	CAS 7537	55
Intro to the Internet	CAS 7508	55
Keyboarding	CAS 7100	55
<b>NETWORKING--Self Support</b>		
Advanced A+ Certification Prep	SEF 7085	99
Basic A+ Certification Prep	SEF 7035	99
Creating a Home or Small Office Network		55

The Classroom Computer	CAS 7548	\$55
The Creative Classroom		\$55
<b>Employability Skills</b>		
Computer Skills for the Workplace	CAS 7540	\$55
Hidden Market Job Search Strategies		\$55
Individual Excellence: Secrets of Career Success		\$55
Resume Writing Workshop	MLS 7102	\$55
12 Steps to a Successful Job Search	SEF 7067	\$55
<b>Writing</b>		
Becoming a Grant Writing Consultant	SEF 7107	\$55
Beginner's Guide to Getting Published	SEF 7083	\$55
Breaking Into Sitcom Writing	SEF 7185	\$55
Business Marketing Writing	SEF 7003	\$55
Craft of Magazine Writing	SEF 7051	\$55
Crafting Your Short Fiction	SEF 7126	\$55
Effective Business Writing	SEF 7019	\$55
Fundamentals of Technical Writing	EDU 7026	\$55
Grammar Refresher	SEF 7019	\$55
Intro to Internet Writing Markets		\$55
Intro to Journaling		
	EDU 7025	\$55
Pleasures of Poetry	SEF 7120	\$55
Publish It Yourself		\$55
Research Methods for Writers		\$55
Resume Writing Workshop	SEF 7065	\$55
The Keys to Effective Editing	SEF 7080	\$55
Travel Writing	SEF 7066	\$55
Write Like a Pro	SEF 7095	\$55
Write Your Life Story	SEF 7020	\$55
Writeriffic :Creativity Training for Writers	SEF 7122	\$55
Writeriffic 2: Advanced Creativity Training	SEF 7129	\$55
Writing for Children		\$55

Intermediate A+ Certification Prep	SEF 7022	99
Intro to Networking	SEF 7092	55
Intermediate Networking	SEF 7032	55
MCSE Certification Prep #1	SEF 7093	99
Network + Certification Prep	SEF 7111	99
PMP Certification Prep I		99
PMP Certification Prep II		99
Wireless Networking	SEF 7121	99
<b>Small Business</b>		
Accounting Fundamentals	BAF 7002	55
Accounting Fundamentals II	BAF 7003	55
Business Marketing Writing		55
Conquer Your Stress	SBC 7028	55
Creating a Successful Business Plan	SBC 7071	55
Effective Business Writing	COM 7100	55
Effective Selling	MKT 7002	55
Get Paid To Travel	MLS 7700	55
Hire Smart	SBC 7030	55
Intro to Quickbooks	CAS 7517	55
Performing Payroll in Quickbooks	CAS 7544	55
Principles of Sales Management		55
Professional Sales Skills	MKT 7000	55
Quicken for Windows	CAS 7518	55
Start and Operate your own home-based business	SBC 7049	55
Successful Construction Business	SBC 7077	55
<b>College Prep</b>		
GRE Prep I	SEF 7044	55
GRE Prep II	SEF 7014	55

Writing Great Technical Documents		
	SEF 7124	\$55
Forensic Science for Writers		
<b>Personal Enrichment</b>	SEF 7112	\$55
Become a Veterinary Assistant	SEF 7132	\$55
Become a Vet. Assist. II: Canine Reproduction	SEF 7008	\$55
Communication Like a Leader		\$55
Conquer Your Stress		\$55
Creating a Healthier Home		\$55
Creating a Sense of Place	SEF 7055	\$55
Food Fitness to Fight Cancer	SEF 7011	\$55
Genology Basics		\$55
Get Assertive	SEF 7071	\$55
Get Funny	SEF 7052	\$55
Outdoor Survival Techniques	SEF 7033	\$55
Travel Photography for the Digital Photographer	SEF 7189	\$55
Understanding and Managing Stress		
<b>Parenting</b>	SEF 7123	\$55
Parenting: The First Five Years		\$55
Solving Discipline Problems at Home	SEF 7079	\$55
Understanding Adolescents		
<b>Investing and Retirement Planning</b>	SEF 7101	\$55
Build Your Own Mutual Fund for Pennies		\$55
Business Planning for the Retired		\$55
Buy or Lease Your Car Like a Pro	SEF 7021	\$55
Introduction of Stock Options	SEF 7102	\$55
Personal Finance	SEF 7118	\$55
Real Estate Investing		\$55
Where Does All My Money Go?	SEF 7077	\$55

