

FALL 2009 CONTINUING EDUCATION CLASS LISTING

ADULT BASIC EDUCATION

ADULT EDUCATION & CAREER PREPARATION

POFT 1006

The Adult Basic Education program provides the opportunity to obtain basic knowledge in Math, Reading and Writing and also offers career preparation training. Through ABE courses, you can gain skills needed to enroll in GED courses and pass the GED test, improve basic literacy and increase job readiness skills.

Section No.: 32070
Location: CHC-104
Instructor: STAFF
Dates: 8/24/2009-9/11/2009
Sessions/Hours: 12/36
Days: TWRF 9:00am-12:00pm
Course Fee: \$110

ALLIED HEALTH

ASSISTED LIVING MANAGEMENT LTCA 2000

This course is designed to train and educate persons interested in entering this rapidly growing area of health care. Topics include assisted living facility standards, characteristics and needs of the residents, information regarding resident assessment, skills needed for working with families, residents and professionals, basic principles of management, nutritional services, federal laws, community resources, financial management and ethical standards. Intensive training in an identified area(s) to meet continuing education and/or review/update requirements associated with professional licensure or certification. This course was designed to be repeated multiple times to improve student proficiency. This 24-hour course meets Texas Department of Human Services requirements for assisted living facility managers.

Section No.: 35076
Location: CHC-105
Instructor: Ojomo, J.
Dates: 9/11/2009-10/30/2009
Sessions/Hours: 8/24
Days: F 9:00am-12:00pm
Course Fee: \$175

CERTIFIED NURSE AIDE NURA 1001

This course provides preparation for entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective

interaction with members of the health care team.

Upon completion participants should be able to: Provide basic care to residents in a long-term care facility; communicate and interact effectively with residents and their families based on sensitivity to the psychosocial needs; and assist residents in attaining and maintaining basic comfort and safety. Protect, support, and promote the rights of the residents; provide safety and preventive measures in the care of residents; demonstrate skills in observing and reporting; and function effectively as a member of the health care team. This course consists of 56 classroom hours and 32 hours of clinical. To complete certification, participants will register for an 8 hours exam upon completion of the classroom and clinical requirements. Textbook required. Early registration is encouraged. NOTE: CPR Certification is required before going to clinical.

Section No.: 35009
Location: CVC-C031
Instructor: Greenlee, E.
Dates: 9/2/2009-10/21/2009
Sessions/Hours: 15/88
Days: MW 8:30am-2:30pm
Course Fee: \$500
State Test Date: 11/9/09

Section No.: 35010
Location: CVC-C031
Instructor: Greenlee, E.
Dates: 10/12/2009-11/30/2009
Sessions/Hours: 15/88
Days: MW 8:30am-2:30pm
Course Fee: \$500
State Test Date: 11/9/09

CPR CERTIFICATION HLTZ 1000

Students master necessary skills for the administration of CPR. They learn how to recognize a life-threatening emergency, how to provide basic life support and what to do in the case of an airway obstruction or choking. Certification is with the American Heart Association. This course is not designed for health care professionals.

Section No.: 35001
Location: CVC-C031
Instructor: STAFF
Dates: 9/26/2009
Sessions/Hours: 1/6
Days: S 9:00am-4:00pm
Course Fee: \$90

Section No.: 35002
Location: CVC-C031
Instructor: STAFF
Dates: 10/24/2009
Sessions/Hours: 1/6
Days: S 9:00am-4:00pm
Course Fee: \$90

Section No.: 35003
Location: CVC-C031
Instructor: STAFF
Dates: 11/21/2009
Sessions/Hours: 1/6
Days: S 9:00am-4:00pm
Course Fee: \$90

Section No.: 35004
 Location: CVC-C031
 Instructor: STAFF
 Dates: 12/12/2009
 Sessions/Hours: 1/6
 Days: S 9:00am-4:00pm
 Course Fee: \$90

CPT CODING HITT 1013

This course will familiarize the beginning participant with the Physicians Current Procedural Terminology (CPT) Coding. It is designed to assist the participant in acquiring skills in the practical application of principles and methods involved in CPT coding. Provides skills and knowledge in the health information field for ICD-9 and CPT coding of insurance forms for reimbursement of medical services. Prerequisite: Completion of Medical Terminology is required prior to enrollment. Required textbooks are available in the College bookstore.

Section No.: 35046
 Location: CVC-C207
 Instructor: Pogue, G.
 Dates: 9/10/2009-11/19/2009
 Sessions/Hours: 15/48
 Days: R 6:00pm-9:00pm
 Course Fee: \$302

DEMENTIA PROFESSIONAL CERTIFICATE GERS 1042

The Dementia Professional course is for persons interested in working with and or understanding those who have been diagnosed or are afflicted with the various levels of dementia. Topics will

Take the Pathway to the Health Care Profession... A Pathway to Success



If you want a career that is typically stable in good times or bad, take a look at the health fields listed below. The employment opportunities are expected to increase significantly in the next 10 years due to the population growth and the aging of baby boomers.

Dementia Professional Certificate
Certified Nursing Assistant Training
Pharmacy Technician
Nursing Home Activity Director
Assisted Living Management
Phlebotomy I
Phlebotomy II: Clinical
Medical Terminology
Medical Law & Ethics
ICD - 9 Coding
Dental Assisting
CPT Coding
Medical Insurance Billing

include, but are not limited to understanding dementia, effective communication, problem solving challenging behavior, fundamentals of dementia care, strategies for better care environments and training staff on dementia care. Textbook is available in the bookstore.

Section No.: 35001
 Location: CHC-TBA
 Instructor: Lee, O.
 Dates: 9/21/09-11/30/09
 Sessions/Hours: 16/48
 Days: MR 6:30pm-9:30pm
 Course Fee: \$309

DENTAL ASSISTING DNTA 1015

The Dental Assisting program prepares students for entry level positions in one of the fastest growing health care positions; Dental Assisting. The The Dental Assisting program will cover key areas and topics exposing the student to both classroom and hands-on instruction. The classroom instruction reviews the necessary anatomy, terminology, legal and ethical issues as well as the policy and guidelines necessary to understanding the scope of practice and the practical aspects of dental assisting. Topics include instrument identification, equipment maintenance, tooth structure and oral cavity anatomy, dental anesthesia, sterilization, and charting. The student will learn the steps necessary to assist a dentist while providing quality dental care within the community. Program includes review of tooth charting, restorations, bridge implants, bitewing pantograph, periapical x-ray and the mixing of dental cements. Additionally, this 231 contact hour course includes the relevant material necessary to prepare students to take the State of Texas "Registered Dental Assistant (RDT) Exam. Required textbooks are available in the bookstore. Note: CPR certification is required before the completion of this course.

Section No.: 38007
 Location: CVC-TBA
 Instructor: Brown, S.
 Dates: 9/11/2009-12/18/2009
 Sessions/Hours: 42/231
 Days: MWF 9:00am-3:00pm
 Course Fee: \$1449

MEDICAL INSURANCE BILLING MDCA 1043

General instruction in the billing procedures for medical claims. A step by step description of completing the HCFA 1500 billing form and other standard billing mechanisms. Billing requirements of major payers such as Medicare, Medicaid, College, Worker's Compensation, Managed Care, and other contracted payers will be discussed during the class. Also a review of electronic data interchange and how it effects reimbursement. Emphasizes accurate ICD-9 and CPT coding of office procedures for payment/reimbursement by patient or third party and prevention of insurance fraud. Additional topics may include managed care or medical economics. Prerequisites: Medical Terminology, CPT Coding, and ICD-9 Coding. Required textbook is available in the College bookstore.

Section No.: 35065
 Location: CVC-B126
 Instructor: Pogue, G.
 Dates: 8/31/2009-12/21/2009
 Sessions/Hours: 16/48
 Days: M 6:00pm-9:00pm
 Course Fee: \$212

**MEDICAL LAW AND ETHICS FOR INSURANCE
PBHL 1001**

This course is an overview of Medical Law/Ethics for Health Professionals; instruction in the principles, procedures, and regulations in governing the legal and ethical relationships among physicians, patients, and health care professionals. Topics include current ethical issues related to the practice of medicine and patient confidentiality. This course is required for the Medical Coding and Billing certificate. Required textbook available in College bookstore.

Section No.: 35058
 Location: CVC-A202
 Instructor: Lee, O.
 Dates: 11/3/2009-11/26/2009
 Sessions/Hours: 8/16
 Days: TR 6:30pm-8:30pm
 Course Fee: \$70

**MEDICAL TERMINOLOGY FOR INSURANCE CODING
MDCA 1013**

This course is designed for all students entering the medical work environment. Student will investigate medical terminology as it relates to the human body, physiology, and anatomy. Emphasis will be placed on word structure, visual and audio identification of terms, spelling and definitions. A study and practical application of a medical vocabulary

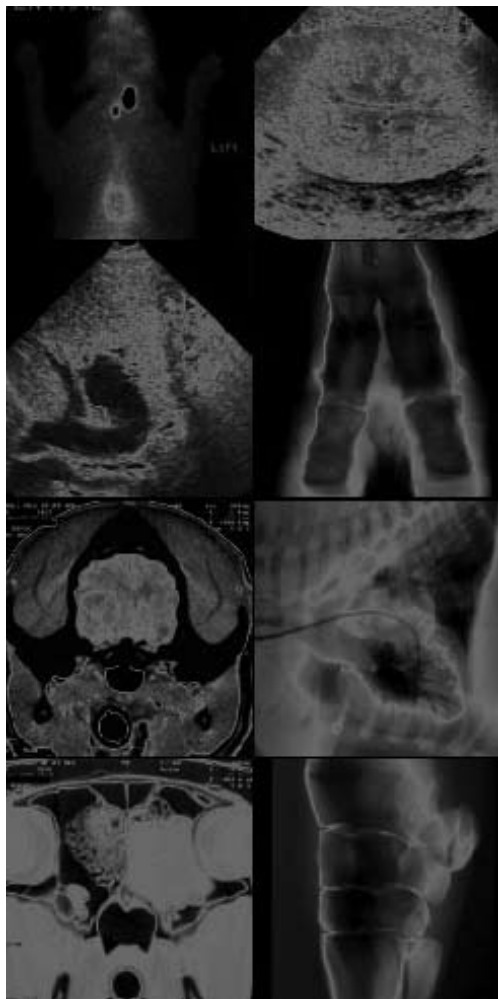
system that includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms. Required textbook is available in the College bookstore.

Section No.: 35053
 Location: CVC-A202
 Instructor: Lee, O.
 Dates: 9/8/2009-10/29/2009
 Sessions/Hours: 16/48
 Days: TR 6:00pm-9:00pm
 Course Fee: \$309

**NURSING HOME ACTIVITY DIRECTOR
GERS 1004**

This 90-hour course is designed to promote professional, knowledgeable and effective Nursing Home Activity Directors. The course encompasses a broad spectrum of accepted techniques proven to be effective for the residents living in today's nursing homes. Preparation for the role of Nursing Home Activity Director. Development in appropriate skills, theory, psychology, and record keeping to meet regulatory requirements. Topics include program planning, working in groups, developing an activities department, and therapeutic techniques. Special attention will be devoted to the latest OBRA regulations regarding the activity department and the paper work required by activity professionals. A structured 90-hour practicum is also included in the course. Required textbook is available in the College bookstore.

Section No.: 35074
 Location: CHC-TBA



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Instructor: Ojomo, J.
Dates: 9/19/2009-12/19/2009
Sessions/Hours: 13/90
Days: S 9:00am-4:30pm
Course Fee: \$325

PHARMACY TECHNICIAN PHRA 1091

Students in this 96 hour course will be prepared to enter a pharmacy technician position. Pharmacy technicians work with a registered pharmacist in drug store settings, hospitals, or various health care facilities. Topics included in this course are pharmacodynamics, drug interactions and medication errors, treatments, mixing, dosage calculations, inventory control, billing and medical terminology. Students will be prepared to take the Pharmacy Technician Certification Board's PTCB exam. Students need to recognize that in order to take the PTCB, there can be no felony conviction record. Based on a 40 hour work week, the average salary for a pharmacy technician can range from approximately \$19,000 to \$32,000 per year. Students registering for this course are required to have a high school diploma or GED, and an understanding of math and science. Required textbooks are available in the College bookstore.

Section No.: 38005
Location: CVC-C031
Instructor: Gomes, J.
Dates: 8/27/2009-12/17/2009
Sessions/Hours: 32/96
Days: TR 6:30pm-9:30pm
Course Fee: \$899

PHLEBOTOMY I PLAB 1023

An introductory course designed to provide the phlebotomy student with a theoretical background for the collection of blood specimens. Special handling procedures according to Occupational Safety and Health Administration (OSHA) standards will be covered. A minimal amount of actual vein puncture practice will be included. Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology. Required textbook is available in the College bookstore. Prerequisite: A High School Diploma or GED and a "Medical Form" are required prior to registering. Call (972) 860-2995 for a Medical Form. Students will need to be CPR certified before going into Clinical Phlebotomy.

Section No.: 35054
Location: CVC-C031
Instructor: Caesar, A.
Dates: 9/8/2009-10/29/2009
Sessions/Hours: 16/48
Days: TR 6:00pm-9:00pm
Course Fee: \$265

PHLEBOTOMY II, CLINICAL PRACTICE PLAB 1060

This 120-hour course serves as the clinical practice extension of the Phlebotomy I course. It is designed to provide the student

with additional theoretical knowledge while concentrating on the development skills useful in phlebotomy. A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Students will be assigned to clinical facilities where they will gain a working comprehension of both the technical and procedural aspects of phlebotomy. Students must successfully complete the Phlebotomy I course offered by CVC and all three doses of the Hepatitis B Vaccine prior to registering in this class. Clinical dates may change due to placement availability.

Section No.: 35072
Location: CVC-C031
Instructor: Caesar, A.
Dates: TBA
Sessions/Hours: 20/120
Days: MTWRF 8:00am-5:00pm
Course Fee: \$375

Section No.: 35073
Location: CVC-C031
Instructor: Caesar, A.
Dates: TBA
Sessions/Hours: 20/120
Days: MTWRF 8:00am-5:00pm
Course Fee: \$375

AUTOMOTIVE TECHNICIAN

AUTOMOTIVE TECH, ELECTRICAL & BRAKES AUMT 1091

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automotive maintenance. An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. Textbooks are available in the College bookstore.

Section No.: 33008
Location: CVE-E220
Instructor: Hester, E.
Dates: 8/24/2009-12/10/2009
Sessions/Hours: 57/288
Days: MTWRF 8:00am-12:45pm
Course Fee: \$492

Section No.: 33009
Location: CVE-E220
Instructor: Hester, E.
Dates: 8/24/2009-12/10/2009
Sessions/Hours: 57/288
Days: MTWRF 5:30pm-10:30pm
Course Fee: \$492

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SMALL BUSINESS DEVELOPMENT

HOW TO START YOUR OWN BUSINESS BUSG 1024

Learn how to start your own business using the FastTrac New Venture training. Gain insight into operating and owning your own business. Learn business planning, capital formation, marketing planning, tax compliance, insurance and legal planning.

Section No.: 33232
Location: CHC-121
Instructor: Whavers, G.
Dates: 9/23/2009-12/9/2009
Sessions/Hours: 12/36
Days: W 6:00pm-9:00pm
Course Fee: \$549

HOW TO GROW YOUR EXISTING BUSINESS BUSG 1024

Learn how to grow your business using the FastTrac Growth Venture training. Gain insight into operating and owning your own business. Learn business planning, capital formation, marketing planning, tax compliance, insurance and legal planning.

Section No.: 33234
Location: CHC-105
Instructor: Whavers, G.
Dates: 9/22/2009-12/8/2009
Sessions/Hours: 12/36
Days: T 6:00pm-9:00pm
Course Fee: \$549

THE ENTREPRENEUR BUSINESS TRAINING BUSG 1091

The course will provide you with a broad overview of important business topics such as: HR basics, legal entity formation, branding, accounting methods, taxation, customer service, advertising and marketing, etc. This is a must for any business owner, new or existing.

Section No.: 33230
Location: CHC-121
Instructor: Greenleaf, O.
Dates: 9/26/2009-11/14/2009
Sessions/Hours: 8/32
Days: S 9:00am-1:00pm
Course Fee: \$249

PROFESSIONAL GRANT WRITER ETWR 1091

This course will provide you the tools to help your organization, school, non-profit agency, community service group or business to successfully compete for grant funds. You will also gain the skills and knowledge to successfully propose research and study plans. Details the components of a typical grant proposal.

Section No.: 33238
Location: CHC-105
Instructor: Donnay, M.
Dates: 10/3/2009-11/14/2009
Sessions/Hours: 7/56
Days: S 8:00am-5:00pm
Course Fee: \$595; Register early and pay only \$476

BUSINESS

CUSTOMER SERVICE TRAINING BUSG 1005

Topics address general principles of customer service including skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student. This course is designed to teach students about fostering positive attitudes; recognizing and dealing with customer turnoffs; dealing with dissatisfied customers; exceeding customer expectations; using behaviors that wins customer loyalty; getting others to give great service; applying winning telephone, e-mail, and Web site techniques; using written messages; and understanding the one-to-one customer future.

Section No.: 33236
Location: CHC-104
Instructor: Greenleaf, O.
Dates: 10/24/2009-11/7/2009
Sessions/Hours: 4/24
Days: S 9:00am-4:00pm
Course Fee: \$149

MANAGEMENT CERTIFICATE BMGT 1012

Do you need professional development but don't have the time to sit in a classroom? This online Management Certificate will meet your needs. Supervisory employees will develop the knowledge and ability to lead and motivate employees, enhance interpersonal communication, develop an environment that is conducive to efficient operations and the mission of the organization. This course will be most beneficial to individuals in or near upper management and executive level positions. Topics will include: Building Teams, Diversity from the Management Perspective, Medication, Media Relations, Reports and Procedures, Problem Solving/Decision Making, and Strategic Planning.

Section No.: 33058
Location: ONLINE
Instructor: Aldred, R.
Dates: 9/1/2009-9/30/2009
Sessions/Hours: 30/32
Days: Available 24 hours
Course Fee: \$575

Section No.: 33060
Location: ONLINE
Instructor: Aldred, R.
Dates: 10/1/2009-10/31/2009
Sessions/Hours: 30/32
Days: Available 24 hours
Course Fee: \$575

Section No.: 33062
Location: ONLINE
Instructor: Aldred, R.
Dates: 11/1/2009-11/30/2009
Sessions/Hours: 30/32
Days: Available 24 hours
Course Fee: \$575

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For more information
please call 972.860.7894

ORGANIZATIONAL AND ETHICAL MANAGEMENT BMGT 1053

This is straightforward and highly practical course is designed to help leaders and managers implement comprehensive ethics management systems in their workplaces -- systems to deal with the complex, ethical issues that can occur in the day-to-day realities of leading and managing an organization.

Section No.: 33002
Location: CVC-C221
Instructor: Porter, M.
Dates: 9/15/2009-10/13/2009
Sessions/Hours: 5/10
Days: T 6:30pm-8:30pm
Course Fee: \$50

QUICK BOOKS I ACNT 1010

Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. This course may be repeated if topics and learning outcomes vary. Textbook required.

Section No.: 33006
Location: CHC-TBA
Instructor: Blake, A.
Dates: 9/15/2009-10/6/2009
Sessions/Hours: 4/12
Days: T 6:00pm-9:00pm
Course Fee: \$127

SUPERVISION CERTIFICATE BMGT 1010

This online course is the answer for individuals who are at or near the foreman or supervisor level that need professional development. This course will expose you to the concepts that will launch peak performance in motivating, supervising and taking charge of people and projects. Topics will include: Conflict Resolution, Effective Interpersonal Communication, Employment Law, Interviewing and Hiring, Managing Performance/Discipline, Basic Supervisory Skills and Supervisory Ethics.

Section No.: 33064
Location: ONLINE
Instructor: Aldred, R.
Dates: 9/1/2009-9/30/2009
Sessions/Hours: 30/32
Days: Available 24 hours
Course Fee: \$425

Section No.: 33068
Location: ONLINE
Instructor: Aldred, R.
Dates: 10/1/2009-10/31/2009
Sessions/Hours: 30/32
Days: Available 24 hours
Course Fee: \$425

Section No.: 33070
Location: ONLINE
Instructor: Aldred, R.
Dates: 11/1/2009-11/30/2009
Sessions/Hours: 30/32
Days: Available 24 hours
Course Fee: \$425

CHILDREN & YOUTH

GUITAR, BEGINNING (8-12 YRS) CHLZ 1000

This course is for students with limited knowledge in reading music or playing the guitar. It develops the basic skills needed to play music. Students will need to provide their own guitars.

Section No.: 36030
Location: CVC-B112
Instructor: Flowers, C.
Dates: 9/14/2009-10/21/2009
Sessions/Hours: 12/12
Days: MW 5:00pm-6:00pm
Course Fee: \$91

GUITAR: BEGINNING (13-17 YRS) CHLZ 1000

This course is for students with limited knowledge in reading music or playing the guitar. It develops the basic skills needed to play music. Students will need to provide their own guitars.

Section No.: 36031
Location: CVC-B112
Instructor: Flowers, C.
Dates: 9/15/2009-10/22/2009
Sessions/Hours: 12/12
Days: TF 5:00pm-6:00pm
Course Fee: \$91

GUITAR: PRIVATE (8+ YRS) CHLZ 1000

This course is a step-by-step and concise way of learning chords, strumming, and songs for guitar. This will be a one on one course that will give the student the attention that is needed to progress in guitar. Music is presented in the keys of G,D, E minor and C. Students will also learn how to string a guitar, how to tune a guitar, and musical and guitar related terminology. This is an ideal class for beginners of any age. Students will arrange times and days with the instructor. Call 972.860.2995 for more information.

Section No.: 36032
Location: CVC-TBA
Instructor: Flowers, C.
Dates: TBA
Sessions/Hours: 8/8
Days: AVAILABLE 24 HOURS
Course Fee: \$91

JEWELRY MAKING: 10-17 YRS ARTZ 1000

If you have ever wanted to design and create beautiful and unique jewelry, this is the class for you. You will learn how to make a necklace, earrings and bracelets. Basic jewelry making techniques will be taught and worn at the end of each class. Bring your creative ideas and let's be jeweled with fun.

Section No.: 38001
Location: CVC-A202
Instructor: Crittendon, M.
Dates: 10/10/2009-10/24/2009
Sessions/Hours: 3/6
Days: S 10:30am-12:30am
Course Fee: \$26

**KARATE: CHILDREN'S BEGINNING (Ages 5-8)
CHLZ 1000**

Tae Kwon Do, a Korean martial art form of self-defense is presented in this course. Karate consists basically of punching, striking, and kicking techniques. An excellent course to develop coordination, balance, flexibility, and mental and physical concentration. A karate uniform will be needed and can be purchased from the instructor. Register children (ages 8 and up) as well.

Section No.: 38045
Location: CVG-G101
Instructor: Shepperd, J.
Dates: 9/8/2009-12/15/2009
Sessions/Hours: 15/15
Days: T 6:00pm-7:00pm
Course Fee: \$42

**MATH ENHANCEMENT (AGES 7-9)
CHLZ 1000**

This course is designed to enhance existing math skills and develop new ways to tackle math problems.

Section No.: 38082
Location: CVC-B119
Instructor: Webb, W.
Dates: 9/22/2009-11/10/2009
Sessions/Hours: 8/16
Days: T 6:00pm-8:00pm
Course Fee: \$71

**MATH ENHANCEMENT (AGES 10 -12)
CHLZ 1000**

This camp is designed to improve your child's understanding of the principles and fundamentals of math. The workshop, run by math teachers, will provide plenty of practice exercises to reduce 'math anxiety'.

Section No.: 38083
Location: CVC-B126
Instructor: Webb, W.
Dates: 9/23/2009-11/11/2009
Sessions/Hours: 8/16
Days: W 6:00pm-8:00pm
Course Fee: \$71

**MATH WIZARDRY FOR KIDS (8-12 YRS)
CHLZ 1000**

Encouraging youngsters in math can sometimes be a struggle. Parents and teachers would like children to learn and know math basics without the repetitiveness that has been presented in the past. Math can be exciting for kids. Thinking of math as shapes, patterns, and relationships in the real world can open a whole new way of "math thinking" for a child. It can become art and creativity. This course will introduce kids to discovering a fun way of math through activities such as cracking number codes, sending secret messages, thinking like a computer, or creating shapes and puzzles.

Section No.: 36033
Location: CVC-A202
Instructor: Hunter, G.
Dates: 9/14/2009-10/21/2009
Sessions/Hours: 12/12
Days: MW 5:00pm-6:00pm
Course Fee: \$54

Section No.: 36034
Location: CVC-A202
Instructor: Hunter, G.
Dates: 9/15/2009-10/22/2009
Sessions/Hours: 12/12
Days: TR 5:00pm-6:00pm
Course Fee: \$54

**MATH, PRE-ALGEBRA (AGES 13-17)
TNLZ1000**

This course is designed to provide students with the skills necessary to understand and apply algebraic concepts: (1) Operations on positive and negative integers; (2) proportions on positive fractions; (3) operations on decimal numbers; (4) ratio and proportion; (5) using percents; (6) U.S. and metric measurements; (7) geometric figures; and (8) operations on rational numbers.

Section No.: 38084
Location: CVC-C209
Instructor: Webb, W.
Dates: 9/21/2009-11/9/2009
Sessions/Hours: 8/16
Days: M 6:00pm-8:00pm
Course Fee: \$71

**MODELING FOR YOUTH: 10-17 YRS
CHLZ 1000**

Are you America's next top model? Learn the secrets of the modeling industry. This class will teach you how to strut down any runway. Modeling techniques will be viewed, discussed and taught. Upon completion of the class, students will be able to grab their modeling bag, photos and attend the next open model call. There will be a mini fashion show during the final class session. (Bring a pair of dress shoes to each class)

Section No.: 38085
Location: CVC-B111
Instructor: Crittendon, M.
Dates: 10/31/2009-11/21/2009
Sessions/Hours: 4/12
Days: S 12:00pm-3:00pm
Course Fee: \$26

**PIANO CLASS (AGES 6-12)
CHLZ 1000**

This course will provide a basic learning experience where keyboard skills can be developed. Fundamental music knowledge, rhythm and note recognition is taught through classroom theory presentations, ensemble work and individual assignments. It is recommended that students have access to a piano for practice. Please attend first class prior to purchasing a textbook.

This class may be repeated.

Section No.: 38073
Location: CVC-E225
Instructor: Johnson, H.
Dates: 9/14/2009-11/30/2009
Sessions/Hours: 12/12
Days: M 5:00pm-6:00pm
Course Fee: \$91

Section No.: 38074
Location: CVC-E225
Instructor: Johnson, H.
Dates: 9/14/2009-11/30/2009

Sessions/Hours: 12/12
Days: M 6:00pm-7:00pm
Course Fee: \$91

Section No.: 38075
Location: CVC-E225
Instructor: Johnson, H.
Dates: 9/14/2009-11/30/2009
Sessions/Hours: 12/12
Days: M 7:00pm-8:00pm
Course Fee: \$91

Section No.: 38076
Location: CVC-E225
Instructor: Johnson, H.
Dates: 9/15/2009-12/1/2009
Sessions/Hours: 12/12
Days: T 5:00pm-6:00pm
Course Fee: \$91

Section No.: 38077
Location: CVC-E225
Instructor: Johnson, H.
Dates: 9/15/2009-12/1/2009
Sessions/Hours: 12/12
Days: T 6:00pm-7:00pm
Course Fee: \$91

Section No.: 38078
Location: CVC-E225
Instructor: Johnson, H.
Dates: 9/16/2009-12/2/2009
Sessions/Hours: 12/12
Days: W 5:00pm-6:00pm
Course Fee: \$91

Section No.: 38079
Location: CVC-E225
Instructor: Johnson, H.
Dates: 9/16/2009-12/2/2009
Sessions/Hours: 12/12
Days: W 6:00pm-7:00pm
Course Fee: \$91

Section No.: 38080
Location: CVC-E225
Instructor: Johnson, H.
Dates: 9/16/2009-12/2/2009
Sessions/Hours: 12/12
Days: W 7:00pm-8:00pm
Course Fee: \$91

SPANISH THE FUN WAY (11+ YRS) CHLZ 1000

Learning a second language is a great way to expand our youth's knowledge. There is a huge increase in the interest of learning the Spanish language. In this class your child will learn the alphabet, numbers, colors, seasons, telling time, conversation and more..... the fun way! Handouts will be issued to students at the first class meeting.

Section No.: 36025
Location: CVC-C221
Instructor: Saucedo-Aleman, N.

Dates: 9/15/2009-10/22/2009
Sessions/Hours: 12/12
Days: TR 5:00pm-6:00pm
Course Fee: \$54

YOUNG ENTREPRENEURS: FINANCIAL LITERACY TNLZ 1000

Students will learn personal banking skills. Some of the topics include how to open a checking and savings account, how to determine the right amount, percentage rates, CD's, balancing and reading a bank statement. They will also learn the importance of money management and what it takes to start a personal business. This course is for 6th, 7th and 8th graders.

Section No.: 38083
Location: CVC-A202
Instructor: Crittendon, M.
Dates: 9/12/2009-10/3/2009
Sessions/Hours: 4/8
Days: S 11:00am-1:00pm
Course Fee: \$36

COMPUTERS

COMPUTER BASICS ITSC 1012

This is an excellent opportunity to older adults or those who have put off learning the computer, but are wanting to get back to work. This is an introductory level course designed for those who already have basic keyboarding skills. Participants will gain hands-on computer experience in learning basic computer components, terminology, and the Windows environment. You will learn how to navigate your computer and manage files and folders. Internet and search engines, and e-mail will be introduced.

Section No.: 32120
Location: CHC-121
Instructor: Short, V.
Dates: 9/14/2009-10/9/2009
Sessions/Hours: 12/24
Days: MWF 9:30am-11:30am
Course Fee: \$112

INTERNET ESSENTIALS ITNW 1007

Introduction to the Internet including E-mail, home page, and how to perform basic research to address company/business needs. This hands-on introduction will address how to utilize the World Wide Web to meet individual company or business information needs. Topics include: key concepts and terminology; selecting a provider and getting connected; finding and evaluating information with the use of popular Internet browsers and search engines; participating in newsgroups and real-time communications; obtaining software and transferring files via the WWW; and a discussion of the legal, ethical, and social issues on the Internet.

Section No.: 32120
Location: CHC-104
Instructor: STAFF
Dates: 10/13/2009-10/29/2009
Sessions/Hours: 6/12
Days: TR 9:30am-11:30am
Course Fee: \$79

INTRO TO PC OPERATING SYSTEMS ITSC 1005

This course is one of two that prepares you to take the A+ Certification exam. This is a study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Required textbook available in College bookstore.

Section No.: 39002
Location: CVC-A206E
Instructor: Johnson, B.
Dates: 10/20/2009-12/10/2009
Sessions/Hours: 12/45
Days: MW 6:00pm-10:30pm
Course Fee: \$164

MICROSOFT OFFICE ITSC 1022

This 24-hour course will introduce and enable students to become productive using the Microsoft Office Suite. Word processing, Excel spreadsheets and Access database exercises will be the focus of this course.

Section No.: 32122
Location: CHC-121
Instructor: Short, V.
Dates: 10/20/2009-12/3/2009
Sessions/Hours: 12/2.4
Days: TR 10:00am-12:00pm
Course Fee: \$112

MS ACCESS ITSW 1053

Learn how to create tables, queries, customize forms, and reports. Hands-on exercises will show you how to open a database, enter and update data; find, add, and remove records; use tables and subforms; use filters and reports; modify tables; use validation rules; get data from external sources; create a link to an external database; and import tables. Textbook required.

Section No.: 32124
Location: CHC-121
Instructor: Freeman, L.
Dates: 11/17/2009-12/17/2009
Sessions/Hours: 8/16
Days: TR 6:00pm-8:00pm
Course Fee: \$99

MS EXCEL ITSW 1022

Excel is a spreadsheet package used to create documents that help you organize, analyze, and perform calculations on your data using the Windows Graphical User Environment. Learn the basic commands to create and save a file, how to write formulas and functions to perform mathematical calculations; worksheet editing, formatting, and printing are also covered. Required textbook and 3.5 disk available in College bookstore.

Section No.: 32120
Location: CHC-121
Instructor: Freeman, L.
Dates: 10/20/2009-11/12/2009
Sessions/Hours: 8/16
Days: TR 6:00pm-8:00pm
Course Fee: \$99

MS EXCEL, INTRO ONLINE ITSW 1022

Excel is a spreadsheet package used to create documents that help you organize, analyze, and perform calculations on your data using the Windows Graphical User Environment. Learn the basic commands to create and save a file, how to write formulas and functions to perform mathematical calculations; worksheet editing, formatting, and printing are also covered.

Section No.: 33052
Location: ONLINE
Instructor: Aldred, R.
Dates: 9/1/2009-9/30/2009
Sessions/Hours: 30/20
Days: Available 24 hours
Course Fee: \$125

Section No.: 33054
Location: ONLINE
Instructor: Aldred, R.
Dates: 10/1/2009-10/31/2009
Sessions/Hours: 30/20
Days: Available 24 hours
Course Fee: \$125

Section No.: 33056
Location: ONLINE
Instructor: Aldred, R.
Dates: 11/1/2009-11/30/2009
Sessions/Hours: 30/20
Days: Available 24 hours
Course Fee: \$125

NETWORKING BASICS ITNW 1004

This course is a prerequisite for all networking courses. Emphasis is on the general purpose and definition of networks, their history, and basic network operations.

Section No.: 32122
Location: CHC-104
Instructor: Johnson, B.
Dates: 9/10/2009-10/15/2009
Sessions/Hours: 6/16
Days: R 6:00pm-8:40pm
Course Fee: \$99

PERSONAL COMPUTER HARDWARE ITSC 1025

This course will prepare you to take the A+ Certification exam for computer support technicians. This course is a study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting.

Required textbook is available in College bookstore.

Section No.: 39001
Location: CVC-A206E
Instructor: Johnson, B.
Dates: 8/25/2009-10/15/2009
Sessions/Hours: 12/45
Days: TR 6:00pm-10:30pm
Course Fee: \$164

VISUAL BASIC ESSENTIALS FOR APPLICATIONS ITSE 1003

The purpose of this course is to teach you how to use Visual Basic for Applications (VBA) to automate many of your day-to-day tasks in Excel, Word and PowerPoint. You will learn how to create macros and then edit the VBA code they generate to customize the task. After studying each application, you will complete the course by creating VBA to automatically populate a report in Word with data from Excel and then create a PowerPoint slide using the Excel data. To be successful in this course, you should have basic computer skills in the MicroSoft applications.

Section No.: 33046
Location: ONLINE
Instructor: Aldred, R.
Dates: 9/1/2009-9/30/2009
Sessions/Hours: 30/20
Days: Available 24 hours
Course Fee: \$225

Section No.: 33048
Location: ONLINE
Instructor: Aldred, R.
Dates: 10/1/2009-10/31/2009
Sessions/Hours: 30/20
Days: Available 24 hours
Course Fee: \$225

Section No.: 33050
Location: ONLINE
Instructor: Aldred, R.
Dates: 11/1/2009-11/30/2009
Sessions/Hours: 30/20
Days: Available 24 hours
Course Fee: \$225

WEB PAGING, INTRO ITNW 1004

Ever wanted to create a web page to advertise your business, club or garage sale? This course is designed to help you learn the basics of Web paging. Students will learn the concepts and fundamentals of creating dynamic web pages. Students will gain knowledge in creating Web pages (writing tags, creating paragraphs, using images), structuring Web content (headers, lists, and lines), linking Web pages, formatting text, and creating tables.

Section No.: 32120
Location: CHC-121
Instructor: STAFF
Dates: 9/8/2009-10/13/2009
Sessions/Hours: 6/16
Days: T 6:00pm-8:40pm
Course Fee: \$99

Section No.: 32122
Location: CHC-104
Instructor: STAFF
Dates: 9/10/2009-10/15/2009
Sessions/Hours: 6/16
Days: R 6:00pm-8:40pm
Course Fee: \$99

EARLY CHILD CARE PROFESSIONAL

BASIC CHILDCARE STANDARDS CDEC 1009

Basic childcare curriculum includes positive guidance and discipline concepts, age appropriate activities for children, developmental stages, health and safety practices, SIDS, Shaken Baby Syndrome, brain development, and other pertinent child care topics. Students will be able to recognize the basic standards required of individuals employed to provide care and guidance in a child care environment.

Section No.: 32030
Location: CHC-101
Instructor: Syma, B.
Dates: 9/12/2009
Sessions/Hours: 1/7
Days: S 8:00am-4:00pm
Course Fee: \$30

Section No.: 32031
Location: CHC-101
Instructor: Syma, B.
Dates: 12/5/2009
Sessions/Hours: 1/7
Days: S 8:00am-4:00pm
Course Fee: \$30

CHILD GUIDANCE & DISCIPLINE: CHALLENGING BEHAVIORS CDEC 1012

Have you ever walked into an early childhood classroom and wondered who was in charge? Sometimes disruptive student behavior can make even the most seasoned childcare professionals seem out of control. Learn what you can do to regain control of the classroom. There are proven strategies you can use to correct tantrums, tattling, and too much talking. PRE REGISTRATION IS REQUIRED.

Section No.: 32034
Location: CHC-101
Instructor: Syma, B.
Dates: 11/7/2009
Sessions/Hours: 1/7
Days: S 8:00am-4:00pm
Course Fee: \$30

CRITICAL INCIDENT STRESS MANAGEMENT PSYT 1035

Families, children and teachers can feel the hurriedness and stress associated with day-to-day living. It's easy to get overwhelmed by stress. This workshop will give participants specific techniques for helping children and adults to relax; relate and release those factors that cause stress.

Section No.: 32030
Location: CHC-101
Instructor: Middleton, C.
Dates: 10/3/2009
Sessions/Hours: 1/7
Days: S 8:00am-4:00pm
Course Fee: \$30

EDUCATIONAL TV IN THE CLASSROOM CDEC 1032

Television can transform educational content into an engaging world of stories, pictures, ideas and sounds that students can actively explore. This course will help early child care providers to develop creative ways to incorporate television and video into their classrooms.

Section No.: 32035
Location: CHC-101
Instructor: Thornton, K.
Dates: 9/26/2009
Sessions/Hours: 1/7
Days: S 8:00am-4:00pm
Course Fee: \$30

HOW TO GET YOUNG CHILDREN ACTIVELY INVOLVED CDEC 2000

Come and see what "Fun on the Farm with Mrs. Wishy Washy" means to young learners. We'll explore the purpose of Shared Reading and why it works so well to provide multiple, integrated experiences for children to build their language (listening, speaking, reading, and writing) and thinking skills, while simultaneously learning about print.

Section No.: 32033
Location: CHC-101
Instructor: Thornton, K.
Dates: 10/17/2009
Sessions/Hours: 1/7
Days: S 8:00am-4:00pm
Course Fee: \$30

LANGUAGE

ENGLISH AS A SECOND LANGUAGE

The following courses are designed to teach the Limited English Proficiency student the reading, writing, speaking and listening skills to aid in work-related communication and comprehension in English. Each course will include the language skills and structures needed for entry-level employment and/or successful on the job performance.

INGLÉS COMO SEGUNDO IDIOMA

Los siguientes cursos están diseñados para enseñar Inglés al estudiante. Lectura, escribir, hablar y aprender al escuchar el idioma. Cada curso incluye los conocimientos lingüísticos y las estructuras necesarias para la entrada de nivel de empleo y / o éxito en el desempeño laboral.

ASSESSMENT

Students wishing to enter Level I and above courses **must take an English Proficiency Test to assess their level** before registering for a course. A referral form to the Testing Center may be picked up in the Continuing Education office, Building A, Room 105. Call 972.860.2995 for more information.

EVALUACIÓN

Los estudiantes que desean entrar en los cursos de Inglés deben de tener una prueba de aptitud para evaluar su nivel. Para tomar el examen necesario tiene que llenar una solicitud en la oficina de Educación Continua, Edificio A,

60 Sala 105. Llame al 972.860.2995 para más información.

ESL: PRELIT FUNDAMENTALS I COMG 1003

This course is for the non-English speaking student. Emphasis is placed on communication skills in the working environment. Required textbook/workbook is available in the college bookstore.

Este curso es para los de habla no-Inglés. Este curso se enfoca en aprender comunicación en inglés para el trabajo. Requiere de libros de texto / libro está disponible en la librería de la universidad.

Section No.: 38001
Location: CVC-C221
Instructor: STAFF
Dates: 8/24/2009-10/19/2009
Sessions/Hours: 16/48
Days: MW 6:30pm-9:30pm
Course Fee: \$145
Section No.: 38002
Location: CVD-D226
Instructor: STAFF
Dates: 8/29/2009-12/12/2009
Sessions/Hours: 16/48
Days: S 8:30am-12:30pm
Course Fee: \$145

ESL: PRELIT FUNDAMENTALS 2 COMG 1003

This course is a continuation for the non-English speaking student intent on improving their interactive communication skills in the work place.

Este curso es una continuación de Fundamentos I. Este curso se enfoca en aprender comunicación en inglés para el trabajo.

Section No.: 38101
Location: CVD-D214
Instructor: STAFF
Dates: 8/25/2009-10/15/2009
Sessions/Hours: 16/48
Days: TR 6:30pm-9:30pm
Course Fee: \$145

Section No.: 38102
Location: CVC-C221
Instructor: STAFF
Dates: 10/21/2009-12/14/2009
Sessions/Hours: 16/48
Days: MW 6:30pm-9:30pm
Course Fee: \$145

ESL: LEVEL I COMG 1000

This course is the beginning of a four level program in English as a Second Language for the non-native speaker. Emphasis is on developing the student's basic speaking skills for use in the workplace and community by increasing vocabulary and grammatical accuracy. Required textbook/workbook is available in the College bookstore.

ESL: Mejorar el Idioma: Nivel I

Este curso es el comienzo de un programa de cuatro niveles en Inglés como Segundo Idioma. Se enfoca en el desarrollo para el estudiante, enseñanzas básicas para su uso en el lugar de

trabajo y de la comunidad. También se practica el vocabulario y corrección gramatical. Requiere de libros de texto / libro está disponible en la librería de la universidad.

Section No.: 38200
Location: CVC- TBA
Instructor: STAFF
Dates: 8/25/2009-10/15/2009
Sessions/Hours: 16/48
Days: TR 6:30pm-9:30pm
Course Fee: \$145

Section No.: 38201
Location: CVC-C221
Instructor: STAFF
Dates: 8/29/2009-12/12/2009
Sessions/Hours: 16/48
Days: S 8:30am-12:30pm
Course Fee: \$145

Section No.: 38202
Location: CVC-C221
Instructor: STAFF
Dates: 9/9/2009-10/14/2009
Sessions/Hours: 16/48
Days: MWF 1:00pm-4:00pm
Course Fee: \$145

ESL: LEVEL II COMG 1001

This course is for the individual who can speak, read and write basic English. Conversational, listening, reading and writing skills relevant for the workplace are further developed to provide the student with an increased functional vocabulary range of words. Required textbook/workbook is available in the College bookstore.

ESL: Mejorar Idioma: Nivel II

Este curso es para la persona que puede hablar, leer y escribir Inglés básico. Conversación, comprensión oral, lectura y escritura pertinentes para el lugar de trabajo se desarrollan más a fondo para proveer al estudiante con un mayor rango de vocabulario funcional de las palabras. Requiere de libros de texto / libro está disponible en la librería de la universidad.

Section No.: 38301
Location: CVC-C222
Instructor: STAFF
Dates: 8/29/09-12/12/09
Sessions/Hours: 16/48
Days: S 8:30am-12:30am
Course Fee: \$145

Section No.: 38302
Location: CVD-D214
Instructor: STAFF
Dates: 10/19/2009-11/23/2009
Sessions/Hours: 16/48
Days: MWF 1:00pm-4:00pm
Course Fee: \$145

Section No.: 38303
Location: CVC-C221
Instructor: STAFF
Dates: 10/20/2009-12/15/2009

Sessions/Hours: 16/48
Days: TR 6:30pm-9:30pm
Course Fee: \$145

ESL: LEVEL III COMG 1004

This is a more advanced course for the non-English speaker who wishes to refine the acquired language skills in the areas of listening, comprehension, speaking, reading, and writing. More complex grammatical structures and writing activities relevant to the workplace are taught. Required textbook/workbook is available in the College bookstore.

ESL: Mejora Idioma: Nivel III

Este es un curso más avanzado para para el que desee perfeccionar los conocimientos lingüísticos adquiridos en las áreas de la escucha, la comprensión, expresión oral, lectura y escritura. Las estructuras gramaticales más complejas y escribir las actividades relacionadas con el lugar de trabajo se les enseña. Requiere de libros de texto / libro está disponible en la librería de la universidad.

Section No.: 38401
Location: CVC-C223
Instructor: STAFF
Dates: 8/29/2009-12/12/2009
Sessions/Hours: 16/48
Days: S 8:30am-12:30pm
Course Fee: \$145

Section No.: 38402
Location: CVC-C207
Instructor: STAFF
Dates: 10/21/2009-12/14/2009
Sessions/Hours: 16/48
Days: MW 6:30pm-9:30pm
Course Fee: \$145

REGISTER NOW!

Call 972-860-2995
to register today!

PERSONAL INTEREST

BOOT CAMP FITNESS TRAINING (18 YRS & UP) PHEZ 1000

Escape the gym! Our boot camp will get you in the best shape of your life with fun and challenging exercises. Our classes are boot camp minus the yelling and screaming. Working at your own pace, you will be pushed and motivated to get stronger, leaner and healthier. The instructor, James Cruthird, is certified through the National Federation of Personal Trainers.

Section No.: 38039
Location: CVG-G101
Instructor: Cruthird, J.
Dates: 9/14/2009-10/14/2009
Sessions/Hours: 10/10
Days: MW 5:00pm-6:00pm
Course Fee: \$55

Section No.: 38040
Location: CVG-G101
Instructor: Cruthird, J.
Dates: 9/14/2009-10/14/2009
Sessions/Hours: 10/10
Days: MW 6:00pm-7:00pm
Course Fee: \$55

Section No.: 38041
Location: CVG-G101
Instructor: Cruthird, J.
Dates: 10/19/2009-11/18/2009
Sessions/Hours: 10/10
Days: MW 5:00pm-6:00pm
Course Fee: \$55

Section No.: 38042
Location: CVG-G101
Instructor: Cruthird, J.
Dates: 10/19/2009-11/18/2009
Sessions/Hours: 10/10
Days: MW 6:00pm-7:00pm
Course Fee: \$55

Section No.: 38043
Location: CVG-G101
Instructor: Cruthird, J.
Dates: 11/23/2009-12/23/2009
Sessions/Hours: 10/10
Days: MW 5:00pm-6:00pm
Course Fee: \$55

Section No.: 38044
Location: CVG-G101
Instructor: Cruthird, J.
Dates: 11/23/2009-12/23/2009
Sessions/Hours: 10/10
Days: MW 6:00pm-7:00pm
Course Fee: \$55

CERAMICS I ARTZ 1000

This course, offered in conjunction with the credit course, focuses on the building of pottery forms by coil, slab, and use

of the wheel. Glazing and firing are also included. Class size is limited.

Section No.: 36104
Location: CVC-E114
Instructor: Epstein, M.
Dates: 8/24/2009-12/10/2009
Sessions/Hours: 12/45
Days: MW 6:00pm-9:45pm
Course Fee: \$123

ETHICS PHIZ 1000

Consideration of what constitutes a good and a moral life. Using classical and contemporary theories, students will weigh such ingredients as pleasure, duty, power, and love as they apply to current issues of daily living. Students may consider ethical problems in business, law, and medicine.

Section No.: 39004
Location: CVC-C221
Instructor: STAFF
Dates: 8/25/2009-12/11/2009
Sessions/Hours: 32/48
Days: TR 12:30pm-1:50pm
Course Fee: \$123

GOLF, BEGINNING PHEZ 1000

This beginner course is taught at the Country View Country Club in Lancaster. The instructor, Mr. Simms, is a certified PGA professional. Course topics include rules and etiquette of golf, proper stance, swing and posture. Equipment will be supplied if needed. The last class will be playing 9 holes at the Country View Country Club.

Section No.: 36002
Location: Off-Campus
Instructor: Sims, B.
Dates: 9/1/2009-9/24/2009
Sessions/Hours: 8/24
Days: TR 6:00pm-9:00pm
Course Fee: \$99

KARATE (AGES 8-ADULT) PHEZ 1000

Make it a family night. Register your child (ages 5-7) as well. See children section of schedule for more information. This combined class will teach you routines in TAE KWON DO. The history and philosophy of the martial arts are explored. The mental and physical aspects of the arts are stressed. Various forms of self-defense are introduced. The instructor will provide information on uniforms the first night of class.

Section No.: 38021
Location: CVC-G101
Instructor: Shepperd, J.
Dates: 9/1/2009-12/15/2009
Sessions/Hours: 15/30
Days: T 7:00pm-9:00pm
Course Fee: \$48

MAJOR WORLD RELIGIONS REZZ 1000

This course surveys the major world religions. Hinduism, Buddhism, Judaism, Islam, and Christianity are included. The history of religions is covered, but the major emphasis is on

current beliefs. Other topics may also be included, such as the nature of religion, tribal religion, and alternatives to religion.

Section No.: 39002
Location: CVC-C006
Instructor: STAFF
Dates: 8/24/2009-12/7/2009
Sessions/Hours: 16/48
Days: M 5:45pm-8:45pm
Course Fee: \$123

Section No.: 39003
Location: CVC-C221
Instructor: STAFF
Dates: 8/29/2009-12/12/2009
Sessions/Hours: 16/48
Days: S 8:00am-9:20am
Course Fee: \$123

PHYSICAL FITNESS, BEGINNING PHEZ 1000

Students are introduced to wellness related concepts and activities for the purpose of gaining knowledge and skills necessary to evaluate personal fitness level and to develop a personal lifelong fitness program. Activities include, but are not limited to: aerobics, circuit training, muscular development, flexibility, agility exercises, weight training and body composition.

Section No.: 39000
Location: CVC-
Instructor: Harper, T.
Dates: 8/24/2009-12/7/2009
Sessions/Hours: 16/24
Days: M 5:45pm-7:05pm
Course Fee: \$41

PIANO, ADULT I MUAZ 1000

This course will provide a basic learning experience where keyboard skills can be developed. Fundamental music knowledge, rhythm and note recognition is taught through classroom theory presentations, ensemble work and individual assignments. It is recommended that students have access to a piano for practice. Please attend first class prior to purchasing a textbook.

Section No.: 38053
Location: CVE-E225
Instructor: Johnson, H.
Dates: 9/15/2009-12/1/2009
Sessions/Hours: 12/12
Days: T 7:00pm-8:00pm
Course Fee: \$91

WEIGHT TRAINING, BEGINNING PHEZ 1000

Instruction in weight training and conditioning techniques are stressed. Emphasis is placed on muscular strength and endurance.

Section No.: 39001
Location: CVC- TBA
Instructor: Harper, T.
Dates: 8/26/2009-12/7/2009
Sessions/Hours: 16/24
Days: M 5:45pm-7:05pm
Course Fee: \$41

PROFESSIONAL DEVELOPMENT

ENVIRONMENTAL SERVICES TECHNICIAN CHHS 1091

This 20-hour introduction course will prepare career-minded individuals for work as an environmental services technician within the facility services industry. Those who earn their certificate will be prepared for working in hospitality, stadiums and arenas, healthcare, food service, education and restaurant related companies. Students will learn technical terminology and skills related to cleaning as well as hands on utilization of the latest in cutting-edge technology related to equipment and chemical usage. The class is designed to promote professional, knowledgeable and ethical workers with identifiable leadership traits through a 4-week internship assignment. An overview of the entire industry is included in the course regimen.

Section No.: 32060
Location: CHC-102
Instructor: Brooks, R.
Dates: 10/6/2009-10/29/2009
Sessions/Hours: 8/20
Days: TR 6:00pm-8:30pm
Course Fee: \$75

FLORAL DESIGN BASICS FMKT 1000

Principles of floral art with an emphasis in commercial design. Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Topics include basic design styles and color harmonies, identification, use, processing of cut flowers and foliage, mechanical aids and containers, personal flowers, holiday designs, and plant identification and care. Prepare for a career in the floral industry and create professional masterpieces. Learn to identify and design styles; use florist's tools and supplies, prepare containers, process and preserve fresh flowers and greenery, and prepare hand bouquets and corsages. Students provide supplies at an average cost of \$25 weekly.

Section No.: 32060
Location: CHC-106
Instructor: Swanger, B.
Dates: 9/1/2009-10/20/2009
Sessions/Hours: 8/20
Days: T 6:00pm-8:30pm
Course Fee: \$79

FLORAL DESIGN: SYMPATHY FMKT 1010

Floral arrangements make an impacting statement of final tribute. This course features a hands-on study of various funeral arrangements, as well as an emphasis on servicing the funeral, with special attention to sprays, wreaths and set-ups. Students will also gain knowledge on special etiquettes to observe when designing sympathy floral arrangements.

Section No.: 32062
Location: CHC-106
Instructor: Swanger, B.
Dates: 10/27/2009-12/1/2009
Sessions/Hours: 4/10
Days: T 6:00pm-8:30pm
Course Fee: \$50

**FLORAL DESIGNS: WEDDING
FMKT 1015**

Flowers play a crucial role in creating the atmosphere for a wedding. Learn the key elements of effective floral wedding design. This course teaches the basic principles of wedding floral design and provides hands-on design and construction of bridal bouquets and corsages, ceremony and reception decorations.

Section No.: 32064
Location: CHC-106
Instructor: Swanger, B.
Dates: 10/29/2009-12/3/2009
Sessions/Hours: 4/10
Days: R 6:00pm-8:30pm
Course Fee: \$50

**FOOD SERVICE MANAGER
IFWA 1051**

This course is the 15 hour certification program for owners and operators of establishments which prepare and serve food to the public. This course satisfies FDA and Texas Department of Health guidelines. Candidates who successfully pass the DSHS CFM examination may be "certified" for up to 6 years by submitting for renewal of the food manager certificate every two years within the six year period. At the end of the sixth year, the candidate re-certifies by re-taking the food manager examination, starting the two year renewal cycle again.

Section No.: 33102
Location: CVC-B126
Instructor: Williams, C.
Dates: 9/12/2009-9/19/2009
Sessions/Hours: 2/15
Days: S 9:30am-6:00pm
Course Fee: \$125

Section No.: 33104
Location: CVC-B126
Instructor: Williams, C.
Dates: 10/3/2009-10/10/2009
Sessions/Hours: 2/15
Days: S 9:30am-6:00pm
Course Fee: \$125

Section No.: 33106
Location: CVC-B126
Instructor: Williams, C.
Dates: 11/7/2009-11/14/2009
Sessions/Hours: 2/15
Days: S 9:30am-6:00pm
Course Fee: \$125

Section No.: 33108
Location: CVC-B126
Instructor: Williams, C.
Dates: 12/5/2009-12/12/2009
Sessions/Hours: 2/15
Days: S 9:30am-6:00pm
Course Fee: \$125

**LICENSED HAIRSTYLIST RECERTIFICATION
CSME 2009**

This 6 hour course will provide update training in licensees specialties which meets the continuing education requirements associated with professional licensure for recertification. Intensive training in identified area(s) to meet continuing

education and/or review/update requirements associated with professional licensure or certification. This course was designed to be repeated multiple times to improve student proficiency. This course includes sanitation guidelines and procedures required by the State Board.

Section No.: 35070
Location: CHC-105
Instructor: Lankford, T.
Dates: 9/14/2009
Sessions/Hours: 1/6
Days: M 8:30am-3:00pm
Course Fee: \$65

Section No.: 35071
Location: CHC-105
Instructor: Lankford, T.
Dates: 10/26/2009
Sessions/Hours: 1/6
Days: M 8:30am-3:00pm
Course Fee: \$65

Section No.: 35072
Location: CHC-105
Instructor: Lankford, T.
Dates: 11/30/2008
Sessions/Hours: 1/6
Days: M 9:00am-3:30pm
Course Fee: \$65

**SUBSTITUTE TEACHER TRAINING ACADEMY
EDTC 1002**

Improve your chances of getting that call to substitute teach. Skilled, knowledgeable substitute teachers are in high demand. Make sure you are fully prepared when you walk into any classroom. This 20-hour training will address instructional strategies, classroom management, lesson plans, inclusion and professionalism in the classroom. Participants must have at least a Bachelor's degree and complete all 20 hours to receive CEU

Section No.: 32066
Location: CHC-104
Instructor: STAFF
Dates: 9/1/2009-9/24/2009
Sessions/Hours: 8/20
Days: TR 6:00pm-8:30pm
Course Fee: \$39

REAL ESTATE**APPRAISAL
RELE 1003**

A study of the central purposes and functions of an appraisal, social, and economic determinant of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. Required textbook available in College bookstore.

Section No.: 36116
Location: CVC-B120
Instructor: STAFF
Dates: 10/13/2009-11/19/2009
Sessions/Hours: 12/45
Days: TR 6:00pm-9:45pm
Course Fee: \$123

FINANCE RELE 1019

An overview of the U.S. monetary system, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative instruments, laws affecting mortgage lending, and the State Housing Agency. Textbook is available in College bookstore.

Section No.: 36172
Location: ONLINE
Instructor: Brown, S.
Dates: 9/1/2009-9/30/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36174
Location: ONLINE
Instructor: Brown, S.
Dates: 10/1/2009-10/31/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36176
Location: ONLINE
Instructor: Brown, S.
Dates: 11/1/2009-11/30/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36178
Location: ONLINE
Instructor: Brown, S.
Dates: 12/1/2009-12/31/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

INVESTMENT RELE 1007

Financing, evaluation, and management of real estate investment. Emphasis on real estate investment characteristics, techniques of investment analysis, time-valued money, discounted investment criteria, leverage, and applications to property tax implications of owning real estate. Textbook required.

Section No.: 36162
Location: ONLINE
Instructor: Brown, S.
Dates: 9/1/2009-9/30/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36164
Location: ONLINE
Instructor: Brown, S.
Dates: 10/1/2009-10/31/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36166
Location: ONLINE
Instructor: Brown, S.
Dates: 11/1/2009-11/30/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36168
Location: ONLINE
Instructor: Brown, S.
Dates: 12/1/2009-12/31/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

LAW OF AGENCY RELE 2001

A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and the disclosure of an agency. Required textbook available in College bookstore.

Section No.: 36100
Location: CVC-B112
Instructor: STAFF
Dates: 9/1/2009-10/8/2009
Sessions/Hours: 12/45
Days: TR 6:00pm-9:45pm
Course Fee: \$123

Section No.: 36122
Location: ONLINE
Instructor: Brown, S.
Dates: 9/1/2009-9/30/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36124
Location: ONLINE
Instructor: Brown, S.
Dates: 10/1/2009-10/31/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36126
Location: ONLINE
Instructor: Brown, S.
Dates: 11/1/2009-11/30/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36128
Location: ONLINE
Instructor: Brown, S.
Dates: 12/1/2009-12/31/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

**LAW OF CONTRACTS
RELE 1011**

This course includes the elements of a contract, offer and acceptance, the statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms and owner disclosure requirements. Required textbook is available in College bookstore.

Section No.: 36132
Location: ONLINE
Instructor: Daniels-Megginson,
Dates: 9/1/2009-3/30/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36134
Location: ONLINE
Instructor: Daniels-Megginson,
Dates: 10/1/2009-10/31/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36106
Location: CVC-B112
Instructor: STAFF
Dates: 10/12/2009-11/18/2009
Sessions/Hours: 12/45
Days: MW 6:00pm-9:45pm
Course Fee: \$123

Section No.: 36136
Location: ONLINE
Instructor: Daniels-Megginson,
Dates: 11/1/2009-11/30/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36138
Location: ONLINE
Instructor: Daniels-Megginson,
Dates: 12/1/2009-12/31/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

**MARKETING
RELE 1021**

A study of real estate professionalism and ethics; characteristics of successful salespersons; time management; psychology of marketing; listing procedures; advertising; negotiating and closing financing; and the deceptive trade practice act, consumer protection act, and commercial code. Required textbook available in College bookstore.

Section No.: 36142
Location: ONLINE
Instructor: Daniels-Megginson,
Dates: 9/1/2009-9/30/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36144
Location: ONLINE
Instructor: Daniels-Megginson,
Dates: 10/1/2009-10/31/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36107
Location: CVC-C221
Instructor: STAFF
Dates: 10/12/2009-11/18/2009
Sessions/Hours: 12/45
Days: MW 6:00pm-9:45pm
Course Fee: \$123

Section No.: 36146
Location: ONLINE
Instructor: Daniels-Megginson,
Dates: 11/1/2009-11/30/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36148
Location: ONLINE
Instructor: Daniels-Megginson,
Dates: 12/1/2009-12/31/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

**PRINCIPLES I
RELE 1001**

An overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveyance of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also includes federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Required textbook available in College bookstore.

Section No.: 36114
Location: CVC-B112
Instructor: STAFF
Dates: 8/31/2009-10/7/2009
Sessions/Hours: 12/45
Days: MW 6:00pm-9:45pm
Course Fee: \$123

Section No.: 36002
Location: ONLINE
Instructor: Brown, S.
Dates: 9/1/2009-9/30/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36004
Location: ONLINE
Instructor: Brown, S.
Dates: 10/1/2009-10/31/2009
Sessions/Hours: 12/45

Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36006
Location: ONLINE
Instructor: Brown, S.
Dates: 11/1/2009-11/30/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36008
Location: ONLINE
Instructor: Brown, S.
Dates: 12/1/2009-12/31/2009
Sessions/Hours: 12/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

PRINCIPLES II RELE 1038

A continuation of Principles I: overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveyance of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also includes federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment.

Required textbook available in College bookstore.

Section No.: 36012
Location: ONLINE
Instructor: Brown, S.
Dates: 9/1/2009-9/30/2009
Sessions/Hours: 30/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36014
Location: ONLINE
Instructor: Brown, S.
Dates: 10/1/2009-10/31/2009
Sessions/Hours: 30/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36112
Location: CVC-B112
Instructor: Taylor, R.
Dates: 10/13/2009-11/19/2009
Sessions/Hours: 12/45
Days: TR 6:00pm-9:45pm
Course Fee: \$123

Section No.: 36016
Location: ONLINE
Instructor: Brown, S.
Dates: 11/1/2009-11/30/2009
Sessions/Hours: 30/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36018
Location: ONLINE

Instructor: Brown, S.
Dates: 12/1/2009-12/31/2009
Sessions/Hours: 30/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

REAL ESTATE BROKERAGE RELE 2031

A study of law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria.

Section No.: 36102
Location: CVC-B120
Instructor: STAFF
Dates: 9/1/2009-10/8/2009
Sessions/Hours: 12/45
Days: TR 6:00pm-9:45pm
Course Fee: \$123

REAL ESTATE COMPUTER APPLICATIONS RELE 1023

A study of the availability of technology, especially software, and its ability to help a real estate agent become more productive. Includes data base mapping interest and software application.

Section No.: 36152
Location: ONLINE
Instructor: Daniels-Meggison,
Dates: 9/1/2009-9/30/2009
Sessions/Hours: 30/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36154
Location: ONLINE
Instructor: Daniels-Meggison,
Dates: 10/1/2009-10/31/2009
Sessions/Hours: 30/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36156
Location: ONLINE
Instructor: Daniels-Meggison,
Dates: 11/1/2009-11/30/2009
Sessions/Hours: 30/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Section No.: 36158
Location: ONLINE
Instructor: Daniels-Meggison,
Dates: 12/1/2009-12/31/2009
Sessions/Hours: 30/45
Days: AVAILABLE 24 HOURS
Course Fee: \$135

Please visit our website for
current classes and listings.
www.cedarvalleycollege.edu

**REAL ESTATE EXAM PREP ONLINE
RELE 1058**

Ready for the real estate exam? This seven-hour self-paced online review class will introduce test taking tips and identify review topics for the exam!

Section No.: 36182
Location: ONLINE
Instructor: O'Neal, M.
Dates: 9/1/2009-9/30/2009
Sessions/Hours: 30/7
Days: AVAILABLE 24 HOURS
Course Fee: \$100

Section No.: 36184
Location: ONLINE
Instructor: O'Neal, M.
Dates: 10/1/2009-10/31/2009
Sessions/Hours: 30/7
Days: AVAILABLE 24 HOURS
Course Fee: \$100

Section No.: 36186
Location: ONLINE
Instructor: O'Neal, M.
Dates: 11/1/2009-11/30/2009
Sessions/Hours: 30/7
Days: AVAILABLE 24 HOURS
Course Fee: \$100

Section No.: 36188
Location: ONLINE
Instructor: O'Neal, M.
Dates: 12/1/2009-12/31/2009
Sessions/Hours: 30/7
Days: AVAILABLE 24 HOURS
Course Fee: \$100

SENIORS (55 & OLDER)**CHOICES FOR SUSTAINABLE LIVING
SRCZ 1000**

From energy efficiency to organic cooking to sustainable art projects, our Sustainable Living classes have something for everyone. Every day we make small decisions with potentially far-reaching consequences. These decisions can impact our wallets, personal health or health of the world around us. From selecting items for interior decorating to choosing products to clean our home, learn about economical and sustainable techniques for everyday living.

Section No.: 32075
Location: CHC-104
Instructor: STAFF
Dates: 10/6/2009-10/15/2009
Sessions/Hours: 4/9
Days: TR 11:30am-1:00pm
Course Fee: \$25

**COMPUTER BASICS FOR SENIORS
SRCZ 1000**

This is your gateway into the wonderful world of technology! In this overview, you will "tour" hardware components, operating systems and common application categories. You will also learn the three vital requirements for your computer's security.

Section No.: 32071
Location: CHC-121
Instructor: Taylor, R.
Dates: 9/1/2009-9/17/2009
Sessions/Hours: 6/12
Days: TR 9:00am-11:00am
Course Fee: \$36

**CUSTOMER SERVICE: EXPERIENCE WORKS
BUSG 1005**

Topics address general principles of customer service including skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student. This course is designed to teach students about fostering positive attitudes; recognizing and dealing with customer turnoffs; dealing with dissatisfied customers; exceeding customer expectations; using behaviors that wins customer loyalty; getting others to give great service; applying winning telephone, e-mail, and Web site techniques; using written messages; and understanding the one-to-one customer future.

Section No.: 32070
Location: CHC-104
Instructor: STAFF
Dates: 9/14/2009-10/9/2009
Sessions/Hours: 12/40
Days: MWF 10:00am-12:00pm
Course Fee: \$145

**MENU FOR THE FUTURE
SRCZ 1000**

This course explores the connection between food and sustainability. Students will gain knowledge on food systems and their impacts on culture, society and ecological systems. Students will also gain insight into agricultural and individual practices that promote personal and ecological well-being. The course will assist in discovering your role in creating or supporting sustainable food systems.

Section No.: 32077
Location: CHC-104
Instructor: STAFF
Dates: 11/3/2009-11/12/2009
Sessions/Hours: 4/9
Days: TR 11:30am-1:00pm
Course Fee: \$25

**NEXT STEP COMPUTING/INTERNET
SRCZ 1000**

If you understand basic computer operations such as how to turn on/off a computer; how to use a keyboard and mouse; and how to store and retrieve data, then you are ready for Next Step Computing for Seniors. This class provides continued study of computer terminology and technology to help you become comfortable with software applications and program executions. Computer technology is changing everyday. Take the Next Step in learning so that you can keep up with changing technology. The class size is limited to allow time for questions and individualized help.

Section No.: 32073
Location: CHC-121
Instructor: Taylor, R.
Dates: 9/22/2009-10/8/2009
Sessions/Hours: 6/12
Days: TR 9:00am-11:00am
Course Fee: \$36

VOLUNTARY SIMPLICITY SRCZ 1000

Voluntary Simplicity focuses on simplifying our lives as a way to make room for meaningful and nourishing activities while living lighter on the Earth. This course addresses the distractions of modern society that keep us from caring for ourselves, our relationships, and our environment. Students will explore the connection between our lifestyle choices and the condition of the earth.

Section No.: 32079
Location: CHC-104
Instructor: STAFF
Dates: 12/1/2009-12/10/2009
Sessions/Hours: 4/9
Days: TR 11:30am-1:00pm
Course Fee: \$25

HEATING & AIR CONDITIONING TECHNICIAN

A/C & REFRIGERATION RESIDENTIAL TECH HART 1091

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. basic study of electrical, pressure, and temperature controls including motor starting devices, operating relays, and troubleshooting safety controls and devices. Emphasis on use of wiring diagrams to analyze high and low voltage circuits. A review of Ohms law as applied to A/C controls and circuits. An introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety, refrigeration containment, and refrigeration components.

Section No.: 33011
Location: CVC-TBA
Instructor: STAFF
Dates: 8/24/2009-12/10/2009
Sessions/Hours: 57/288
Days: MTWRF 6:00pm-10:15pm
Course Fee: \$492

Section No.: 33010
Location: CVC-TBA
Instructor: STAFF
Dates: 8/24/2009-12/10/2009
Sessions/Hours: 57/288
Days: MTWRF 8:00am-12:15pm
Course Fee: \$492

2009 GED Testing Dates

TEST DATE	TEST AREA	TIME
Monday, Aug.31 or Sep 14	Orientation Session	9:00 a.m.
Tuesday, September 15	Language Arts: Writing	9:00 a.m.
Tuesday, September 15	Math	11:30 a.m.
Wednesday, September 16	Science	9:00 a.m.
Wednesday, September 16	Social Studies	11:00 a.m.
Wednesday, September 16	Language Arts: Reading	12:30 p.m.
Thursday, September 17	Language Arts: Writing	9:00 a.m.
Thursday, September 17	Math	11:30 a.m.
Friday, September 18	Science	9:00 a.m.
Friday, September 18	Social Studies	11:00 a.m.
Friday, September 18	Language Arts: Reading	12:30 p.m.
Monday, Oct.5 or Oct.26	Orientation Session	9:00 a.m.
Tuesday, October 27	Language Arts: Writing	9:00 a.m.
Tuesday, October 27	Math	11:30 a.m.
Wednesday, October 28	Science	9:00 a.m.
Wednesday, October 28	Social Studies	11:00 a.m.
Wednesday, October 28	Language Arts: Reading	12:30 p.m.
Thursday, October 29	Language Arts: Writing	9:00 a.m.
Thursday, October 29	Math	11:30 a.m.
Friday, October 30	Science	9:00 a.m.
Friday, October 30	Social Studies	11:00 a.m.
Friday, October 30	Language Arts: Reading	12:30 p.m.
Monday, Nov. 2 or Nov. 16	Orientation Session	9:00 a.m.
Tuesday, November 17	Language Arts: Writing	9:00 a.m.
Tuesday, November 17	Math	11:30 a.m.
Wednesday, November 18	Science	9:00 a.m.
Wednesday, November 18	Social Studies	11:00 a.m.
Wednesday, November 18	Language Arts: Reading	12:30 p.m.
Thursday, November 19	Language Arts: Writing	9:00 a.m.
Thursday, November 19	Math	11:30 a.m.
Friday, November 20	Science	9:00 a.m.
Friday, November 20	Social Studies	11:00 a.m.
Friday, November 20	Language Arts: Reading	12:30 p.m.
Monday, December 07	Orientation Session	9:00 a.m.
Tuesday, December 08	Language Arts: Writing	9:00 a.m.
Tuesday, December 08	Math	11:30 a.m.
Wednesday, December 09	Science	9:00 a.m.
Wednesday, December 09	Social Studies	11:00 a.m.
Wednesday, December 09	Language Arts: Reading	12:30 p.m.
Thursday, December 10	Language Arts: Writing	9:00 a.m.
Thursday, December 10	Math	11:30 a.m.
Friday, December 11	Science	9:00 a.m.
Friday, December 11	Social Studies	11:00 a.m.
Friday, December 11	Language Arts: Reading	12:30 p.m.

The GED diploma is...

- Recognized by 98% of colleges and universities.
- Accepted by 97% of employers, including the U.S. Armed Forces.
- Your chance to improve your life!

TAKE A STEP IN THE RIGHT DIRECTION

GET YOUR GED

Cedar Valley College Center at Cedar Hill offers classes to help prepare you to take the GED Exam. We also offer the official GED Practice Test to better gauge if you are ready to take the GED exam.

How do you get started? It simple,

STEP ONE

Make sure you are prepared. As with anything, the better prepared you are, the better your chance of success. Enroll in a GED Preparation class, or sign up to take the GED Official Practice Test. Don't be fooled! The GED Test are not currently available online.

STEP TWO

When you think you are ready, attend a mandatory GED Orientation Session at the Cedar Valley College Center at Cedar Hill.

STEP THREE

Show up on test day and do your best!

Cedar Valley College Center at Cedar Hill
207 N. Cannady Drive
Cedar Hill, TX 75104
972-860-7800

OSHA

HAZARDOUS MATERIALS LEVEL I REFRESHER EPCT 1000

The 8-Hour Online Refresher Course meets OSHA requirements for annual refresher training of personnel engaged in hazardous waste operations as outlined in 29 CFR 1910.120(e), including removal or handling of underground tanks and/or piping, contaminated soil and/or groundwater, subsurface investigations, construction work in which hazardous materials may potentially be present, encountered, prepared, packaged, labeled, marked, stored, shipped for disposal, or any facility wherein hazardous wastes are treated, stored, or disposed. The 8-Hour annual refresher is designed to update those who have already successfully completed 24 or 40 Hour HAZWOPER courses.

Section No.: 32060
Location: CHC-104
Instructor: Nightingale, S.
Dates: 9/14/2009
Sessions/Hours: 1/8
Days: M 8:00am-5:00pm
Course Fee: \$300

HAZARDOUS MATERIALS LEVEL II EPCT 1052

The purpose of this course is to ensure awareness and promote safety among employees who may be exposed to chemical hazards in the workplace. The objective is to ensure that employees operate in the safest possible manner in situations where contact with potentially hazardous materials is likely.

Section No.: 32061
Location: CHC-104
Instructor: Nightingale, S.
Dates: 9/14/2009-9/15/2009
Sessions/Hours: 2/16
Days: MT 8:00am-5:00pm
Course Fee: \$600

HAZARDOUS MATERIALS LEVEL III FIRT 1045

The purpose of this course is to ensure awareness and promote safety among employees who may be exposed to chemical hazards in the work-site. The objective is to ensure that employees operate in the safest possible manner in situations where contact with potentially hazardous materials is likely.

Section No.: 32060
Location: CHC-104
Instructor: Nightingale, S.
Dates: 9/14/2009-9/16/2009
Sessions/Hours: 3/24
Days: MTW 8:00am-5:00pm
Course Fee: \$900

HAZARDOUS MATERIALS LEVEL IV EPCT 1000

Personnel who are involved in the following disciplines are required to have initial and recurrent HAZWOPER training: Removal or handling of underground tanks and/or piping, contaminated soil and/or groundwater, subsurface investigations, construction work in which hazardous materials may potentially be present, encountered, prepared, packaged,

labeled, marked, stored, shipped for disposal, and for any facility wherein hazardous wastes are treated, stored, or disposed.

Section No.: 32062
Location: CHC-104
Instructor: Nightingale, S.
Dates: 9/14/2009-9/18/2009
Sessions/Hours: 5/40
Days: MTRF 8:00am-5:00pm
Course Fee: \$1500

OSHA - 30 FOR CONSTRUCTION OSHT 2011

This OSHA 30 Hour construction safety provides construction workers, supervisors, and other personnel responsible for construction activities with an awareness of construction safety and health concerns in the construction industry. Upon successful completion, the student will receive a Department of Labor OSHA construction safety and health 30-hour completion card.

Section No.: 32061
Location: CHC-104
Instructor: STAFF
Dates: 10/13/2009-10/16/2009
Sessions/Hours: 4/30
Days: TWRF 7:00am-6:00pm
Course Fee: \$1200

OSHA - FALL PROTECTION OSHT 1091

Some accidents don't allow you the time to learn from your mistake. Falling from a dangerous height is one accident that rarely offers you a second chance. This program teaches your employees the importance of using the correct fall protection. This course provides a detailed illustration of the various types of fall protection and how to properly use them to avoid falls. Participants will learn:

- When fall protection is required
- How to use the different types of fall protection
- How to use a personal fall arrest system
- Information about fall distances
- Other fall protection methods

Section No.: 32062
Location: CHC-104
Instructor: STAFF
Dates: 10/12/2009
Sessions/Hours: 1/8
Days: M 8:00am-5:00pm
Course Fee: \$300

OSHA TRAINING- 10 FOR CONSTRUCTION OSHT 1015

This OSHA 10 Hour construction safety course provides construction workers, supervisors, and other personnel responsible for construction activities with an awareness of construction safety and health concerns in the construction industry. Upon successful course completion, the student will receive a Department of Labor OSHA construction safety and health 10-hour course completion card.

Section No.: 32060
Location: CHC-104
Instructor: STAFF
Dates: 10/13/2009
Sessions/Hours: 1/10

Days: T 7:00am-6:00pm
Course Fee: \$380

CONSTRUCTION SITE COMPETENT PERSONNEL OSHT 1091

This seminar will provide you with the information and training you need to understand OSHA's "Construction Industry Standards." You will learn how to prevent unnecessary injuries and deaths at your work site, and how to develop and enforce a safety plan for all aspects of construction, including:

- I Scaffolding I Hand and power tools
- I Fire protection I Electrical work
- I Rigging & Materials Stage I Excavation
- I Crane operation I Personal protective equipment
- I Fall protection

Current OSHA standards are "performance-oriented," meaning that construction personnel may select individual methods of compliance. This seminar will establish the minimum baseline requirements to help you develop and implement a proper safety program.

Section No.: 32063
Location: CHC-104
Instructor: STAFF
Dates: 10/12/2009-10/16/2009
Sessions/Hours: 5/40
Days: MTWRF 8:00am-5:00pm
Course Fee: \$1420

STANDARDIZED TEST

GED en ESPANOL DLEZ 1000

Este es curso de repaso intensivo para el examen de GED mathematicas y verbal. Se requiere libro: GED en Español.

Section No.: 32075
Location: CVC-A202
Instructor: Lopez, M.
Dates: 9/12/2009-11/14/2009
Sessions/Hours: 10/30
Days: S 1:00pm-4:00pm
Course Fee: \$90

GED MATH PREPARATION DLEZ 1000

This GED math refresher course covers whole numbers, decimals, fractions, units of measure, ratios, percentages, algebraic expressions and signed numbers geometry. Test taking procedures will be practiced. Textbook required.

Section No.: 32073
Location: CHC-104
Instructor: Goins, C.
Dates: 9/29/2009-10/29/2009
Sessions/Hours: 10/20
Days: TR 6:00pm-8:00pm
Course Fee: \$75

See page 69 for
GED Test Dates

CONTINUING EDUCATION ONLINE!

360 Training
www.cedarvalleycollege.360training.com

Programs Areas & Online Classes

Insurance & Financial Services, Public Safety, Real Estate, Health Care, Food Service Manager, plus many other topics

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Update your skills, discover a new talent, or chart a career path at your own pace and at your convenience with our instructor-led, non-credit online courses offered in partnership with Education to Go.

Ed2Go Topics available include: Designing Effective Web sites, Microsoft Outlook, GMAT Preparation, C# Programming, Medical Coding, Business Law for the Small Business Owner, Introduction to Flash 8 and Creating Web Pages, plus many other topics.

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The ELearning Center
Online Classes
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Cedar Valley College now has more than 5,000 online courses from the world's greatest authors and companies on nearly every subject imaginable!

E Learning Topics available include: Finance, Business, Languages, Engineering, Mandatory CE, Design, Software Applications, Food & Beverage, Insurance, Healthcare, Environmental and Technology, plus many other topics.

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Anywhere, anytime learning!

Designed to provide the workforce skills necessary to acquire professional caliber positions for many in-demand occupations. Cedar Valley College, in partnership with Gatlin Education Services offers the following online certificate programs.

Topics available include:

Health care, Business, Construction technology, Networking and CompTIA Certification Training, Microsoft Certification Training, Internet, Design & Technical and Video Game Design and Development, plus many other topics.

For registration and course information, please call: (866) 441-5454 or visit www.gatlineducation.com/cedarvalley. Detailed outline and demos are available at: www.gatlineducation.com. For financial assistance with online course, visit: www.collegeloanapplication.com

TicketSchool - Defensive Driving
<http://www.ticketschool.com/cedarvc/>
See online courses

For more information, go to:
www.cedarvalley.theelearningcenter.com



The Institute for
Sustainable
COMMUNITIES



Continuing Education and Sustainability: Community Learning Global

CONTINUING EDUCATION

Sustainability:

The capacity of a system to meet current needs without degrading the ecological, social, and economic assets on which system the system will rely for future needs.

As leaders in this movement, the Continuing Education and Workforce Development Division at Cedar Valley College (CVC) is preparing the community through several key initiatives:

1. ***Energy Audit*** - As part of the President's Climate Commitment, CVC has conducted energy audits around campus to help lower operating costs. Individuals can learn those same principles by enrolling in the Continuous Commissioning, Green Building, and Residential Building Performance Technology courses offered.
2. ***Educating the Youth*** - CVC is committed to providing healthy lifestyle models for our youth by offering Child Care Development Seminars and Living Laboratories offered to provide healthy lifestyle models.
3. ***Workforce Development*** - Training is offered in areas such Retrofitting, Weatherization, Heavy Equipment. Sustainable Landscape Management and Solar Installation.
4. ***Professional Development Training*** - Experts introduce individuals to sustainable principles covering areas such as Green Investing, Sustainable Housing and Building Green and Solar Water Heating.
5. ***Community Awareness*** - Members of the community are encouraged to learn more about Green Homes, Rainwater Harvesting for the Beginner, Green Jobs and Becoming a Sustainable Change Agent. Courses are offered throughout the year on these topics, and more.

Ask our Sustainable Communities Institute!

For more information, please call 972-860-2995
or visit our web site at www.cedarvalleycollege.edu

See page 73 for a list of classes.

GED PRACTICE TEST DLEZ 1000

Not sure if you're ready to take the GED test? These authentic paper and pencil assessments, developed and normed side-by-side with the actual GED tests, provide you with the truest picture of your readiness and the most accurate predictor of scores.

Section No.: 32077
 Location: CHC-106
 Instructor: Alexander, C.
 Dates: 8/24/2009-12/10/2009
 Sessions/Hours: 1/4
 Days: M 10:30am-3:00pm
 Course Fee: \$25

GED PREPARATION I DLEZ 1000

This preparatory class provides developmental reading and math instruction to help build a solid foundation for those taking the GED exam. The class will cover critical thinking skills and guided practice in all five subject areas. Students that struggled while in school, English as a second language learners, or those requiring more in-depth instruction should enroll in Level I. This class is designed for persons who are at an eighth grade reading level or above. Textbook is required.

Section No.: 32061
 Location: CHC-101
 Instructor: West, C.
 Dates: 8/25/2009-10/1/2009
 Sessions/Hours: 12/30
 Days: TR 6:00pm-8:30pm
 Course Fee: \$90

Section No.: 32069
 Location: CVC-B110
 Instructor: Goins, C.
 Dates: 9/12/2009-11/14/2009
 Sessions/Hours: 10/30
 Days: S 9:00am-12:00pm
 Course Fee: \$90

Section No.: 32065
 Location: CHC-104
 Instructor: Taylor, R.
 Dates: 9/14/2009-10/23/2009
 Sessions/Hours: 12/30
 Days: MWF 9:00am-11:00am
 Course Fee: \$90

GED PREPARATION II DLEZ 1000

This comprehensive class will provide a basic review of the knowledge and skills needed to pass the GED exam. Emphasis is placed on content area knowledge, reading comprehension, writing fluency, and higher order thinking skills for all five subject areas. Students will receive a pre-assessment, targeted practice exercises and test taking strategies to help improve their GED scores. This class is designed for persons who are at the twelfth-grade reading level or above. Textbook is required.

Section No.: 32063
 Location: CHC-101
 Instructor: West, C.
 Dates: 10/13/2009-11/19/2009
 Sessions/Hours: 12/30

Days: TR 6:00pm-8:30pm
 Course Fee: \$90

Section No.: 32067
 Location: CHC-104
 Instructor: Taylor, R.
 Dates: 11/2/2009-12/11/2009
 Sessions/Hours: 12/30
 Days: MWF 9:00am-11:00am
 Course Fee: \$90

GED WRITING PREPARATION DLEZ 1000

The GED Language Arts Writing test has two parts. This class will help prepare you for the essay writing portion as well as the sentence editing and revising. Topics covered will include organization, sentence structure, usage and mechanics.

Section No.: 32071
 Location: CVC-A202
 Instructor: Alexander, D.
 Dates: 9/28/2009-10/28/2009
 Sessions/Hours: 10/20
 Days: MW 6:00pm-8:00pm
 Course Fee: \$75

SAT PREPARATION TESZ 1000

Do you want to increase your college entrance examination score? In this course, you will learn ways to maximize your score, including how to make educated guesses, reduce difficult math questions to common sense mathematics, master frequently used vocabulary words, and score more points in less time. You will also have an opportunity to practice verbal and math questions taken from previous college tests. Get the edge on the college admissions process! Textbook required.

Section No.: 32071
 Location: CHC-104
 Instructor: Seamster, D.
 Dates: 9/12/2009-10/3/2009
 Sessions/Hours: 5/20
 Days: S 9:00am-1:00pm
 Course Fee: \$85

Section No.: 32073
 Location: CHC-104
 Instructor: Seamster, D.
 Dates: 11/3/2009-12/3/2009
 Sessions/Hours: 8/20
 Days: TR 6:00pm-8:30pm
 Course Fee: \$85

SUSTAINABILITY

BROWN BAG: BECOMING A SUSTAINABILITY CHANGE AGENT CNSZ 1000

This course will provide methods, strategies, and tools to implement sustainable principles and practices in an organization, or community. Individuals and teams involved, or hope to be involved, in implementing sustainability initiatives will benefit from the information and resources presented in this course. There will be a strong focus on processes that make sustainability initiatives stick.

Section No.: 32044
 Location: CHC-121
 Instructor: Daniels, P.
 Dates: 10/15/2009
 Sessions/Hours: 1/1.5
 Days: R 11:30am-1:00pm
 Course Fee: Free

BROWN BAG: GREEN JOBS CNSZ 1000

Preventing illness and protecting our environment can and should be mutually inclusive. Economically sustainable healthcare and environmental healing are just what the Homeopathic Doctor ordered. Learn how this innovative approach to health and well being can have a positive environmental impact on both personal and global healing.

Section No.: 32046
 Location: CHC-105
 Instructor: STAFF
 Dates: 12/3/2009
 Sessions/Hours: 1/1.5
 Days: R 11:30am-1:00pm
 Course Fee: Free

BROWN BAG: HOMELAND SECURITY CNSZ 1000

Preventing illness and protecting our environment can and should be mutually inclusive. Economically sustainable healthcare and environmental healing are just what the Homeopathic Doctor ordered. Learn how this innovative approach to health and well being can have a positive environmental impact on both personal and global healing.

Section No.: 32040
 Location: CHC-105
 Instructor: STAFF
 Dates: 9/10/2009
 Sessions/Hours: 1/1.5
 Days: R 11:30am-1:00pm
 Course Fee: Free

BROWN BAG: HOMEOPATHIC HEALTH CNSZ 1000

Preventing illness and protecting our environment can and should be mutually inclusive. Economically sustainable healthcare and environmental healing are just what the Homeopathic Doctor ordered. Learn how this innovative approach to health and well being can have a positive environmental impact on both personal and global healing.

Section No.: 32042
 Location: CHC-105
 Instructor: STAFF
 Dates: 11/12/2009
 Sessions/Hours: 1/1.5
 Days: R 11:30am-1:00pm
 Course Fee: Free

GO GREEN ENERGY WORKSHOP HART 1092

A GO GREEN Workshop is the perfect way share interest in 'going green' with a Community. Individuals who are interested in learning more about a green lifestyle Eco-Consultant will give you a free "Mini" Green Home, Workshop. Maybe an office has 'brown bag lunch' seminars, possibly a PTA or service

organization is looking for a speaker. Community centers and homeowner associations are great places to get together and learn more about

Section No.: 33007
 Location: CHC-TBA
 Instructor: Frazier-Galloway, L.
 Dates: 9/12/2009-9/19/2009
 Sessions/Hours: 4/8
 Days: S 9:00am-1:00pm
 Course Fee: \$42

HOME ENERGY AUDIT HARZ 1000

Learn how the house functions as a system. Topics covered in this session include:

- Identifying hidden flaws found in standard construction that may cause discomfort, high utility bills, and indoor air quality problems
- Building science principles and residential energy use
- How to use state-of-the-art diagnostic tools
- Conducting a complete diagnostic analysis of a home

Section No.: 32040 Individual; 32042 Couple
 Location: CHC-103
 Instructor: Winsett, D.
 Dates: 10/3/2009
 Sessions/Hours: 1/5
 Days: S 9:00am-2:00pm
 Course Fee: \$15 Individual; \$20 Couple

RETROFITTING FOR ENERGY CONSERVATION HART 1053

This course will the theory, methods and techniques for retrofitting residential and commercial building to include programmable A/C control installation, window replacement, insulation, lighting, and landscape.

Section No.: 33004
 Location: CVC-B111
 Instructor: Bonner, T.
 Dates: 10/16/2009-12/11/2009
 Sessions/Hours: 8/32
 Days: F 5:30pm-9:30pm
 Course Fee: \$450

SMART CODING: COMMUNITY COMPLIANCE CNBT 1042

This course will the theory, methods and techniques for retrofitting residential and commercial building to include programmable A/C control installation, window replacement, insulation, lighting, and landscape.

Section No.: 32044
 Location: CHC-102
 Instructor: STAFF
 Dates: 11/2/2009-11/6/2009
 Sessions/Hours: 5/40
 Days: MTWRF 9:00am-5:00pm
 Course Fee: \$360

SOLAR INSTALLATION HART 1011

This five day intensive course follows the ISPQ standards and NABCEP task analysis including recommended safety procedures, system design, electrical code and

industry standard practices. This hand-on training will cover implementing task analysis in the field with site analysis, mechanical and electrical design based on specific site conditions, site specific safety issues and construction issues, using tools and testing equipment, best practice construction skills and specific site code and inspection issues.

Section No.: 32042
 Location: CHC-102
 Instructor: Hughes, J.
 Dates: 10/5/2009-10/9/2009
 Sessions/Hours: 5/48
 Days: MTWRF 8:00am-5:00pm
 Course Fee: \$1495

SUSTAINABLE LANDSCAPE MANAGEMENT HALT 2005

Sun, wind, water, soil, people, plants, animals, community, history and the "kitchen sink" all play a vital role in the effectiveness and efficiency of a landscape design. Discuss the essential elements needed to create sustainable landscaping that is in balance with the local climate, functional design, maintainable, cost efficient and requires minimal resource inputs, such as fertilizer, pesticides and water.

Section No.: 32040
 Location: CHC-102
 Instructor: STAFF
 Dates: 9/14/2009-9/17/2009
 Sessions/Hours: 4/24
 Days: MTWR 9:00am-4:00pm
 Course Fee: \$189

WEATHERIZING HOME FOR ENERGY EFFICIENCY CRPT 1000

This course will provide the theory, methods, and techniques for installation of weatherization materials. This course will focus on demonstration and hands-on application of weather stripping, insulation, ventilation glazing, caulking, hand/power tools, safety, door, and window installation. The course will also include theory and application of more difficult weatherization procedures: installation of prime doors, windows, minor tool repair, plaster and sheet rock repair and more complex insulation procedures.

Section No.: 33003
 Location: CVC-B111
 Instructor: Bonner, T.
 Dates: 9/11/2009-10/9/2009
 Sessions/Hours: 5/20
 Days: W 9:00am-1:00pm
 Course Fee: \$225

WORKFORCE DEVELOPMENT

JOURNEY MASTER'S EXAM REVIEW ELPT 1001

Electrical theory, code calculations, and interpretations applicable to becoming a Master Electrician. Emphasis on residential, commercial, and industrial applications using the current edition of the National Electrical Code (NEC).

Participants will be able to calculate the size of circuits and services of single-family and multi-family dwellings; calculate the size of circuits and services for offices, stores, hotels, motels,

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restaurants, and schools; calculate the size of circuits and services for mobile homes, mobile home parks, beauty parlors, barber shops, and banks; calculate the size of circuits and feeder size for motor control centers, hoists, cranes, X-ray machines, transformers, and machine shops; determine the procedures for applying and meeting the criteria for Master Electrician's License examinations; and identify different techniques for taking the Master Electrician's Exam.

Section No.: 33001
 Location: CVC-C207
 Instructor: Werning, W.
 Dates: 9/8/2009-11/24/2009
 Sessions/Hours: 12/36
 Days: T 6:00pm-9:00pm
 Course Fee: \$165

JOURNEYMAN ELECTRICAL EXAM REVIEW ELPT 1001

Preparation for journeyman electrician licensor with emphasis on calculations and the National Electrical Code (NEC).

Participants will be able to recognize and properly utilize formulas used to solve problems for direct current and alternating current application including single-phase and three-phase; describe proper materials and wiring methods used for wiring; explain license requirements of various jurisdictions and the procedures for applying and testing for licensor; and identify important test-taking skills. A textbook is required.

Section No.: 33000
 Location: CVC-C001
 Instructor: Werning, W.
 Dates: 9/8/2009-11/24/2009
 Sessions/Hours: 12/36
 Days: T 6:00pm-9:00pm
 Course Fee: \$165

PLUMBING, INTRO TO THE TRADE PFPB 1013

This introductory plumbing course will be taught by a Master Plumber with more than 10 year of experience. Upon completion of this course student will be able to apply mathematical calculations related to plumbing installation, demonstrate the safety use of hand and power tools and identify materials used in the plumbing industry. This class will include hands-on training in lab setting. Transportation to travel to off-site training location is required. Textbook required.

Section No.: 33005
 Location: CVC-C223
 Instructor: STAFF
 Dates: 8/27/2009-12/19/2009
 Sessions/Hours: 30/120
 Days: R 5:30pm-9:30pm
 Course Fee: \$1800

Course begins November 17 and ends December 11.

Please visit our website for
 current classes and listings.
www.cedarvalleycollege.edu