

Days: **M**-Monday, **Tu**-Tuesday, **W**-Wednesday, **Th**-Thursday, **F**-Friday, **Sa**-Saturday

ACCOUNTING

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
CRT 074-1	QuickBooks Pro	M & Tu	1/11 & 12	8:30 AM – 4:30 PM	C253	John Sawyer	\$285	1.4 CEU
CRT 074-2		Th & F	2/18 & 19	8:30 AM – 4:30 PM	C253	John Sawyer	\$285	1.4 CEU
CRT 074-3		Th & F	4/8 & 9	8:30 AM – 4:30 PM	C253	John Sawyer	\$285	1.4 CEU

CCNA CERTIFICATION

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
CRT 086-1	Cisco Certified Network Associate	(Call 353-3456 for schedule)			TBA	Charlie Hoover	\$4,000	256 Hrs

CERTIFIED PROFESSIONAL SECRETARY

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
OAD 0023-1	CPS 3/ Management	M & Th	1/21 – 2/18	5:30 – 8:40 PM	TBA	Debbie Green	\$150	2.5 CEU
OAD 0022-1	CPS 2/ Office Administration	M & Th	2/22 – 3/15	5:30 – 8:40 PM	TBA	Debbie Green	\$150	2.5 CEU
OAD 0021-1	CPS 1/ Office Systems and Technology	M & Th	3/22 – 4/15	5:30 – 8:40 PM	TBA	Debbie Green	\$150	2.5 CEU

Mock Exam 4/15/2010

LEADERSHIP

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
WCD 053-1	How to Communicate with Professionalism & Diplomacy	Th	2/9	8:30 AM – 12:30 PM	TBA	Kelvin Elston	\$99	4 Hrs
WFT 027-1	Business Writing	F	1/22	8:30 AM – 12:30 PM	TBA	Phil Sparks	\$75	4 Hrs
	Advanced Business Writing	(Call 353-3456 for schedule)			TBA	Phil Sparks		

LEADERSHIP (cont'd)

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
WFT 046-1	Time Management	W	1/13	8:30 AM – 12:30 PM	TBA	Jane Lyon	\$75	4 Hrs
WFT 047-1	Communicating with Confidence	Tu	2/23	8:30 AM – 12:30 PM	TBA	Kelvin Elston	\$75	4 Hrs
WFT 071-1	Exceptional Customer Service	Th	3/11	8:30 AM – 12:30 PM	TBA	Kelvin Elston	\$75	4 Hrs
WFT 094-1	Conflict Resolution	Th	3/18	8:30 AM – 12:30 PM	TBA	Kelvin Elston	\$75	4 Hrs.

MS OFFICE PRODUCTS

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
AIS 0020-1	Intro to Computers 2007 (10 Weeks)	M	1/25 – 3/29	6 – 9 PM	C253	TBA	\$325	3.0 CEU
CIS 0015-1	Excel Intro/Intermediate 2007 (10 Weeks)	Th	3/4 – 5/6	6 – 9 PM	C253	TBA	\$325	3.0 CEU
CRT 023-1	Access Intro/Intermediate 2007 (2-Day)	Th & F	1/28 & 29	8:30 AM – 4:30 PM	C253	TBA	\$265	1.4 CEU
CRT 023-2		Sat	3/13 & 20	8:30 AM – 4:30 PM	C253	TBA	\$265	1.4 CEU
CRT 025-1	Excel Intro/Intermediate 2007 (2-Day)	Sat	1/16 & 23	8:30 AM – 4:30 PM	C253	TBA	\$265	1.4 CEU
CRT 025-2		Th & F	3/25 & 26	8:30 AM – 4:30 PM	C253	TBA	\$265	1.4 CEU
CRT 027-1	Word Intro/Intermediate 2007 (2-Day)	Sat	1/30 & 2/6	8:30 AM – 4:30 PM	C253	TBA	\$265	1.4 CEU
CRT 027-2		M & Tu	3/1 & 2	8:30 AM – 4 :30 PM	C253	TBA	\$265	1.4 CEU
CRT 031-1	PowerPoint 2007 (2-Day)	Th & F	2/11 & 12	8:30 AM – 4:30 PM	C253	TBA	\$265	1.4 CEU
CRT 031-2		M & Tu	4/5 & 6	8:30 AM – 4:30 PM	C253	TBA	\$265	1.4 CEU
CRT 060-1	Outlook 2007 (2-Day)	Th & F	1/14 & 15	8:30 AM – 4:30 PM	C253	TBA	\$265	1.4 CEU
CRT 060-2		M & Tu	3/8 & 9	8:30 AM – 4:30 PM	C253	TBA	\$265	1.4 CEU
OAD 0015-1	Intro to MS Word 2007 (10 Weeks)	Tu	1/19 – 3/23	6 – 9 PM	C253	TBA	\$325	3.0 CEU
OAD 0010-1	Keyboarding (7 Weeks)	Th	1/14 – 2/25	5:30 – 8:30 PM	C253	TBA	\$225	2.0 CEU
OAD 0020-1	MS Office Intro 2007 (10 Weeks)	W	1/13 – 3/17	5:30 – 9 PM	C253	TBA	\$325	3.5 CEU

PHOTOGRAPHY

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
PHO 0025-1	Open B & W Photo Lab	Tu	1/19 – 5/4	9 AM – 12:50 PM	C108	Kathy Morgan	\$295	6.0 CEU
PHO 0025-2		Tu	1/19 – 5/4	6 – 9:50 PM	C108	Kathy Morgan	\$295	6.0 CEU

SUPPLY CHAIN MANAGEMENT

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
WFT 092-1	CSCP Exam Prep	Th	2/25 – 4/29	8 AM – 12 PM	TBA	Ty Tabernik	\$2,495	4.0 CEU

WORKSHOPS

Course No.	Course	Day	Date	Time	Room#	Instructor	Fee	CEU/CR
	Toastmasters		W 2 nd & 4 th	12:15-1:15 PM	TBA			
WKS016	Parents, Children, & Divorce		See Web Site		TBA	Jan Spencer	\$42	4 Hrs