

**CVCC-Alexander Center For Education
Non-Credit Course Offerings
2010**

| Classes | Sem. | Days | Start | End | Time | Instructor | Cost |
|---|--------|------------|----------------------|----------------------|---|---------------|------|
| GED | | M-F | | | 8:30 a.m. – 12:30 p.m. | | |
| GED | | M-TH | | | 5:00 p.m. – 9:00 p.m. | | |
| CED – Compensatory Education | | T/TH | | | 3:00 p.m. – 5:00 p.m. | | |
| ESL – English as a Second Language | | T/W | | | 9:00 a.m. – 12:30 p.m. | | |
| ESL- English as a Second Language | | M- Thur | | | 6:00 p.m.—8:30 p.m. | | |
| Employability Skills Training Open Registration | | T/TH | | | 8:30 a.m. –12:30 p.m. | Melissa Dyson | |
| New Beginnings *This 2 Days orientation to the GED program is required for all students entering the program. | Spr 10 | M/W T/W | 02/15/10 02/16/10 | 02/17/10 02/17/10 | 8:30 a.m. – 12:30 p.m. 5:00 p.m. – 9:00 p.m. | Melissa Dyson | |
| New Beginnings * This 2 Days orientation to the GED program is required for all students entering the program. | Spr 10 | M/W T/W | 03/15/10 03/16/10 | 03/17/10 03/17/10 | 8:30 a.m. – 12:30 p.m. 5:00 p.m. – 9:00 p.m. | Melissa Dyson | |
| New Beginnings * This 2 Days orientation to the GED program is required for all students entering the program. | Spr 10 | M/W T/W | 04/19/10 04/20/10 | 04/21/10 04/21/10 | 8:30 a.m. – 12:30 p.m. 5:00 p.m. – 9:00 p.m. | Melissa Dyson | |
| New Beginnings * This 2 Days orientation to the GED program is required for all students entering the program. | Spr 10 | M/W T/W | 05/17/10 05/18/10 | 05/19/10 05/19/10 | 8:30 a.m. – 12:30 p.m. 5:00 p.m. – 9:00 p.m. | Melissa Dyson | |
| New Beginnings * This 2 Days orientation to the GED program is required for all students entering the program. | Sum 10 | M/W T/W | 06/21/10 06/22/10 | 06/23/10 06/23/10 | 8:30 a.m. – 12:30 p.m. 5:00 p.m. – 9:00 p.m. | Melissa Dyson | |

| | | | | | | | |
|--|----------------|--------------------|------------------------------|------------------------------|---|----------------------|--|
| New Beginnings *This 2 Days orientation to the GED program is required for all students entering the program. | Fall 10 | M/W T/W | 09/20/10 09/21/10 | 09/22/10 09/22/10 | 8:30 a.m. – 12:30 p.m. 5:00 p.m. – 9:00 p.m. | Melissa Dyson | |
| New Beginnings * This 2 Days orientation to the GED program is required for all students entering the program. | Fall 10 | M/W T/W | 10/18/10 10/19/10 | 10/20/10 10/20/10 | 8:30 a.m. – 12:30 p.m. 5:00 p.m. – 9:00 p.m. | Melissa Dyson | |
| New Beginnings * This 2 Days orientation to the GED program is required for all students entering the program. | Fall 10 | M/W T/W | 11/15/10 11/16/10 | 11/17/10 11/17/10 | 8:30 a.m. – 12:30 p.m. 5:00 p.m. – 9:00 p.m. | Melissa Dyson | |

Community Services

Students must be 21 years old. Will sign two waivers. Students must register in person and complete paperwork

| Classes | Sem. | Days | Start | End | Time | Instructor | Cost |
|--|-------------------|-----------------------------------|-----------------|-----------------|-------------------------------|--------------------|----------------|
| Concealed Handgun (44195) ** See above** | Spr 10 | M/T W @ Range | 03/01/10 | 03/03/10 | 6:00 p.m. – 10:00 p.m. | Jack Simons | \$75.00 |
| Concealed Handgun (44198) ** See above** | Spr 10 | Sat Range from 5-9 | 04/24/10 | 04/24/10 | 9:00 a.m. – 5:00 p.m. | Jack Simons | \$75.00 |
| Concealed Handgun (44203) ** See above** | Sum 10 | M/T W@ Range | 05/17/10 | 05/19/10 | 6:00 p.m. – 10:00 p.m. | Jack Simons | \$75.00 |
| Basics of Selling on Ebay (44478) | Spr 10 | Mon | 03/15/10 | 03/15/10 | 6:00 p.m.—9:00 p.m. | Nick Hawks | \$35.00 |

Community Services (continued)

| Classes | Sem. | Days | Start | End | Time | Instructor | Cost |
|--|---------------|-------------|-----------------|-----------------|----------------------------|-------------------|----------------|
| Art/Pleasure of Fly Fishing (44345) | Spr 10 | Thur | 04/08/10 | 05/27/10 | 6:00 p.m.-8:00 p.m. | Glenn Mays | \$65.00 |
| Creative Writing (44846) | Spr 10 | Mon | 03/22/10 | 04/26/10 | 6:00 p.m.-9:00 p.m. | Kevin Keck | \$45.00 |

Public Safety Innovation Center

**Restrictions-you must be in Fire, Rescue, EMT to register for these classes.
To pre-register please contact Carla Black at (828) 327-7000 (4306) or Tim Chewning at EXT: 4331.**

Public Safety Tuition exempt

| Classes | Sem. | Days | Start | End | Time | Instructor | Cost |
|-------------------------------------|--------|------|----------|----------|----------------------|----------------|---------|
| AHA CPR Recert (44036) | Spr 10 | T | 04/13/10 | 04/13/10 | 6:00 p.m.-10:00 p.m. | Ronald Ross | \$65.00 |
| L-180 Human Factors on the Fireline | Spr 10 | T/Th | 02/23/10 | 02/25/10 | 6:00 p.m.-10:00 p.m. | Dennis Wahlers | |

Coming in August 2010 Paramedic Class for Alexander Center for Education. For information in regards to this program please contact Tim Chewning at tchewnin@cvcc.edu for prerequisites and registration information.

Health Services Innovation Center

****Must meet prerequisites prior to registering for these classes.**

| Classes | Sem. | Days | Start | End | Time | Instructor | Cost |
|---|--------|------|----------|----------|---------------------|------------|----------|
| CNA I (44685) | Sum 10 | T/Th | 04/08/10 | 06/29/10 | 8:00 a.m.—4:30 p.m. | Pam Ramsey | \$190.75 |
| Please purchase Textbook five (5) days before class starts as per program director | | | | | | | |

Learning and Personal Enrichment

***Restrictions: These classes are at no cost for unemployed, notice of lay-off, or earned income tax credit or those that meet the income requirements of less than \$21,660.00.**

| Classes | Sem. | Days | Start | End | Time | Instructor | Cost |
|---------------------------|---------|--------|----------|----------|---------------------|---------------|--------------|
| Computer Literacy (44230) | Spr 10 | M/W | 04/05/10 | 04/28/10 | 5:00 p.m.-9:00 p.m. | Sandra Roten | Restrictions |
| Computer Literacy (44241) | Sum 10 | M/W | 05/03/10 | 05/26/10 | 5:00 p.m.-9:00 p.m. | Sandra Roten | Restrictions |
| Computer Literacy (44242) | Sum 10 | M/W | 07/07/10 | 07/28/10 | 5:00 p.m.-9:00 p.m. | Sandra Roten | Restrictions |
| Computer Literacy (44243) | Fall 10 | M/W | 08/02/10 | 08/25/10 | 5:00 p.m.-9:00 p.m. | Sandra Roten | Restrictions |
| Computer Literacy (44244) | Fall 10 | M/W | 10/04/10 | 10/27/10 | 5:00 p.m.-9:00 p.m. | Sandra Roten | Restrictions |
| Computer Literacy (44245) | Fall 10 | M/W | 11/03/10 | 11/29/10 | 5:00 p.m.-9:00 p.m. | Sandra Roten | Restrictions |
| Pathways to CNA (44353) | Spr 10 | T/W/TH | 04/13/10 | 04/15/10 | 5:00 p.m.-9:00 p.m. | Melissa Dyson | Restrictions |
| Pathways to CNA (44354) | Spr 10 | T/W/TH | 05/11/10 | 05/13/10 | 5:00 p.m.-9:00 p.m. | Melissa Dyson | Restrictions |
| Pathways to CNA (44451) | Sum 10 | T/W/TH | 06/08/10 | 06/10/10 | 5:00 p.m.-9:00 p.m. | Melissa Dyson | Restrictions |

| | | | | | | | |
|------------------------------------|---------|--------|----------|----------|---------------------|---------------|--------------|
| Pathways to CNA (44452) | Sum 10 | T/W/TH | 07/13/10 | 07/15/10 | 5:00 p.m.-9:00 p.m. | Melissa Dyson | Restrictions |
| Pathways to CNA(44453) | Sum 10 | T/W/TH | 08/10/10 | 08/12/10 | 5:00 p.m.-9:00 p.m. | Melissa Dyson | Restrictions |
| Pathways to CNA (44465) | Fall 10 | T/W/TH | 09/14/10 | 09/16/10 | 5:00 p.m.-9:00 p.m. | Melissa Dyson | Restrictions |
| Pathways to CNA (44466) | Fall 10 | T/W/TH | 10/12/10 | 10/14/10 | 5:00 p.m.-9:00 p.m. | Melissa Dyson | Restrictions |
| Pathways to CNA(44467) | Fall 10 | T/W/TH | 11/09/10 | 11/11/10 | 5:00 p.m.-9:00 p.m. | Melissa Dyson | Restrictions |
| Pathways to CNA (44468) | Fall 10 | T/W/TH | 12/07/10 | 12/09/10 | 5:00 p.m.-9:00 p.m. | Melissa Dyson | Restrictions |
| Pathways to Career Readiness Cert. | Spr 10 | M/W | 03/08/10 | 03/31/10 | 5:00 p.m.-9:00 p.m. | Sandra Roten | Restrictions |
| Pathways to Career Readiness Cert. | Spr 10 | M/W | 06/07/10 | 06/30/10 | 5:00 p.m.-9:00 p.m. | Sandra Roten | Restrictions |
| Pathways to Career Readiness Cert. | Spr 10 | M/W | 09/01/10 | 09/29/10 | 5:00 p.m.-9:00 p.m. | Sandra Roten | Restrictions |

Workforce Development Innovation Center

****Must meet prerequisites prior to registering for these classes***

| Classes | Sem. | Days | Start | End | Time | Instructor | Cost |
|----------------------------------|---------|------|----------|----------|-----------------------|-----------------|---------|
| Notary Public (46002) | Spr 10 | M/T | 02/22/10 | 02/23/10 | 5:15 p.m.--8:45 p.m. | Amy Greene | \$75.00 |
| Notary Public (46005) | Spr 10 | T | 03/30/10 | 03/30/10 | 8: 30 a.m.—4:30 p.m. | Amy Greene | \$75.00 |
| Notary Public (46008) | Spr 10 | M/T | 04/26/10 | 04/27/10 | 5:15 p.m.--8:45 p.m. | Amy Greene | \$75.00 |
| Notary Public (46172) | Sum 10 | W | 05/26/10 | 05/26/10 | 8:30 a.m.—4:30 p.m. | Amy Greene | \$75.00 |
| Notary Public (46175) | Sum 10 | M/T | 06/28/10 | 06/29/10 | 5:15 p.m.—8:45 p.m. | Amy Greene | \$75.00 |
| Notary Public (46178) | Sum 10 | Fri | 07/30/10 | 07/30/10 | 8:30 a.m.-4:30 p.m. | Amy Greene | \$75.00 |
| Notary Public (46363) | Fall 10 | M/T | 08/23/10 | 08/24/10 | 5:15 p.m.—8:45 p.m. | Amy Greene | \$75.00 |
| Notary Public (46366) | Fall 10 | W | 09/29/10 | 09/29/10 | 8: 30 a.m.—4:30 p.m. | Amy Greene | \$75.00 |
| Notary Public (46369) | Fall 10 | M/T | 10/18/10 | 10/19/10 | 5:15 p.m.—8:45 p.m. | Amy Greene | \$75.00 |
| Notary Public (46373) | Fall 10 | M/T | 12/13/10 | 12/14/10 | 5:15 p.m.--8:45: p.m. | Amy Greene | \$75.00 |
| Keyboard Familiarization (46147) | Sum 10 | M | 05/03/10 | 05/24/10 | 6:00 p.m.-9:00 p.m. | Sharon Kenz | TBA |
| Internet Essentials (46360) | Fall 10 | TH | 09/09/10 | 09/16/10 | 6:00 p.m.-9:00 p.m. | Kenneth Swanson | \$45.00 |
| Access Basic (45952) | Spr 10 | T | 04/06/10 | 04/27/10 | 6:00 p.m.-9:00 p.m. | Barbara Coffey | \$75.00 |

| | | | | | | | |
|--|---------|------|----------|----------|---------------------|-----------------|---------|
| Blackberry Basics (45996) | Spr 10 | Th | 03/04/10 | 03/11/10 | 7:00 p.m.-9:00 p.m. | Kenneth Swanson | \$50.00 |
| Dev. Forms & Using Mail Merge (45990) | Spr 10 | Th | 04/22/10 | 04/29/10 | 6:00 p.m.-9:00 p.m. | Kenneth Swanson | \$55.00 |
| Excel Level I (45945) | Spr 10 | M | 03/01/10 | 03/22/10 | 6:00 p.m.-9:00 p.m. | Barbara Coffey | \$65.00 |
| Excel Level I (46320) | Fall 10 | W | 09/08/10 | 09/29/10 | 6:00 p.m.-9:00 p.m. | Kenneth Swanson | \$70.00 |
| Excel Level II (45949) | Spr 10 | M | 04/05/10 | 04/26/10 | 6:00 p.m.-9:00 p.m. | Barbara Coffey | \$70.00 |
| PowerPoint Usage (46151) | Sum 10 | T | 06/08/10 | 06/29/10 | 6:00 p.m.-9:00 p.m. | Kenneth Swanson | \$70.00 |
| Safe Comp In a Danger Online (45985) | Spr 10 | TH | 02/18/10 | 02/25/10 | 6:00 p.m.-9:00 p.m. | Kenneth Swanson | \$55.00 |
| Word Level I (45941) | Spr 10 | W | 03/17/10 | 04/07/10 | 6:00 p.m.-9:00 p.m. | Kenneth Swanson | \$70.00 |
| Word Level I (46337) | Fall 10 | M | 09/13/10 | 10/04/10 | 6:00 p.m.-9:00 p.m. | Kenneth Swanson | \$70.00 |
| Word Level II (46149) | Sum 10 | W | 04/28/10 | 05/19/10 | 6:00 p.m.-9:00 p.m. | Kenneth Swanson | \$70.00 |
| Word Level II (46333) | Fall 10 | M | 10/11/10 | 11/01/10 | 6:00 p.m.-9:00 p.m. | Kenneth Swanson | \$70.00 |
| PC & Windows—Intro (46156) | Sum 10 | W | 06/09/10 | 06/30/10 | 6:00 p.m.-9:00 p.m. | Kenneth Swanson | \$70.00 |
| PC & Windows—Intro (46341) | Fall 10 | W | 10/06/10 | 10/27/10 | 6:00 p.m.-9:00 p.m. | Kenneth Swanson | \$70.00 |
| Website Design 5 th —8 th (46885) | Sum 10 | M-TH | 07/19/10 | 07/22/10 | 1:00 p.m.-4:30 p.m. | TBA | \$60.00 |
| Website Design (46165) | Sum 10 | M | 07/12/10 | 08/12/10 | 6:00 p.m.-9:00 p.m. | Kenneth Swanson | \$70.00 |
| We offer free and fee-based seminars and workshops through CVCC Small Center Business Center. Please contact Miki Brown for more information 828-327-7000 EXT: 4117 | | | | | | | |

Executive Director: Mrs. Linda Graham

345 Industrial Blvd

Taylorsville, NC 28681

828-632-8221

Updated 02/011/10 @7:30 p.m.

Website: cvcc.edu under resources tab