

2009 Summer Continuing Education Non-Credit Classes

Computer Classes

<i>Course</i>	<i>Course#</i>	<i>Dates</i>	<i>Days</i>	<i>Time</i>	<i>Instructor</i>	<i>Cost</i>
Beginning Excel 2003	093000	June 26	Fri	8:30 am – 4:30 pm	McDaniel	\$149
Intermediate Excel 2003	093001	July 10	Fri	8:30 am – 4:30 pm	McDaniel	\$149
Beginning Excel 2003	093002	August 8	Sat	8:30 am – 4:30 pm	McDaniel	\$149
Intermediate Excel 2003	093003	August 22	Sat	8:30 am – 4:30 pm	McDaniel	\$149
Beginning Excel 2007	093004	July 24	Fri	8:30 am – 4:30 pm	McDaniel	\$149
Intermediate Excel 2007	093005	August 7	Fri	8:30 am – 4:30 pm	McDaniel	\$149
Beginning Excel 2007	093006	July 11	Sat	8:30 am – 4:30 pm	McDaniel	\$149
Intermediate Excel 2007	093007	July 25	Sat	8:30 am – 4:30 pm	McDaniel	\$149
Beginning QuickBooks 2009	093008	TBA		Call for Details!		\$165

Professional Development

<i>Course</i>	<i>Course#</i>	<i>Dates</i>	<i>Days</i>	<i>Time</i>	<i>Instructor</i>	<i>Cost</i>
EKG Technician	093100	June 15 – Aug 3	Mon/Wed	6 pm – 9:30 pm	Wakefield	\$ 999
Pharmacy Technician	093102	June 16 – Aug 4	Tues/Thurs	6 pm – 9:30 pm	Hunderup	\$ 999
How to Self-Publish Your Book	092106	July 24	Fri	9 am – 3 pm	Davidson	\$49
College Writing Seminar	093103	July 14 – 30	Tues/Thurs	5 pm – 7 pm	Baer	\$130
College Writing Seminar	093104	August 1 – 22	Sat	10 am – 2:30 pm	Baer	\$130
How to Write Memoirs	093105	July 11 – August 15	Sat	10 am - 1 pm		
Basic Motorcycle Rider Safety	092211	June 20-21	Sat/Sun	7:30 am-4:30 pm	Gerald Flowers	\$ 195
Basic Motorcycle Rider Safety	092212	June 27- 28	Sat/Sun	7:30 am-4:30 pm	Gerald Flowers	\$ 195
Basic Motorcycle Rider Safety	093204	July 11-12	Sat/Sun	7:30 am-4:30 pm	Gerald Flowers	\$ 195
Basic Motorcycle Rider Safety	093205	July 18-19	Sat/Sun	7:30 am-4:30 pm	Gerald Flowers	\$ 195
Basic Motorcycle Rider Safety	093206	August 1-2	Sat/Sun	7:30 am-4:30 pm	Gerald Flowers	\$ 195
Basic Motorcycle Rider Safety	093207	August 8-9	Sat/Sun	7:30 am-4:30 pm	Gerald Flowers	\$ 195
Basic Motorcycle Rider Safety	093208	August 15-16	Sat/Sun	7:30 am-4:30 pm	Gerald Flowers	\$ 195
Basic Motorcycle Rider Safety	093209	August 22-23	Sat/Sun	7:30 am-4:30 pm	Gerald Flowers	\$ 195
Basic Motorcycle Rider Safety	093210	August 29-30	Sat/Sun	7:30 am-4:30 pm	Gerald Flowers	\$ 195

Ed2Go Online Classes

All Ed2Go classes start the 3rd Wednesday of every month, except for November and December.

<i>Course</i>	<i>Cost</i>
Speed Spanish	\$ 97
Secrets to Better Photography	\$ 97
Photographing People with Your Digital Camera	\$ 97
SAT/ACT Prep	\$ 97
Resume Writing Workshop	\$ 97
12 Steps to a Successful Job Search	\$ 97
Conversational Japanese	\$ 97
Teaching Students With Autism: Strategies for Success	\$ 97
Differentiated Instruction in the Classroom	\$ 97

Gatlin Online Courses

<i>Course</i>	<i>Cost</i>
Administrative Medical Specialist with Medical Billing and Coding	\$1,995
Records Management Certificate	\$1,395
Clinical Dental Assistant	\$1,995
Non-Profit Management	\$2,095
Event Management and Design	\$1,895
Forensic Computer Examiner	\$3,095
Purchasing & Supply Chain Management	\$2,095
Business Marketing Design	\$5,595
HVAC Technician	\$3,095

JER Online Courses

<i>Course</i>	<i>Cost</i>
Expert Course in Medical Transcription with Work Placement	\$1,999
Legal Nurse Consulting Certificate Program	\$1,200
Legal Transcription Training	\$ 899
Dental Office Professional Certificate Program	\$ 899
Travel Agent Certificate Program	\$1,088
Achieving Solar – An Introductory Guide	\$ 59