

# Non-Credit Schedule Spring 2010

Community and Corporate Education  
Jefferson State Community College  
2601 Carson Road  
Birmingham, AL 35215-3098

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## Take the IT Industry By Storm with A+ Certification

You can be one step closer to an entry-level career in the information technology industry with an A+ Certification. Information technology, even in a tough economy, continues to be an expanding field with job opportunities in small, medium and large companies. A+ certification has become the industry standard for many IT jobs such as PC support and service and help-desk technicians.

Competencies covered in the training include installation, preventative maintenance, networking, security and troubleshooting. In addition, the best A+ certified technicians also possess excellent customer service and communication skills to work effectively with clients. Earning a certification not only proves you have the right skills, but also the dedication and commitment to advancing your IT career.

The increasing use of technology in the workplace is projected to lead to faster than average growth in information technology. Due to employment increases and because of the high demand for technical workers, prospects should be excellent for qualified job candidates.

To learn more about Jefferson State's A+ Certification Preparation Program see page 2.

# On-Campus Community Education

## FAST TRACK TRAINING TO LIFETIME EMPLOYMENT

### CAREER PROGRAMS

#### A+ Certification: Work As a Computer Troubleshooter..... \$895

If you are getting ready for a career as an entry-level information technology professional or personal computer service technician, then this Comp TIA A+ Certification prep course is for you! In this course, you will learn to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems. Book fees of approximately \$90.

##### Jefferson

Mon-Thurs, Jan 11 – Feb 8, 5:30 p.m. – 9:30 p.m.

##### Shelby-Hoover

Mon-Thurs, Mar 22 – Apr 15, 5:30 p.m. – 9:30 p.m.

#### NEW! Computer Office Specialist..... \$695

If you are seeking a program that will help you master the use of computers so that you will be ready for office work, this eight week program is for you! This course will equip students with the skills necessary to work in an entry level office position utilizing the Microsoft Office 2007 suite of programs including Word, Excel, Powerpoint and Outlook.

Textbooks included.

##### Shelby-Hoover

Mon/Wed, Feb 22 – Apr 21, 6:00 p.m. – 9:00 p.m.

#### Vision Care Clinic Assistant Program.... \$795

This Ophthalmic Assistant Program teaches you the skills needed to work in a vision care office as an entry-level ophthalmic assistant, receptionist, front office assistant or back office assistant. This class will include both classroom theory and hands-on training one evening per week in a local vision clinic. GED/high school diploma required. NOTE: After working in the vision field one year, students are eligible to sit for the certified ophthalmic assistant exam. Textbook required.

##### Jefferson

Tues/Thurs, Jan 19 – Apr 1, 6:00 p.m. – 9:00 p.m.

##### Shelby-Hoover

Tues/Thurs, May 4 – July 8, 6:00 p.m. – 9:00 p.m.

#### Pharmacy Technician Certification Prep Program..... \$999

This course will prepare students to enter the pharmacy field and for national certification. Students will learn to interpret, label, file, and prepare prescriptions. The Pharmacy Technician may work in hospitals, community pharmacies, and many other health care environments. High school diploma or GED re-

quired. Knowledge of basic math skills needed. Textbook required.

##### Jefferson

Mon/Wed, Jan 25 – Apr 7, 6:00 p.m. – 9:00 p.m.

##### Shelby-Hoover

Tues/Thurs, Feb 9 – Apr 22, 6:00 p.m. - 9:00 p.m.

##### St Clair-Pell City

Tues/Thurs, Mar 9 – May 20, 6:00 p.m. – 9:00 p.m.

##### Chilton-Clanton – To register call 205-280-8231

Tues/Thurs, Apr 6 – June 10, 6:00 p.m. – 9:00 p.m.

#### Physical Therapy Aide ..... \$999

You'll work under the supervision of physical therapists and physical therapist assistants. You can work in a hospital, outpatient rehabilitation clinic, physical therapy office, personal care facility, or with a home health agency. This 12 week class will teach you the role of the physical therapy aide in patient recovery, medical terminology, basic anatomy and physiology, common physical disorders, common physical therapy treatments such as exercise and mobility training, and much more. High school diploma or GED required. Textbook required.

##### Jefferson

Tues/Thurs, Feb 2 – Apr 29, 6:00 p.m. – 8:00 p.m.

##### Shelby-Hoover

Tues/Thurs, Nov 10 – Feb 11, 6:00 p.m. – 8:00 p.m.

Tues/Thurs, Apr 13 – July 1, 6:00 p.m. – 8:00 p.m.

#### Dental Assistant ..... \$1029

Dental Assistant is one of the top most growing careers of today. This program will teach you the skills needed to work in a dental office as an entry-level dental assistant, receptionist, front-office assistant or back-office assistant. Some topics include dental terminology, disinfection and sterilization, dental anatomy, dental records and charting, instrumentation, and front desk responsibilities. High school diploma or GED required. Thursday evening classes meet at a local dental office for lab and clinical work. Textbook required. (22 sessions)

##### Jefferson

Tues/Thurs, Jan 12 – Apr 1,

Tues 6:00 p.m. – 8:00 p.m. Thurs 5:30 p.m. – 8:30 p.m.

Tues/Thurs, Apr 13 – July 1,

Tues 6:00 p.m. – 8:00 p.m. Thurs 5:30 p.m. – 8:30 p.m.

##### Shelby –Hoover

Tues/Thurs, Feb 23 – May 13,

Tues 6:00 p.m. – 8:00 p.m. Thurs 5:30 p.m. – 8:30 p.m.

#### Paralegal Professional Job Training ..... \$799

Paralegals are critical members of the attorney's office. In fact, paralegals - also called legal assistants - are continuing to assume a growing range of responsibilities. In this course you will learn the basics of the legal system and important research skills that will prepare you for an exciting career. Textbook required. Approx: \$150.00

##### Jefferson

Tues/Thurs, Jan 5 – Apr 1, 6:00 p.m. – 8:00 p.m.

##### Shelby-Hoover

Tues/Thurs, Feb 16 – May 6, 6:00 p.m. – 8:00 p.m.

##### St Clair – Pell City

Mon/Wed, Mar 1 – May 12, 6:00 p.m. – 8:00 p.m.

##### Chilton-Clanton – To register call 205-280-8231

Mon/Wed, Apr 12 – June 21, 6:00 p.m. – 8:00 p.m.

#### Phlebotomy Training Program ..... \$799

(Note: Additional costs of approximately \$350.00 are associated with this program)

This 200-hour program will train individuals in a classroom lecture and clinical setting to become certified phlebotomists. High school diploma or GED required. Reading assessment required. For more information, contact Wendy Sweatt, 205-856-6043 or Ginger Venable, 205-856-7940. To register for the class, call Community Education at 205-856-7710. Class prepares students for national certification exam.

##### Jefferson

Mon/Wed, Jan 11 – May 5, 8:00 a.m. – 12:30 p.m.

#### Administrative Medical Assistant ..... \$1,295

Administrative Medical Assistants find career opportunities in the offices of general medical and surgical hospitals, outpatient care centers, physicians, chiropractors, and optometrists. Some of the topics covered in this course are: Medical Terminology, Telephone Techniques, Scheduling Appointments, Diagnostic Coding Basics, Procedure Coding Basics, HIPPA Compliance and much, much more. High school diploma or GED required. To successfully complete the program, students must type 35 wpm by the last class date. Textbook required. (25 Sessions)

##### Jefferson

Wed, May 19 – Nov 10, 6:00 p.m. – 9:00 p.m.

##### Shelby-Hoover

Mon, Feb 15 – Aug 23, 6:00 p.m. – 9:00 p.m.

#### Medical Transcription – Start Your Own Business!..... \$899

Start your own business. Obtain the skills needed to become a professional transcriptionist by enrolling in this comprehensive course. Students will obtain training in medical terminology and will learn to use a transcribing machine to transcribe medical correspondence. Students must have typing skills of 35-40 wpm. Students are required to provide their own transcribing machine. This class will prepare you to take the national

# On-Campus

## Community Education, *continued from p. 2*

certification exam. Textbooks/machine required – Approx cost: \$250.00 (26 Sessions on Saturday)

### Jefferson

Sat, Mar 6 – Sept 25, 9:00 a.m. – 1:00 p.m.

### Shelby-Hoover

Sat, Apr 17 – Oct 23, 9:00 a.m. – 1:00 p.m.

## Professional Medical Billing and Coding ..... \$1,295

This career is in high demand. The course curriculum includes topics such as Medical Terminology, Medical Coding and Compliance, Anatomy and Word Elements, ICD-9-CM Coding, Pathology and Laboratory, etc. High school diploma or GED required. This class will prepare you to take the national certification exam. Textbooks approximately \$350 total. (26 Sessions)

### Jefferson

Tues, Feb 2 – Aug 3, 6:00 p.m. – 9:00 p.m.

### Shelby-Hoover

Mon, Dec 7 – June 28, 6:00 p.m. – 9:00 p.m.

Thurs, Mar 4 – Sept 23, 6:00 p.m. – 9:00 p.m.

### St. Clair-Pell City

Thurs, Jan 7 – July 15, 6:00 p.m. – 9:00 p.m.

### Chilton-Clanton – To register call 205-280-8231

Thurs, Apr 22 – Oct 14, 6:00 p.m. – 9:00 p.m.

## NEW! Advanced Medical Billing and Coding ..... \$399

Are you currently working in the billing and coding industry but would like a refresher class? Are you an experienced industry professional but would like to prepare for another level of national certifications? Then this advanced course is designed for you. Graduates are encouraged to sit for national certification immediately following the course.

### Jefferson

Sat, Feb 27 – Apr 17, 10:00 a.m. – 1:00 p.m.

## Emergency Medical Technician Basic .... \$550

(Note: Additional costs are associated with this program)

This course qualifies students to work or volunteer as an Emergency Medical Technician (EMT) for a fire department, ambulance service, or in private industry. EMT Basic is offered for credit or non-credit. Students have the opportunity to take the National Registry of EMT's Examination. High school diploma or GED required. Information and admission packets are available by contacting Charles Morton at 856-6066.

Application Deadline: Dec 4, 2009 – 4:00 p.m.

### Jefferson

Tues/Wed/Thurs, Jan 12 – May 6, 6:00 p.m. – 10:00 p.m.

Mandatory Orientation Date: Dec 10, 6:00 p.m.

### Shelby-Hoover

Mon/Tues/Wed, Jan 12 – May 6, 6:00 p.m. – 10:00 p.m.

Mandatory Orientation Date: Dec 9, 6:00 p.m.

## Personal Training Institute: Start Your Own Business! ..... \$999

Personal Training Institute will show you how to work as a personal trainer, develop a business plan, and explain important concepts required for taking and passing the ACE Personal Trainer Exam. Materials fee: \$150.00.

### Shelby-Hoover

Tues/Thurs, Feb 2 – Apr 15, 6:00 p.m. – 8:00 p.m.

### Also Available On-Line

www.gatlineducation.com/jeffersonstate/

## Bank Teller's Certification Academy – On-line ..... \$595

The program teaches the knowledge, skills, and attitude that make a Teller successful. Students will be prepared to become Tellers who are professional and who communicate well with customers. They will be knowledgeable about bank products and services, aware of compliance requirements, and well trained in how to perform Teller duties. Students may begin this on-line course at any time. To register, please call 856-7710.

## Call Center/Customer Service ..... \$1224

The Call Center/Customer Service Program is an 8-week program that consists of 200 hours of classroom instruction including tours of local call centers and hands-on practice in a simulated call center environment. A high school diploma or GED is required. Applicants must complete WorkKeys™ skills assessments and achieve acceptable skill levels prior to entry into the program. For more information on enrolling, contact Program Coordinator Bruce Bursi at (205) 856-7919 or visit our website online at www.jeffstateonline.com/callcenter.

Workbook required. Approx \$250.00 Assessment fee \$66.00

### Jefferson

Mon-Fri, Jan 15 – Mar 12, 8:30 a.m. – 2:30 p.m.

## GREEN JOB TRAINING

## Building Performance Institute (BPI) Certification Course ..... \$1600

Certified BPI professionals are training to quickly target, diagnose and solve home performance issues related to comfort, air quality, energy efficiency and moisture management. This course is ideal for residential contracting professionals looking to expand their services into home energy audits and home performance contracting. Building science basics will be taught along with diagnostic equipment use such as blower door and combustion safety.

### Jefferson

Mon – Fri, Nov 16 – 20, 8:00 a.m. – 5:30 p.m.

Tues – Fri, Mar 9 – 12, 8:00 a.m. – 5:30 p.m.

## ENTREPRENEUR CORNER

## Entrepreneur Package..... \$299

Be the entrepreneur you want to be whether you're starting or expanding a business. The Entrepreneur Corner is designed so that a small business owner can select from the following courses, and mix and match the classes based upon their company's needs. For one price of \$299, a company can take advantage of four of the one-day training courses listed below and save significantly than if they paid for the courses individually.

### Shelby-Hoover

*How To Start and Operate A Small Business..... \$75*  
Fri, Jan 22, 9:00 a.m. – 4:00 p.m.

*Writing a Business Plan, Part I..... \$75*  
Fri, Feb 19, 9:00 a.m. – 4:00 p.m.

*Writing a Business Plan Part II..... \$75*  
Fri, Mar 12, 9:00 a.m. – 4:00 p.m.

*Accounting with Quickbooks Level I..... \$129*  
Fri, Apr 2, 9:00 a.m. – 4:00 p.m.

*WebSite Design..... \$75*  
Fri, Apr 23, 9:00 a.m. – 4:00 p.m.

*Customer Service Savvy For The Entrepreneur .. \$75*  
Fri, May 7, 9:00 a.m. – 4:00 p.m.

## PROFESSIONAL DEVELOPMENT WORKSHOPS & SEMINARS

## Public Relations on a Budget for Small Businesses ..... \$19

Learn the tricks to getting free media attention. Key components covered include writing press releases, community networking and hosting special events.

### Shelby-Hoover

Tues, Feb 2, 6:00 p.m. – 9:00 p.m.

## Anger Management ..... \$29

Learn effective anger management techniques to control your own anger and how to identify and deal with angry people in your personal and professional life. This workshop will teach you improved listening skills, assertive vs. aggressive communication, plus The Five Step Approach to Effective Communication. Learn the power of control in being able to “walk away” and “let go” of unpleasant situations instead of expressing anger in unacceptable ways.

### Jefferson

Tues, Apr 13, 9:00 a.m. – 12:00 p.m.

### Shelby-Hoover

Tues, Feb 9, 9:00 a.m. – 12:00 p.m.

### St Clair – Pell City

Tues, Jan 26, 9:00 a.m. – 12:00 p.m.

### Chilton-Clanton – To register call 205-280-8231

Tues, May 4, 9:00 a.m. – 12:00 p.m.

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## On-Campus

**Community Education**, *continued from p. 3*

### MONEY MATTERS! PERSONAL FINANCIAL MANAGEMENT

#### **NEW! Tax Preparation Class** ..... \$69

This 10-hour seminar will give you the skills that will help you to prepare your own tax returns, even with little or no experience. The course will teach you basic tax theory but will also help you to learn the latest tax laws and changes, all in an easy to learn format.

**Shelby-Hoover**

Thurs, Jan 7 – 28, 6:00 p.m. – 8:30 p.m.

#### **NEW! Fifteen Critical Financial Mistakes in Divorce** ..... \$19

This program will address fifteen critical mistakes that are often made in divorce. From being a financial victim to not creating a post-divorce financial plan, you'll learn what to avoid and how to improve your financial outcome.

**Shelby-Hoover**

Tues, Jan 26, 6:00 p.m. – 8:00 p.m.

Tues, Mar 9, 6:00 p.m. – 8:00 p.m.

#### **Bargain Travel: Steals and Deals** ..... \$29

Want to get away, but don't think your budget can handle it? No need to worry about the huge expense

of taking a relaxing weekend retreat or a terrific family vacation. By air, car, train, or ship - there are budget-friendly specials to be had, you just have to know where to find them. Come join us for a fun and informative night of tips and techniques on how to find the best travel deals and steals.

**Shelby-Hoover**

Tues, Jan 26, 6:30 p.m. – 8:30 p.m.

### NON-PROFIT RESOURCE GALLERY

#### **Introduction to Grant Writing** ..... \$99

This course is an introductory grant writing workshop for private, public, or government use. Training will include the basics of how to research grants and initiate the grant writing process, as well as an overview of the fundamental elements of grant proposals (capability assessment, statement of need, procedures, evaluation, and budget).

**Shelby-Hoover**

Sat, Feb 27, 9:00 a.m. – 3:00 p.m.

#### **Advanced Grant Writing as a Career** .... \$159

This course is an advanced grant writing workshop that examines the complex process of proposal writing and gives participants an opportunity to learn by actively engaging in the writing of a grant proposal. In

addition, participants will be introduced to the fundamentals of fundraising and marketing.

**Shelby-Hoover**

Sat, Mar 27, 9:00 a.m. – 3:00 p.m.

#### **Steps to Establishing a Non-Profit Organization** ..... \$29

Attendees will learn how to: Clarify mission and goals, Develop associations and partnerships, Choose a board of directors for expertise, Write Articles of Incorporation and By-Laws, Attain legal status, Estimate finances for initial 3 years, Interpret and complete IRS forms successfully, and Apply IRS regulations to fundraising and accounting.

**Jefferson**

Sat, Jan 23, 9:00 a.m. – 1:00 p.m.

**Shelby-Hoover**

Sat, Mar 6, 9:00 a.m. – 1:00 p.m.

### REAL ESTATE

#### **Real Estate Salesman Pre-license** ..... \$299

Upon successful completion of this 60-hour Real Estate Commission approved course, the student will be eligible to make application to take the salesperson's exam. Textbooks required – approx. cost \$80.00. (20 Sessions)

**Shelby-Hoover**

Tues/Thurs, Mar 23 – May 27, 6:00 p.m. – 9:00 p.m.

#### **Home Inspector Training – Online** ..... \$995

Our on-line home inspection training course, developed in conjunction with American Home Inspectors Training Institute, offers you the best home inspection training program in North America. For more information on enrolling in this course, please call 1-800-441-9411 or visit [www.ahit.com/affiliates/jsec/](http://www.ahit.com/affiliates/jsec/).

### YOUTH AND COLLEGE PREP

#### **Initiating Girls in Information Technology and Engineering (IGNITE)** \$1500

This program seeks to encourage girls to pursue technology related interests and/or careers, as well as to increase their awareness, understanding, and proficiency in the use of technology as a means of enhancing opportunities and performance in employment and education. The program has been designed for a maximum of 20 young ladies ages 12 – 16. The cost covers the additional expenses of workbooks, project materials, and handouts.

**Jefferson**

Sat, Jan 16 – Feb 13, 9:00 a.m. – 4:00 p.m.

**Shelby-Hoover**

Sat, Mar 27 – Apr 24, 9:00 a.m. – 4:00 p.m.

# Ophthalmic Assistant Program ..... \$999

This program uniquely prepares students for entry level positions in the field of ophthalmology or vision care. Learn the skills needed to work in a vision care office as an ophthalmic assistant, receptionist, or front office assistant. This class will include both classroom theory and hands-on training one evening per week in a local vision clinic. GED/high school diploma required.



**Jefferson Campus**

Tues/Thurs, 6:00 p.m. – 9:00 p.m.  
1/19/2010 – 4/1/2010

**Shelby-Hoover Campus**

Tues/Thurs, 6:00 p.m. – 9:00 p.m.  
5/4/2010 – 7/8/2010

# On-Campus

**Community Education**, *continued from p. 4*

## Algebra Assistance for High Schoolers ... \$99

Have you ever fallen into the “black hole” of the Algebra Abyss? Are you a confused and panicked student? An employee needing a refresher course in algebra for your job? Come and learn all the fundamentals of Algebra 1. (6 Sessions)

**Jefferson**

Sun, Jan 24 – Feb 28, 1:30 p.m. – 3:30 p.m.

**Shelby-Hoover**

Sat, Jan 9 – Feb 13, 9:00 a.m. – 11:00 a.m.

## ACT Preparation Course..... \$149

This six session course provides a review in each of the four sections on the ACT Exam: Math, English, Science, Reading as well as test taking skills. After completing this course students should have the ability to identify strategies that will help them prepare more thoroughly, and to overcome anxiety when taking the exam. \*\*First meeting is a two-hour parent/child/instructor meeting. Textbook required. (6 sessions, 5 are instructional)

**Jefferson**

Mon/Wed, Jan 11 – Feb 1, 5:30 p.m. – 8:30 p.m.

Tues/Thurs, Mar 23 – Apr 8, 5:30 p.m. – 8:30 p.m.

**Shelby-Hoover**

Tues/Thurs, Jan 19 – Feb 4, 5:30 p.m. – 8:30 p.m.

Mon/Wed, May 19 – June 9, 5:30 p.m. – 8:30 p.m.

**St Clair-Pell City**

Mon/Wed, Mar 22 – Apr 7, 5:30 p.m. – 8:30 p.m.

**Chilton-Clanton – To register call 205-280-8231**

Tues/Thurs, May 25 – June 10, 5:30 p.m. – 8:30 p.m.

**Also Available On-Line - [www.ed2go.com/jscc](http://www.ed2go.com/jscc)**

## ACCELERATED CHILD ENRICHMENT (ACE) ACADEMY

## The LEGO® Education WeDo™ \$139

During this class students will explore four different themes – Amazing Mechanisms, Wild Animals, Play Soccer, and Adventure Stories – while learning a broad range of computer, math and science skills. (5 sessions).

**Jefferson Campus**

Sat, Apr 24 – May 22, 10:00 a.m. – 1:00 p.m.

**Shelby-Hoover**

Sat, Mar 6 – Apr 10, 10:00 a.m. – 1:00 p.m.

**St Clair – Pell City**

Tues, Feb 2 – Mar 2, 5:30 p.m. – 8:30 p.m.

**Chilton-Clanton – To register, please call 280-8231**

Thurs, Mar 25 – Apr 22, 5:30 p.m. – 8:30 p.m.

## HOBBY HAVEN

### Instant Piano for Busy People..... \$59

If you yearn to experience the joy of playing piano, but you don't want years of weekly lessons, this short course is for you. Simply spend one enjoyable evening learning how to play the piano the way the pros do ... with chords. If you can find middle C and know the meaning of Every Good Boy Does Fine, you already know enough to enroll. If not, send a self addressed, stamped envelop for a free pamphlet to Music Masters, 90 Molly Lane, Ringgold, GA 30736. Material cost: \$25.00

**Shelby-Hoover**

Mon, Dec 14, 6:00 p.m. – 9:30 p.m.

### Interior Design ..... \$119

This five session course will begin with a brief introduction to Interior Design. Topics covered: Color, Guide to Design Terms, Furniture, Fabrics and Window Treatments. The object of this class is to teach each participant how professional designers work in the home, how to solve design problems, and how to make a master plan for your own home.

**J. Carter & Company, Inc.,**

**615 Lorna Square – Hoover, AL 35216**

Thurs, Jan 7 – Feb 11, 6:30 p.m. – 8:30 p.m.

### Comedy 101..... \$199

Whether you've ever fantasized about becoming a professional comedian or just want to improve your self esteem, this course has been designed to teach anyone how to be funnier and apply comedic techniques to everything you do! The course ends with a grand finale where you'll be the star attraction in a real comedy show! Course instructor's credits include: NBC's Last Comic Standing, and BET's Coming to the Stage.

**Jefferson**

Tues/Thurs, Mar 23 – Apr 15, 6:00 p.m. – 8:30 p.m.

**Shelby-Hoover**

Tues/Thurs, Feb 9 – Mar 4, 6:00 p.m. – 8:30 p.m.

## CULINARY CLASSES

### Christmas Wonderland ..... \$75 – One adult and one child

Create your very own Christmas Gingerbread house. All you need to bring is a creative touch and the spirit of Christmas. All materials are provided. This activity is suited for anyone that enjoys decorating and working with food. Great for children/parents/grandparents.

**Jefferson**

Sat, Dec 5, 10:00 a.m. – 1:00 p.m.

## PHOTOGRAPHY: QUICK AND EASY

### Family Photos As Greeting Cards..... \$29

Great cards and invitations don't have to cost a small fortune. Learn how to design and print amazing greet-

ing cards, business cards, party invitations and more. (No professional images without copyright release)

**Chilton-Clanton – To register call 205-280-8231**

Thurs, Nov 5, 5:30 p.m. – 8:30 p.m.

### Digital Photography In One Evening ..... \$29

This course is designed to teach students the basic operation and care of digital cameras, all in one evening! Take control of the artist in your camera and have fun with it! This course is designed for the basic, point and shoot, digital SLR camera. (1 Session)

**Jefferson**

Tues, Feb 23, 6:00 p.m. – 9:00 p.m.

**Shelby-Hoover**

Tues, Jan 26, 6:00 p.m. – 9:00 p.m.

### Digital Photography for Serious Photographers ..... \$99

This course is designed to teach students the basic operation and care of digital cameras. Emphasis will be on the fundamental use of camera controls, camera power, different file types, white balance, storage cards and downloading photos to the computer. This course is designed for the fully adjustable SLR camera. (6 Sessions)

**Jefferson**

Thurs, Mar 4 – Apr 15, 6:30 p.m. – 8:30 p.m.

**Shelby-Hoover**

Thurs, Jan 21 – Feb 25, 6:30 p.m. – 8:30 p.m.

### Photography for Beginners..... \$49

Perfect for the absolute beginner. Learn the basic operation and function of the digital SLR, the differences in file types, how to download and store files and other need-to-know information for getting better photos with your SLR. Digital SLR camera required. (3 Sessions)

**Chilton-Clanton – To register call 205-280-8231**

Tues, Feb 9 - 23, 6:00 p.m. – 8:00 p.m.

### Getting Better Photos..... \$29

Learn tips and tricks to getting better results from your personal photos. Learn to evaluate your surroundings to find the best photo opportunities and easy ways to make every photo better.

**Chilton-Clanton – To register call 205-280-8231**

Thurs, Mar 11, 5:30 p.m. – 8:30 p.m.

### Exposure ..... \$99

Properly expose your image in any lighting condition. Once you've learned the rules for shooting in manual mode, learn when and where to break them. For advanced amateurs. Digital SLR camera required. (6 Sessions)

**Chilton-Clanton – To register call 205-280-8231**

Tues, Nov 10 – Dec 15, 2009, 6:00 p.m. – 8:00 p.m.

**A vast assortment of photography classes are also available online**

[www.ed2go.com/jscc/](http://www.ed2go.com/jscc/)

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## On-Campus

**Community Education**, *continued from p. 5*

### LANDSCAPING

#### Home-Grown Gardening ..... \$39

The gardening course is specially designed for the serious hobbyist. Topics covered include the basics of lawn care, controlling pests and diseases, and growing common yard plants and scrubs.

**Shelby-Hoover**

Mon, Feb 8 and 15, 6:00 p.m. – 8:00 p.m.

#### How to Grow Beautiful Roses ..... \$19

Have the rose garden of your dreams! This one-evening will cover all the basics of growing beautiful roses including identifying the various types, planting, pruning, and other care techniques.

**Shelby-Hoover**

Mon, Mar 8, 6:00 p.m. – 8:00 p.m.

### BECOME COMPUTER SAVVY

\*\*\*JSCC MAKES IT EASY\*\*\*

#### Computers Made Easy ..... \$149

Learn the basics. This course will introduce you to Windows. Topics include: working with your desktop, my computer, keyboard shortcuts, toolbars, dialog boxes, scroll bars and more. Course also includes the basics of Microsoft Word and Excel. Enrollment limited. Textbook required - Approx. cost: \$35.00 (6 Sessions)

**Jefferson, Shelby-Hoover, St Clair-Pell City and Chilton-Clanton**

Mon, Jan 25 – Mar 1, 6:00 p.m. – 8:00 p.m.

#### Beginning AutoCAD 2010 ..... \$159

This course is designed to familiarize the student with the basics of Computer Aided Design using AutoCAD 2010. Lessons include application of the basic drawing components of AutoCAD 2010 through various drawing assignments. Students will learn how to draw lines, circles, polygons, and other 2D objects and use these objects to draft complete representations of real world items such as vehicles and homes. Textbook required. (1 Session)

**Jefferson Campus**

Thurs, Feb 4, 8:30 a.m. – 4:30 p.m.

Thurs, Mar 4, 8:30 a.m. – 4:30 p.m.

**St Clair - Pell City**

Thurs, Feb 18, 8:30 a.m. – 4:30 p.m.

#### Intermediate AutoCAD 2010..... \$159

**Jefferson**

Thurs, Mar 11, 8:30 a.m. – 4:30 p.m.

#### Advanced AutoCAD 2010 ..... \$159

**Jefferson**

Thurs, Apr 8, 8:30 a.m. – 4:30 p.m.

#### Microsoft Word ..... \$129

**Basics Class:** You'll learn to create, open, edit, and save documents as well as create tabs and margins, change alignment and line spacing, add clip art and basic tables, cut and paste, and complete a host of other exciting tasks.

##### Microsoft Word Basics 2003

**Jefferson and Shelby-Hoover**

Fri, Jan 15, 8:30 a.m. – 3:30 p.m.

##### Microsoft Word Basics 2007

**Jefferson and Shelby-Hoover**

Fri, Jan 29, 8:30 a.m. – 3:30 p.m.

Fri, May 7, 8:30 a.m. – 3:30 p.m.

**Chilton-Clanton – To register call 205-280-8231**

Fri, Jan 29, 8:30 a.m. – 3:30 p.m.

#### Microsoft Excel ..... \$129

**Basic Class:** Learn shortcuts and tricks for creating fully formatted worksheets. You will learn how to use the toolbars; how to sort data; how to insert formulas, create colorful charts and graphs; and much more!

**Intermediate Class:** Build upon the basic formula knowledge that you learned in the Excel Basics Class. You will write advanced formulas, sort data, create custom charts, build links, and create macros and more.

##### Microsoft Excel Basics 2003

**Jefferson and Shelby-Hoover**

Fri, Feb 5, 8:30 a.m. – 3:30 p.m.

Tues, Apr 6, 8:30 a.m. – 3:30 p.m.

**Chilton-Clanton – To register call 205-280-8231**

Fri, Feb 19, 8:30 a.m. – 3:30 p.m.

##### Microsoft Excel Basics 2007

**Jefferson, Shelby-Hoover and St Clair-Pell City**

Tues, Jan 26 – Feb 16, 6:00 p.m. – 8:00 p.m.

Fri, Feb 19, 8:30 a.m. – 3:30 p.m.

Fri, Apr 16, 8:30 a.m. – 3:30 p.m.

**Chilton-Clanton – To register call 205-280-8231**

Fri, Feb 19, 8:30 a.m. – 3:30 p.m.

Mon, Mar 1 – 29, 6:00 p.m. – 8:00 p.m. (4 Sessions)

##### Microsoft Excel Intermediate 2003

**Jefferson and Shelby-Hoover**

Fri, Apr 23, 8:30 a.m. – 3:30 p.m.

##### Microsoft Excel Intermediate 2007

**Jefferson and Shelby-Hoover**

Friday, Apr 30, 8:30 a.m. – 3:30 p.m.

#### Introduction to Quickbooks..... \$129

This one-day course in Quickbooks will teach you how to set up a chart of accounts, create and print invoices, receipts and statements, track your inventory, accounts payable, accounts receivable, and much more.

**Jefferson**

Fri, Mar 26, 8:30 a.m. – 3:30 p.m.

**Shelby-Hoover**

Fri, Dec 11, 8:30 a.m. – 3:30 p.m.

Fri, May 21, 8:30 a.m. – 3:30 p.m.

#### Microsoft Access Basics 2007

**Shelby-Hoover**

Thurs, May 6, 8:30 a.m. – 3:30 p.m.

#### Microsoft Publisher Basics 2007

**Shelby-Hoover**

Thurs, Jan 28, 8:30 a.m. – 3:30 p.m.

### SOCIAL NETWORKING

#### Facebook, Twitter, MySpace:

#### Social Networking 101 ..... \$29

Participants in the class will learn why and how to use social networking (ex. Twitter, Facebook and MySpace). You will evaluate social networking sites to determine which will be the most beneficial. You will learn how to build a profile that serves as the individual's identity in the network. You will learn how to make connections with others in the network.

**Jefferson**

Tues, May 4, 6:00 p.m. – 9:00 p.m.

**Shelby-Hoover**

Tues, Jan 12, 6:00 p.m. – 9:00 p.m.

#### Introduction to ACT! By Sage:

#### Contact Management for Sales, Marketing and Customer Service..... \$69

This course is designed for students who are new to ACT! by Sage. Learn how to organize information on your business clients. As a result of this course, you will be able to: Access ACT!, create a database, access the user's guide, set general preferences, navigate through the software, enter information for contacts, attach files, create groups, create companies and divisions, link contacts to companies, sort, search, run reports and more!

**Jefferson**

Sat, Jan 23, 9:00 a.m. – 1:00 p.m.

**Shelby-Hoover**

Thurs, Feb 11, 5:00 p.m. – 9:00 p.m.

### LANGUAGE ACADEMY

#### Conversational Spanish For Beginners.... \$99

This 12 hour introductory course in Conversational Spanish will allow students to pick up the Spanish language needed for most everyday situations. This includes meeting and greeting people, using basic vocabulary for directions, entertainment, dining, shopping, emergency situations, etc. Textbook required. (6 Sessions)

**Shelby-Hoover**

Thurs, Jan 14 – Feb 18, 6:00 p.m. – 8:00 p.m.

**Also Available On-Line**

#### Conversational Spanish – Level II ..... \$99

This 12 hour intermediate course is a continuation of the Spanish for Beginners course. (6 Sessions)

**Shelby-Hoover**

Thurs, Feb. 25 – Apr 8, 6:00 p.m. – 8:00 p.m.

## On-Campus

**Community Education**, *continued from p. 6*

### Beginning American Sign Language Course ..... \$99

Beginning American Sign Language (ASL) is a 10-week course that offers the fundamentals of ASL and the aspects of deaf culture. You will have learned over 500 signs and know how to put them together to carry on a meaningful conversation in ASL. Textbook required. (10 Sessions)

**Jefferson**

Thurs, Feb 4 – Apr 8, 6:00 p.m. – 8:00 p.m.

### SENIOR CLASSES

#### Age 50 and Up Computer for Seniors.....\$50

Come learn about computers in an easy, relaxed, and fun atmosphere with other senior citizens. By the time you leave this class you will be familiar with computer basics such as hardware, software, Internet basics, e-mail, and much more! Material Cost: approximately \$35 (4 sessions)

**Jefferson, Shelby-Hoover and St Clair-Pell City**

Weds, Jan 20 – Feb 10, 9:00 a.m. – 12:00 p.m.

#### Intermediate Computer for Seniors....\$50

If you have taken the Basic Computer class and would like to take your PC skills to the next level, this is the class for you. Learn to add backgrounds, animated pictures, hyperlinks, and the attachments to your emails and much more.

**Jefferson, Shelby-Hoover and St Clair-Pell City**

Weds, Feb 17 – Mar 10, 9:00 a.m. – 12:00 p.m.

### FREE CLASSES BY SIFE

Students in Free Enterprise (SIFE) introduces a number of educational programs to their communities. If you would like to attend one of the following FREE seminars, please call 856-7710 to register.

#### Writing a Winning Business Plan- Part I

**Jefferson**

Mon, Nov 16, 2:00 p.m. – 4:00 p.m.

**Shelby-Hoover**

Tues, Nov 17, 2:00 p.m. – 4:00 p.m.

#### Writing a Winning Business Plan-Part II

**Jefferson**

Mon, Nov 30, 2:00 p.m. – 4:00 p.m.

**Shelby-Hoover**

Tues, Dec 1, 2:00 p.m. – 4:00 p.m.

#### Financial Literacy

**Jefferson**

Mon, Dec 7, 2:00 p.m. – 4:00 p.m.

**Shelby-Hoover**

Tues, Dec 8, 2:00 p.m. – 4:00 p.m.

#### Financial Management and Budgeting

**Jefferson**

Tues, Dec 8, 2:00 p.m. – 4:00 p.m.

**Shelby-Hoover**

Wed, Dec 9, 6:00 p.m. – 8:00 p.m.

#### Credit Cards and How They Impact Your Credit

**Jefferson**

Thurs, Dec 10, 6:00 p.m. – 8:00 p.m.

**Shelby-Hoover**

Tues, Dec 15, 6:00 p.m. – 8:00 p.m.

### ON-LINE INSURANCE COURSES

#### Life, Health and Disability

**Pre-license Course ..... \$150**

**Property-Casualty Pre-license Course ... \$150**

**Take both for \$250.00**

For information about this course call 205-956-8766.

### INSURANCE CLASSES

#### Insurance Pre-license Course for Property and Casualty..... \$200

For information and schedule of classes, please call 205-956-8766.

#### Insurance Pre-license Course - Life, Health and Disability..... \$200

This forty-hour course is designed to prepare a student to take the Alabama pre-license examination in LIFE, HEALTH and DISABILITY. You may visit our web site at WWW.INSURANCESYSTEMSOFALABAMA.COM, call 956-8766 or email us at InsSyst@aol.com for more details and the full schedule of classes.

# How Can Strong Organizations Survive This Tough Economy?

## A Trained and Skilled Workforce is the Key

Jefferson State offers quality seminars at the work site that enhances professional competencies. Available offerings include:

- Management Training
- Communications Workshops
- Computer Classes
- Team Building
- Technical Training
- Business Writing
- More workshops available

Certificates of Completion and CEU credits awarded

### Contact Us To Schedule Customized Training That Works

Phone: 205- 856-7710

Email: Workforcedev@jeffstateonline.com

Web: www.jeffstateonline.com/ccce

Center for Community and Corporate Education

Jefferson State follows equal opportunity policies and employment practices. College Facilities are accessible to persons with disabilities.

# On-Line Community Education

AVAILABLE THROUGH GATLIN

## TRAINING ANYTIME, ANYPLACE

Jefferson State Community College offers Career Training Programs in partnership with Gatlin Education Services. General program descriptions are below. Detailed program outlines, descriptions, and demos are available at [www.gatlineducation.com/jeffersonstate](http://www.gatlineducation.com/jeffersonstate)

Enjoy the convenience of a self-paced online, instructor supported course offered by Gatlin Education Services (GES).

- Courses are open enrollment: Students register through JSCC when they are ready to start their online course.
- JSCC will process registration and the student will receive an initial "Welcome Email" from GES with detailed program information, course login and instructor contact information.
- All materials are shipped directly from GES to the student upon registration.
- Students usually complete the course in 90 – 180 days.
- JSCC will provide a certificate upon successful completion of the course.

### Our online Career Program categories include:

Healthcare & Fitness	Business & Professional
IT & Software Development	Management & Corporate
Media & Design	Hospitality & Gaming
Skilled Trades & Industrial	

Gatlin Education Services offers a financial loan program for students in need of financial assistance. More information – [www.collegeloanapplication.com](http://www.collegeloanapplication.com).

## CAREER PROGRAMS

### Veterinary Assistant (240 Hours)

This online program will prepare you for an exciting new career as a veterinary assistant by teaching you the essential skills of a veterinary assistant. Textbooks included. Price \$1795

### Certified Wedding Planner (300 Hours)

Whether you plan on working part-time, planning only a few weddings a year, or a full-time career, this program will provide all the tools necessary to work as a professional wedding planner or start your wedding planning business. Price \$1395

### Paralegal (225 Hours)

This online, instructor-led program prepares students to be successful in the fast growing paralegal career field. All materials included! Price \$1795

## HEALTHCARE AND FITNESS

### Administrative Dental Assistant (150 Hours)

This online program will teach you the essential administrative tasks for managing the business aspects of a dental practice. Textbooks included. Price \$1595

### Certified National Pharmaceutical Representative (120 Hours)

Students will automatically become a member of NAPSR and receive eligibility to sit for the CNPR national certification exam at no additional cost. Price \$1595

### ICD-10 Medical Coding: Preparation and Instruction for Implementation (200 Hours)

This online program will teach students how to prepare for and implement the massive changes to the existing coding system. Textbook included. Price \$1595

### Medical Billing and Coding (240 Hours)

Students can learn medical billing and coding from the comfort of their own homes with this online, instructor-facilitated program. Students are prepared for an entry-level position doing medical billing and/or coding in a medical office setting and are prepared to sit for the Certified Coding Associate (CCA) national certification exam. All materials included. Price \$1595

### Medical Terminology (60 Hours)

The Medical Terminology online program introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. Textbook is included! Price \$595

### Medical Transcription (240 Hours)

This online, instructor-led program will prepare you to start a new career as a Medical Transcriptionist. A medical terminology course is included at no extra cost! Transcriber and all materials included. Price \$1595

### Personal Fitness Trainer (150 Hours)

Content and curriculum within each section of this unique program are designed to present the student with the knowledge, skills, and abilities to implement a

unique medically-based fitness model for their future or current clients. Students will also have the opportunity to take an optional field internship elective course. Materials included. Price \$2095

### Pharmacy Technician (240 Hours)

This online program will teach the skills needed to gain employment as Pharmacy Technician in either the hospital or retail setting. All materials included. Price \$1995

## BUSINESS AND FINANCES

### Bookkeeping the Easy Way with QuickBooks (140 Hours)

This course is designed for students who are interested in gaining knowledge of basic bookkeeping practices in planning a more profitable future or seeking a new career. Textbook and thorough tutorial for QuickBooks are included. Price \$1695

### Certified Bookkeeper (80 Hours)

This online course for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). All textbooks included. Price \$1795

### Payroll Practice and Management (80 Hours)

This new online program is designed to teach the solid skills and knowledge of payroll rules and regulations to the beginner and to increase or refresh the skills of the more experienced student. Price \$1595

## IT AND SOFTWARE DEVELOPMENT

### AutoCAD 2007 (150 Hours)

This online program teaches students the skills needed to create and edit simple drawings and gradually introduces more advanced AutoCAD skills. AutoCAD 2007 textbook included. Price \$1995

### AutoCAD 2009 (150 Hours)

This online program teaches students the skills needed to create and edit simple drawings and gradually introduces more advanced AutoCAD skills. AutoCAD 2009 textbook included. Price \$1995

### Cisco® CCENT® Certification Training (70 Hours)

This online program involves extensive hands-on work on a Cisco switch, a router, connecting to a WAN and implementing network security in a simulated network environment and prepares and prepares students for the Cisco CCENT certification exam. Textbook included. Price \$1795

### Cisco® CCNA® Certification Training (100 Hours)

This online program involves extensive hands-on work on Cisco routers, switches, and firewalls in a simulated network environment and prepares students for the Cisco CCNA certification exam. Textbook included. Price \$1995

### **CompTIA™ A+ Certification Training (320 Hours)**

This online program will prepare students to take the CompTIA A+ Hardware and the A+ Operating System Technologies exams. Price \$1695

### **Comp TIA™ Linux+/LPI Level One Certification Training (300 Hours)**

This online program teaches the fundamentals of the Linux operating system including how to configure Linux system services, how to manage a Linux system in a networked environment, and finally, how to manage the servers a Linux system provides. Textbooks included. Price \$2195

### **Comp TIA™ Network+/Server+ Certification Training (80 Hours)**

This online program will prepare students for both Network+ and Server+ national certification exams. Price \$1495

### **Comp TIA™ Security+ Certification Training (120 Hours)**

This online Security+ course helps prepare a student for the CompTia Security+ certification exam. Textbook included. Price \$1695

### **eBusiness (200 Hours)**

The primary objective of this online program is to introduce concepts, tools and approaches to eBusiness. Textbook included. Price \$1995

### **Forensic Computer Examiner (150 Hours)**

The online Forensic Computer Examiner program prepares individuals for a career as a forensic computer examiner. Students will learn to retrieve evidence and prepare reports, based on that evidence, which will stand up in a court of law. This program is an authorized Certified Computer Examiner (CCE) training course and thoroughly prepares students to take the CCE certification exam. Price \$3095

### **Microsoft Certified System Administrator 2003 (MCSA) (440 Hours)**

The online MCSA program will prepare students for Microsoft's national MCSA certification exam. Price \$2495

### **Microsoft Certified System Administrator Plus 2003 (MCSA+) (340 Hours)**

The online MCSA+ program will prepare students for Microsoft's national MCSA+ certification exam. Price \$2195

### **Microsoft Office Specialist 2003 (MOS) (120 Hours)**

This online program is a comprehensive, performance-based program that teaches students to be proficient using the most popular suite of Microsoft Office 2003 programs including Word, Excel, Power Point, Outlook, and Access. Textbooks included! Price \$1595

### **Web Database Developer (267 Hours)**

The Web Database Developer online program will provide students with intermediate and advanced knowledge and skills in utilizing and leveraging databases on the Internet. Price \$2195

### **Webmaster (150 Hours)**

This online Webmaster program begins by teaching simple web page development and progresses by introducing new concepts by involving you in active web page implementation using HTML and Dynamic HTML. Textbook included. Price \$1795

## **MANAGEMENT AND CORPORATE**

### **Non-Profit Management Training (300 Hours)**

For those who work with or desire to work in a non-profit organization or business environment, this is the program for you. The Non-Profit Management Program is particularly well suited for anyone in who has recently assumed management responsibilities, anyone who is working in a non-profit organization, or anyone who wants a perspective on some of the unique issues facing management of a non-profit organization. Price \$2095

### **Entrepreneurship: Start-Up and Business Owner Management (360 Hours)**

This Entrepreneurship course provides an excellent foundation for not just the start-up business owner, but also the business owner or manager who wants to gain a deeper understanding of some of the essential principles associated with owning and operating a start-up or on-going business. Price \$2095

### **Core Mediation Certificate (60 Hours)**

Mediation and dispute resolution are rapidly growing fields of study and sought after skills in the workplace. All materials included. Price \$1595

### **Corporate Governance and Ethics (15 Hours)**

This innovative program teaches companies and professionals how to reduce fraud losses - and how to effectively work to eliminate future frauds. It offers comprehensive coverage of fraud detection, warning signs, technology tools, investigation techniques, financial statement screening, fraud risk in e-commerce, proactive fraud risk and much more. Price \$895

### **Management Training (360 Hours)**

This program is perfect for the business owner, entrepreneur, or anyone seeking to learn the essentials in business and management. If you are thinking of starting a business or pursuing an MBA, learn the essentials here! Price \$2095

### **Project Management (40 Hours)**

This program teaches the basics of project management and includes preparation for the Project Management Professional national certification exam. Textbook and exam prep included. Price \$1495

### **Leadership and Legacy: Seven Steps to Leading High Achieving Teams (70 Hours)**

This unique online program provides students with the information and application to develop, work in, and lead high achieving teams at work, at home, and in the community. Price \$1395

## **MEDIA AND DESIGN**

### **Business Marketing Design (240 Hours)**

The Business Marketing Design program focuses on developing the visual identity, advertising, and marketing design skills required for a corporate or small business environment. Students learn professional applications for Adobe Photoshop and Illustrator or equivalent digital imaging and vector drawing tools. Price \$5595

### **Digital Arts Certificate (225 Hours)**

The Digital Arts Certificate program focuses on developing technical skill and creative artistry in digital photography and imaging. Price \$5595

### **Fine Arts Training (200 Hours)**

Build a foundation in drawing and painting, deepening your knowledge of the fine arts. Expert Faculty provides critique and feedback on projects within 1-2 business days, helping you build a creative portfolio for prospective employers. Price \$4495

### **Graphic Design (80 Hours)**

This online program begins with the fundamentals of design and guides the student through the terms and processes they will use to turn their knowledge of design into a career. Price \$1495

### **Interior Design (350 Hours)**

In this new and exciting interactive online program, you will learn how to create spaces for living, working, and enjoyment. The program focuses on Design Theory, Design Process methods and Design Studio Work. Price \$2295

### **Multimedia Design Certificate (225 Hours)**

The Multimedia Certificate focuses on providing the conceptual, technical, and visual design skills required to create multimedia applications and environments. Price \$5595

### **Video Game Design and Development (500 Hours)**

Learn the high-end techniques and engineering principles behind modern videogame technology with this exciting online program. Price \$1995

### **Website Design (225 Hours)**

The Website Design online training program focuses on developing the visual graphic and information design skills required to create compelling Web sites. Students learn professional applications for Adobe Photoshop, Macromedia Dreamweaver and Flash, or equivalent software tools. Price \$5595

# On-Line Community Education

AVAILABLE THROUGH ed2go



Learn More

Jefferson State Community College has partnered with Ed2go to bring you instructor-facilitated online courses that are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

## How to Get Started:

1. Visit our Online Instruction Center: [www.ed2go.com/jsec](http://www.ed2go.com/jsec)
2. Click the Orientation link and follow the instructions to enroll and pay for your course. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you selected during orientation.

## Start Dates:

A new section of every course in this catalog will begin on Nov 11, Dec 9, Jan 20, Feb 17, Mar 17, Apr 21 and May 19.

## Requirements:

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

### BUSINESS COURSES

#### Accounting Fundamentals .....\$89.00

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

#### Administrative Assistant Fundamentals .....\$89.00

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

#### Introduction to QuickBooks.....\$89.00

Learn how to quickly and efficiently gain control over the financial aspects of your business.

#### Real Estate Law .....\$89.00

Learn the basics of real estate law, including investing, title searching, and mortgages.

I am thankful for all the knowledge given in this course. I am strongly satisfied with the instructor and the course. I happily will recommend this course to anyone interested. Thank you again.

#### PMP Certification Prep 1.....\$109.00

Prepare to take-and pass-the PMP certification exam. Course 1 of 2.

### START YOUR OWN BUSINESS

#### Learn to Buy and Sell on eBay.....\$89.00

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

#### Marketing Your Business on the Internet.....\$89.00

E-commerce expert helps you develop an Internet marketing plan for your business.

#### Start Your Own eBay Drop Off Store ....\$89.00

Turn people's unwanted items into a lucrative source of income by starting an eBay drop off store.

#### Secrets of the Caterer .....\$89.00

Learn cooking and business secrets from a professional caterer.

#### Growing Plants for Fun and Profit.....\$89.00

An industry professional teaches you everything you need to prosper in the backyard nursery business.

#### Publish It Yourself: How to Start and Operate Your Own Publishing Business .....\$89.00

Convert manuscripts into income by producing and selling books like the pros.

#### Start Your Own Consulting Practice .....\$89.00

Find out how you can earn income by sharing your training or knowledge with others.

#### Start and Operate Your Own Home-Based Business .....\$89.00

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

#### Creating a Successful Business Plan.....\$89.00

Turn your business ideas into a solid plan for financing and long-term success.

#### Business and Marketing Writing .....\$89.00

Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

### GRANT WRITING/NONPROFITS

#### Creating Your Own Nonprofit .....\$89.00

Industry veteran shows you how to take a nonprofit business from vision to reality.

#### Introduction to Nonprofit Management .....\$89.00

Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors.

#### A to Z Grantwriting .....\$89.00

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

#### Advanced Grant Proposal Writing.....\$89.00

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

### PERSONAL DEVELOPMENT

#### Listen to Your Heart, and Success

#### Will Follow.....\$89.00

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

#### Grammar Refresher .....\$89.00

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

#### Twelve Steps to a Successful Job Search . \$89.00

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

#### Leadership .....\$89.00

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

#### Computer Skills for the Workplace.....\$89.00

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

**Merrill Ream Speed Reading .....\$89.00**

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

**TEST PREP**

**SAT/ACT Preparation - Part 1 .....\$89.00**

Get your best possible score on the verbal and reasoning sections of the new SAT exam.

**SAT/ACT Preparation - Part 2 .....\$89.00**

Do your best on the quantitative section of the new SAT.

**GMAT Preparation.....\$89.00**

Discover powerful test-taking techniques and methods for improving your score on the GMAT.

**GRE Preparation - Part 1 .....\$89.00**

Discover powerful strategies for success in the verbal and analytical sections of the GRE.

**GRE Preparation - Part 2 .....\$89.00**

Learn a variety of useful techniques for tackling the math section of the GRE.

**LSAT Preparation - Part 1.....\$89.00**

Learn about law school entrance procedures, develop analytical reasoning skills, and improve your test-taking skills.

**LSAT Preparation - Part 2.....\$89.00**

Improve your logical reasoning and reading comprehension skills; discover proven approaches for selecting correct exam answers.

**DIGITAL PHOTOGRAPHY**

**Discover Digital Photography .....\$89.00**

An informative introduction to the fascinating world of digital photography equipment.

**Photoshop Elements I..... \$89.00 each  
Level II is now available!**

Master the most advanced features of Photoshop Elements for Windows and take your photo editing skills to the next level!

**Making Movies with Windows XP .....\$89.00**

Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD, and DVD.

**ENTERTAINMENT**

**Music Made Easy.....\$89.00**

Learn the fundamentals of music theory. Be able to read, write, and play simple music.

**Drawing for the Absolute Beginner.....\$89.00**

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

**LANGUAGES**

**Speed Spanish I .....\$89.00  
Levels II and III are now available!**

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

**Instant Italian.....\$89.00**

Learn Italian from the comfort of your home in this fun and enjoyable online course.

**Beginning Braille Transcription .....\$89.00**

Prepare for a rewarding career as a transcriber by learning to write and read the language of the blind.

**Conversational Japanese .....\$89.00**

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

**MATH**

**Everyday Math.....\$89.00**

Gain confidence in your basic math skills and start using math to your advantage.

**Introduction to Algebra.....\$89.00**

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

**LAW & LEGAL CAREERS**

**Business Law for  
Small Business Owners .....\$89.00**

Learn how to successfully protect your small business and solve most of the legal problems that may arise.

**Employment Law Fundamentals .....\$89.00**

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

**Workers' Compensation.....\$89.00**

Gain essential skills and a solid understanding of one of the fastest-growing areas in law.

**PERSONAL FINANCE**

**Real Estate Investing .....\$89.00**

Build and protect your wealth by investing in real estate.

**Debt Elimination Techniques  
That Work .....\$89.00**

Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle.

**Personal Finance .....\$89.00**

Protect your assets and discover how best to achieve all your financial goals.

**Stocks, Bonds, and Investing: Oh, My!..\$89.00**

Make wise investment decisions so you have enough to live comfortably through your retirement.

**The Analysis and Valuation of Stocks ...\$89.00**

Discover valuable techniques that show you step-by-step how to research and value stocks.

**Introduction to Stock Options .....\$89.00**

Learn how stock options can help you profit in any type of market.

**Building Wealth .....\$89.00**

Certified financial planner shows you how most wealthy people build their fortunes.

**HEALTH CARE**

**Certificate in End of Life Care.....\$179.00**

(26 contact hours) Understand the needs of individuals living with debilitating or terminal illnesses.

**Certificate in Gerontology .....\$179.00**

(30 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

**Introduction to Natural Health  
and Healing .....\$89.00**

Learn how to promote wellness, balance, and health in all aspects of your daily life.

**TEACHING**

**Teaching Writing: Grades 4-6 .....\$89.00**

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers.

**Teaching Math: Grades 4-6 .....\$89.00**

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

**Solving Classroom Discipline  
Problems .....\$89.00**

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

**Survival Kit for New Teachers .....\$89.00**

Veteran instructor shares the secrets for success in your first years of teaching.

**Using the Internet in the Classroom.....\$89.00**

Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

# Community Education Registration Form SPRING 2010

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Social Security Number

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last Name First Name MI

\_\_\_\_\_  
Street Address

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
City State Zip

Home Telephone: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_ Work Telephone: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

Email Address: \_\_\_\_\_  Check here for e-newsletter

**Please provide if you are 18 years old or younger:**

Parent or Guardian:

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last Name First Name MI

Street Address (if different from above):  
\_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
City State Zip

Home Telephone: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_ Work Telephone: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

Information relating to your ethnic background is requested for reporting requirements to the Department of Education. The data requested will be used only for the required reports to this agency and will not be used in any way in the admission process.

Gender: Ethnic origin:  
 Male  White/Non-Hispanic  American Indian/Alaskan Native  
 Female  Black/Non-Hispanic  Asian/Pacific Islander  
 Hispanic  International (Select this category only if you have a temporary visa.)

Location Course Name Beginning Date Course Fee

Location Course Name Beginning Date Course Fee

Payment Method:

Money Order  Cash  Check (Check # \_\_\_\_\_)

Credit Card:  Visa  MC  Discover

Card Number: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

Expiration date: \_\_\_\_\_ | \_\_\_\_\_

I certify that Jefferson State Community College, Department of Business Operations/  
Financial Services, has permission to bill my credit card in the amount of \_\_\_\_\_ for  
the Community Education class (es) listed above.

This the \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Cardholder Signature

Bill Company:

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
City State Zip

## 4 Easy Ways to Register...

Use the Registration Form on this page. More copies are available on-line at [www.jeffstateonline.com/ccce](http://www.jeffstateonline.com/ccce). Click on "Registration Form." Please register one person per form. Course fee must accompany registration.

We accept Visa, MasterCard, Discover, check, money order, cash or employer vouchers. Make checks and money orders payable to JSCC (Jefferson State Community College).

### 1. By Fax: 205-856-7782

Complete the registration form and fax it with your credit card information including your signature.

### 2. By Mail:

Complete the registration form and mail with a check, money order, or credit card information to the address below.

Jefferson State Community College  
Community and Corporate Education  
2601 Carson Road  
Birmingham, AL 35215

### 3. Walk in with payment:

Jefferson Campus  
George Wallace Hall – Room #202  
Registrations are taken Monday - Friday, 8:30 a.m. – 4:30 p.m.

### 4. By Email: [workforcedev@jeffstateonline.com](mailto:workforcedev@jeffstateonline.com)

Scan the registration form and email it with your credit card information including your signature.

**Phone for Assistance: 205-856-7710**

**Where to Purchase Books?** A Jefferson State Bookstore is located on every campus. For directions and business hours, check our website. [www.jeffstateonline.com](http://www.jeffstateonline.com)

**When to Register?** We take registration for any course up until three days before the course begins, as long as it has not been filled. Some courses have limited enrollment and fill quickly. PLEASE REGISTER EARLY.

## PLEASE READ CAREFULLY

Jefferson State Community College reserves the right to cancel courses for any reason, including insufficient enrollment. If JSCC cancels a course for which a student is registered, the student will automatically receive a full refund. If the date and/or time of the course are changed by JSCC, the student may request a refund by completing the "Withdrawal Form." The "Withdrawal Form" must be received within three business days following the date of the change notification. If a participant wishes to cancel a registration and receive a refund, Jefferson State Community College must receive the cancellation notification in writing by fax, mail, or email, in ten or more business days prior to the course start date in order to receive a refund. However, an administrative fee of five percent will be assessed. Students who register less than 10 days before the first day of class, waive their right to a refund. Student substitutions are welcome without penalty. Jefferson State will not issue full or partial refunds for classes which have been cancelled, nor dismissed early due to inclement weather or other circumstances beyond our control. We will make every effort to reschedule such classes. Students should listen to the local media for information on closings. The "Withdrawal Form" can be found at [www.jeffstateonline.com](http://www.jeffstateonline.com) or you may call 205-856-7710.