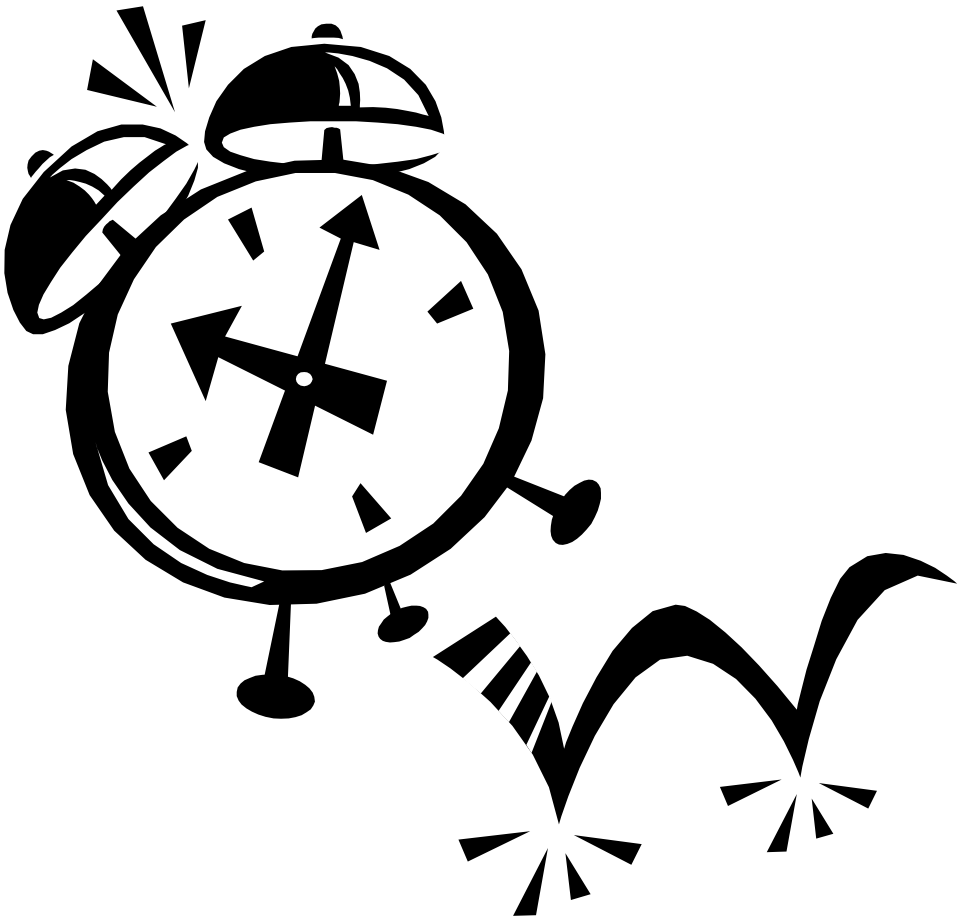


# Workforce and Community Outreach



## Spring 2011 Class Schedule





## **WATCH THE TIME!**

**Time is moving quickly!  
Dates are closer than you think!**

**Nothing kills a class faster than waiting  
until the last minute to register.**

**Register early to avoid disappointment -- and  
register with a friend, neighbor or relative!**

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## REGISTRATION FORM

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## REGISTRATION

Payment is required at the time of registration, on or before the registration deadline for your class. Register early to avoid class cancellations due to low enrollment.

## SENIOR CITIZEN DISCOUNT POLICY

Ohio residents 60 years and older do not pay tuition fees. Ohio seniors must pay any materials fees/lab fees/tech fees/facilities fees, where applicable.

## CANCELLATIONS/REFUNDS

EGCC reserves the right to cancel classes due to low enrollment or other circumstances that warrant cancellation. In such cases, a full refund will be made. Please allow 2 to 4 weeks for refund to be processed. If the registrant makes a cancellation five or more days prior to the class, fees are fully refundable, minus a \$10 processing fee. After that, no refunds will be made.

## WEATHER CANCELLATIONS

Listen to local radio or TV stations for school closings. Cancellations apply to both credit and non-credit classes. When EGCC is closed, the same applies to the Pugliese Training Center. You may sign up for SNAP for alerts concerning weather delays and closings. To sign up visit [www.egcc.edu](http://www.egcc.edu) for details under SNAP in the services list.

# BEGINNING COMPUTER CLASS

## **CED100 Getting to Know Your Computer**

This course covers computer and Internet fundamentals. While covering the basics – using the mouse, getting acquainted with basic programs, and navigating through the simplest of tasks – the instructor will evaluate your skills and make recommendations for additional courses. Students will receive a coupon good for \$10 off a computer class (attendance is required to receive coupon).

Instructor: EGCC Staff

**Register for one session ONLY**

Sec. 60: T, 3/22; Time: 6-8 pm

Sec. 61: Th, 3/24; Time: 6-8 pm

No. of Classes: 1; Tech Fee: \$5

**Registration deadline: 3/15**

# COMPUTERS

*Ohio residents 60 years and older do not pay tuition fees. Ohio seniors must pay any materials fees, lab fees, instructor fees, and tech fees where applicable.*

## CED108-60 Beginning Computers

Let us introduce you to the computer, keyboard, and mouse. Learn to use the computer keys and mouse to type and format text and numbers, move the cursor, and open, save and print documents. We'll practice keyboard functions using the default word processing software (WordPad) that is included with most computers. We'll also cover the parts of the screen common to most software packages such as title bar, menu bar, and standard and formatting toolbars. This course is designed for those who have little or no knowledge of using a computer.

Instructor: Eastern Gateway Staff  
T & Th, 3/29-4/7; Time: 5:30-8:30 pm  
No. of Classes: 4; Tuition: \$45; Tech Fee: \$40;  
Total Fees: \$85

**Registration deadline: 3/22**

## CED198-60 Basic Windows

Let our qualified instructor guide you through the world of Windows. Learn to change your background and screen saver; create simple documents using Word, Excel, and PowerPoint; and print and save existing files and pictures to the hard drive, a flash drive, or CD. You'll also become proficient at finding, moving, and renaming those files and creating folders to manage them.

**Prerequisite:** Beginning Computers or equivalent working knowledge

Instructor: Eastern Gateway Staff  
T & Th, 4/12-4/21; Time: 5:30-8:30 pm  
No. of Classes: 4; Tuition: \$45; Tech Fee: \$40;  
Total Fees: \$85

**Registration deadline: 4/5**

## CED192-60 A Clean Computer

Keep your computer running at peak performance without professional help. You'll learn how to clean up old files, uninstall programs, and defragment your hard drive. This hands-on course is important for anyone who owns a computer.

Instructor: Eastern Gateway Staff  
W, 3/30 & 4/6; Time: 6:30-8 pm  
No. of Classes: 2; Tuition: \$19; Tech Fee \$10;  
Total Fees: \$29

**Registration deadline: 3/23**

## CED156-60 Microsoft Word 2007 Basics

Discover how to work with all of the main features of Microsoft Word to create, save, edit, and print documents. Learn to navigate the toolbars; format text, paragraphs, and documents; and work with editing tools. Create professional looking documents using numbered and bulleted lists, columns, borders and shading, tables, graphics, auto text, and more.

**Prerequisite:** Beginning Computers or equivalent working knowledge and 35 WPM typing speed

Instructor: Eastern Gateway Staff  
T & Th, 4/26-5/5; Time: 5:30-8:30 pm  
No. of Classes: 4; Tuition: \$45; Tech Fee: \$40;  
Total Fees: \$85

**Registration deadline: 4/19**

## **CED158-60 Microsoft Excel 2007 Basics**

Develop a working knowledge of Excel to organize numerical and text data. Create and manipulate worksheets; enter and edit data; and perform calculations with formulas and functions. Learn to sort and filter data, create headers and footers, work with graphic objects, and more.

**Prerequisite:** Beginning Computers or equivalent working knowledge

Instructor: Eastern Gateway Staff

T & Th, 5/10-5/19; Time: 5:30-8:30 pm

No. of Classes: 4; Tuition: \$45; Tech Fee: \$40;

Total Fees: \$85

**Registration deadline: 5/3**

## **CED118-01 QuickBooks 2009**

Learn the basics of this powerful financial management program for your small business or own personal books. Topics covered include setting up a company and accounts,

preparing invoices, processing transactions, making deposits, printing statements, inventory management, preparing reports, and more.

Instructor: Sandee Gray

Sa, 4/9 & 4/16; Time: 9 am-2 pm

No. of Classes: 2; Tuition: \$49; Tech Fee: \$40;

Total Fees: \$89

**Registration deadline: 4/1**

## **USING THE INTERNET**

### **CED120-60 Introduction to Facebook**

Everyone else is on Facebook, now you can be too! Learn to set up your profile, find and connect with friends, join groups, post messages, and more.

Instructor: Eastern Gateway Staff

W, 5/4; Time: 6-9 pm

No. of Classes: 1; Tech Fee: \$25

**Registration deadline: 4/27**

## **JOIN OUR MAILING LIST**

To receive the Spring and Fall

Community Outreach schedules as soon

as they are published, call to be added to

the mailing list -- 740.264.5591 x300

# SENIOR FOCUS

*Ohio residents, 60 years and older, do not pay tuition fees. Ohio seniors must pay any materials fees/lab fees/tech fees, where applicable.*

## **CED142-20 Computer Skills for Seniors**

Learn to use a computer at a relaxed pace. This class offers an overview of basic Windows skills, and introduction to Internet and e-mail, and hands-on practice with basic applications for word processing and spreadsheets.

Instructor: Eastern Gateway Staff  
W, 3/23-4/27; Time: 3:30-5:30 pm  
No. of Classes: 6; Tuition: \$45; Tech Fee \$40;  
Total Fees: \$85

**Registration deadline: 3/16**

## **CED143-20 Advanced Computer Skills for Seniors**

This second course will continue to help you maximize your computer use, focusing on Internet searches, adding items to your favorites, buying online, and protecting against viruses. Additional topics will be addressed.

Instructor: EGCC Staff  
W, 5/4-6/8; Time: 3:30-5:30 pm  
No. of Classes: 6; Tuition: \$45; Tech Fee \$40;  
Total Fees: \$85

**Registration deadline: 4/27**

## **CED600-60 Quilting: Designing with the Nine Patch Block**

This class will focus on one variation of the nine patch block to create a quilt in a period style. Instructions in paper piecing, chain piecing, and on-point setting will be given. Although the construction is not difficult, some experience in patchwork is suggested. Supply list provided at registration; sewing machine required. Class limit is 12.

Instructor: Marlies Brandt  
T, 3/22-4/19; Time: 6-8 pm  
No. of Classes: 5; Tuition: \$30; Instructor Fee:  
\$10; Total Fee: \$40

**Registration deadline: 3/15**

## **CED601-60 Quilting: Sawtooth Star**

This class will focus on the four patch block known as Sawtooth Star. Explore variations of the center and settings for the blocks to change the look. This is not a beginner project; previous quilting experience is strongly suggested. Supply list provided at registration; sewing machine required. Class limit is 12.

Instructor: Marlies Brandt  
T, 4/26-5/24; Time: 6-8 pm  
No. of Classes: 5; Tuition: \$30; Instructor Fee:  
\$10; Total Fee: \$40

**Registration deadline: 4/19**

## **CED310-20 AARP Driver Safety Program**

The AARP Driver Safety Program is a classroom refresher for experienced motorists age 50 and older. Topics covered in the course include problems that lead to typical traffic violations; how to adjust your driving for age-related changes in vision, hearing and reaction time; current rules of the road, safety aspects of your vehicle, and how to operate your vehicle more safely in adverse driving conditions and traffic hazards. Completion of this course could make you eligible for a discount on your automobile insurance (Check with your insurance agent).

Presented by: AARP  
Th, 4/7; Time: 12:30-4:30 pm  
No. of classes: 1; Instructor Fee: \$12 (AARP  
members), \$14 (non-AARP members)

**Registration deadline: 3/31**

# SPORTS CERTIFICATION

## **CED301 Pupil Activity Supervisor Permit**

Any professional who supervises, directs or coaches a pupil activity program which involves athletics, physical activity, or health and safety considerations as determined by the local board of education is required to take this course. After successful completion of the two-hour course, validation will be issued for three years. Topics include: assessments of life threatening injuries, non-life threatening

injuries, injury prevention, injury management and health and safety.

Register for one session **ONLY**.

Instructor: Eastern Gateway Staff

Sec. 60: W, 2/9; Time: 4:30-6:30 pm

**Registration deadline: 2/2**

Sec. 61: W, 4/13; Time: 4:30-6:30 pm

**Registration deadline: 4/6**

No. of Classes: 1; Tuition: \$25

## **JOIN THE EGCC BOOK CLUB!**

**Call toll free**

**1-800-682-6553**

**or 740-264-5591 x304**

**for details and the monthly selections**

**Meetings are held the fourth Wednesday of the month, 6-7:30 pm in the Eastern Gateway Library on the Jefferson County Campus, Steubenville.**

**Call 740.264.5591 x 304  
for monthly book selection**

# HEALTH AND FITNESS

## **CED416-60 Yoga for Beginners**

Looking for a way to de-stress and increase self-awareness? Join us to learn basic Yoga postures and breathing techniques to help you relax. Yoga helps bring harmony to the body, mind, and spirit and helps increase muscle tone. Bring a mat or towel and wear comfortable clothing that is easy to move in.

Instructor: Naveen Singh

T, 3/22-5/10; Time: 5:30-6:30 pm

No. of Classes: 8; Tuition: \$20

Facilities Fee: \$15; Total Fees: \$35

**Registration deadline: 3/15**

## **CED401-60 Tai Chi**

The slow, circular movements of this ancient Chinese art are a system of physical meditation. The deceptively simple techniques require supervised repetition to develop their full stress relieving potential. Be free to move; wear tennis shoes and comfortable clothes.

All classes will be held at the Academy of Tae Kwon Do in Wintersville.

Instructor: Vicki Littlejohn

M & W, 3/21-5/4; Time: 6:45-7:15 pm

No. of Classes: 14; Tuition: \$40

Facilities Fee: \$10 to be paid to instructor on 1st day of class

**Registration deadline: 3/14**

## **CED406-60 Fitness Kickboxing**

It's fun and fast! It's the ultimate cardiovascular workout. It will help you get in shape and stay in shape. All classes will be held at the Academy of Tae Kwon Do in Wintersville.

Instructor: Vicki Littlejohn

M & W, 3/21-5/4; Time: 7:15-7:45 pm

No. of Classes: 14; Tuition: \$40

Facilities Fee: \$10 to be paid to instructor on 1st day of class

**Registration deadline: 3/14**

# FREE CAREGIVER PRESENTATIONS

## **CED848-20 Stress and Burnout in Caregiving**

Caregiving can be stressful. Get helpful tips to ease the stress and frustration of caring for a loved one and dealing with family issues.

Instructor: Laurel DuBeck, RN

W, 4/27; Time: 3:30-5 pm

No. of Classes: 1; Tuition: FREE

**Registration deadline: 4/20**

## **CED849-60 Bringing Services into the Home**

This course will provide you with useful information about community services and resources that provide caregivers with respite and how to access them. Medicare and Medicaid will also be discussed - what they are and what they cover for caregivers.

Instructor: Laurel DuBeck, RN

W, 4/27; Time: 5:30-7 pm

No. of Classes: 1; Tuition: FREE

**Registration deadline: 4/20**

# CREATIVITY CORNER

## **CED670-01 Beginning Sewing**

This hands-on class will teach you about your sewing machine and notions, fabric, reading a pattern, and basic sewing technique. Students will create a simple tote bag. Supply list provided at registration; sewing machine required.

Instructor: Cathy Pleskovich

Sa, 4/9; Time: 10 am- 1 pm

No. of Classes: 1; Instructor Fee: \$25

**Registration deadline: 4/4**

## **CED688-01 Basic Appliqué**

Learn the step-by-step techniques for basic machine appliqué to create a simple project. Some sewing experience is suggested. Supply list provided at registration; sewing machine required.

Instructor: Cathy Pleskovich

Sa, 4/30; Time: 10 am- 1 pm

No. of Classes: 1; Instructor Fee: \$25

**Registration deadline: 4/25**

## **CED676-01 Viking Knit Bracelet**

Come and learn the ancient art of knitting with fine gauge wire and the infinite possibilities for its use. Students will learn Viking Knit, a 1700 year old technique, that's truly from medieval times! Finishing techniques will be taught as well, so most students will be able to complete a copper bracelet. No needles or previous wire working experience is necessary! Supply kit (\$15) is not included in the tuition. Additional supplies/tools are required; supply list provided at registration.

Instructor: Jan Durkin

Sa, 4/30 & 5/7; Time: 10 am- 1 pm

No. of Classes: 2; Tuition: \$19; Instructor Fee: \$30; Total Fees: \$49. Kit provided the first day

of class, cost payable to the instructor.

**Registration deadline: 4/22**

## **CED618-01 Intro to Precious Metal Clay**

Precious Metal Clay is an exciting material that consists of microscopic particles of silver suspended in an organic binder, creating a material with the feel of polymer clay. When fired, the binder burns away, leaving .999 silver. This class will explore basic techniques for making fine silver jewelry with PMC. Topics include: types of clay, tools, basic shaping, texturing, firing, burnishing, finishing, and patination. No previous experience with PMC or metal is required. Students with previous experience with PMC are welcome to register for this class for additional support on projects and ideas. Cost of supplies (approximately \$65) is not included in the tuition.

Instructor: Jan Durkin

Sa, 4/30 & 5/7; Time: 2-6 pm

No. of Classes: 2; Tuition: \$20; Instructor Fee: \$35; Total Fees: \$55. Supplies provided the first day of class, cost payable to the instructor.

**Registration deadline: 4/22**

## **CED678-60 Learn to Knit**

Knitting warm, comfortable, attractive clothing and useful household goods is calming to the mind and soothing to the spirit. It is also fun! This class covers needles, yarns, and basic stitches with lots of time to practice, ask questions, and discover the joy of this ancient craft. Students will make a scarf. Cost of supplies (about \$10) not included in the tuition.

Instructor: Carolyn Conner

Th, 3/24-4/21; Time: 6-8 pm

No. of Classes: 5; Tuition: \$20; Instructor Fee: \$10; Total Fees: \$30; Supplies provided the first day of class, cost payable to the instructor.

**Registration deadline: 3/17**

## CED686-60 Intermediate

### Knitting

If you are ready to take your knitting skills to the next level, this is the class for you. Knit a toboggan hat by increasing/decreasing stitches and sewing. Time permitting, additional projects will be considered by the instructor. Cost of supplies (approximately \$10) is not included in the tuition.

Instructor: Carolyn Conner

Th, 4/28-5/26; Time: 6-8 pm

No. of Classes: 5; Tuition: \$20; Instructor Fee: \$10; Total Fees: \$30; Supplies provided the first day of class, cost payable to the instructor.

**Registration deadline: 4/21/10**

## CED620-60 Crochet Basics

Discover the versatility and usefulness of crochet. Learn basic crochet stitches and how to read patterns. Students create a one of a kind project or choose to make a dishcloth. Cost of supplies (about \$5) is not included in the tuition.

Instructor: Carolyn Conner

W, 3/23-4/20; Time: 6-8 pm

No. of Classes: 5; Tuition: \$20; Instructor Fee: \$10; Total Fees: \$30; Supplies will be provided the first day of class, cost payable to the instructor.

**Registration deadline: 3/16**

# SPECIAL INTEREST

## CED578-60 Eastern Gateway

### Book Club

The Eastern Gateway Book Club is a facilitator-led book discussion for Eastern Gateway students and adults. Book selections are chosen for the following month by the members of the club and have included murder mysteries and other fiction novels. The book club meets the fourth Wednesday of the month from 6-7:30 p.m. on the second floor of the Eastern Gateway library. Call 740.264.5591 x304 for more information or to get the month's book selection.

Facilitator: Nancy Minto

W, 2/23, 3/23, 4/27, 5/25; Time: 6-7:30 pm

Tuition: Free

**Registration: Ongoing**

## CED551 Creative Writing

Explore your creative side as you discover how to put your thoughts into writing. Students will be encouraged to write their own short stories, plays, poems, and other special literary works alongside published author George Creegan. Tips on how to get your works published will be included. Bring a notebook and pen or pencil.

Instructor: George Creegan, E.Ed.

Sec. 20: T, 3/22-4/26; Time: 1-2:30 pm

Sec. 60: Th, 3/24-4/28; Time: 6-7:30 pm

No of Classes: 6; Tuition: \$20; Instructor Fee: \$19; Total Fees: \$39

**Registration deadline: 3/15**

## **CED520-60 Conversational Italian I**

Dreaming of visiting Il Bel Paese? Make your trip memorable by speaking the melodic language of love, family, and food. Whether you're planning a trip, are of Italian descent, or just want to expand your personal talents, you'll enjoy learning the basics of this beautiful language.

Instructor: Dr. Linda Loncaric Arico  
T, 3/22-6/7; Time: 6-8 pm

No. of Classes: 12; Tuition: \$30; Instructional Fee: \$59; Total Fees: \$89

**Registration deadline: 3/15**

## **CED626-60 Sculpting Halloween Masks**

Learn the techniques used to sculpt professional-looking masks from clay and molds to create pieces that combine both imagination and realism. Some supplies included in instructional fee. A list of additional supplies required will be provided at time of registration.

Instructor: Jason Quaigg

W, 3/15-4/12, Time: 5:30-8:30 pm; and Sa, 3/19-4/16, Time: 10 am- 1 pm

No. of Classes: 10; Instructional Fee: \$239

**Registration deadline: 3/8**

## **CED230-60 The Power of Words**

Do you wish you could untangle the web spun by politicians and the media? This course will teach you the classic tools and devices used by politicians to persuade us to follow blindly, give our votes, or willingly part with our money. Students will learn to recognize fluff,

dissect political speeches, demystify government bill proposals, and find the reality under the spin.

Instructor: Lisa Straight

Th, 5/5-5/26; Time: 6-8 pm

No. of Classes: 4; Tuition: \$20; Instructor Fee: \$19; Total Fees: \$39

**Registration deadline: 4/27**

## **CED590-60 Planning for a Comfortable Retirement**

Whether you're retired, nearing retirement, or want to look forward to the rewards of retirement in the years ahead, this course will jumpstart you on your way to building wealth and living comfortably in retirement. We'll cover investment strategies, how to avoid outliving your money, how to plan for long-term care, estate planning, transferring wealth to your heirs, legacy planning, and more.

Instructor: John Cucarese, LUTCF

T, 4/5-4/26; Time: 6-8 pm

No. of Classes: 4; Tuition: \$15

**Registration deadline: 3/29**

## **CED835-60 Online Genealogy**

Begin your search for your ancestors and explore your family history through online searches. This course will help to explain various charts and terminology associated with genealogy. You will explore various websites to gain family information and discuss historical migration to the U.S. and the westward movement. Family lore, its viability, and even exploring family skeletons will be included in this class.

Instructor: Nancy Minto

M, 4/4-4/25; Time: 6-8 pm

No. of Classes: 4; Tuition: \$20; Tech Fee: \$20; Total Fees: \$40

**Registration deadline: 3/28**

## **CED844-60 Ohio's Proud History**

Explore the vibrant history of America's 17th state beginning with its acquisition and covering Ohio's political stance, famed citizens, natural wonders, and more. If you thought you knew all there was to know about this great state, think again!

Instructor: Brian Folda

Th, 4/7-4/28; Time: 6-8 pm

No. of Classes: 4; Tuition: \$35

**Registration deadline: 3/31**

## **CED444 Digital Camera Basics**

This course is designed for those new to digital photography who want to learn how to use their digital camera. The instructor will introduce you to the features of your camera such as flash and shooting modes, focusing, picture formats, playback, and memory cards. Bring your camera and manual for this hands-on class and learn just what your digital camera can do for you.

Instructor: James Metcalf

No. of Classes: 1; Tuition: \$15; Lab Fee \$10;

Total Fees: \$25

Sec. 01: Point & Shoot Cameras

Sa, 3/26; Time: 9 am-1 pm

**Registration deadline: 3/21**

Sec. 02: Digital SLR Cameras

Sa, 4/2; Time: 9 am-1 pm

**Registration deadline: 3/21**

## **CED565-60 Introduction to Digital Photography**

Try your hand at the art of digital photography. Use what you learn in class about depth of field, composition, shutter speed, and aperture to complete weekly assignments. Then share your photos with the class to learn even more tips and tricks to take the best pictures possible.

**Prerequisite:** Basic knowledge of camera functions

Instructor: James Metcalf

M, 4/4-5/2; Time: 6-8 pm

No. of Classes: 5; Tuition: \$30; Lab Fee \$25;

Total Fees: \$55

**Registration deadline: 3/28**

## **CED442-60 Introduction to Digital Photography Enhancement**

Learn how to edit and share your digital photos. This course will teach you how to transfer your photos to the computer, email them, and create collages and slide shows. Learn to enhance your photos with resizing, panoramic, cloning, and repair techniques.

Instructor: James Metcalf

M, 5/9-6/13 (no class 5/30); Time: 6-8 pm

No. of Classes: 5; Tuition: \$30; Lab Fee \$25;

Total Fees: \$55

**Registration deadline: 5/2**

# SKILL BUILDING

## **CED200 ACT Test Preparation**

You can reduce your anxiety about taking the ACT by being prepared. In this prep class, students will review the verbal and math portions of the exam, learn efficient test-taking techniques, and try practice exams, giving them the confidence for a successful test day.

**Test Dates: April 9, June 11**

Instructor: EGCC Staff

No. of Classes: 10; Tuition: \$125 (includes book)

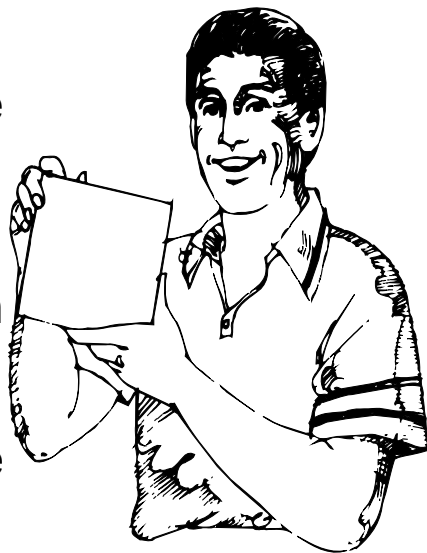
Sec. 20: T & Th, 3/8-4/7; Time: 3:30-5:30 pm  
**Registration Deadline: 3/1**

Sec. 21: T & Th, 5/10-6/9; Time: 3:30-5:30 pm  
**Registration Deadline: 5/3**

*Disclaimer:* This course is designed to help you prepare to take the ACT test. No guarantee that you will pass test is implied or stated.

# ADULT BASIC AND LITERACY EDUCATION

- Prepare for the GED Test
- Upgrade academic skills for technical training/college
- Obtain the skills needed to get or keep a job
- Increase basic skills in reading, writing and math
- If you are 18 years of age or older, not enrolled in public school, and would like to earn a GED, call the ABL staff at  
740.264.5591 x 271



# FIREARMS

## Concealed-Carry Training

The course consists of 10 hours of instruction and another 2 hours of practical training including range time and live-fire experience. The student receives a copy of "Ohio's Concealed Carry" publication.

Fee -- \$99 Senior Citizens -- \$50

Call 740.264.5591 x310

# TEACHERS WANTED!

***WE ARE LOOKING FOR YOU!***

Do you have:

- Special knowledge/expertise of a hobby?
- Technical or business expertise in a particular field?
- Computer wizardry?

Contact the Community Outreach Coordinator  
740.264.5591 x304 to discuss the opportunity  
to serve as a non-credit instructor.

# COLLEGE CAMP for KIDS

August 1-5, 2011

REGISTRATION  
BEGINS IN JUNE



It's not too early to mark your summer calendar for the 18th Annual College Camp for Kids. The camp at Eastern Gateway Community College in Steubenville is for students in kindergarten through grade eight.

Campers will participate in a variety of classes designed for each age group.

The five-day camp runs from 9:30 a.m.-2:30 p.m. each day.

The cost is \$99 per week per camper for a full day

OR

\$50 per week per camper for a half day.

(9:30-11:30 am OR 12:30-2:30 pm).

For more information and to receive a brochure, contact the Community Outreach Office at 740-264-5591 x310.

**FIND UP-TO-DATE  
COURSE DESCRIPTIONS  
AND CLASS SCHEDULES  
[WWW.EGCC.EDU](http://WWW.EGCC.EDU)**

# PROFESSIONAL DEVELOPMENT/CEUs

## PHARMACY TECHNICIAN

All practicing pharmacy technicians in Ohio are now required to pass a state-approved competency exam. This 50-hour course will prepare students to take such an exam, including the Pharmacy Technician Certification Board's PTCB exam.

### CEU116-60 Pharmacy Technician Program

Pharmacy Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings – working under the supervision of a registered pharmacist. Course content includes medical terminology and regulations specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement.

T & Th, 3/22-5/10; Time: 6-9:30 pm

No. of Classes: 15; Tuition: \$999

**Registration Deadline: 3/8**

## IV THERAPY

### CEU115-60 IV Therapy

This course qualifies an Ohio LPN to receive an IV Therapy Card from OBN as required by the Ohio Administrative Code. This offering has been approved by the Ohio Board of Nursing for 60.6 contact hours of continuing

education, of which 4.8 contact hours are in Category A, through the OBN Approver Unit located at the Licensed Practical Nurse Association of Ohio, Inc. (OBN-002-92). Class limit is seven.

**Course Requirements:** There are NO exceptions to these requirements. Students must show proof of an active Ohio LPN license and valid pharmacology card during first class. LPNs whose license is stamped “OK to Pass Meds” do not need a pharmacology card. NO absences are permitted. Any participant missing a class will be required to withdraw from the course. There are NO refunds. Students are required to show proof of a background check, rubella titer, and PPD prior to clinicals.

No. of Classes: 10; Tuition: \$475 (includes textbook and materials)

**Call for Class Schedule:**

**740.264.5591 x310**

## FOOD SAFETY TRAINING

### CEU217-20 ServSafe Employee Training

This basic food safety training meets Level 1 Training Requirements for food service workers (such as servers, cooks, deli workers, dishwashers, daycare workers, cafeteria and food stand workers) who do not need Ohio Food Protection certification but need basic safe food handling knowledge and skills, including time and temperature abuse, cross-contamination and personal hygiene.

Instructor: Chris Kendle, OSU Extension M, 3/14; Time: 9 am – 4 pm

No. of Classes: 1; Fee: \$30 (lunch on own)

**Registration Deadline: 3/7**

### **CED228-60 Grant Writing for Beginners**

This workshop will take a novice grant writer through all the steps of an effective proposal. Topics include finding funding, defining your organization, writing the grant proposal, and inquiry letters. By the end of class, students will have completed a grant proposal that is ready to submit.

Instructor: Lisa Straight

M, 3/21-5/9; Time: 7-9 pm

No. of Classes: 8; Fee: \$139; Book Fee: \$7 payable to instructor on the first night of class

**Registration deadline: 3/14**

### **CED229-60 Intermediate Grant Writing**

Do you have some knowledge of grant writing but are not quite sure how to make things happen? This course will help grant writers fill in the gaps, get past the roadblocks of finding funding, and provide the tools necessary for effective grant writing. Moving at a faster pace than the beginner course, we'll cover common trouble spots encountered by less experienced grant writers.

Instructor: Lisa Straight

M, 5/16-6/27 (no class 5/30); Time: 7-9 pm

No of Classes: 6; Fee: \$99; Book Fee: \$7 payable to instructor on the first night of class

**Registration deadline: 5/9**

# **ATTENTION CONTRACTORS: FAMOUS UNIVERSITY provides educational programs to Professional Contractors and their Employees**

Classes are held at the EGCC Pugliese Training Center.

For a complete schedule:

Call 740.282.0951

or visit [www.famous-university.com](http://www.famous-university.com)

# Basic Peace Officer



The Basic Peace Officer Academy (Police Academy) is offered in cooperation with the Ohio Peace Officers Training Commission. All requirements of the Ohio Revised Code and Ohio Peace Officers Training Commission must be met for certification.

- Mandatory Orientation
- Mandatory Attendance
- Physical Conditioning Component
- Thirty Hours of Training
- Certification in ASP Baton, O.C. Spray, PR24 MEB, Taser, and ADAP
- 18 years old or older
- H/S Diploma or GED Required
- BCI Check-No Felony-DUI or Domestic Violence Convictions

Financial aid available to those who qualify. WIA approved. Enrollment questions may be directed to Martin K. Thorn, academy commander, at 740.264.5591 x175 or email [mthorn@egcc.edu](mailto:mthorn@egcc.edu).

## LAW ENFORCEMENT CONTINUING PROFESSIONAL TRAINING (CPT)

A new era for law enforcement professionals in Ohio began in 2007. Senate Bill 281 created professional training requirements for peace officers and State Highway Patrol Troopers. Every appointed peace officer, regardless of status (paid, unpaid, full-time, part-time, special, reserve or auxiliary) and every highway patrol trooper now is required to complete eight hours of continuing professional training.

**Eastern Gateway Community College offers eight hours of approved CPT. Training will be repeated various times to accommodate shifts and at satellite-training locations.**

For more information contact Martin K. Thorn, EGCC Police Academy commander, at 740.264.5591 x175 or [mthorn@egcc.edu](mailto:mthorn@egcc.edu).

# CUSTOMIZED TRAINING FOR LOCAL BUSINESS

Eastern Gateway Community College offers a diverse range of contract training opportunities for our business and industry customers. We design and provide convenient, cost effective, and customized training for the unique needs of your employees at our facility or yours.

**Contact Tracee Joltes, assistant director workforce and community outreach, at [tjoltes@egcc.edu](mailto:tjoltes@egcc.edu) or 740.264.5591 x311 for a free consultation.**

Available training programs include:

## **Computer Training & Certification:**

- Microsoft Office
- QuickBooks
- SQL 2000 Server
- A+ Certification
- MCSE Certification
- CISCO Certification

## **Quality:**

- ISO/QS
- Continuous Improvement
- Customer Satisfaction
- Corrective Action
- Gap Analysis
- Lean Enterprise

## **Industrial Training & Certification:**

- Welding & Weld Testing
- AutoCAD
- Blueprint Reading
- Industrial & Mobile Hydraulics
- Electronics
- AC Circuits/DC Circuits
- PLC
- Forklift
- Safety (OSHA)

## **Supervisory Training:**

- Communication Skills
- Conflict Resolution
- Stress Management
- Leadership Training
- Project Management
- Team Building
- Customer Service
- Human Resource Management
- Women in Management
- Drug Free Workplace

## **Professional Development Training:**

- Business Writing
- Technical Writing
- Business Math

## **Consultation:**

- Training Needs Assessment
- Job Skills Assessment

# NON-CREDIT ONLINE COURSES

VISIT OUR ONLINE INSTRUCTION CENTER TODAY!

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

***OUR INSTRUCTOR-FACILITATED COURSES ARE AFFORDABLE, FUN, CONVENIENT AND GEARED JUST FOR YOU!***

## On-Line Courses

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, lively discussions with the instructor and other students, supplementary links, and more. You can complete any of these courses from the comfort of your home or office at the times most convenient for you. Courses start at \$95.

**Courses begin:**

**March 16**

**April 20**

**May 18**

**June 15**

## Available Courses

- Accounting
- Basic Computer Literacy
- Certification & Test Prep
- Computer Applications
- Database Management & Programming
- Digital Photography & Digital Video
- Graphic Design
- Healthcare, Nutrition, & Fitness
- The Internet
- Languages
- PC Troubleshooting/Networking/Security

- Personal Enrichment
- Personal Finance & Wealth Building
- Professional Development
- Web & Computer Programming
- Web Page Design

A full list of courses is available at our Online Instruction Center:

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

## Requirements

All courses require Internet access, email, and Netscape Navigator or Microsoft Internet Explorer web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

## How To Get Started

1. Visit our Online Instruction Center: [www.ed2go.com/jeffersoncc](http://www.ed2go.com/jeffersoncc)
2. Click the Courses link, choose the department and course title you are interested in, and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the classroom.
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 username and password you selected during enrollment.

# SMALL BUSINESS DEVELOPMENT CENTERS OF OHIO

Programs offered in partnership with the SBDC. The Small Business Development Center Program of Ohio is a funded program of the Ohio Department of Development and the U.S. Small Business Administration in cooperation with Kent State University-Tuscarawas. The support given through such funding does not constitute an express or implied endorsement of any of the co-sponsor(s) or participant(s) opinions, products or services. Special arrangements for the disabled will be made if requested in advance. This program is provided on a non-discriminatory basis.

## BUILD-A-CLASS

Is there a class we offer that you'd like to take at a time that's more convenient for you? Do you have an idea for a course that you need for your job or just for your own personal enjoyment? Get six or more friends or co-workers who share your interest, and we'll build a class for you. Classes are reasonably priced and facilitated by the same skilled instructors.

*To arrange a class, call 740.264.5591 x304*

# EASTERN GATEWAY COMMUNITY COLLEGE SPRING 2011 COMMUNITY OUTREACH REGISTRATION FORM

## EXPRESS "SIGN UP"

### Phone-In

Register with your charge card at 264.5591 or toll free 800.68.COLLEGE x310

### Mail-In

Complete this form and mail it to EGCC. If the course is scheduled to meet within 7 days, use the phone or walk-in system.

Community Outreach  
Eastern Gateway Community College  
4000 Sunset Boulevard,  
Steubenville OH 43952

### Walk-In

Come to the Community Outreach Office:  
EGCC Pugliese Training Center  
John Scott Highway  
Steubenville

### Fax-In

Plan to FAX your completed form by calling 740-266-6241. Be sure to include charge card information.

**Mail Registration To:** Community Outreach  
Eastern Gateway Community College  
4000 Sunset Boulevard, Steubenville OH 43952  
740.264.5591 or 1.800.68.COLLEGE x310

### PLEASE PRINT

\_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last Name                      First Name                      M.I.                      Date of Birth \_\_\_\_\_

\_\_\_\_\_ Mailing Address                      Home Phone                      Cell Phone

\_\_\_\_\_ City                      State                      Zip Code                      Work Phone

\_\_\_\_\_ E-mail Address

OFFICE USE  
ONLY  
B    NP    O

Course No.	Title	Section	Dates	Fees

Please make checks payable to Eastern Gateway Community College Total \$ \_\_\_\_\_  
 \_\_\_ MasterCard \_\_\_ Visa \_\_\_ Discover

\_\_\_\_\_ Card Number                      Exp. Date                      Card Holder Signature