

SPRING 2017

CHANGE THE COURSE OF *YOUR* FUTURE




BlueRidge
COMMUNITY AND
TECHNICAL COLLEGE

CAREER
ADVANCEMENT
CATALOGUE

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REGISTRATION & PAYMENT INFORMATION

Registration can be completed online or in person at our Main Campus.

Visit our website at: blueridgectc.augusoft.net and use our easy online shopping cart registration feature to select and purchase your classes.

Walk-in registrations are taken at the main campus in Suite 2400.

Monday - Friday 8:30 am-4 pm.
304.260.4380 ext 2411

CAMPUS LOCATIONS

Main Campus

13650 Apple Harvest Drive
Martinsburg, WV 25403

Technology Center

5550 Winchester Avenue
Martinsburg, WV 25405

Morgan County Center

109 War Memorial Drive
Berkeley Springs, WV 25411

COURSE FUNDING OPPORTUNITIES

Many courses in this schedule are eligible for the Higher Education Adult Part-time Student (HEAPS) funding. HEAPS funding is available for qualified West Virginia residents.

For more information on HEAPS funding, contact us at 304.260.4380 ext. 2411 or email askme@blueridgectc.edu.

CANCELLATIONS

Blue Ridge CTC may cancel a course up to the start day for lack of enrollment and will issue a full refund. Students may withdraw from a two or more day course up to the first day of the course and receive a full refund. After the first class and before the second class, students will receive a 50 % refund. After the second class, no refund will be issued.

Students must withdraw from one day seminars or courses 24 hours prior to the start of the course to receive a refund, otherwise, no refund will be issued.

Refunds are NOT issued for classes or courses not attended.

Refunds may take three to four weeks to process.

NONDISCRIMINATION POLICY

Blue Ridge Community and Technical College provides opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, sexual preference, religion, age, national origin, sexual orientation, marital or parental status, familial status, veteran status, or disability.



BUSINESS



BUSINESS MANAGEMENT TRAINING - AMERICAN MANAGEMENT ASSOCIATION TRAINING

Supervision 2 Day Intense Training

This intense two-day course is a must for newly appointed Supervisors or for experienced supervisors that want to be better! Effective first-line supervision is critical to the success of every organization. Having well trained supervisors translates into achievement of organizational goals. The course utilizes real life situations, exercises and assessments that students can apply immediately when they return to work.

Topics include:

- Importance of First-Line Supervision
- Communication Skills
- Coaching
- Leadership Style and Behavior
- Managing People
- Performance Motivation
- Legal Issues for First-line Supervisors
- Diversity in the Workplace

2 Sessions

Tuition: \$199.00

Coaching for High Performance

This course includes 8 hours of classroom instruction and 7 hours of homework assignments. Students receive a certificate of completion for 15 hours of study and 1.5 CEUs.

Topics include:

- Importance of coaching
- Getting in shape to coach
- Coaching process
- Delivering coaching feedback
- Coaching for motivation and retention
- Coaching teams for high performance
- Handling difficult coaching situations

1 Session

Tuition: \$129.00

Communication Skills for Managers

As a manager, much of your job involves communication, so the ability to communicate clearly is crucial to your ability to succeed. You need to give explanations, ask questions, work with people to solve problems and come up with new ideas, coach and train, provide performance feedback, and more. All those activities require communication skills.

Topics include:

- Listening Skills
- The Art of Asking Questions
- Making Successful Presentations
- The Art of Asking Questions
- Good Writing Tips

1 Session

Tuition: \$129.00

First-Line Supervision (One Day)

This intense one-day course is a must for newly appointed Supervisors or for experienced supervisors that want to be better! Effective first-line supervision is critical to the success of every organization. Having well trained supervisors translates into achievement of organizational goals. The course utilizes real life situations, exercises and assessments that students can apply immediately when they return to work.

Topics include:

- Importance of First-Line Supervision
- Communication Skills
- Coaching
- Leadership Style and Behavior
- Managing People
- Performance Motivation
- Diversity in the Workplace

1 Session

Tuition: \$99.00

BUSINESS MANAGEMENT TRAINING - SHRM LEARNING SYSTEM FOR SHRM

SHRM Learning System for SHRM-CP/SHRM-SCP

This is the Society for Human Resources Management (SHRM) competency-based certification helps HR Professionals to prepare for SHRM's new certifications: SHRM-SCP, SHRM Senior Certified Profession. These certifications are based on a single, comprehensive body of competency and knowledge that is relevant worldwide and gives professionals the recognition and flexibility to use their knowledge, skills and competencies anywhere their career takes them. This course prepares you to take the exam during the Winter Exam window December 1- February 15, 2017.

Call Pat Hubbard for questions 304-725-7104 and to receive your \$38 discount if you are a SHRM member.

Mandatory orientation session meets January 25, 2017 from 6-9pm. Classes will meet at the Main Campus in Martinsburg in the HR Conference Room on the 1st floor.

2 Sessions

Tuition: \$998.00

BUSINESS MANAGEMENT TRAINING - SMALL BUSINESS

Ed2Go Start and Operate Your Own Home Based Business

Starting a home-based business is the hottest trend in today's challenging business environment! Learn how to be your own boss and eliminate the stress of having a job. The benefits of working from home are endless! Earn what you deserve, be independent, have tax deductions, do away with traffic, office politics and more! Learn how to develop the entrepreneurial qualities - motivation, discipline, creativity - that you will need to succeed! This class is a great way to start your own business or enhance the one you already have.

Class Details: 38 Sessions

Online 24/7

CEUs: 2.4

Tuition: \$95.00

Notice Please read: Must call to register at 304.260.4380 ext. 2405



BUSINESS MANAGEMENT TRAINING - WORKPLACE ESSENTIALS

Ed2Go Microsoft Office 2016 Value Suite

An impressive 67.6% of all middle-skill jobs now request a fundamental knowledge of Microsoft Office, and it's the most widely used software among primary, secondary, and post-secondary students. With that, knowing the features and functionality of this software is becoming increasingly important. This Value Suite combines three foundational Microsoft Office 2016 courses, teaching you the ins and outs of:

- Microsoft Word 2016
- Microsoft Excel 2016
- Microsoft PowerPoint 2016

In this program, you'll learn everything from creating impressive letters and documents, to compelling spreadsheets and tables, to persuasive presentations.

Each course within the Value Suite will introduce you to the features and functionality of Microsoft's latest software.

Introduction to Microsoft Word 2016

One of the most basic skills needed in any job is writing reports and letters using Microsoft Word (now available through Office 365). In this course, you'll gain the foundational skills you need to make the most of this powerful program to create professional-looking letters, reports, and documents. You'll learn how to type, edit, and format text, as well as dozens of ways to modify the appearance and content of your documents. You'll explore Word's features, such as spell and grammar checker and the thesaurus, to put a professional polish on your writing. By the time you're done with the step-by-step lessons and hands-on activities in this course, you'll be ready to use Word confidently at home or on the job.

Introduction to Microsoft Excel 2016

Do you work with numbers? Then you need to master Microsoft Excel 2016 (now available through Office 365)—and this is the place to do it. In this comprehensive online course, you'll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and

efficiently. You'll learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links, and creating macros and custom toolbar buttons. This informative course covers Quick Analysis, Flash Fill, and powerful charting capabilities available in Excel 2016. By the time you're done, you'll be using Excel like a professional.

Introduction to Microsoft PowerPoint 2016

Take your PowerPoint presentations from ordinary to extraordinary! In these lessons, you'll learn how to use Microsoft PowerPoint 2016 (now available through Office 365) to create impressive slide presentations using a variety of slide and layout masters that make global changes to your presentation in a snap. You'll also see how to embellish your slides with color, text, pictures, shapes, WordArt, SmartArt, charts, animation, video, audio, and hyperlinks, and discover how to create a PowerPoint photo album with your digital pictures. In addition, you'll work with PowerPoint Online, the free online version of PowerPoint, and the new Tell Me and Smart Lookup features. Whether you're a beginner or an experienced user, this course will teach you how to turn simple slides into an exciting presentation that will grab and hold your audience's attention.

Class Details: 38 Sessions

Tuition: \$324.00

Online 24/7

Notice Please read: Microsoft Office Home and Student 2016, or a subscription to Office 365 (software must be installed and fully operational before the course begins), Microsoft Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1, Windows 10 Server, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R. Note: This course is not suitable for Macintosh users or for users of any older versions of Microsoft Word, Excel, or PowerPoint.

BUSINESS MANAGEMENT TRAINING - AGRIBUSINESS

Agribusiness All Day Conference

Join local agricultural business leaders for a day devoted to the business issues that affect you. The day will include networking opportunities, key note speaker, and break-out sessions on various topics. Morning refreshments and lunch will be prepared by the Blue Ridge CTC Culinary School.

Topics may include: Agriculture Economics, Hydroponics, Beekeeping and more!

CEUs: 0.6

Tuition: \$49.00



CAREER AND TRADE TRAINING



CAREER AND TRADE TRAINING

CAREER & TRADE TRAINING- CAREER TRAINING

WorkKeys Basic Skills Assessments

This assessment is offered at a discounted price for individuals needing the following WorkKeys assessments: Reading, Locating Information, Applied Mathematics, Applied Technology, and Observation. Students should allow 7 hours for assessment.

1 Session

CEUs: 0.7

Tuition: \$59.00

Location: BRCTC Tech Center

WorkKeys Basic Skills 1 Assessment

Obtain the National Career Readiness Certificate today and be recognized for your abilities. "ACT WorkKeys is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce." This test score demonstrates to employers that the worker has the basic skills necessary to perform most jobs. Blue Ridge Community and Technical College is an ACT Satellite Testing Site for West Virginia. Improve your chances for employment today!

Location for testing – Blue Ridge CTC Technology Center – You must pre-register

1 Session

Tuition: \$24.00

Location: BRCTC Tech Center

WorkKeys Basic Skills Assessment 3 Tests

Obtain the National Career Readiness Certificate today and be recognized for your abilities. "ACT WorkKeys is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce." This test score demonstrates to employers that the worker has the basic skills necessary to perform most jobs. Blue Ridge Community and Technical College is an ACT Satellite Testing Site for West Virginia. Improve your chances for employment today!

Location for testing : Blue Ridge CTC Technology Center. You must pre-register!

1 Session

Tuition: \$49.00

Location: BRCTC Tech Center

How to Practice Public Notary in WV

This course will educate notary publics or persons interested in becoming a notary on the regulations and procedures of a proper notary. Students will also learn the proper techniques of notarizing documents as well as record keeping.

3-5 Objectives (things students will be able to do upon completion of the course):

- Students will know how to apply for their notary commission
- Students will know how to keep all proper notary records
- Students will know how to properly notarize a document
- Students will know how to properly check IDs

CEUs: 0.4

Tuition: \$29.00

CAREER & TRADE TRAINING - CONTRACTOR AND TRADES TRAINING

OSHA 10-Hour Construction Course

Blue Ridge Community and Technical College will be offering a two-day OSHA 10-Hour Construction Course on May 19, and 20, 2017. This program will be delivered by an OSHA-authorized trainer.

The OSHA Outreach Training Program provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces.

Attendance is mandatory for both days to receive an OSHA 10-Hour construction card.

2 Sessions

CEUs: 1.6

Tuition: \$199.00

CAREER & TRADE TRAINING - EDUCATION PROFESSIONAL CONTINUING ED

Study for the Praxis Core Math Examination

Included in the course fee is the textbook "Praxis Core Math Study Guide." The course will review areas of common difficulty found in the Praxis Core Math Exam. The course is taught live and there is ample time for individual questions. The course will utilize an online practice test that will assist in reviewing skills, methods, and formulas needed to answer all of the types of questions on the Praxis Core Math Test. Blue Ridge CTC Students receive a \$20 discount.

2 Sessions

CEUs: 0.8

Tuition: \$169.00

Location: Main Campus

Study for the Praxis Core Reading & Writing Examination

Included in the course fee is the textbook "Praxis Core Reading & Writing Practice Tests." The course will review areas of common difficulty found in the Praxis Core Reading and Writing Exams. The course is taught live and there is ample time for individual questions. The course will utilize online practice tests that will assist in reviewing skills, methods, and formulas needed to answer all of the types of questions on the Praxis Core Reading & Writing Tests.

2 Sessions

CEUs: 0.8

Tuition: \$ 169.00

Location: Main Campus



CAREER AND TRADE TRAINING

CAREER & TRADE TRAINING - FOOD SERVICE

ServSafe®

SERVSAFE® FOOD SAFETY MANAGEMENT TRAINING

The ServSafe program helps prepare you for the ServSafe Food Protection Manager Certification exam. Training covers these concepts:

- The Importance of Food Safety
- Good Personal Hygiene
- Time and Temperature Control
- Preventing Cross-Contamination
- Cleaning and Sanitizing
- Safe Food Preparation
- Receiving and Storing Food
- Methods of Thawing, Cooking, Cooling and Reheating Food
- HACCP (Hazard Analysis and Critical Control Points)
- Food Safety Regulations
- Certification Exam
- Certificate

2 Sessions

CEUs: 1.6

Tuition: \$149.00

Bartending Training

This course is an overall introduction to mixology, bar set up and tear down, equipment, glassware, measuring techniques, terminology, recipes, beer service, with food pairings, wine service with food pairings, garnishes and all general knowledge to begin a career in bartending. The course includes PSCC (Professional Server Certification Corporation) Responsible Serving Certification. The course is seven live classes with hands-on experience and one online PSCC class. Students will be given a list of supplies they will need to have for class that include: empty bottles for pour practice, pourers, shaker cups, shot glasses or small glasses to measure 2- 4oz shots, bottle opener, cork screw, strainer, knives/peeler for garnishes. The instructor will review the supply list the first night of class. The textbook is included with the course cost.

8 sessions

CEUs: 2

Tuition: \$159.00



CAREER & TRADE TRAINING - PESTICIDE CERTIFICATIONS

Aquatic Pest (Weed) Management West Virginia 6

Aquatic Weed Management is a course for pesticide applicators that manage aquatic weeds in the performance of their work. Its purpose is to prepare pest managers for certification in Aquatic Pest Control, Commercial Pesticide Applicator Category 5A. Aquatic weeds are managed to protect property, human safety, aquatic resources. After certification, the course manual will serve as a resource for pest identification and management. Aquatic Pest Management does not cover all pests that occur in or near water. It primarily discusses aquatic pest-plants. Pass the state pesticide applicator Aquatic Pest Control examination

Online 24/7

CEUs: 3

Tuition: \$299.00

Please read: This is an online course. You will be given access to the course within one week of registration. To register contact Cynthia Hull 304-260-4380 ext. 2405.

General/Structural and Rodent Pest Management West Virginia 8A

This course provides the necessary knowledge required to pass the Structural and Rodent Pest Management applicators certification exams in MD (7a & 7d). & WV (8a) It is also equivalent to six months as a registered technician in MD and WV. Prepare to pass the state certification examination.

Online 24/7

CEUs: 3.6

Tuition: \$299.00

Please read: This is an online course. You will be given access to the course within one week of registration. To register contact Cynthia Hull 304-260-4380 ext. 2405.

Ornamental Exterior-Landscape IPM-West Virginia Category 4A

Course focuses on the identification of abiotic factors, weeds, insects, mites, pathogens, and nematodes that occur on landscape ornamentals, found in the Mid-Atlantic. Information provided on the care for residential and commercial landscapes will include chemical and non-chemical pest management tactics, as well as safety concerns and business practices. Prepare to Pass the state pesticide applicator exterior ornamental examination.

Online 24/7

CEUs: 3.6

Tuition: \$299.00

Please read: This is an online course. You will be given access to the course within one week of registration. To register contact Cynthia Hull 304-260-4380 ext. 2405.

Ornamental Interior Greenhouse IPM West Virginia 4B

Course focuses on the identification of abiotic factors, weeds, insects, mites, pathogens, and nematodes that occur on greenhouse and interior ornamentals, found in the Mid-Atlantic. Information provided on the care for indoor plants will include chemical and non-chemical pest management tactics, as well as safety concerns and business practices. Prepare to pass the state pesticide applicator ornamental interior examination.

Online 24/7

CEUs: 3.6

Tuition: \$299.00

Please read: This is an online course. You will be given access to the course within one week of registration. To register contact Cynthia Hull 304-260-4380 ext. 2405.

CAREER AND TRADE TRAINING

Pesticide Use and Safety West Virginia Core

This course prepares the pest management professional for the core material, examination for pesticide application certification. Course content includes principles of pest control, pesticides, laws and regulations, pesticide labeling, pesticides and human health, personal protective equipment, pesticides and the environment, handling pesticides, pesticides emergencies, and pesticides alternatives. The course is equivalent to six months as a registered technician.

Upon completion of this course the student should be able to:

- Have a knowledge of state and federal pesticide regulations
- Understand how to read and understand a pesticide label
- Know the advantages and disadvantages of various pesticide formulations
- Be able to implement environment and personal protective measures
- Pass the state pesticide applicator core examination

Online 24/7

CEUs: 3.6

Tuition: \$299.00

Please read: This is an online course. You will be given access to the course within one week of registration. To register contact Cynthia Hull 304-260-4380 ext. 2405.

Public Health/Mosquito Control West Virginia 13D

This course prepares individuals seeking pesticide applicator certification in mosquito control (MD Cat. 8, WV Cat. 13D). The course covers mosquito identification, health significance, biology and control. Students will implement mosquito control measures.

Online 24/7

CEUs: 3.6

Tuition: \$299.00

Please read: This is an online course. You will be given access to the course within one week of registration. To register contact Cynthia Hull 304-260-4380 ext. 2405.

Termites and Other Wood-Destroying Organisms West Virginia 8B

This course supports pesticide applicators preparing for certification in Commercial Pesticide Applicator Category 7b, Wood-Destroying Pest Control. Its purpose is to provide commercial pesticide applicators with information to safely and effectively control termites and other wood destroying organisms in apartments, houses, business establishments, and other structures.

The course does not contain information about fumigation, a procedure sometimes necessary to control certain wood destroying organisms. Fumigation is West Virginia 8C

Online 24/7

CEUs: 3.6

Tuition: \$299.00

Please read: This is an online course. You will be given access to the course within one week of registration. To register contact Cynthia Hull 304-260-4380 ext. 2405.

Turf grass IPM West Virginia Category 4B

Turf grass IPM focuses on the importance of Integrated Pest Management (IPM). The student will learn about chemical pesticides and environmental protection; equipment and calibration; and the identification, biology, and management of weeds, diseases, insects, and vertebrate pests in both warm- and cool-season turf grass. Prepare to pass the state pesticide applicator turf examination. Take either Turf or Ornamentals to gain 6 months as a registered technician.

Online 24/7

CEUs: 3.6

Tuition: \$299.00

Please read: This is an online course. You will be given access to the course within one week of registration. To register contact Cynthia Hull 304-260-4380 ext. 2405.

CAREER & TRADE TRAINING - REAL ESTATE

Real Estate Pre-licensing for West Virginia - 90 Hour

This course meets the education requirements of the West Virginia Real Estate Commission for real estate pre-licensing WV REC Provider # 66. Students must have a completion certificate from this course in order to apply for the West Virginia Real Estate Examination. Students must complete the 60-hour online component and the 33 hour in-class component in order to receive a certificate of completion. Students must receive a final grade of 75% or higher in order to receive a certificate of completion. Live classes are mandatory and students must document 60 hours of online time. The online portion of the course is provided by Dearborn Recaps - Modern Real Estate Practice.

CEUs: 9

Tuition: \$599.00

West Virginia Real Estate 30-Hour Supplemental Course

This course is for those that have taken the 60-hour pre-licensing in another state and are required by the West Virginia Real Estate Commission to take the 30-hour West Virginia Law Supplemental course. Contact Cynthia Hull for class offering dates and information.

Contact Cynthia Hull for more information:

chull@blueridgectc.edu or 304-260-4380 ext. 2405

CEUs: 3.3

Tuition: \$229.00



CULINARY ARTS



CULINARY ARTS- MASTER CHEF

Taste of China

Explore Chinese cuisine by making various Chinese recipes.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Taste of France

Explore French cuisine by making various French recipes.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Taste of Greece

Explore Greek cuisine by making various Greek recipes.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Taste of India

Travel to India in this class where we will create a true Indian cuisine.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Taste of Italy

Explore Italian cuisine by making various Italian recipes.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Taste of Mexico

Explore Mexican cuisine by making various Mexican recipes.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Taste of Morocco

Explore Moroccan cuisine by creating classic Moroccan dishes.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Taste of New Orleans

New Orleans is a city for foodies, learn to create some of New Orleans classic dishes in this master class.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Taste of Northern India

Explore the cuisine of Northern India by preparing various Northern India's recipes.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Taste of Russia

Travel to Russia in this class where we will create a true Russian cuisine.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Taste of Spain

Explore the cuisine of Spain by making traditional Spanish recipes.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Taste of Thailand

Travel to Thailand in this class where we will create a true Thai cuisine.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Cuisine of Tokyo

Full of flavor and great for you! In this class, you will create a traditional Tokyo cuisine.

1 Session: 3 Hours

CEUs: 0.3

Tuition: \$59.99

Mediterranean Cuisine

Take a culinary journey with the foods of this region by preparing various Mediterranean recipes.

1 Session: 3 Hours

CEUs: 0.3

Tuition: \$59.99

2 Day Basic Cooking Skills Workshop

This 2-day workshop will help you to learn basic cooking skills.

2 Sessions: 10 Hours

CEUs: 1

Tuition: \$150.00

Cooking Light & Delicious

This Master Chef class is all about looking good and eating good.

1 Session: 3 Hours

CEUs: 0.3

Tuition: \$59.99

Cooking with Coffee

Learn how to incorporate America's favorite beverage, "coffee", into your cooking.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Cooking with Wine

In this class, we will demonstrate various recipes with wine like chardonnay risotto and citrus wine.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Gluten Free Rustic Pizza and Focaccia

Create a delicious gluten free pizza dough that will wow! your friends and family. We will make a GF pizza and GF focaccia in this class.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Pasta Making Master Chef

Join Chef Steve Weiss and learn to create classic pasta dough. This is a hands on course with students working at food preparation stations. Students will prepare, experience and taste!

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

How to Make Pho

Chef Weiss shows you how to prepare this exotic soup from Vietnam filled with broth and rice noodles. This is a hands on course with students working at food preparation stations. Students will prepare, experience and taste!

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Classic Soups

In this Master Chef class, we will be making a few of the different Classic soups we all know & love.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Valentine's Day for Couples

Bring your Valentine and learn how to prepare a Valentines dinner you both will love.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$49.99

Artisan Breads Workshop

Two-day ARTISAN Breads Workshop for Small Business or Enthusiast.

2 Sessions: 10 Hours

CEUs: 1.0

Tuition: \$150.00

Soft Roll Varieties

In this class we will make soft roll dough and explore various shapes and toppings.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Basic Cake Decorating

Learn how to make butter cream, ice a cake and decorate with a piping bag.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

CULINARY ARTS- MASTER CHEF (CONT.)

Beginner Pulled and Blown Sugar Art Workshop

Join Chef Steve Weiss and learn the basic techniques of pulled, blown and poured sugar art using Isomalt. Create a center piece incorporating all the skills. We will create a blown sugar lobster with pulled sugar scallop shells that will be the centerpiece of any table.

1 Session: 7Hours

CEUs: 0.7

Tuition: \$160.00

Cheesecakes

Join Chef Weiss and learn to make classic New York style cheesecakes, both plain and marbled. This is a hands on course with students working at food preparation stations. Students will prepare, experience and taste!

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Cupcakes

In this Master Chef class, we will learn to make the perfect cupcakes and also learn how to decorate them.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Eclairs

An éclair is an oblong pastry made with choux dough filled with a pastry cream and topped with icing.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

2 Day European Style Cake and Pastry

Join Chef Steve Weiss for this fun and delicious 2-day class featuring European style cakes and pastry.

2 Sessions: 10 Hours

CEUs: 1.0

Tuition: \$150.00

Extreme Cupcakes

In this class we will create Too Tall Lemon Meringue cupcakes and Death by Chocolate cupcakes

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

French Almond Apple Tart

Join Chef Steve Weiss and create this decadent and delicious tart that will become a family favorite! This is a hands on course with students working at food preparation stations. Students will prepare, experience and taste!

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

French Macaroons

French Macaroons are light-as-a-feather French treats that will give your dessert party a dose of sophistication.

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Gingerbread House Creation

Just in time for the Holidays! Learn how to make and decorate your very own gingerbread house. This is a hands on course with students working at food preparation stations. Students will prepare, experience and taste!

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Holiday Desserts- Sweets for Sweets

In this class, Chef Steve Weiss will have you create different holiday desserts that will have you begging for more.

1 Sessions: 3 Hours

CEUs: 0.3

Tuition: \$59.99

Ice Cream Dessert

Join Chef Steve Weiss as he creates his favorite flavor of ice cream. This is a hands on course with students working at food preparation stations. Students will prepare, experience and taste!

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

CULINARY ARTS- PARENT CHILD

Parent/Child Basic Breads & Pizza

Join Chef Steve Weiss for this fun and delicious class featuring your favorite foods: bread and pizza! Bring your Mom, Dad or Grandparent, to this great new class and learn to cook together! Fee includes all the materials for you and a family member. Enjoy!

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Parent/Child Basic Cooking Skills

Join Chef Steve Weiss for this fun and delicious class featuring your favorite foods. Bring your Mom, Dad or Grandparent, to this great new class and learn to cook together! Fee includes all the materials for you and a family member. Enjoy!

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Parent/Child Pasta Making Class

Join Chef Steve Weiss for this fun and delicious class featuring your favorite foods: learn to create fresh Fettuccini pasta and Alfredo sauce. Bring your Mom, Dad or Grandparent, to this great new class and learn to cook together! Fee includes all the materials for you and a family member. Enjoy!

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99

Parent/Child Make a Gingerbread House

Just in time for the holidays! Parents & Grandparents; bring your children and grandchildren to this fun class and create a Gingerbread House you will treasure! Learn how to make and decorate your very own gingerbread house with Chef Steve Weiss. In this fun, hands on course you will work together to create your masterpiece!

1 Session: 2 Hours

CEUs: 0.2

Tuition: \$29.99



GAMING CAREERS



GAMING CAREERS INSTITUTE - NOVELTY GAMES

Novelty Games

This course covers the fundamentals of dealing Novelty Games. 80 hours (4 hours per day, 5 days a week, 4 weeks.)

Sessions: 20

Weekly - Mon, Tue, Wed, Thu, Fri

CEUs: 8

Tuition: \$400.00

Black Jack

This course covers the fundamentals of dealing Blackjack. Emphasis is placed on card totaling, chip handling and cutting, card shuffling and card placement. Attention is given to game and accounting procedures, accuracy, and speed. 80 hours (4 hours a day, 5 days a week, 4 weeks.)

Sessions: 20

Weekly - Mon, Tue, Wed, Thu, Fri

CEUs: 8

Tuition: \$400.00

Craps

This course covers the fundamentals of dealing Craps. Emphasis is placed on the knowledge of the procedures on a variety of bets, accurate and quick mental multiplication and chip handling. Special attention is given to game procedures, accounting procedures, accuracy and speed. 160 hours (4 hours per day, 5 days a week, 8 weeks.)

Sessions: 40

Weekly - Mon, Tue, Wed, Thu, Fri

CEUs: 16

Tuition: \$700.00

Roulette

This course covers the fundamentals of dealing Roulette. Emphasis is placed on chip handling, table layout, accurate and quick mental multiplication, and accuracy in clearing the table. 80 hours (4 hours per day, 5 days per week, 4 weeks)

Sessions: 20

Weekly - Mon, Tue, Wed, Thu, Fri

CEUs: 8

Tuition: \$400.00

Introduction to Table Games

This course covers the general responsibilities of the dealer and is the pre-requisite for other table games training courses. Emphasis is placed on correct chip handling techniques, identifying the value of each color chip, learning to read the total value of a bet, and pit procedures. This course is 40 hours of classroom time (4 hours per day, 5 days a week, 2 weeks.)

For more Information on the Intro to Table Games class, please contact Tiffany Hines: 304.433.2677

Sessions: 20

Weekly - Mon, Tue, Wed, Thu, Fri

CEUs: 4

Tuition: \$200.00

Midi-Bac/Pai-Gow

This course is designed to train students in all aspects of dealing Midi Baccarat and Pai-Gow. Students will learn about the equipment used, the rules and object of the game, check handling and odds. Extensive hands on training is used to assist students in mastering all aspects of these exciting games. 80 hours (4 hours a day, 5 days a week, 4 weeks.)

Sessions: 20

Weekly - Mon, Tue, Wed, Thu, Fri

CEUs: 4

Tuition: \$400.00

Poker

This course covers the fundamentals of dealing Poker. Instruction is provided in the fundamentals of rake/antes/blind bets, game rules and regulations, dealer's responsibilities and game security. 80 hours (4 hours per day, 5 days per week, 4 weeks)

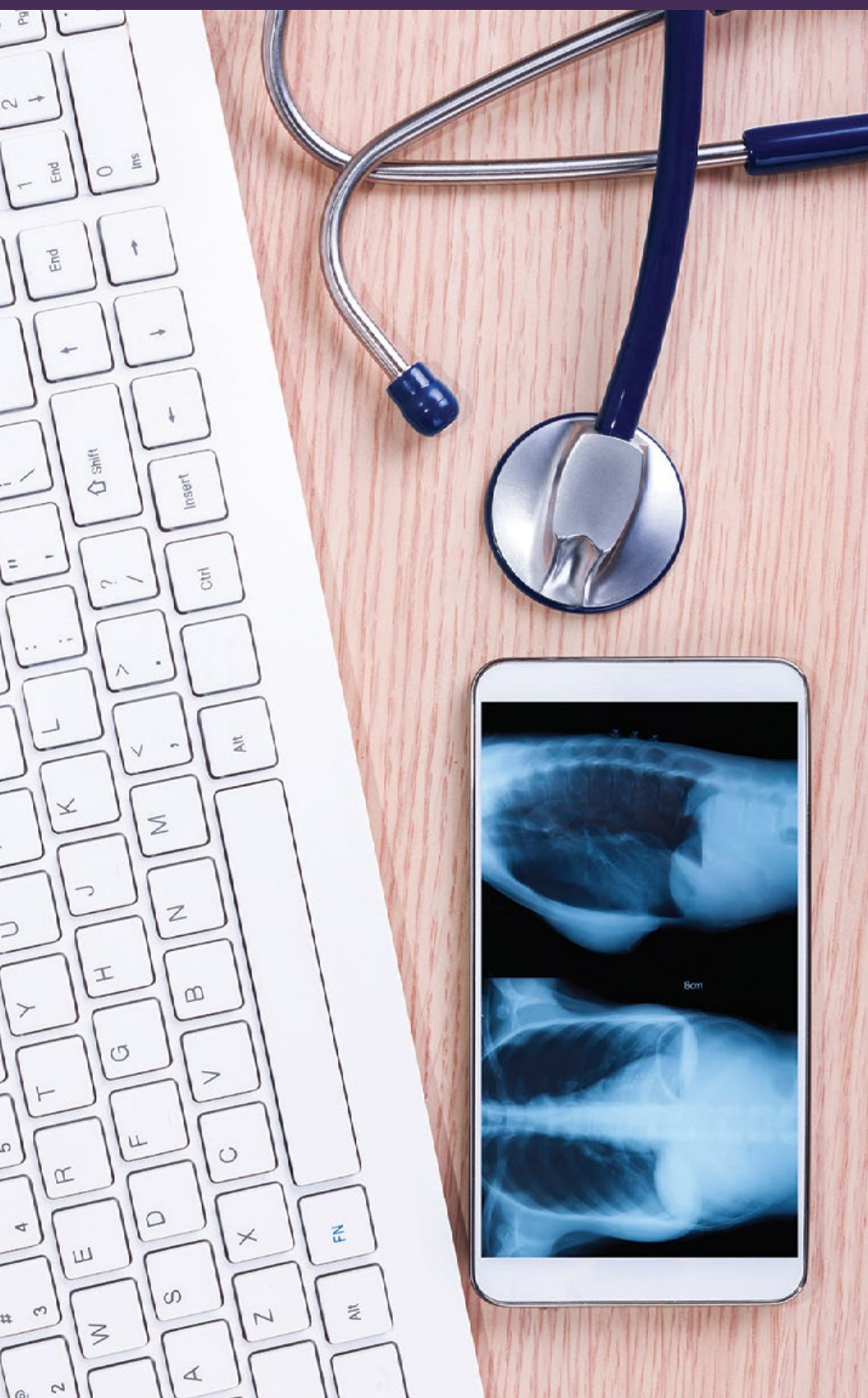
Sessions: 9

Weekly - Thu, Fri

CEUs: 4

Tuition: \$400.00

HEALTH AND ANIMAL CARE



HEALTH AND ANIMAL CARE

ALLIED HEALTH FAST TRACK CERTIFICATION

Dental Assisting

This 60-hour Dental Assisting Program prepares students for entry level positions in a variety of health care settings including dentist offices, hospitals and other similar facilities, familiarizing the student with all areas of pre-clinical dental assisting and training in the professional skills required to function as an assistant in the dental practice. It covers the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry and dental assisting; policies and guidelines. Clinical aspects of oral anatomy, dental equipment, tooth structure, primary and permanent teeth, oral cavity and related structures, proper patient positioning, dental hand-pieces, dental anesthesia, sterilization and asepsis. This program does not include a national or state certification objective which in most states requires 1 to 2 years of training or education.

If you seek a career in a high-growth field, our eight-week program prepares you for success as a dental assistant. As a key member of the healthcare team, you'll work hand in hand with dentists and hygienists to provide quality and corrective dental care. Over the course of your work day, you'll manage a variety of clinical and administrative responsibilities, such as sterilizing instruments, ordering supplies, and other office duties.

What are my career options?

Working in one of the fastest growing medical field careers, you can pursue employment in a dentist or orthodontist office, clinic, or hospital setting. Depending on the needs of your work environment, you may have the opportunity to work flexible hours. This course is eligible for college credit after successful completion of the program.

Sessions: 20

CEUs: 6

Tuition: \$1,199.00

EKG/Cardiovascular Technician

This comprehensive 60-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the American Society of Phlebotomy Technician (ASPT) – Electrocardiograph (EKG) Technician exam. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

As our population's healthcare needs continue to grow, certification as an EKG/ cardiovascular technician gives you the chance to save and strengthen patients' lives. Working closely with a physician, you'll find and identify patients' heart irregularities.

What are my career options?

Our 10-week, part-time program gives you the knowledge of state-of-the-art imaging technology to diagnose cardiac and vascular ailments in patients and prepares students to successfully sit for the national certification exam. Our graduates pursue employment in physicians' offices, hospitals, and clinic settings.

Sessions: 20

CEUs: 6

Tuition: \$999.00

ALLIED HEALTH FAST TRACK CERTIFICATION (CONT.)

Medical Billing and Coding

This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-10 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals, (CPT, ICD-10 and HCPCS).

Note: After obtaining the practical work experience (6months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams.

What are my career options?

As a medical biller and coder, you'll use codes to keep track of patient illness, treatments, bills, and invoices. Work environments include hospitals, emergency rooms, or physicians' offices.

Sessions: 27

CUEs: 8.7

Tuition: \$1,899.00

Pharmacy Technician

This comprehensive 60-hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam. 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 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.

As our population grows and ages, skilled pharmacy professionals must supply the demand. Within 10 weeks, a part-time, Fast Track certification as pharmacy technician will prepare you for work in a pharmacy, performing substantial duties such as retrieving drugs in the correct dosage and strength, filling prescriptions, and preparing medications for dispensing to patients. The program also prepares students to successfully sit for the national certification exam.

What are my career options?

As a pharmacy technician, you will work in a pharmacy, filling prescriptions under the direction of a pharmacist. You may choose to work in retail pharmacies, mail order pharmacies, or home infusion pharmacies, as well as long term care facilities, hospitals, and clinics. This course is eligible for college credit after the successful completion of the program.

Sessions: 20

CEUs: 6

Tuition: \$ 1,199.00

HEALTH AND ANIMAL CARE

Phlebotomy Technician

This 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. Note: There is no outside externship rotation included with this program.

The phlebotomy technician is a vital member of the clinical lab team; whose main function is to obtain patients' blood specimens. The field of phlebotomy has greatly expanded in the past several years, and this team member's role has recently been brought into sharper focus. Our part-time, 13-week program gives you the skills to collect blood specimens and create a stress-free patient environment.

What are my career options?

As a phlebotomy technician, you can pursue employment in a variety of settings, including hospitals, health centers, medical group practices, HMO's, public health facilities, veteran hospitals and insurance carriers. This course is eligible for college credit after the successful completion of the program.

Sessions: 26

CEUs: 9

Tuition: \$1799.00

HEALTH CARE FIELDS TRAINING- HEALTH PROFESSIONS CONTINUING EDUCATION

Optician Certification- 150 hours

Training: Master the skills you need for a successful career as an optician and prepare yourself to take the ABO certification exam. **To register for this course students must call (304) 260-4380 extension 2405 or register in person.**

180 Sessions: Online 24/7

Tuition: \$1895.00

Healthcare Provider CPR (BLS)

This course is a requirement for most healthcare providers and incorporates advanced skills and training, to include some airway adjuncts and physiological/anatomical discussions. American Heart Association Completion cards are issued by the provider Life- Saving Solutions, LLC. Certification is good for 2 years.

1 Session: 3 hours

CEUs: .3

Tuition: \$59.00

ANIMAL CARE CAREERS

Animal Care Nursing Assistant

The training consists of nine models each of which must be completed with a passing grade in order to receive a certificate of completion. The training provides 150 hours of classroom and hands-on training plus 10 hours of volunteer service. This training will prepare students to assist licensed Veterinarians and Veterinary Technicians in a variety of animal care facilities including veterinary practices, veterinary hospitals, animal control facilities, humane society facilities, research facilities, boarding facilities and pet

Training consists of:

- Veterinary Office Practices
- Veterinary Terminology
- Animal Restraint
- Exam Room Procedures and Safety
- Pharmacology
- Surgery
- Small Animal Nursing
- Laboratory and Radiology Procedures
- Career Building, Practicum and Completion
- Completion Ceremonies

Prerequisites: Students must be 18 years of age and complete the animal restraint hands-on pre-test, and be able to lift 40-50 lbs. to a waist high table.

Working with animals is by nature dangerous. Students assume all liability and responsibility for injuries. Students may be required to complete a rabies series of injections at their own expense, if bitten during the course of this course. BRCTC does not provide insurance coverage for injuries, students are required to provide their own insurance coverage and/or are responsible for all medical bills related to injuries incurred while studying or completing assignments for this program of study.

Sessions: 25

CEUs: 15

Tuition: \$1,795.00

Professional Pet Groomer Training

This grooming course includes hands on instruction in the field of professional pet grooming. Students will receive 63 hours of hands-on learning plus 20 hours' self-study. This highly interactive course is designed to give students the basic fundamentals of stylized pet grooming that will act as a catalyst for a career in the Professional Animal Care field. After finishing this all-inclusive course, students will graduate with a non-credit certificate of completion from Blue Ridge CTC.

Topics Include:

- Introduction to pet grooming
- Terminology and equipment
- Breed groups, understanding specific hair coats/types
- Correct and safe handling techniques
- Pet first aid
- Understanding non-verbal communication

Equipment review:

- Sporting Group and Hound Group
- Working Group and Herding Group
- Non-Sporting Group, Toy Group, Terrier Group
- Graduation Celebration

Sessions: 9

Tuition: \$999.00

HEALTH AND ANIMAL CARE

Veterinary Front Office Professional

This is an intense job preparation course that includes both live class time and online class time. Students should allow time for online course work each week. Students are trained in the following areas of Veterinary Front Office Skills: Computer User Skills and WorkKeys Certification; Ethical and Professional Conduct; Customer Service Skills; Veterinary Office Terminology; Equipment and Communication Skills; Animal Restraint and handling for the veterinary office. Each student will be assessed for their computer skill level and then be placed into a computer study course dependent on their skill level. Every student will improve their computer use skills by the end of the course by choosing one of the following courses – basic computer skills, Word 2010, QuickBooks for the small office, or Basic Excel. Instructor support will be available to assist with these studies. Students will learn Veterinary Office Terminology and how to correctly communicate those skills into verbal and written communications. Written communications include how to prepare professional memos, emails, and formal letters. Professional conduct studies will include professional dress, conduct and ethical considerations. Students will practice through case studies and group discussions. Basic office practices, products and software will be explored. Student will learn how to order office supplies for the veterinary office. Office hygiene issues and safety techniques are included. Students will study animal restraint techniques and discuss how to tactfully address animal control issues in the office. Students prepare to avoid animal confrontations in the waiting room. Students will take the “WorkKeys” nationally recognized workplace skills assessment as part of this course and will receive the National Career Readiness Certificate.

Sessions: 19

CEUs: 8.2

Tuition: \$599.00



IT AND COMPUTER SOFTWARE



IT AND COMPUTER SOFTWARE

IT AND COMPUTER SOFTWARE - BASICS

Understanding Computers

This basic non-credit course helps students become literate in the terminology and usage of computers. The course covers a description of the hardware and software of a computer system, a brief history of computers, and the following topics on the personal computer: Windows, file management, word processing, electronic spreadsheet, and online learning. The course is 45 hours and students will receive a certificate of completion upon meeting course requirements including CEUs. The course fee includes the textbook- a \$195 value.

Sessions: 15

CEUs: 4

Tuition: \$499.00

Introduction to Keyboarding

This non-credit course emphasizes the development of speed and accuracy and the operation of the computer keyboard. Basic document production including letters, memos, reports, and tables are covered. This course is offered for those who seek to build basic keyboarding skills. The course is 30 hours, and students will receive a certificate of completion including CEUs. The course fee includes the textbooks and practice software, a \$235 value.

Sessions: 15

CEUs: 4.5

Tuition: \$499.00

Ed2Go Keyboarding

If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you! In these lessons, you'll use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, to learn how to touch-type—that is, to type text you read from a printed page or a computer screen without looking at your keyboard. Using Keyboarding Pro's built-in word processor, you'll learn how to create, edit, and save word processing documents. As you improve your typing speed and accuracy, you'll use the word processor's timed writing feature to continually hone your skills. You'll even learn posture tips to minimize fatigue and help prevent carpal tunnel syndrome. With the skills you master here, you'll become faster and more confident at the keyboard. By the end of the course, you'll know how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview.

38 Sessions: Online 24/7

CEUs: 2.4

Tuition: \$95.00

IT and Computer Software- MS Office and QuickBooks

IT AND COMPUTER SOFTWARE - BASICS (CONT.)

Ed2Go Introduction to Microsoft Word 2016

One of the most basic skills needed in any job is writing reports and letters using Microsoft Word 2016 (now available through Office 365). In this course, you'll gain the foundational skills you need to make the most of this powerful program. Through hands-on instructions, you'll learn how to add and edit text; move words from one part of your document to another; work on two or more documents simultaneously; and format your text. You'll also see how to save, retrieve, copy, organize, and print your documents. You'll learn dozens of ways to modify the appearance and content of your documents by adjusting page margins, paragraph tab settings, and line spacing to create great-looking documents quickly and easily. If you need to type foreign language characters or symbols, you can do that in Word too. By using Word's spell and grammar checker, you can catch typos and grammatical mistakes before you print or share your document with others. You'll also explore the program's thesaurus feature, which can help you find exactly the right word. By the time you're done with the step-by-step lessons and hands-on activities in this course, you'll be able to use Word confidently at home or on the job. Please read: Must call to register. (304) 260-4380 extension 2405

Sessions: Online 24/7 Must be completed within 6 weeks of start date.

CEUs: 2.4

Tuition: \$129.00

Ed2Go Introduction to Microsoft Access 2016

Take control of your data! In this course, you'll learn how to harness the power of Microsoft Access 2016 to organize, store, edit, manage, and report on hundreds of thousands of records.

You'll start with the basics of database concepts and structure, and learn to build and customize tables to store data. With that foundation in place, you'll then learn about relational databases, and see how you can use them to build forms, generate reports, and search for data with queries across thousands of records in hundreds of tables—often with just a few clicks of your mouse! You'll also discover how to use macros to automate repetitive tasks and increase your efficiency.

Through easy-to-follow, step-by-step instructions, this course will help you master Access and put it to creative, confident use. You'll develop not only strong Access skills, but a solid understanding of good database design concepts. By the time you've finished the course, you'll know how to organize and assemble an effective database for any kind of information you need to store, document, and manage.

Must call to register. 304.260.4380 ext. 2405

38 Sessions: Online 24/7

Tuition: \$129.00



IT AND COMPUTER SOFTWARE

Ed2Go Introduction to Microsoft Excel 2016

Do you work with numbers? Then you need to master Microsoft Excel 2016 (now available through Office 365)—and this is the place to do it. Even “non-techie” beginners will find it easy to learn Excel in this fun, step-by-step online course. These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. In addition, you'll get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons. This informative course covers Quick Analysis, Flash Fill, and powerful charting capabilities available in Excel 2016. This is not a tutorial, but an in-depth class where you'll get training, help, and personal support from an experienced instructor as you're learning Excel basics step-by-step. By the time you're done, you'll be using this vital Office 2016 tool like a pro.

Please read: Must call to register. (304) 260-4380 extension 2405

38 Sessions: Online 24/7

Tuition: \$129.00

Ed2Go Introduction to QuickBooks 2016

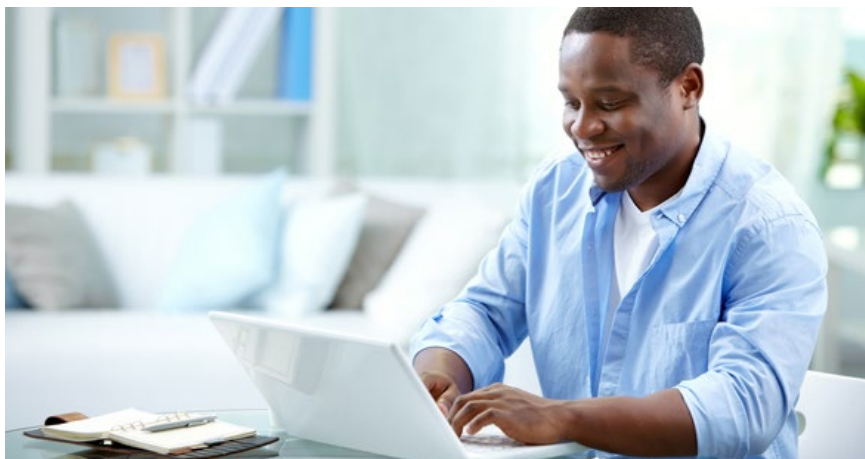
Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small- to mid-sized-business owner who needs a fully functional accounting system that's also easy to use. In 12 lessons, you'll gain hands-on experience as you master the tools you need set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports.

Whether you're new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower you to take control of the financial accounting for your business.

Must call to register. 304.260.4380 ext. 2405

38 Sessions: Online 24/7

Tuition: \$119.00



Introduction to Windows 10

Welcome to Windows 10, the completely new operating system from Microsoft, which offers a more robust, more powerful, and completely unique computing experience. In this course, you'll gain the foundation you need to get started right away using Windows 10. We'll begin with the basics: finding your way around the operating system. You'll get to know the expanded Start menu, desktop, and system settings so you can feel right at home. Next, you'll learn to customize the features of this operating system and personalize your desktop so you can make your computer truly your own. Then we'll take a look at files. You'll see how File Explorer can help you manage your files, and learn to create basic text documents using WordPad. From finding files and folders, to organizing and editing photos, to managing files on external drives, you'll learn everything you need to know about getting the most from this operating system. And since security is important, you'll also learn how to protect your files, as well as how to protect and update Windows 10. You'll even see how to use the new Microsoft Edge browser to access the Internet. By the time you finish this course, you'll have mastered the basic skills you need to get the most from Windows 10 for both work and play.

Sessions: 38

CEUs: 2.4

Tuition: \$95.00

IT AND COMPUTER SOFTWARE - WINDOWS 7 AND NETWORKING

CNC 102 Computer Configuration and Management

This is a hybrid course comprised of: live on-line instructor led, 24/7 cloud based labs that use real operating systems, live one-on-one tutoring/mentoring, group mentoring, certification exam preparation with simulation software and one technician hands-on Saturday. The student will build working level skills configuring and troubleshooting desktop and network operating systems and hardware. Students will become familiar with cloud computing, desktop and network configurations and securing the computer and network. This can be used as preparation for the CompTIA A+ exams (220-901 and 220-902) Please read: Class is not held on campus. This is a live CLOUD based course. You will be emailed log-in information. For information or to register contact Bob Haw at 304-707-4013 or Pat Hubbard 304-725-7104.

42 Sessions: Online

Tuition: \$3,990.00

CNC 103 Computer and Network Configuration 103

This is a hybrid course comprised of: live on-line instructor led instruction, 24/7 cloud based labs that use real operating systems, live one-on-one tutoring/mentoring, group mentoring, certification exam preparation with simulation software. The student will build working level skills configuring and troubleshooting Windows Server 2008 and 2012. Students will learn basic Linux server skills. Students will gain the knowledge and skills required for: troubleshooting, configuring and managing common network devices, understanding basic network design and connectivity, understanding and maintaining network documentation, identifying network limitations and weaknesses, implementing network security, standards and protocols. Can be used as preparation for C CompTIA Network+.

44 Sessions: Online

Tuition: \$3,990.00

IT AND COMPUTER SOFTWARE

ONLINE CLASSES - COMPUTER APPLICATIONS

Ed2Go Understanding the Cloud

What is the cloud? If you have trouble answering this question, you're not alone. In this course, we'll explore how the cloud works, what drives its incredible growth, and how you can use cloud services. And don't worry if you're not tech-savvy! We'll relate the cloud to things you encounter every day, using practical, non-technical language.

We'll start by looking at the building blocks of the cloud, where it started, and how it transitioned from an experiment into an unstoppable force. You'll also gain a clear understanding of IaaS, SaaS, and PaaS, and see why each may be attractive to some businesses, but not others. And you'll learn about the different kinds of clouds (public, private, and hybrid).

We'll also take an inside look at the engine rooms of the cloud: data centers. You'll examine the concept of big data/the overwhelmingly huge amounts of data that make analysis so challenging—and how the cloud infrastructure enables data to zip across the globe at lightning speed.

Social networking has also played an incredibly important role in the growth of the cloud. We'll examine how Facebook and Twitter contribute to the cloud, and how apps go from idea to app store. You'll gain an understanding of how mobile devices and major mobile ecosystems-like Apple, Android, and Windows continue to shape the cloud, and how start-ups can use social media to shake things up like never before.

Sessions: 38

CEUs: 2.4

Tuition: \$95.00



PERSONAL ENRICHMENT



PERSONAL ENRICHMENT

PERSONAL ENRICHMENT COURSES - BLUEGRASS

Beginning Banjo

Group banjo lessons taught by Ernie Bradley. Students learn to play banjo by ear. Lessons are scheduled once a week for three week sessions during the summer. Students can take each session as needed arranged around their summer schedule.

Sessions: 14

CEU's: 0.3

Tuition: \$49.00

Fall Bluegrass Jamming

Join Ernie Bradley for Bluegrass Jamming. This course is for beginning to intermediate acoustic players and harmonica. Students must know how to smoothly strum the chords C, G, D, A and E. Other more difficult chords will be practiced in the class. Students will learn to play with the group of live musicians and jamming etiquette. More advanced students will learn to take breaks, sing, play and basic performance rules.

Sessions: 14

CEUs: 2.8

Tuition: \$39.00

Bluegrass Jamming Half Session

The course allows students to join the Bluegrass Jamming class half-way through the course.

Sessions: 9

CEU's: 2

Tuition: \$20.00

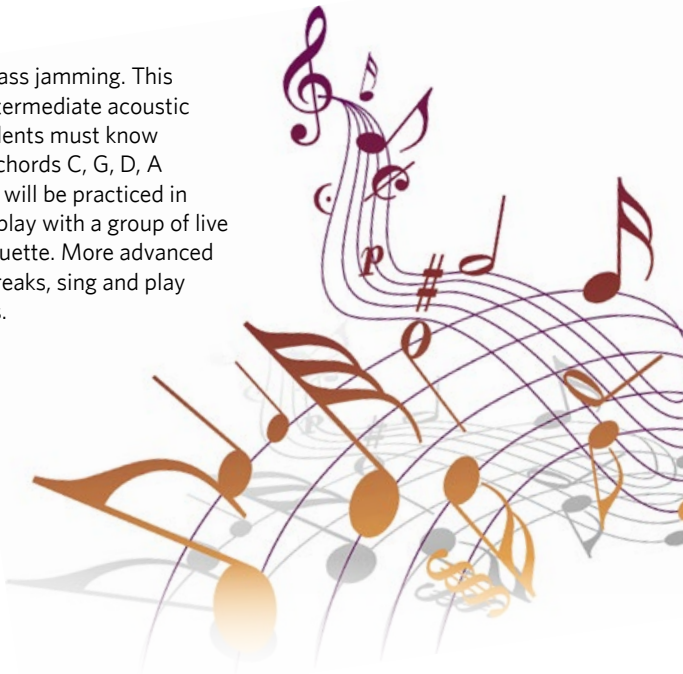
Spring Bluegrass Jamming

Join Ernie Bradley for Bluegrass jamming. This course is for beginning to intermediate acoustic players and harmonica. Students must know how to smoothly strum the chords C, G, D, A and E. Other difficult chords will be practiced in class. Students will learn to play with a group of live musicians and jamming etiquette. More advanced students will learn to take breaks, sing and play and basic performance rules.

Sessions: 18

CEUs: 2.4

Tuition: \$49.00



PERSONAL ENRICHMENT COURSES - BLUEGRASS (CONT.)

Beginning Mountain Dulcimer

Join life long musician, Toya Marie, for Beginning Mountain Dulcimer lessons. Toya's been playing the mountain dulcimer with great joy & enthusiasm for over six years. We'll explore the two main tunings, DAA and DAD. Try some different styles of playing, from the traditional noter style to flat-picking, as well as strumming. We'll also learn how to accompany ourselves while singing. You don't need to know how to read music to take this course. We'll learn to how to read dulcimer tablature. Please bring a pick, a tuner, and a capo to class.

Sessions: 9

CEUs: 1.2

Tuition: \$79.00

Advanced Beginner Mountain Dulcimer Class

Join lifelong musician, Toya Marie, for Advanced Beginning Dulcimer class. Toya's been playing the mountain dulcimer with great joy & enthusiasm for over six years. We'll explore the two main tunings, DAA and DAD. Try some different styles of playing, from the traditional noter style to flat-picking, as well as strumming. We'll also learn how to accompany ourselves while singing. You don't need to know how to read music to take this course. We'll learn to how to read dulcimer tablature. Please bring a pick, a tuner, and a capo to class.

Sessions: 10

CEUs: 1.2

Tuition: \$79.00



PERSONAL ENRICHMENT COURSES - LANGUAGES AND ESL

Beginning Everyday Sign Language

Learn American Sign Language basics including greetings, basic communication, numbers, common questions and responses. Participants will learn the basic fundamentals of finger-spelling and understanding ASL sentence structures, including proper eye movement, facial grammar and body posture. Classes are taught by Donna Day, well known sign language instructor. Students will need to purchase their own textbooks. Information on the textbook will be given the first night class. The cost of the book is approximately \$37 new, and used books are okay.

Sessions: 10

CEUs: 1

Tuition: \$39.00

