

Occupational Training

Senior Citizens, ages 65 and over who reside in North Carolina, may be eligible to take **Occupational** classes for free. This does not cover books, insurance, and supply fees. Call (910) 410-1704 or 610-1520 for more information.

Why Pre-register?

In order for a class to begin, a minimum number of students must be registered by the first day of class. Classes are not guaranteed unless the minimum has been reached. However, if no one has registered for a class, walk-ins will be accepted on the first day of class in order to reach the minimum number.

Pre-registration is highly encouraged!

Call (910) 410-1704 or 610-1520 to pre-register!

Accounting Fundamentals (24 hours)

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Suitable for either a small business or an individual household, this course is sure to increase financial awareness and accountability.

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

Accounting Fundamentals II (24 hours)

In *Accounting Fundamentals II*, you'll explore such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this is the course for you.

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

Ajax Programming (24 hours)

In this course, you'll learn each of the technologies that Ajax is composed of. We'll spend several lessons digging into JavaScript, a programming language essential to Ajax. You'll discover the wonders of the Document Object Model (DOM), cascading style sheets (CSS), the XMLHttpRequest object, extensible markup language (XML), and PHP scripting. Together, these technologies are what give Ajax its power.

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

Auto Dealer Renewal (6 hours) NEW!

This class is for auto dealers who need to receive CEU's in order to renew their dealer's license.

Pre-requisite: Must be an auto dealer.

Beg/End	Day	Time	Location	Tuition
4/12/11	Tuesday	9 – 3:30 p.m.	RCC/Trades Bldg.	\$65
4/20/11	Wednesday	9 – 3:30 p.m.	HC/126	\$65

Bartending/Mixology (40hours)

This course offers an introduction to the professional art of Mixology. It will emphasize the Alcoholic Beverage Control requirements, "Dram Shop" liabilities, employment opportunities, home entertainment, the use of wines, glassware and drink recipes. Students completing this course should be able to identify a minimum of 35 recipes, using proper amounts, mixes, glassware and garnishes. All tools and equipment of the trade will be used. Class will include lecture, demonstration and participation.

Prerequisite: Must be 18 years of age **Book:** \$17.18 (*price is subject to change*)

Beg/End	Day	Time	Location	Tuition
1/11 – 4/5	T	6 – 9 p.m.	HC/144	\$120

Basic Clerical and Front Office Skills (33 hours)

This course is designed to introduce and review the most common general office practices used in office environments by receiving instruction on MS Word professional word processing program, proofreading methods, business filing, record control procedures, telephone-answering, and message-taking procedures.

Beg/End	Day	Time	Location	Tuition
1/10 – 5/2	M	6 – 9 p.m.	HC/125	\$120

C++ Programming (24 hours)

Learn how to program in C++ from a master programming instructor and published author. In this project-oriented course, you'll skip all the gobbledegook and get right to programming--even if you have no prior programming experience! Before you know it, you'll be putting together programs that have their own windows and controls, and you'll see how easy programming really is.

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

Carpentry Classes for Home Owners – How to Lay Tile (48 hours)

This class has been specifically catered to homeowners who desire to lay tile in their homes. Students will focus on laying self-adhesive vinyl tile flooring, developing a floor layout, and selecting a good grade. Other advanced topics may be discussed throughout the program.

Beg/End	Day	Time	Location	Tuition
1/10 – 5/2	M	6 – 9 p.m.	HC/137	\$120

CDL/Truck Driving (60 hours)

This course, in partnership with *Future Truckers of America in Asheboro*, begins with the basics of the trucking industry and the equipment involved: DOT rules and regulations; safety, mechanical overview of the trucks; control systems, inspection of equipment; mechanical components; brake adjustment; preventative maintenance; servicing; defensive driving techniques; cargo loading, securement and documentation; trip planning, managing life on the road, personal resources, defensive driving; and communication and multicultural competencies are stressed.

Prerequisites:

Prior to entering this program, students must take the Reading Placement Test and score 34 or better, Math Placement Test and score 40 or better, provide 2 forms of ID, and be 19 years old by course completion.

Requirements needed for Future Truckers of America in Asheboro, NC:

Upon completion of this class, students must go to their local DMV and take the exam for their CDL permit for \$45.00. Once the permit has been obtained, students must contact the Future Truckers of America in Asheboro, NC and show proof of their CDL permit and the certificate of completion from Richmond Community College, in order to enroll in the CDL Program. One-hundred hours of driving time will be required provided that 60 hours of training have been satisfied through RCC. Cost for the CDL Program is \$2,400 which includes a DOT Physical and drug test; \$120 for the CDL License, and \$240.00 for housing (4-weeks). Future Truckers of America does not offer student loans. Financial assistance may be available through private institutions, non-profit organizations, or your local Employment Security Commission.

Books: TBA

Beg/End	Day	Time	Location	Tuition
1/10 – 2/14	M, T, W	6 – 10 p.m.	HC/126	\$175

Classroom Computer, The – Teacher Renewal Credit (24 hours)

If you're a teacher, this course will show you how to create an exciting and enriching experience for your students. You'll learn a wide variety of simple, field-tested, and easy to apply techniques that will make the most of the computer in your classroom.

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

Computer Skills for the Workplace – Teacher Renewal Credit (24 hours)

This class will introduce the student to the various programs used in today's workplace. Hands-on applications will involve formatting various documents, creating tables, graphs, a customer database, and a PowerPoint Slide.

Pre-requisites: Must be familiar with MS Office Suite.

Books: TBA

Beg/End	Day	Time	Location	Tuition
2/1 – 4/19	T	6 – 8 p.m.	RCC/Lee 4	\$65

Computer Skills for the Workplace – Teacher Renewal Credit (24 hours)

This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. We'll focus on practical application for software most common to the workplace. When you finish this course, you will have learned why employers consider technological literacy so critical to the success of any organization.

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

Creating a Classroom Web Site – Teacher Renewal Credit (24 hours)

Learn how to create a classroom Web site in this fun, easy-to-understand course for teachers. In no time, you'll build a site with text, images, animations, tables, links, and more. Then you'll create a WebQuest and a blog to add to your site.

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

Digital Photo Editing (12 hours)

Do you need to learn how to touch up your photos? This course will provide you with a wide array of editing tools that will help you enhance, manipulate, print and organize your digital photographs by using *Photoshop Elements 9* software. This course walks you through easy-to-follow steps on how to fix common photo problems like red eye, dark shadows and faded photos. You will learn how to use the many editing tools to restore old photos, resize, straighten, fix flaws, touch-up portraits and use color curves to fine-tune your photo's colors. There are many automatic tools that will quickly correct photo brightness and contrast, plus learn to use layers that will help create that special photo. *This course is limited to six (6) students. Pre-registration is highly recommended and is based on a first-come, first-serve basis.*

Beg/End	Day	Time	Location	Tuition
1/6 – 2/10	TH	6 – 8 p.m.	RCC/Lee 11	\$65

Digital Photography– Teacher Renewal Credit (10 hours)

Interested in digital photography as a career? This course provides an introduction to the basics of digital photography, equipment, software, and printing used for commercial applications such as advertising, marketing, employee and customer relations, sales, and photojournalism. Course topics can include but are not limited to storage, file management, photo editing, digital imagery, formal and informal photography, use of light, and basics of photojournalism.

Beg/End	Day	Time	Location	Tuition
1/31 – 2/28	M	6 – 8 p.m.	HC/144	\$65

Effective Business Writing (24 hours)

If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

Electrical Wiring - Residential, Commercial, NEC, & Control Wiring (284 hours)

This program is designed to provide an in-depth knowledge of the principles of electrical wiring as it applies to commercial/residential applications. Emphasis is on Ohm's Law, alternating and direct current, series circuits, parallel circuits and series parallel circuits, use of electrical tools and equipment, wiring materials and many other special subjects. Preventive maintenance and troubleshooting as well as National Electrical Code will be covered. This program leads to entry-level employment in the commercial/residential wiring industry.

Books: Residential Wiring \$104.24, Commercial Wiring \$124.18, NEC \$93.74, and Print reading \$53.85 (*prices are subject to change.*)

Beg/End	Day	Time	Location	Tuition
1/10 – 5/12	M, T, W, TH	8 – 12 p.m.	RCC/Trades Bldg.	\$175

Explore a Career in a Dental Office (24 hours)

In this course, you'll explore the many jobs open to you in the dental field—dentist, dental hygienist, clinical dental assistant, administrative dental assistant, office manager, and dental lab technician. To decide which one is just right for you, you'll investigate the education you need for each job, learn which dental office careers require licensing, and check out the job prospects in each area. In addition, you'll master basic dental terminology and anatomy, discover how to create a patient chart, and identify the privacy rules that are crucial to proper dental office management. You'll also delve into dental disease, its prevention, and its treatment.

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

Explore a Career as a Pharmacy Technician (24 hours)

Health care is a booming field these days and pharmacy technicians are in high demand. In this course, you'll take a look at the many job settings and career paths open to you if you become a pharmacy technician. In addition, you'll master the skills you need to get an entry-level position as a pharmacy tech or clerk. You'll start by learning basic terms for medical conditions and anatomy, gaining the skills you'll need to read prescriptions and patient records easily. In addition, you'll find out how common classes of drugs are made and how they work. You'll master the simple math that every pharmacy tech needs to know. You'll learn how to calculate dosages accurately, practice using simple formulas and math tools, and find out how to translate metric measurements into familiar household measures like teaspoons and tablespoons. Turning to the business side, you'll look at sales and find out how prescription pricing works. You will also learn about the important laws and regulations that govern pharmacies. You'll also hone your communication skills, learning how to handle customers courteously and efficiently. And finally, you'll explore the steps you can take to enhance your career prospects becoming a Certified Pharmacy Technician (CPhT). By the time you're done, you'll be prepared to start your career in this popular and rapidly-growing field.

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

Funeral Directors - Understanding and Working with Different Ages and Generations (5 hours)

How do you reach and relate to different ages and generations? Each has its own characteristics and knowing what they are can help you improve communication, customer service, employee morale, and your business. Learn what makes each age group and generation tick as well as the specific motivators that work best for each - Millennials, 30 and under; GenXers, 30-50; Baby boomers, 50-67; and Traditionalists, 67-88. This workshop includes a presentation, PowerPoint slides, handout, discussion and music from each generation. *This course has been approved by the North Carolina Board of Funeral Service.*

Beg/End	Day	Time	Location	Tuition
1/20/10	TH	12:30 – 5:30 p.m.	RCC/Lee 3	\$65

InDesign CS4 – Teacher Renewal Credit (24 hours)

In this Adobe InDesign CS4 class, you'll get hands-on training in desktop publishing and come away knowing how to use this popular page layout software to design and create professional quality letterhead, newsletters, business cards, brochures, PDF files that play movies, and more. You'll discover that you don't need to be a designer or an artist to produce professional quality documents!

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

Introduction to Computers - Teacher Certificate Renewal (24 hours)

GREAT for teacher renewal credits! This course will teach you all the basic functions of a computer such as word processing, databases, spreadsheets, graphics communications, module integrations, personnel systems, internet applications, and other miscellaneous functions.

Beg/End	Day	Time	Location	Tuition
1/11 – 3/29	T	10 – 12 p.m.	HC/123	\$65
1/24 – 4/11	M	6 – 8 p.m.	HC/122	\$65

Introduction to the Internet (24 hours) – Teacher Renewal Credit (24 hours)

In this course you will review a brief history of the Internet, and explore its impact on business, the culture at large, and its possible impact on the future. You will discover how computers communicate across the Internet and how Web servers and client software such as Web browsers work together to enable users to browse information and run applications on the Web.

Beg/End	Day	Time	Location	Tuition
1/24 – 4/11	M	6 – 8 p.m.	HC/123	\$65

Introduction to Computers/Keyboarding - Teacher Certificate Renewal (24 hours)

This course will develop touch keyboarding skills using a computer keyboard. It will focus on alphabetic keys and the numeric key pad. The student will become familiar with numeric, symbol and function keys and will drill for speed, accuracy, and keyboard applications. Keyboarding (typing) is an essential skill for efficient use of software applications. There will also be emphasis placed on computer basics.

Beg/End	Day	Time	Location	Tuition
1/20 – 4/7	Th	6-8 p.m.	HC/122	\$65

Manufacturing Fundamentals (24 hours)

Learn the basic skills required to work in the manufacturing field. Discover the role of production design, process planning, and the heart of 13 different manufacturing processes. Understand why facility location and plant layout decisions are so vital and learn how job design helps you accomplish company goals and achieve worker satisfaction. Find out what makes up the physical work environment and learn how to characterize different types of production materials.

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

Masonry Classes for Home Owners - How to Build Steps and Flower Beds (48 hours)

This class has been specifically designed to show homeowners how to build steps and flower beds.

Beg/End	Day	Time	Location	Tuition
2/8 – 3/24	T, TH	6 – 9 p.m.	RCC/Trades Bldg.	\$120
2/8 – 3/24	T, TH	6 – 9 p.m.	Scotland High Sch.	\$120

MS Excel 2007, Intro - Teacher Renewal Credit (24 hours)

Microsoft Excel 2007 is a powerful tool for generating spreadsheets from a number of data sources. In this course you will learn how to start excel, enter data, use formulas, format worksheets, modify columns and rows, edit workbooks, print, and save worksheets.

Prerequisite: Knowledge of windows operating system.

Beg/End	Day	Time	Location	Tuition
2/3 – 4/14	TH	6 – 8 p.m.	RCC/Lee 4	\$65
1/25 – 4 /12	T	6 – 8 p.m.	HC/123	\$65

MS Excel, Intermediate – Teacher Renewal Credit (24 hours)

Master advanced features of Microsoft Excel 2007, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity. In this practical, hands-on course, you'll learn how to create informative and eye-catching charts, as well as how to harness the power of Excel 2007's filtering techniques.

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

MS Excel, Advanced – Teacher Renewal Credit (24 hours)

Any proficient Microsoft Excel user will agree that MS Excel is a very powerful analytical tool. Wouldn't it be great to learn how to effectively use all the advanced Excel features at your disposal? In this practical and information-packed course, you'll see how to maximize Excel's functions and capabilities.

Pre-requisites: Must have a strong working knowledge of spreadsheets. Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

MS Word, Introduction – Teacher Renewal Credit (24 hours)

Learn to use the word processor PC Magazine ranked as one of the 'strongest and most intelligent programs ever written.' In this hands-on workshop, you'll learn how to add, move through, and edit text, move words from one part of your document to another, work on two or more documents simultaneously, change the size or appearance of text, change margins and tab settings, automatically center, right align, justify, and indent text; run the integrated grammar and spelling checker; use the thesaurus, and save, retrieve, copy, organize, and print your documents.

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

MS Word, Intermediate – Teacher Renewal Credit (24 hours)

Microsoft Word 2007 is a powerful and popular program, yet most people use only a fraction of its features. In this course, you'll learn Microsoft Word's more advanced features, which can make writing easier, faster, and more fun. You'll improve your creativity and efficiency at the same time!

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

Notary Public (6 hours)

This course provides instruction to individuals who want to become commissioned as a notary public. Topics include legal, ethical, and procedural requirements of the Notary Act as described in General Statute 10B Article 1. Upon completion of this course with a passing exam grade of 80%, a person is eligible to make application with the NC Secretary of State office. For more information, go to the following website: www.secretary.state.nc.us/notary. Prerequisite: Must be at least 18 and have a high school diploma/GED.

Important: Senior Citizens must pay for Notary classes. **Book Fee: \$29.36 (Price subject to change.)**

Richmond County

Beg/End	Day	Time	Location	Tuition
1/8/11	Sat.	8-2:30 p.m.	RCC/GHSB/134	\$65
2/5/11	Sat.	8-2:30 p.m.	RCC/GHSB/134	\$65
3/5/11	Sat.	8-2:30 p.m.	RCC/GHSB/134	\$65
4/2/11	Sat.	8-2:30 p.m.	RCC/GHSB/134	\$65

Scotland County

Beg/End	Day	Time	Location	Tuition
1/22/11	Sat.	8-2:30 p.m.	HC/125	\$65
2/19/11	Sat.	8-2:30 p.m.	HC/125	\$65
3/26/11	Sat.	8-2:30 p.m.	HC/125	\$65
4/30/11	Sat.	8-2:30 p.m.	HC/125	\$65
5/7/11	Sat.	8-2:30 p.m.	HC/125	\$65

Optical Assistant, Become an (24 hours)

If you think you'd like to become an optical assistant, this is the course for you! We'll take a comprehensive look into the diverse world of optical assisting—a world that's becoming more exciting all the time. You'll see why optometry is such an interesting field and how rewarding it can be to help people solve their vision problems.

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

Pet Grooming (50 hours)

Are you interested in pet care? In this course you will learn how to maintain kennels & crates, take care of the diet & health of pets, train them and much more. You will also learn about various types & behavior of dogs and cats; their anatomy; grooming techniques; healthcare etc. Being a groomer includes taking care of the pets in every manner from bathing & drying to trimming & cutting of hair. This course in pet grooming will also provide instructions on how to deal with fleas, ticks, lice, glands & your pet's nails. Note: A waiver form must be signed before animals are brought into the facility.

Beg/End	Day	Time	Location	Tuition
2/15 – 5/10	T, TH	6 – 9 p.m.	HC/137	\$120

QuickBooks 2010, Intro (24 hours)

QuickBooks is designed for the small to mid-sized business owner who enjoys Quicken's ease of use but prefers a more traditional approach to accounting. Learn how this well-designed accounting program can make it a snap to 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.

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Software required: *QuickBooks Pro 2010 or QuickBooks Premier Edition 2010.* Software may be purchased through any online bookstore. See online website for more information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

Real Estate Investing (24 hours)

Have you ever heard the old saying, "Buy low, sell high?" News stories about the softening real estate market might scare away some novice investors. Experienced investors, however, recognize weak markets as opportunities to pick up bargains. When there are more sellers than buyers, your chances of getting a good deal go way up. In fact, many investors make more money in a down market than in a strong one. In many areas, now is the time to buy before prices start climbing again. In this course, you'll learn how to make money in any area, in good times and bad, even if you have little money to start with.

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

Small Engine Repair (48 hours)

Baffled that your small engine does not work? Need to learn how to fix your lawnmower? This course will be taught by an expert in the field who is currently a small engine mechanic.

Beg/End	Day	Time	Location	Tuition
2/8 – 4/26	T	6 – 10 p.m.	RCC/Trades Bldg.	\$120

Spanish in the Classroom – Teacher Renewal Credit (24 hours)

Whether you took a Spanish class 20 years ago and just want to brush up a bit, or you have never taken a Spanish class, you'll learn the essential Spanish for teachers and bridge the communication gap with your Spanish-speaking students and parents. Rest assured that this won't be anything like your typical high school Spanish course. We'll skip the frills and focus on "survival Spanish" you can put to work immediately. We've tossed out long vocabulary lists and complex grammar rules and replaced them with games and stories to make learning easy, painless, and even fun.

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

Spanish for Law Enforcement – Teacher Renewal Credit (24 hours)

Whether you're new to the Spanish language or just want a refresher, this course will teach you the basic Spanish phrases you need for everything from making casual conversation to handling life-or-death situations. You'll start with simple vocabulary for everyday topics including colors, numbers, conversational phrases, family names, and words for asking questions. Next, you'll learn Spanish terminology you can use during arrests, traffic stops, medical emergencies, and many other common law enforcement situations. **Pre-requisites:** Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

Spanish for Medical Professionals – Teacher Renewal Credit (24 hours)

Are you struggling to communicate with your Spanish-speaking patients? If so, here's the perfect solution. Whether you're new to the Spanish language or just want a refresher, this fun and simple course will give you the basic tools you need to bridge the communication gap.

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

Spanish for the Workplace – Teacher Renewal Credit (24 hours)

Spanish for the Workplace is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar in order to develop the speaking, listening, reading, and writing skills necessary for basic communication and comprehension.

Books: \$51.45 (*price is subject to change.*)

Beg/End	Day	Time	Location	Tuition
2/15 – 5/3	T	6 – 8 p.m.	RCC/Lee 11	\$65
1/25 – 4/12	T	6 – 8 p.m.	HC/125	\$65

Substitute Teacher Effective Training - Teacher Renewal Credit (33 hours)

GREAT for teacher renewal credits! Included are sessions on learning expectations, time management, instructional methods, preparation, monitoring student interaction, social interaction, non-instructional duties and evaluation; recommended for substitute teachers, teacher assistants, and prospective new teachers. Upon completion of this course, students can obtain entry-level employment. Prerequisite: n/a

Beg/End	Day	Time	Location	Tuition
1/13 – 3/24	TH	5:30 – 8:30 p.m.	HC/126	\$120

Teaching Adult Learners – Teacher Renewal Credit (24 hours)

If you're excited about the challenge of reaching and teaching adult learners, you're in the right place! In this course, you'll discover how to use the newest educational methods to create a student-centered classroom that's perfectly suited for adult learners. You will engage in examining your students' different learning styles and multiple intelligences, learn how to organize your material effectively and design strong lesson plans, and learn how to create a warm and welcoming classroom environment and preparing a fun orientation. Finally, there will be a discussion about making your classroom accessible and enjoyable for students with disabilities.

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65
4/20 – 6/20	Sun-Sat	24/7	Online	\$65

Video Game Design (24 hours)

This course is an introduction to electronic game development and game development careers. This course includes an examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry. Students will also learn how to design a simple computer game.

Books: \$43.08 (*price is subject to change.*)

Beg/End	Day	Time	Location	Tuition
2/1 – 5/17	T	7:30 – 9 p.m.	HC/122	\$65

Welding - Mig, Tig, Stick, Oxyacetylene, & Pipe (284 hours)

This course provides basic entry level and familiarization instruction for the welding field in the areas of safety, tool and equipment familiarization, oxy-fuel, plasma and arc cutting procedures, shielded metal arc welding (SMAW/stick), gas metal arc welding (GMAW/MIG), gas tungsten arc welding (GTAW/TIG), blueprint reading, weld inspection, destruction and non-destructive testing, and pipe welding through classroom instruction and practical application IAW the National Center for Construction Education and Research (NCCER) Curriculum. This bundled program includes Mig, Tig, Oxy, Stick, and Blueprint Reading.

Books: *NOT required.*

Beg/End	Day	Time	Location	Tuition
1/10 – 5/12	M, T, W, TH	12 – 4 p.m.	RCC/Forte/323	\$175
1/10 – 5/12	M, T, W, TH	6 – 10 p.m.	Scotland High Sch.	\$175

Worker's Compensation – (24 hours)

Anyone considering a career as a paralegal should have a firm understanding of workers' compensation law. The reason is simple: You're far more likely to be involved in workers' compensation cases than criminal law cases, intellectual property cases, or even business disputes. The only types of cases that are more common are personal injury or medical malpractice, both of which have very strong ties to workers' compensation law.

Pre-requisites: Student must have access to the internet. Log onto www.ed2go.com/richmondcc for more detailed information.

Beg/End	Day	Time	Location	Tuition
1/19 – 3/21	Sun-Sat	24/7	Online	\$65
2/16 – 4/18	Sun-Sat	24/7	Online	\$65
3/16 – 5/16	Sun-Sat	24/7	Online	\$65

4/20 – 6/20

Sun-Sat

24/7

Online

\$65

Contact Information:

Enroll by calling (910) 410-1700, 410-1704, or 610-1520

Email: paulap@richmondcc.edu