

Education Classes

COMMUNITY COLLEGE

Insurance \$16
 Plus Book 6:30-9:30 PM 04-15-04 256
 This course enables the students to complete the NC EMT-I curriculum.

Field House
 Traditional melodies (solo/chordal accompaniment), train the musical ear, and play guitar.

65 or older do not have to pay.
 Notary Public with the State of North Carolina. Topics to be covered are oaths and affirmations, depositions, affidavits and negotiable instruments.

65 or older do not have to pay.
 6-9 PM 10-27-03 3

65 or older do not have to pay.
 6-9 PM 12-01-03 3

Field House
 9 AM - 1 PM 11-19-03 40
 Techniques in still life, landscape, and color theory. Class size is limited to 10 stu-

Field House
 9 AM - 1 PM 11-18-03 40

2079
 6-8 PM 11-04-03 16
 How to use What are all these controls, buttons, and dials? How can I take better photo-

Senior Center
 9 AM - 12 PM 12-09-03 45
 Shadow applique, soft shading, lap quilting, making pillows, drafting to 15 students.

Senior Center
 1 - 4 PM 12-09-03 45
 Sewing for the beginner. Class is limited to 15 students.

Lee Furniture & Sewing
 6 - 9 PM 11-10-03 30
 Machine quilting class. Students will make pieced machine quilting blocks for a quilt the

1138, 1139, 1140
 8:30 AM - 5:30 PM 10-08-03 8
 Mandatory continuing education requirement and four-hour elective. The update will meet

1140
 6-9 PM 10-21-03 18
 Into treasured keepsake albums. The instructor will provide detailed information on safe

Maintenance Building
 6-9 PM 12-02-03 36
 Small panels. Students should know how to cut glass before enrolling in this class. Class is

Maintenance Building
 6-9 PM 12-04-03 36
 Construct a small flat window panel and suncatchers using the copper foil method.

1138
 8 AM - 5 PM 10-10-03 7.5

1019
 6-9 PM 12-09-03 48
 Upholstery including webbing, springing, stuffing, trimming, sewing, restoring, repairing, mount-

1019
 6-9 PM 12-11-03 45

1030
 3:30-5:30 PM 11-20-03 20
 4-hour safety. Topics include stick welding, brazing, and flame cutting. Learn the basics

ABT TBA
 10 AM - 1 PM 11-17-03 36
 Cover topics such as basic windows, word processing, and spreadsheet applications.

ABT TBA
 6-9 PM 11-13-03 36

ABT TBA
 10 AM - 1 PM 11-12-03 36
 Content beyond the basic level. Recommended for students who have completed

3201
 12 - 3 PM 11-07-03 27
 For senior students. The course will cover topics such as basic windows, word

3201
 8 AM - 11 AM 11-07-03 27
 Recommended for students who have completed Computer Basics (Introduction to

ABT TBA
 6-9 PM 11-17-03 36
 Newest and most popular word-processing program.

1134
 6-9 PM 10-20-03 3
 Owners for injuries caused by their animals.

1134
 6-9 PM 10-27-03 3
 Produce. Discussion will include: who owns a tree; what rights do you have if a tree's

1134
 6-9 PM 11-03-03 3
 Trials as well as an outline of modern trial procedure including jury selection, jury instruc-

1-484-4015
 65 or older.
 65 or older are fee exempt on some classes.
 communitycollege.edu

Miranda
 Registration \$20
 Everyone must pay.
 11-10-03 Gardner 1134 M 6-9 PM 11-10-03 3
 The Miranda rule is probably the best known and most widely misunderstood rule of criminal procedure. This course will discuss the rule, its applica-

Lemon Laws
 Registration \$20
 Everyone must pay.
 11-17-03 Gardner 1134 M 6-9 PM 11-17-03 3
 This class will consist of a general discussion of consumer protection statutes regulating the sale and use of products.

ONLINE COMPUTER CLASSES

Course Title	Registration Fee	Start Date	Days	Time	Instructor	Room	Days	Time	Class Size
Introduction to Microsoft Access (Online)	\$55	09-17-03			"Education to Go"	Online	Online	Online	24
Learn how to use this powerful and award-winning database to store, locate, print, and automate access to just about any type of important information.									
Introduction to Microsoft Access (Online)	\$55	10-08-03			"Education to Go"	Online	Online	Online	24
Intermediate Microsoft Access (Online)	\$55	09-17-03			"Education to Go"	Online	Online	Online	24
Learn how to build a fully automated database management system complete with your own custom data entry forms. You'll also learn how to add graphics, sound, and macros to your database, and some advanced reporting techniques.									
Intermediate Microsoft Access (Online)	\$55	10-08-03			"Education to Go"	Online	Online	Online	24
Introduction to Microsoft Excel (Online)	\$55	09-17-03			"Education to Go"	Online	Online	Online	24
Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons.									
Introduction to Microsoft Excel (Online)	\$55	10-08-03			"Education to Go"	Online	Online	Online	24
Intermediate Microsoft Excel (Online)	\$55	09-17-03			"Education to Go"	Online	Online	Online	24
Learn to work faster using features such as Pivot Table, Solver, and Auto Filter. Build worksheets with decision-making capabilities, and learn to use advanced graphing techniques.									
Intermediate Microsoft Excel (Online)	\$55	10-08-03			"Education to Go"	Online	Online	Online	24
Getting Organized with Outlook (Online)	\$55	09-17-03			"Education to Go"	Online	Online	Online	24
This course will help you use Outlook 2000 to get the most out of your e-mail communications and contact lists, schedule your appointments, track your tasks and projects, and organize information so it's at your fingertips.									
Getting Organized with Outlook (Online)	\$55	10-08-03			"Education to Go"	Online	Online	Online	24
Internet Basics (Online)	\$55	09-17-03			"Education to Go"	Online	Online	Online	24
Master the ins and outs of the Internet with this informative, behind-the-scenes look at the World Wide Web, e-mail, Gopherspace, Newsgroups, FTP, chat, telephony, Telnet and more.									
Internet Basics (Online)	\$55	10-08-03			"Education to Go"	Online	Online	Online	24
Introduction to Microsoft PowerPoint (Online)	\$55	09-17-03			"Education to Go"	Online	Online	Online	24
Learn how to create dazzling slide presentations with awesome multimedia slides, charts, outlines, graphs, clip art, hypertext links, and special effects.									
Introduction to Microsoft PowerPoint (Online)	\$55	10-08-03			"Education to Go"	Online	Online	Online	24
Introduction to QuickBooks	\$55	09-17-03			"Education to Go"	Online	Online	Online	24
Learn how QuickBooks makes it easy 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.									
Introduction to QuickBooks	\$55	10-08-03			"Education to Go"	Online	Online	Online	24
Starting & Operating Your Own Home Based Business	\$55	09-17-03			"Education to Go"	Online	Online	Online	24
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.									
Starting & Operating Your Own Home Based Business	\$55	10-08-03			"Education to Go"	Online	Online	Online	24
Intro to Microsoft Word (Online)	\$55	09-17-03			"Education to Go"	Online	Online	Online	24
Learn how to create and modify documents in Word, the strongest and most popular word-processing program available.									
Intro to Microsoft Word (Online)	\$55	10-08-03			"Education to Go"	Online	Online	Online	24
Intermediate Microsoft Word (Online)	\$55	09-17-03			"Education to Go"	Online	Online	Online	24
Take advantage of Word's publishing capabilities to easily create flyers, newsletters, brochures, and other heavily formatted documents.									
Intermediate Microsoft Word (Online)	\$55	10-08-03			"Education to Go"	Online	Online	Online	24
Photoshop 7 for Absolute Beginners (Online)	\$55	09-17-03			"Education to Go"	Online	Online	Online	24
If you want to work with graphics, Photoshop is the program you will most need to learn. This course will teach you how to use Photoshop with detailed, step-by-step instructions that you'll have no trouble following—even if you've never used a computer for graphics before!									
Photoshop 7 for Absolute Beginners (Online)	\$55	10-08-03			"Education to Go"	Online	Online	Online	24
Creating Web Pages (Online)	\$55	09-17-03			"Education to Go"	Online	Online	Online	24
Learn how to design, create, and post your very own site on the Web. Discover low-cost marketing techniques and search engine strategies.									
Creating Web Pages (Online)	\$55	10-08-03			"Education to Go"	Online	Online	Online	24
Windows File & Disk Management (Online)	\$55	09-17-03			"Education to Go"	Online	Online	Online	24
Learn how to find missing files, delete, copy and move files, work with the recycle bin, organize, maintain and troubleshoot your hard disk, add and remove items from your start button, work with the Startup group, and create desktop icons and other shortcuts to your favorite programs and documents.									
Windows File & Disk Management (Online)	\$55	10-08-03			"Education to Go"	Online	Online	Online	24



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Cleveland Community College Is An Equal Opportunity Educational Institution.