

EGCC WORKFORCE AND COMMUNITY OUTREACH

SPRING 2012

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REGISTRATION FORM

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REGISTRATION

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

SENIOR CITIZEN DISCOUNT POLICY

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

CANCELLATIONS/REFUNDS

EGCC reserves the right to cancel classes due to low enrollment or other circumstances that warrant cancellation. In such cases, a full refund will be made. Please allow 2 to 4 weeks for refund to be processed. If cancellations are made by the registrant prior to the stated registration deadline, fees are refundable. After that, no refunds will be made.

WEATHER CANCELLATIONS

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

COMPUTERS

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

CED108-60 Beginning Computers

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

Instructor: Eastern Gateway Staff
M & W, 3/19-3/28; Time: 5:30-8:30 pm
No. of Classes: 4; Tuition: \$45; Tech Fee: \$40;
Total Fees: \$85

Registration deadline: 3/12

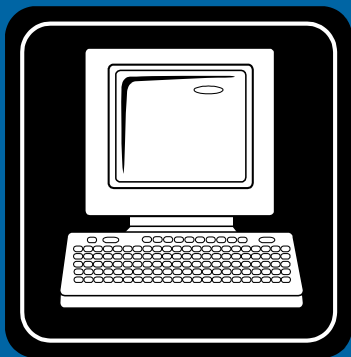
CED156-60 Microsoft Word 2007 Basics

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

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

Instructor: Eastern Gateway Staff
M & W, 4/2-4/11; Time: 5:30-8:30 pm
No. of Classes: 4; Tuition: \$45; Tech Fee: \$40;
Total Fees: \$85

Registration deadline: 3/26



**Turn to Page 17
for Additional
Computer Courses
Online**

CED158-60 Microsoft Excel 2007 Basics

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

Prerequisite: Beginning Computers or equivalent working knowledge

Instructor: Eastern Gateway Staff

M & W, 4/16-4/25

Time: 5:30-8:30 pm

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

Total Fees: \$85

Registration deadline: 4/9

CED192-60 A Clean Computer

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

Instructor: EGCC Staff

W, 5/2 & 5/9; Time: 6:30-8 pm

No. of Classes: 2; Tuition: \$19; Tech Fee \$10;

Total Fees: \$29

Registration deadline: 4/25

CED142-20 Computer Skills for Seniors

Learn to use the computer at a relaxed pace.

This class offers an overview of basic Windows skills, and introduction to Internet and e-mail, and hands-on practice with basic applications for word processing and spreadsheets.

Instructor: Flora Shoe

W, 5/2-6/6; Time: 3:30-5:30 pm

No. of Classes: 6; Tuition: \$45; Tech Fee \$40;

Total Fees: \$85

Registration deadline: 4/25

USING THE INTERNET

CED120-60 Introduction to Facebook

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

Instructor: Eastern Gateway Staff

W, 5/16; Time: 6-9 pm

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

Registration deadline: 5/9

SHALE GAS TRAINING

**Course descriptions
and schedules available at
www.egcc.edu/shale**

CREATIVITY CORNER

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

CED678-60 Learn to Knit

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

Instructor: Carolyn Conner

W, 3/21-4/18; Time: 6-8 pm

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

Registration deadline: 3/14

CED686-60 Intermediate Knitting

If you are ready to take your knitting skills to the next level, this is the class for you. Knit a toboggan hat by increasing/decreasing stitches and sewing. Time permitting, additional

projects will be considered by the instructor. Cost of supplies (approximately \$10) is not included in the tuition.

Instructor: Carolyn Conner

W, 4/25-5/23; Time: 6-8 pm

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

Registration deadline: 4/18

CED620-60 Crochet Basics

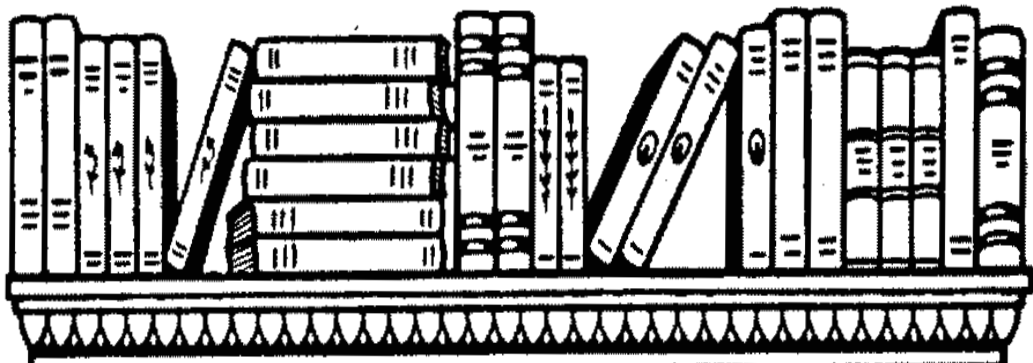
Discover the versatility and usefulness of crochet. Learn basic crochet stitches and how to read patterns. Students create a one of a kind project or choose to make a dishcloth. Cost of supplies (about \$5) is not included in the tuition.

Instructor: Carolyn Conner

Th, 3/22-4/19; Time: 6-8 pm

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

Registration deadline: 3/15



JOIN THE EGCC BOOK CLUB!

**Meetings are held the 4th Wednesday
of the month, 6-7:30 pm in the Eastern
Gateway Library on the Jefferson
County Campus, Steubenville.**

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

HEALTH AND FITNESS

CED401-60 Tai Chi

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

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

Instructor: Vicki Littlejohn

M & W, 3/19-5/2

Time: M: 6:45-7:15 pm and W: 6:15-6:45 pm

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

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

Registration deadline: 3/12

CED406-60 Fitness Kickboxing

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

Instructor: Vicki Littlejohn

T & Th, 3/20-5/3; Time: 6:45-7:15 pm

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

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

Registration deadline: 3/13

SPORTS CERTIFICATION

CED301 Pupil Activity

Supervisor Permit

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

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

Register for one session ONLY.

Instructor: Eastern Gateway Staff

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

Registration deadline: 2/2

Sec. 61: Th, 4/12; Time: 4:30-6:30 pm

Registration deadline: 4/5

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

SPECIAL INTEREST

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

CED310-20 AARP Driver Safety Program

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

Presented by: AARP

Th, 4/26; Time: 12:30-4:30 pm

No. of classes: 1; Instructor Fee: \$12 (AARP members), \$14 (non-AARP members)

Registration deadline: 4/19

CED578-60 Eastern Gateway Book Club

The Eastern Gateway Book Club is a facilitator-led book discussion for Eastern Gateway students and adults. Book selections are chosen for the following month by the members of the club and have included murder mysteries and other fiction novels. The book club meets the fourth Wednesday of the month

from 6-7:30 p.m. on the second floor of the Eastern Gateway library. Call 740.264.5591 x304 for more information or to get the month's book selection.

Facilitator: Nancy Minto

Tuition: Free

Registration: Ongoing

CED551-20 Creative Writing

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

Instructor: George Creegan, E.Ed.

W, 4/18-5/23; Time: 1-2:30 pm

No of Classes: 6; Tuition: \$20;

Instructor Fee: \$19; Total Fees: \$39

Registration deadline: 4/11

CED851-60 Intermediate Puppetry

Write a script, create hand puppets, and get tips from puppetry experts as you design your own show from start to finish. Class concludes with the students performing their puppet shows.

Instructor: George Creegan, E.Ed.

T, 4/17-5/22; Time: 5:30-7:30 pm

No of Classes: 6; Tuition: \$30;

Instructor Fee: \$29; Total Fees: \$59

Registration deadline: 4/10

CED520-60 Italian for Travelers

You're off to sunny Italy! Learn to converse with the locals in their native language. This course is an excellent introduction for the non-traveler as well.

Instructor: Linda Loncaric Aricò, Ph.D.

T, 3/20-5/22; Time: 6-7:30 pm

No. of classes: 10; Tuition: \$30;

Instructional Fee: \$39; Total Fees: \$69

Registration deadline: 3/13

CED619-60 Conversational Italian III

Improve your grammar, vocabulary, and conversational skills. Keep your momentum going!

Instructor: Linda Loncaric Aricò, Ph.D.

W, 3/21-5/23; Time: 5:30-7:30 pm

No. of Classes: 10; Tuition: \$30;

Instructional Fee: \$59; Total Fees: \$89

Registration deadline: 3/14

CED590-60 Planning for a Comfortable Retirement

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

Instructor: John Cucarese, LUTCF

M, 4/16-5/7; Time: 6-8 pm

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

Registration deadline: 4/9

CED835-60 Online Genealogy

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

Instructor: Nancy Minto

M, 4/30-5/21; Time: 6-8 pm

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

Total Fees: \$40

Registration deadline: 4/23

FIREARMS

Concealed-Carry Training

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

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

Call 740.264.5591 x310

JOIN OUR MAILING LIST

To receive the Community Outreach schedules as soon as they are published, call to be added to the mailing list -- 740.264.5591 x310

Looking for other Language Classes?

Check out page 18 for online courses

SKILL BUILDING

CED200 ACT Test Preparation

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

Test Dates: April 14 and June 9

Instructor: EGCC Staff

Sec. 20: T & Th, 3/13-4/12

Time: 3:30-5:30 pm

Registration Deadline: 3/6

Sec. 21: T & Th, 5/8-6/7

Time: 3:30-5:30 pm

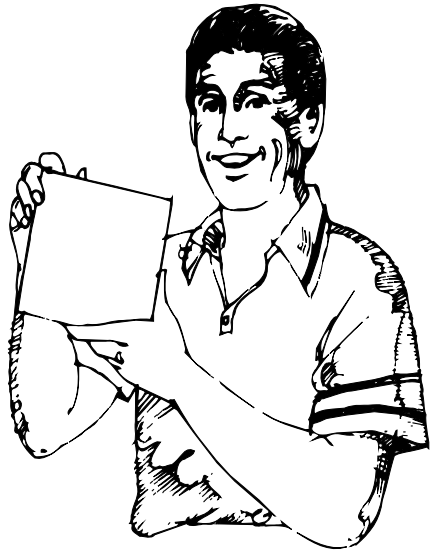
Registration Deadline: 5/1

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

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

ADULT BASIC AND LITERACY EDUCATION

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

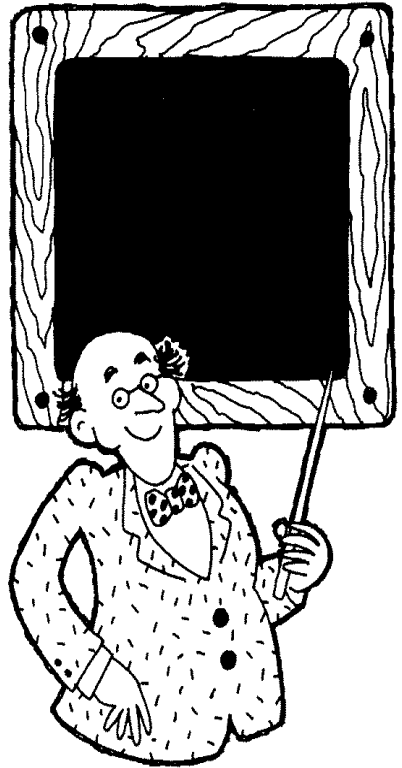


TEACHERS WANTED!

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

Do you have:

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



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

PROFESSIONAL DEVELOPMENT/CEUs

PHARMACY TECHNICIAN

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

CEU116-60 Pharmacy Technician Program

Pharmacy Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings –

working under the supervision of a registered pharmacist. Course content includes medical terminology and regulations specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement.

T & Th, 3/20-5/8

Time: 6-9:30 pm

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

Registration Deadline: 3/13

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

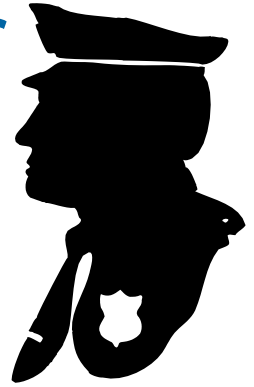
Classes are held at the EGCC Pugliese Center.

For a complete schedule:

Call 740.282.0951

or visit www.famous-university.com

Basic Peace Officer



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

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

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

LAW ENFORCEMENT CONTINUING PROFESSIONAL TRAINING (CPT)

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

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

For more information contact Martin K. Thorn, EGCC Police Academy commander, at 740.264.5591 x175 or mthorn@egcc.edu.

NON-CREDIT ONLINE COURSES

VISIT OUR ONLINE INSTRUCTION CENTER TODAY!

www.ed2go.com/jeffersoncc

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

On-Line Courses

All Courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, lively discussions with the instructor and other students, supplementary links, and more. You can complete any of these courses from the comfort of your home or office at the times most convenient for you. Courses start at \$85.

- PC Troubleshooting/Networking/Security
- Personal Enrichment
- Personal Finance & Wealth Building
- Professional Development
- Web & Computer Programming
- Web Page Design

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

www.ed2go.com/jeffersoncc

Courses begin:

February 15

March 21

April 18

May 16

June 20

**NEW
LOWER
PRICE!**

Requirements

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

How To Get Started

1. Visit our Online Instruction Center: www.ed2go.com/jeffersoncc
2. Click the Courses link, choose the department and course title you are interested in, and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.

Available Courses

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

ONL253 Intermediate

Microsoft Word 2007

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 discover how to create an index, a list of figures, tables of contents, do desktop publishing, perform a mail merge, and use timesaving macros. By the end of the course, you'll know how to use Word both to save lots of time and to set your creativity free! **Version 2003 also available.**

Online: classes begin each month

Tuition: \$85

Register online at www.ed2go.com/jeffersoncc

ONL256 Intermediate

Microsoft Excel 2007

Master advanced features of Microsoft Excel 2007, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity. Learn how to create informative and eye-catching charts, as well as how to harness the power of Excel 2007's filtering techniques. Become adept at using Excel 2007 to gain further insight into your valuable data. Find out how to create macros that eliminate repetitive tasks, and set you apart from the casual Excel user by understanding VLOOKUP, INDEX & MATCH, and Excel's other time-saving functions. These practical, hands-on lessons are guaranteed to take your Excel skills to the next level!

Version 2003 also available.

Online: classes begin each month

Tuition: \$85

Register online at www.ed2go.com/jeffersoncc

ONL247 Introduction to

Microsoft PowerPoint 2007

Learn how to use Microsoft PowerPoint 2007 to create impressive slide presentations filled with formatted text, images, video, audio, animation, charts, and hyperlinks. Find out how to save your presentations so you can share them with others over the Web or on CDs.

Version 2003 also available.

Online: classes begin each month

Tuition: \$85

Register online at www.ed2go.com/jeffersoncc

ONL502 Introduction to

Photoshop CS3

If you're a photographer, a graphic artist, or you just want to alter your old family photos, Adobe Photoshop is the program you most need to learn. This hands-on, project-oriented course is filled with detailed, step-by-step instructions you'll have no trouble following as you learn how to edit photos, create basic paintings, and prepare your images for printing. Discover how to improve photographs by removing flaws, correcting poor exposure, or adding new elements using the newest techniques Photoshop CS3 has to offer. You'll even learn how much fun it can be to paint again without the usual mess. And, best of all, you won't need any prior artistic ability or Photoshop experience to take this course.

Introduction to Photoshop CS4 and Introduction to Photoshop CS5 also available.

Online: classes begin each month

Tuition: \$85

Register online at www.ed2go.com/jeffersoncc

ONL529 Beginning

Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business. This course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn. The course even includes audio, so you'll be able to hear and practice the language with little more than a click of your mouse! You'll also learn cultural tips in each lesson that will make your more comfortable in a foreign setting. After finishing this course, you'll be prepared to speak French in a wide variety of settings and situations.

Online: classes begin each month

Tuition: \$85

Register online at www.ed2go.com/jeffersoncc

ONL530 Conversational

Japanese

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

instructor, you'll learn useful conversational phrases and vocabulary words, while getting a tour of some fascinating spots in Japan. You'll come away with culture knowledge only an insider has. By the end of this course, you'll not only have basic conversational skills that will enable you to travel around the country easily, but you'll have discovered the heart of Japan!

Online: classes begin each month

Tuition: \$85

Register online at www.ed2go.com/jeffersoncc

ONL507 Speed Spanish

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish. Que Bueno!

Speed Spanish II and Speed Spanish III also available.

Online: classes begin each month

Tuition: \$85

Register online at www.ed2go.com/jeffersoncc

FIND UP-TO-DATE
COURSE DESCRIPTIONS
AND CLASS SCHEDULES
WWW.EGCC.EDU

EASTERN GATEWAY COMMUNITY COLLEGE SPRING 2012 COMMUNITY OUTREACH REGISTRATION FORM

EXPRESS "SIGN UP"

Phone-In

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

Mail-In

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

Walk-In

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

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

Fax-In

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

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

PLEASE PRINT

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

_____ Mailing Address Home Phone Cell Phone

_____ City State Zip Code Work Phone

_____ E-mail Address

OFFICE USE ONLY		
B	NP	O

Course No.	Title	Section	Dates	Fees

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

_____ Card Number Exp. Date Card Holder Signature