

# Fall Classes

NCCC Adult Services Department NORTH COUNTRY CAREER CENTER  
PO Box 725 Veteran's Avenue Newport, VT 05855 802-334-5469 ext. 3309

## Windows XP for Beginners

Carol Piper: Thursdays, 9/17/09-11/12/09 5:30-8:30 pm **NO CLASS 10/22/09** (8 weeks/24 hours) \$240.00/ \$45.00 text

## MS Word 2003 level I

Kathie Duckless: Wednesdays, 9/16/09-10/21/09 5:30 - 8:30 pm (6 weeks/18 hours) \$180.00/ \$75.00 text

## MS Word 2003 level II

Kathie Duckless: Wednesdays, 10/28/09-12/16/09 5:30 - 8:30 pm **NO CLASS 11/11/09 & 11/25/09** (6 weeks/18 hours)\$180.00

## MS Office Suite 2003 level I or II to be scheduled at LAKE REGION High School

Betsy Calhoun: Times and dates TBA (10 weeks/30 hours) \$300.00 / \$95.00 text

## MS Office Suite 2007 level I

Priscilla Fortin: Tuesdays and Thursdays, 9/15/09-10/15/09 5:30 - 8:30 pm (5 weeks/30 hours) \$300.00/ \$95.00 text

## MS Office Suite 2007 level II

Priscilla Fortin: Tuesdays and Thursdays, 10/20/09-11/19/09 5:30 - 8:30 pm (5 weeks/30 hours) \$300.00/ \$95.00 text

## MS Excel 2003 level I

Priscilla Fortin: Mondays, 9/14/09- 10/19/09 5:30 - 8:30 pm (6 weeks/18 hours) \$180.00 / \$75.00 text

## MS Excel 2003 level II

Priscilla Fortin: Mondays, 10/26/09-11/30/09 5:30 - 8:30 pm (6 weeks/18 hours) \$180.00 / \$75.00 text

## Using MS Publisher for Advertising & Marketing

Kathie Duckless: Thursdays, 10/01/09-11/19/09 5:30-8:30 pm (8 weeks/24 hours) \$240.00 /\$75.00 text

## Presentations with MS PowerPoint

Carla Watson: Mondays, 11/02/09-12/07/09 5:30 - 8:30 pm (6 weeks/18 hours) \$180.00 / \$75.00 text

## Career Readiness and Enhancement with Adult Technical Education CREATE

Carla Watson: Tuesdays and Thursdays, 9/15/09-11/12/09 5-8 pm (9 weeks/54 hours) \$575.00 / \$90.00 text

**The Office Professional** Kathie Duckless: Mondays, 9/14/09-11/30/09 5:30-8:30 pm (12 weeks/36 hours) \$375.00

**Accounting Essentials** Priscilla Fortin: Wednesdays, 9/ 23/09-11/18/09 5:30 - 8:30 pm (8 weeks/24 hours) \$250.00 plus text

**QuickBooks Professional 2009** Becky Curtis: Tuesdays, 9/15/09-10/20/09 6-9 pm (6 weeks/18 hours) \$185.00

## Using QuickBooks Professional 2009 As a Management Tool

Becky Curtis: Saturdays, 10/03, 10/10 and 10/17/09 (3 weeks/10.5 hours) 9 am- 12:30 pm \$125.00

## Introduction to Hospitality and Tourism Management

Carla Watson Wednesdays 9/16/09-12/09/09 5-8 pm **NO CLASS 11/25/09** (12 weeks/36 hours) \$375.00 plus text

**Skills for New Managers** Eileen Illuzzi: Tuesdays, 9/22/09-11/3/09 5:30-8:30 pm **NO CLASS 10/20/09** (6 weeks/18 hours) \$185.00

**Sales and Customer Service** Carla Watson: Tuesdays and Thursdays, 11/17/09-12/08/09 5-8 pm **NO CLASS 11/26/09** (3weeks/18 hours) \$185.00

## Medical Terminology I- ALSO VIA VIDEO CONFERENCE TO CANAAN!

Joanne Fedele, RN: Tuesdays, 9/22/09-12/15/09 6 - 9 pm (13 weeks/39 hours) \$525.00/ \$100.00 text

## The Human Body (formerly Anatomy and Physiology)

Don Maloney: Mondays, 9/21/09-12/14/09 5- 8 pm (13 weeks/39 hours)\$395.00 plus text

## Licensed Nurses Assistant Program with newly extended lab hours!

Deb Gabucci, RN: Orientation for class I on 9/23/09 Orientation for class II TBA \$1000.00 / \$65.00 text and workbook

**Introduction to Cosmetology** INSTRUCTOR TBA: Mondays, 10/05/09-12/07/09 5:30-8:30 pm (10 weeks/30 hours) \$300.00

**General Automotive Mechanics level I** Pedro Grondin: Tuesdays, 9/22/09-11/24/09 6- 9 pm (10 weeks/30 hours) \$350.00 / \$55.00 text

## Small Engine Repair & Technology

Pedro Grondin: Thursdays, 10/01/09-12/17/09 6 - 9 pm **NO CLASS 10/22/09 & 11/26/09** (10 weeks/30 hours) \$350.00 / plus text

**ASE Certification Prep** Pedro Grondin: To Be Scheduled with Students: Thursdays 6 - 8 pm (16 hours) \$175.00 plus test fee

**Basic Welding** Shawn Sweet: Wednesdays, 9/16/09-11/4/09 5:15-9 pm (8 weeks/30 hours) \$535.00 includes material

## Intermediate Welding

Shawn Sweet: Tuesdays & Thursdays, 11/10/09-12/22/09 6-9 pm **NO CLASS 11/26/09** (6 weeks/36 hours) \$600.00 includes material

## Advanced Welding

Shawn Sweet: Tuesdays & Thursdays, 9/15/09-11/03/09 6-9 pm **NO CLASS 10/22/09** (7 weeks/42 hours) \$650.00 plus testing fee

**Blue Print Reading** Dan Ross: Tuesdays, 10/20/09-11/24/09 5:30-8:30 pm (6 weeks/18 hours)\$185.00

**Green House Management** Tim Gustafson-Byrne: Mondays, 9/28/09-11/30/09 6-9 pm (10 weeks/30 hours) \$300.00

**Biodiesel Production and Technology** Tim Gustafson-Byrne: Thursdays, 9/24/09-12/10/09 6-9 pm

**NO CLASS 10/22/09 & 11/26/09** (10 weeks/30 hours) \$300.00

**Web Page Design** INSTRUCTOR TBA: Tuesdays & Thursdays, 9/22/09-11/17/09 **NO CLASS 10/22/09** 6-9 pm (8 weeks/48 hours) \$500.00 plus text

## Workshops Coming Soon!

Using the Internet

Broadband... What is it and Why Do We Need It?

Using Cell Phones and Smart Phones

Twitter

## Call for Dates, Times and Tuition!

Basic Drawing

Using Charcoal

Painting with Watercolors

Buying and Selling on EBay

## DON'T FORGET...

Adult Driver's Ed classes are scheduled as needed, and a new

CDL Class will be starting in Newport on September 14<sup>th</sup> -

and coming soon to Canaan!

PLEASE CALL THE ADULT SERVICES OFFICE  
AT 334-5469 EXTENSION 3309 FOR  
CLASS TIMES AND TUITION

