

Schedule & Description of Classes

*Classes for Contractors & Tradesmen on page 8
Adult Education - GED & ESL - on page 10*



Computers for Seniors.....							\$140
Afternoon course at a leisurely pace. Get started with your new computer, right from the beginning: learn about Windows Vista, writing and printing documents, loading pictures, music & movies, get connected to the internet and surf the World Wide Web, send and receive emails, set up your calendar, maintain and secure your system.							
ITEC 1100	Feb 15th (6 wks) T	1:30pm - 4:30pm	18 hrs	Clint Rogers	WDS Rm 159		
Introduction to Computers.....							\$125
Follows the same textbook (included) as Computers for Seniors above. Evening class, slightly faster.							
ITEC 1110	Feb 15th (6 wks) T	6:30pm - 9:00pm	15 hrs	Karon Eichelberger	WDS Rm 159		
Basic Level Microsoft ACCESS.....							\$125
The Microsoft Office 2007 database system. Set up a computer filing system for your friends, congregation, recipes, customers, suppliers, whatever your home or office needs. Learn queries, forms and reports.							
ITEC 1150	Mar 7th (2½ wks) M, W	5:45pm - 8:15pm	12½ hrs	Diane Ames	Nandua HS		
Basic Level Microsoft WORD.....							\$125
The Microsoft Office 2007 document system. Create, edit, format and print: paragraphs, tabs, indents, margins, headers & footers, bullets and footnotes, insert tables and pictures.							
ITEC 1112	Apr 4th (2½ wks) M, W	5:45pm - 8:15pm	12½ hrs	Diane Ames	Nandua HS		
QuickBooks Pro 2010.....							\$190
All your bookkeeping needs for the small to medium size office: inventory, invoicing, maintaining customer accounts, paying vendors, reconciling bank accounts, payroll, budgeting and planning, year-end procedures, preparing reports, even keeping track of mileage.							
ITEC 1145	Apr 5th (4 wks) T, Th	6:30pm - 9:00pm	20 hrs	Karon Eichelberger	WDS Rm 159		
<i>Instruction manuals are provided and included in the cost for all of the above courses.</i>							
Introduction to Interior Design.....							\$65
Check this out for a career: or simply to redesign your home. Last semester's class designed a coffee shop and everyone redesigned their kitchen! Learn the vocabulary, create a plan, select finishes, present your design. From accent pillows to wainscot.							
BLDG 1701	Mar 15th (6 wks) T	6:30pm - 8:30pm	12 hrs	Lori Ridington	WDS Rm 150		
eBay for Beginners.....							\$65
Before you throw it away, try selling it on eBay, you might be pleasantly surprised. Start as a hobby, grow into a business from home. Somebody out there wants what you no longer want, and is probably willing to pay you for it. Learn how to get started, safely.							
BUSC 1215	Apr 13th (3 wks) W	7:00pm - 9:30pm	7½ hrs	Clint Rogers	WDS Rm 159		
Getting more out of eBay.....							\$65
Follow-up to the beginners course: how to get your items noticed.							
BUSC 1216	Jun 15th (3 wks) W	7:00pm - 9:30pm	7½ hrs	Clint Rogers	WDS Rm 159		
Spanish for Office Personnel.....							\$130
Learn conversational Spanish appropriate for your office, so you can communicate with customers, clients, visitors and colleagues. Learn greetings, telephone etiquette, making appointments. 60-page manual and CD's supplied: CD's are not used in the classroom.							
SPAN 1150	Mar 15th (4 wks) T, Th	6:00pm - 8:00pm	16 hrs	Dianne Arenas	WDS Rm 160		
Food Safety Certification.....							\$175
For food service managers and chefs in the public and private sectors. This 15-hour course developed by the Educational Foundation of the National Restaurant Association is required in Accomack and Northampton counties except in some incorporated towns. Fee includes 5th Edition ServSafe manual (students are asked to read the first 4 chapters before the course begins) and examination (taken at the end of the course). Reduced fee if you already have the manual, or if you simply want to retake the exam.							
HLTH 1195	Feb 15th (2 wks) T, Th	Noon - 4:00pm	16 hrs	Llewellyn Allison	WDS Rm 180		
Basic Marine Systems.....							\$140
Using ABYC standards for small vessels, learn about maintaining water systems, pumps, propulsion, ventilation, engines, electrics, steering, and about winterization and USCG regulations. Classes held at Deep Creek Marina, Onancock.							
SHIP 1001	Apr 25th (4½ wks) M, W	6:00pm - 8:00pm	18 hrs	Karl Wendley	Deep Creek Marina		
Outboard Engines.....							\$140
Learn to identify and troubleshoot common problems and how to avoid them by proper maintenance: 2-stroke, 4-stroke, carbureted and fuel injected.							
SHIP 1002	Mar 14th (4½ wks) M, W	6:00pm - 8:00pm	18 hrs	Jerry Ormsby	Deep Creek & WDS		

Courses may be cancelled if insufficient students are registered: therefore, please register as early as possible to ensure your course will run.