

TABLE OF CONTENTS.....



Arab Campus.....2
Child Care.....2
Computers.....2
Photography.....2
Blount County Campus.....3
Financial Workshop.....3
Boaz Campus.....4-17
Academics.....4
Accounting.....4
Arts & Languages.....4-5
Child Care.....6
Computers.....6-8
Health Professionals.....9
Hobbies & Crafts.....9
Music.....10-11
CE Online.....12-13
TEBI Courses.....14-15
Adult Skills Training.....16
ACT WorkKeys Info.....17
Registration Process.....18
Registration Form.....19
Campus Map.....Back Cover



NEW! - Calligraphy, page 5.



Alabama School of Gospel Music, page 10.

“The instructor was great and did a good job teaching the students.”



NEW! - A+ Certification Prep, page 8

“This was by far one of the best programs I have been to. The drive was well worth it.”



NEW! - Online Industrial Maintenance, page 15.

NEW EMPLOYEE CHILDCARE WORKSHOP – CEU002

The state requirements for childcare workers/teachers provide that they shall have at least twelve clock hours of training in child care and development within thirty days after employment. This training will include child development; health, safety and universal precautions; quality child care and licensing; the child care professional and the family; language development; and positive discipline and guidance. New employees may join on any night provided they could still complete four sessions.

M, July 7 - July 28, 6:00 – 9:00 p.m.

Instructor: Robin Gregory

\$40 per person

Location: Arab Site

MICROSOFT OFFICE 2007 - CEU413

Participants will be given an introductory course to all Microsoft Office software applications to include Word, Excel, Access, & PowerPoint. With Word, you will learn how to work with text, documents and tables. Excel is a spreadsheet package which allows for calculation & analysis of numerical data. Access utilizes tables, forms and queries to customize & sort your data for effective database management. PowerPoint allows you to organize information & create visual presentations.

W, June 4 - June 25, 6:00-8:00pm

Instructor: Paula Tripp

\$125 per person, includes textbook

Location: Arab Site



CREATING WEB PAGES WITH FRONTPAGE 2007 – CEU024

Learn the essentials of Microsoft's popular Website-building software. You'll begin with an introduction to basic Web design principles, and you'll explore the interface and features of the FrontPage program. Then, you'll learn how to manipulate words and images to create a site worthy of publishing to the Internet. By the end of the course, you'll be armed with all the knowledge you need to create an attractive, well-designed, and functional Web site.

W, July 2 - July 30, 6:00-8:00pm

Instructor: Paula Tripp

\$120 per person, includes textbook

Location: Arab Site

BEGINNING DIGITAL PHOTOGRAPHY - CEU033

This class will cover camera functions, studio lighting and composition for all types of basic photography using the digital camera. Students will learn tips and techniques on how to make better pictures. Students will need to bring their camera and instruction booklet.

M, June 9 - July 7, 6:00-8:00 p.m.

Instructor: Sis Tripp

\$55 per person

Location: Arab Site



**Workforce Development
Registration Form**

Name _____

Social Security/Student Number _____

Address _____

Email _____

Date of Birth ____/____/____ Telephone ____/____

In case of emergency, notify: _____ phone: _____

The following information is requested for compliance with state and federal reports/regulations. It does not affect your admission.

Sex: ___ Female ___ Male

Race: ___ American Indian ___ Alaskan Native ___ Asian ___ Black/African American

___ Hispanic/Latino ___ Native Hawaiian/Pacific Islander ___ White ___ Other

ADA: Do you require any special accommodations under the American Disabilities Act? YES NO

Education: ___ College Graduate ___ High School Graduate
___ GED ___ High School Student
___ I am at least 16 years old, not enrolled in secondary education and am specifically documenting ability to benefit from this course.

Employment: Are you currently employed? YES NO If so, where? _____
If not, do you expect this training to lead to or aid in employment? YES NO

Course #	Title of Course	Date Beginning	Time	Instructor
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Non-credit courses are subject to cancellation if there is insufficient enrollment.

Fee \$ _____

Student Signature _____

Date _____

If your employer sponsored your enrollment in this class, your signature authorizes the release of your grades and attendance to company officials.

REGISTRATION KNOW-HOW.....

Pre-Registration is required. Classes are filled on a first-come, first-served basis. Early registrations can prevent cancellation of a course because of insufficient enrollment. Registration is required one week prior to the first day of class.

IN PERSON:

Register in person at Snead State Community College in the Workforce Development Office, First Floor, Tom Bevell Continuing Education Center, 8:00 a.m. - 5:00 p.m. Monday through Friday.

MAIL:

Pre-Registration is required. Complete the registration form on page 19. Each participant should fill in a separate form. You may pay by check or money order. Payment by credit card cannot be accepted through the mail. Please do not mail cash. Make checks payable to Snead State Community College. Mail registration and payment to:

Snead State Community College
Business Office
P. O. Box 734
Boaz, AL 35957-0734

Any person who needs special accommodations should contact Pamela Brady at 256.840.4151.

FAX:

Pre-Registration is required. Complete the registration form on page 19 and fax to us. Our fax number is 256.593.7180. Payment must be made one week prior to the first day of class. If you are unable to attend a course as planned, please notify us prior to the first class meeting.

ONLINE:

Pre-Registration is required. Students may visit our website at www.snead.edu/workforce and register online. Snead State accepts VISA and MasterCard payments. Each participant should fill in a separate form.

REFUND POLICY:

If a class is cancelled by the College, all persons enrolled will receive full refunds. Those who register and then decide to withdraw from courses may request refunds. Fees will be refunded by the following schedule:

Withdrawal prior to the first scheduled class meeting - 100% refund
Withdrawal prior to the second scheduled class meeting - 75% refund
Withdrawal after the second class meeting - no refund.

PAYMENT/CONFIRMATION/ CANCELLATION

Snead State Community College accepts MasterCard, Visa, checks, cash & money orders. Payment is required at time of registration. **Students must register one week prior to the first class meeting.** Receipt of payment will be given at time of registration. No other confirmation will be sent. Snead State reserves the right to limit enrollment; cancel, postpone, split or combine classes; and change instructors and class information when necessary. We apologize for any inconvenience this may cause. Should your class cancel due to insufficient enrollment, every effort will be made to notify you and you will receive a full refund.

TEXTBOOKS/SUPPLIES:

Some courses may require textbooks or specific supplies. To obtain a supply list before the first class, call the Workforce Development Office at 256.840.4152. Textbooks may be purchased the first night of class.



FINANCIAL WORKSHOP FOR INDIVIDUAL INVESTORS – CEU257

No matter what your age, chances are you want a Better Future. Who doesn't? The good news is that learning how to get there is easier than you think. Introducing the Financial Workshop for Individual Investors, the easy way to learn how to save, invest and work toward your financial goals. Whether you're just starting out or want to learn something new, the workshop will give you real-world strategies that are easy to follow. So join us for this event, because there's no better time than today to start preparing for tomorrow.

TH, June 5 - July 3, 6:00-8:00 p.m.

(There will be no class on June 19)

Instructor: John M. Bullard, Financial Advisor, Edward Jones
\$59 per person

Location: Blount County Instructional Site



The Blount County
Instructional Site is located
at the Blount County Career
Technical Center in
Cleveland, AL.

NEW!



Project Management is an emerging profession. Employers are increasingly requiring that their project managers must be certified by Project Management Institute (PMI).

This course (TheCourse™) was developed and is conducted by a Registered Education Provider of the Project Management Institute (PMI®). It is registered with PMI as a 56-hour course, surpassing their 35-hour requirement, and pre-approved by PMI to prepare students for certification as Project Management Professionals (PMP®). Course materials include PMI's Guide to the Project Management Body of Knowledge 3rd Edition (PMBOK®), workbooks tailored for TheCourse, and TheTest™, a Test Engine containing 1,000 exam-like questions, to download and use on your own computer. TheCourse teaches the core competencies of project management. It covers the five process groups and nine knowledge areas of PMBOK, the PMP code of ethics and professional conduct, and a review of general management topics that are in the PMP examination. Project management is an evolving profession, and employers are increasingly requiring that their project managers be certified. For more information or to register for the course, please call Greg Randall at 256.840.4166 or grandall@snead.edu.

Program Cost: \$895 per person, including materials



ACADEMICS

ACT PREPARATION – CEU018

With increased emphasis on American College Test scores in determining entrance and scholarship recipients, students are pressured to make high scores. Doing your best on this entrance exam will help set the stage for success later in life. The twelve hour class will include ACT practice exams, problem solving strategies, and review sessions using materials found in the Barron's ACT textbook. TU/TH, May 27 - June 12, 6:00-8:00 p.m.
 Instructor: TBA
 \$89 per person, includes textbook
 Location: A215

ACCOUNTING

QUICKBOOKS – CEU548

In this course, you will learn how to utilize this accounting software to establish a chart of accounts, reconcile checking accounts, create & print invoices, write checks, process account payables & receivables, create financial statements and more. Don't miss this opportunity to make your household or business more efficient! Students may choose between a day and evening class!
 TH, June 5 - June 26, 6:00-8:30pm
 Instructor: Dr. Mike Boyd
 \$125 per person, includes textbook
 Location: B108N

ARTS & LANGUAGES

THE ART OF RUBBER STAMPING – CEU038

Would you like to create special memories and keepsakes with all those photographs lying around your home? Whether you're a beginner, intermediate or advanced, don't worry; attending classes with a group of people who also want to learn the same things can be very helpful no matter what skill level you have. Students will learn how to create greeting cards using a water marking technique and create beautiful designs for greeting cards & scrapbooking using embossing techniques. Also covered in class will be how to care for rubber stamps & ink pads, selecting ink pads for your project, applying ink to your rubber stamp, and achieve a good stamp design.
 1) M, June 2 - June 23, 9:30am – 11:30am
 2) TU, June 3 - June 24, 6:30 – 8:30pm
 Instructor: Annie Salser
 \$79 per student, plus supplies
 Location: TBCE, Room 102N



Snead's Commitment

Snead State Community College is committed to providing academic development for the transfer student, technical and semiprofessional skill development for the career-oriented student, educational development for the continuing education student, and cultural enrichment for the community.



FOR BUSINESS

The WorkKeys® system helps businesses cut the cost of recruiting and selection, decreasing operational expenses such as turnover, training time, overtime, and downtime. And because WorkKeys objectively compares the skills a person possesses with those required for successful job performance, the system complies with EEOC content validity standards. Companies that use the WorkKeys system to assess their incoming and current workforce typically achieve substantial benefits, including: Improved employee selection and advancement procedures; Reduced turnover; Increased productivity; Fewer legal challenges over hiring processes; Increased job satisfaction; Improved teamwork; Increase in product and/or service quality; Union support

FOR TEACHERS

The Alabama Department of Post-Secondary and the Alabama Board of Education are joining forces to assist local educators with No Child Left Behind requirements. In doing so, Snead State is partnering with local school systems to provide Work Keys assessments for those Paraprofessionals needing to meet the "highly qualified" standards set forth by No Child Left Behind. To that end, we offer WorkKeys preparatory opportunities, which include a prep-test and preparation curriculum, the WorkKeys assessments and remediation classes if needed. If you would like more information or want to enroll in an upcoming prep or test session, please contact Cheri Barnard at 256.840.4152 or cbarnard@snead.edu. We will be happy to answer your questions and help you through this laborious process.



Career Ready Alabama

Job Seekers

Get Your Career Readiness Certificate. Get the job.

Career Ready Alabama is a job skills assessment system awarding Career Readiness Certificates which measure and verify skills critical to job success. Certify your skills in the areas of Applied Mathematics, Locating Information & Reading for Information.

- *A Career Readiness Certificate helps you get better jobs with a greater potential to grow.
- *A Career Readiness Certificate provides you with skill-based credentials that can enhance your career potential.
- *With your Career Readiness Certificate, you verify you are trainable and ready for employment to potential employers.
- *If improvement is needed in specific areas, the Career Ready Alabama program will help fill your skills gap.
- *Career Readiness Certificates are widely recognized and valued by employers.

Employers

Interview career ready applicants with the skills you need to fill the job.

Career Ready Alabama is a job skills assessment system based on ACT's WorkKeys awarding Career Readiness Certificates which measure and verify foundational skills critical to job success. Mismatched jobs and skills impact productivity and revenue within industries and businesses. For a reliable method of identifying measurable skills to ensure you hire qualified, trainable candidates, rely on Career Ready Alabama. The Career Ready Alabama program reduces hidden costs: Lost Production Time, Turnover, Rehiring, Overtime & Additional Training. The Career Ready Alabama program provides: Productivity, Morale & Hiring Efficiency. Improve the quality of your workforce by interviewing applicants with career ready skills in the areas of Applied Mathematics, Locating Information & Reading for Information.

For more information on the following classes,
please contact Greg Randall, 256.840.4166 or grandall@snead.edu OR
Cherri Barnard, 256.840.4152 or cbarnard@snead.edu.

PHYSICAL THERAPY ASSISTANT PROGRAM - AST207

This comprehensive Physical Therapy Aide Program prepares students for the growing field of Physical Therapy. The Physical Therapy Aide is generally responsible for carrying out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients working under the direction of the physical therapist. Furthermore, these workers assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation center and some orthopedic clinics. **Note:** This program does not include a national or state certification as part of its overall objectives.
TU/TH, May 6 - June 24, 6:00 – 8:30pm
Total Cost: \$999, includes textbooks/materials
Location: B104N



MEDICAL ASSISTANT ADMINISTRATION PROGRAM - AST 201

This course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Administrative Medical Assistants, Medial Secretary, Medical Records Clerk, and Health Unit Coordinators are all positions in great demand. This Program covers important background information on anatomy and physiology, medical terminology, insurance billing and coding, medical ethics, customer service and legal aspects. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required - to either obtain a or advance to a health care administration position.
TU/TH, July 8 - August 12, 6:00 - 9:30 p.m. and one SA per month, 9:00 a.m. - 3:00 p.m.
Total Cost: \$1399 per person, includes textbooks/material
Location: B104N

ATTENTION!

If you have recently been laid-off or are otherwise economically disadvantaged, you may qualify for free tuition through the Workforce Investment Act. To see if you qualify, please contact one of the following CareerLink offices for assistance:

Albertville 256.891.1300
Ft. Payne 256.844.4709

CALLIGRAPHY - CEU031

If you have admired the art of beautiful handwriting and would like to know more about it, calligraphy is the class for you. Using a calligraphy pen, you will learn, step-by-step, to make the basic strokes for various styles of calligraphy and explore its many creative uses. There is a small fee for supplies payable to the instructor during the first night of class or ask for a materials list when registering.
TU, July 8 - August 5, 6:00-8:00pm
Instructor: Jamie Self
\$55 per person
Location: TBCE, 102N



SIGN LANGUAGE I - CEU218

Extend your communication skills by learning to communicate with the hearing impaired through sign language. The course will emphasize signing skills while giving confidence needed for basic communication with the hearing impaired.
TU, May 27 - June 24, 6:00 - 8:00 p.m.
Instructor: Phyllis Webb
\$55 per person
Location: B107N

SIGN LANGUAGE II - CEU219

This course is a continuation of Sign Language I. Participants will learn more complicated signs to advance their communication skills with the hearing impaired.
TU, July 8 - August 5, 6:00 -8:00 p.m.
Instructor: Phyllis Webb
\$55 per person
Location: B107N

SPANISH, CONVERSATIONAL – CEU216

Habla Ud. Español? Do you speak Spanish? If not, consider taking a practical course which could be useful in the workplace or wherever you come in contact with our Hispanic neighbors. Emphasis will be placed on spoken Spanish through drill of vocabulary and conversation.
TU/TH, June 17 - July 17, 6:00-8:30 p.m.
(no class week of July 4)
Instructor: Carlos Escobedo
\$99 per person, includes textbook
Location: B107S

WORKPLACE SPANISH FOR HUMAN RESOURCES - CEU157

This program is designed for human resource associates, recruiters, supervisors and others who interact with Spanish-speaking applicants and employees. The purpose is to help you interview, hire, briefly explain policies and communicate job rules & expectations.
M, June 16 - July 21, 6:00 - 8:30 p.m.
Instructor: Carlos Escobedos
\$115 per person, includes textbook
Location: B107S

CHILD CARE

ON-LINE! - NEW EMPLOYEE CHILDCARE WORKSHOP – CEU002

The state requirements for childcare workers/teachers provide that they shall have at least twelve clock hours of training in child care and development within thirty days after employment. This training will include child development; health, safety and universal precautions; quality child care and licensing; the child care professional and the family; language development; and positive discipline and guidance.



Open Enrollment - Online
 Instructor: Dr. Melissa Werner
 \$40 per person
 Location: WEB

COMPUTERS

MICROSOFT EXCEL 2007 – CEU381

Make complex proposals easier to understand using graphs and charts with excel, the popular spreadsheet program which, combined with Windows, will produce professional looking spreadsheets. Also, see how to use Excel worksheets to help you manage inventory, compare sales, build budgets and stay on top of deadlines.

1) SA, June 21, 9:00 a.m.-4:00 p.m.
 Instructor: Dr. Mike Boyd
 2) TU/TH, July 8 - July 22, 6:00-9:00p.m.
 Instructor: Paula Tripp
 \$120 per person, includes textbook
 Location: B108N

MICROSOFT OFFICE 2007 - CEU413

Participants will be given an introductory course to all Microsoft Office software applications to include Word, Excel, Access, & Publisher. With Word, you will learn how to work with text, documents and tables. Excel is a spreadsheet package which allows for calculation & analysis of numerical data. Access utilizes tables, forms and queries to customize & sort your data for effective



database management. Publisher allows you to create flyers, business cards, announcements, brochures and much more.

M, July 7 - July 28, 6:00 – 9:00 p.m.
 Instructor: Paula Tripp
 \$125 per person, includes textbook
 Location: B108N

MICROSOFT POWERPOINT 2007 - CEU371

Easy to learn and fun to use, PowerPoint 2003 sets the standard by which all other presentation programs are measured. In this highly interactive hands-on class, you'll learn how to create dazzling multimedia presentations for just about any audience. You'll be able to create and display slides filled with formatted text, video, audio, animation, special effects, charts, outlines, video clips, and images.

SA, June 28, 9:00 a.m. - 4:00 p.m.
 Instructor: Dr. Mike Boyd
 \$70 per person, includes textbook
 Location: B108N

NEW!

INDUSTRIAL MAINTENANCE ONLINE



Cost per program: \$469 per person
Lab Location: T110
Computer requirements: IBM compatible PC with internet connection

INDUSTRIAL PNEUMATICS I - TBI712

This online course is an introduction to fluid power and pneumatic systems. The course is designed for those who are current employees in the industrial maintenance and technology fields or individuals desiring to enter into the manufacturing field. The students are introduced to the basic principles and components of pneumatics and basic physical concepts including pressure vs. force relationships, pressure vs. volume relationships, basic controls of cylinders, directional control valves, directional speed control of cylinders, cylinders in series, cylinders in parallel, basic controls of pneumatic motors, indirect control using pilot-operated valves, pneumatic motor circuits and pneumatic motor performance. The course modules are delivered in online format accompanied with hands-on training in a lab environment.

TU, May 27 - July 15, 6:00-10:00pm
 Instructor: TBA

INDUSTRIAL HYDRAULICS I - TBI713

This online course is an introduction to fluid power and hydraulic systems. The course is designed for those who are current employees in the industrial maintenance and technology fields or individuals desiring to enter into the manufacturing field. The students are introduced to the basic principles and components of hydraulics and basic physical concepts including pressure and force relationships, pressure vs. volume relationships, flow rate and velocity, work and power, cylinders in series, cylinders in parallel, regenerative circuits, functional speed control of cylinders, accumulators, hydraulic motor circuits, pressure reducing valves, remotely controlled pressure relief valves and hydraulic pumps and directional valve testing. The course modules are delivered in online format accompanied with hands-on training in a lab environment.

TH, May 29 - July 17, 6:00-10:00pm
 Instructor: TBA

INDUSTRIAL MOTOR CONTROLS I - TBI714

This online course is an introduction to motor controlled systems. The course is designed for those who are current employees in the industrial maintenance and technology fields or individuals desiring to enter into the manufacturing field. The students are introduced to the basic principles of the motor controls which includes pilot devices, basic principles of PLC and their associated devices. Students will learn relay logic, basic 2 and 3 wire control circuits, reduced-voltage starters, three-phase multispeed diagrams. Students will also learn to write, controllers and wound-rotor motor controllers. The course modules are delivered in online format accompanied with hands-on training in a lab environment.

TU, July 22 - September 9, 6:00-10:00pm
 Instructor: TBA

INDUSTRIAL PROGRAMMABLE LOGIC CONTROLLERS I - TBI715

This online course is an introduction to fundamentals of programmable logic controllers. The course is designed for those who are current employees in the industrial maintenance and technology fields or individuals desiring to enter into the manufacturing field. The students are introduced to the basic principles of PLC and their associated devices. Students will learn relay logic, programming logic and how to interpret PLC diagrams. Students will also learn to write, upload, debug and troubleshoot PLC programs. Students will also learn the systematic problem solving skills used in the field of automated controls. The course modules are delivered in online format accompanied with hands-on training in a lab environment.

TH, July 24 - September 11, 6:00-10:00pm
 Instructor: TBA

The Training for Existing Business and Industry Program at Snead State Community College provides company specific training to businesses in Marshall, Blount, and lower Dekalb counties. The college works with businesses to identify employees' training needs and tailor services around those needs. The services that the Training for Existing Business and Industry Program provides include employee skill assessment and profiling through the ACT WorkKeys system, and custom designed skills-training courses. The training can take place on location at the business, on the college campus, or at some other remote site. Training may be scheduled at times convenient to fit the company's needs whether it is in the early morning, evenings, day, or weekends.

**For more information, please contact
Greg Randall at 256.840.4166.**

INDUSTRIAL REFRIGERATION I - TBI700

This course is specifically directed to operating engineers, maintenance people, and all individuals concerned with more effective and efficient operation of refrigeration equipment and systems. Included in this course are: technicians and refrigeration, refrigeration cycle factors, properties of refrigerants, refrigerant tables, refrigeration compressor types, operation and maintenance of compressors, lubrication, cooling units, condensers and receivers and purging.

M/TH, May 19 - July 17, 6:00-8:00pm
(no class on May 26, Memorial Day & July 3, Independence Day holiday)

Instructor: Jarrod Landers
Cost: \$400 (includes textbook)
Location: B107N

INDUSTRIAL REFRIGERATION II - TBI701

This course is an advanced study of the following types of industrial refrigeration courses: direct expansion, hooded, re-circulated, brine, booster, cascade, and piping of refrigeration systems.

M/TH, August 20 - October 13, 6:00 – 8:00pm
No Class on 9/1, Labor Day holiday)

Instructor: Jarrod Landers
\$400 per person (includes textbook)
Location: B107N

INDUSTRIAL ELECTRICITY III- TBI706

This course is designed to allow students in a manufacturing environment to become more familiar with power distribution systems that may be in their plant. All aspects of the system from the sub station input to the output of control voltage DC power supplies will be covered. Frequency converters, control transformers, diodes, transistors, DC power supplies, and techniques to troubleshoot each component will be discussed.

M, July 14 - September 1
6:00-10:00pm

Instructor: Steve Dodd
Cost: \$400 (includes textbook)
Location: T108



CREATING WEB PAGES WITH FRONTPAGE 2007 - CEU024

Learn the essentials of Microsoft's popular Web site-building software. You'll begin with an introduction to basic Web design principles, and you'll explore the interface and features of the FrontPage program. Then, you'll learn how to manipulate words and images to create a site worthy of publishing to the Internet. By the end of the course, you'll be armed with all the knowledge you need to create an attractive, well-designed, and functional Web site.

TU, June 10 - July 15, 6:00-8:00pm
Instructor: Paula Tripp
\$120 per person, includes textbook
Location: B108N

PERSONAL COMPUTER BASICS - CEU431

Become "one" with your personal computer! Learn the basics of Windows, Microsoft Word and Microsoft Excel. Topics include: working with the desktop, scroll bars, dialog boxes, toolbars, my computer, keyboard shortcuts and much more!

SA, July 12, 9:00am-4:00pm
Instructor: Paula Tripp
\$49 per person, plus textbook
Location: B108N

MICROSOFT WORD 2007 - CEU361

Learn to use one of the 'strongest and most intelligent programs ever written.' In this course, you'll learn how to add, move, through, and edit text, 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.

TU/TH, July 10 - July 31, 6:00-8:30 p.m.
Instructor: Paula Tripp
\$120 per person, includes textbook
Location: B108N

MICROSOFT OUTLOOK 2007 - CEU199

Harness the communication and information management power of Microsoft Office Outlook 2003. This course will help you take advantage of the communication and personal information management power of Outlook 2003. Thanks to a completely new user interface, Outlook is easier and more intuitive than ever before. With Outlook's enhanced rules and new anti-spam features, you can filter out the junk and keep the good stuff. And you can organize your messages in ways that make sense to you without having to copy or move them.

SA, July 26, 9:00 a.m. - 4:00 p.m.
Instructor: Paula Tripp
\$70 per person, includes textbook
Location: B108N

MICROSOFT PUBLISHER 2007 - CEU386

This course is specifically directed to operating engineers, maintenance people, and all individuals concerned with more effective and efficient operation of refrigeration equipment and systems. Included in this course are: technicians and refrigeration, refrigeration cycle factors, properties of refrigerants, refrigerant tables, refrigeration compressor types, operation and maintenance of compressors, lubrication, cooling units, condensers and receivers and purging.

SA, June 14, 9:00 a.m. - 4:00 p.m.
Instructor: Paula Tripp
\$70 per person, includes textbook
Location: B108N

A+ CERTIFICATION PREP COURSE (Essentials Exam) - CEU261

This course is for individuals working in the field of computers and Information Technology or persons with a computer background . This is the first of two courses designed to prepare individuals seeking to take the CompTIA A+ Certification. This A+ Certification Prep course will prepare students to take and pass the updated version of CompTIA A+ Essentials Exam. This course will cover the fundamental concepts associated with a Personal Computer hardware, printers and Windows Operating systems. Students will utilize foundational concepts in a hands-on oriented environment.

TU/TH, June 3 - August 7, 6:00-8:00pm

Instructor: Dr. Mike Boyd

Cost: \$329 (*Books and lab manual included*)

Location: T103

A+ CERTIFICATION PREP COURSE (IT Technician, Tech Support Technician, Depot Technician) - CEU262

This course is for individuals working in the field of computers and Information Technology or persons with a computer background . This is the second of two courses designed to prepare individuals seeking to take the CompTIA A+ Certification. This A+ Certification Prep course will prepare students to take and pass the updated version of CompTIA A+ IT Technician 220-602, Tech Support 220-603 or Depot Technician 220-604 Exam. This course will cover the objectives stated in the 2006 version of the CompTIA A+ exam which include safety and environmental issues, communication and professionalism, laptops and portable devices, networks and security.

TU/TH, August 19 - October 21, 6:00-8:00pm

Instructor: Dr. Mike Boyd

Cost: \$329 (*Books and lab manual included*)

Location: T103

The Tom Bevill Continuing Education Center



**2 Spacious
Meeting Rooms,
(May be combined to make
one large Banquet Room)
Kitchen,
Lecture Hall &
Auditorium with seating for
1,043**

**For booking information, contact David Welch,
Events Specialist, at 256.840.4154.**

Business Planning & Entrepreneurial Courses

Discover new small or home-based business opportunities or learn how to plan, finance, and grow your existing business.

Sales & Marketing

Today, there are no shortages of opportunities for skilled sales and marketing professionals. Make sure you have what it takes to help any business meet its financial goals.

Accounting

Demand for accounting professionals currently exceeds supply. Increase your financial awareness and accountability while also gaining marketable new skills.

Business Administration & Management

Improve your job skills by mastering the fundamentals of supervision and management, human resources, employment law, project management, business analysis, customer service, and more.

Test Prep

Don't take the GRE, SAT, ACT, LSAT, GMAT, or GED exam until you've had an opportunity to work with our instructors.

Personal & Career Development

Improve your career prospects by becoming more assertive, increasing your leadership potential, communicating better, defeating stress, getting organized, writing a better resume, developing better job interview skills, and more.

Personal Finance & Wealth Building

Learn to save money on major purchases, eliminate credit card debt, increase your wealth, protect your assets, make wise investment decisions, and more.

Health Care, Nutrition, & Fitness

Prepare for a career in the veterinary or medical industry, improve your health, survive a catastrophe, eat better, and promote wellness and balance in your daily life.

Family & Personal Enrichment

Learn film literacy, use hypnotic suggestion on yourself and others, research your family history, write your life story, move beyond divorce, assist your aging parents, and more.

Child Care & Parenting

Care for the children in your life with confidence and ease. Keep your children safe, happy, healthy, confident, and learning. Instill discipline and improve communication.

Art, History, Psychology, & Literature

Learn to draw. Gain a new appreciation for the masters of art and literature. Explore human nature, symbolism, and artistic expression.

Math, Philosophy, & Science

Develop your critical thinking skills, learn basic engineering principles in an exciting way, and more.

Law & Legal Courses

Gain expertise in criminal law, evidence law, or employment law, or prepare for an exciting career in the legal field.

Courses for Teaching Professionals

Discover how to use your computer to ignite a desire for learning in your students. Master the art of classroom discipline. Gain a better understanding of childhood development and behavior.

FREE!

ADULT EDUCATION CLASSES

The Northeast Alabama Adult Education Program offers free adult education classes in various locations throughout DeKalb, Jackson and Marshall Counties. These classes are provided to help anyone 16 years or older and officially withdrawn from school, to improve his skills in English, math, reading and GED preparation. Special assistance is available for the non-reader as well as for high school graduates who desire to brush-up. After successfully completing the General Educational Development (GED) Test, one can qualify for civil service, college entrance, technical training, job advancement and armed services. For additional information call: Northeast Alabama Adult Education Program at 256.638.2957 or 256.228.0021



**You May Enroll
At Any Time**

Classes at Snead State Community College:
McCain Learning Resource Center,
Basement, Room 102 & 106
Monday & Tuesday 8:00- 11:00 a.m.
Tuesday, Wednesday, & Thursday, 5:00 - 8:00 p.m.

CONTINUING EDUCATION ONLINE



www.ed2go.com/sneadstate



Each course consists of 12 lessons that are supplemented by interactive quizzes, assignments, tutorials and online discussion via the world wide web. Read your lessons and ask questions of your instructor at times most convenient for you. All you need to get started is Internet access, an email address and a web browser. Additional requirements, if any, will be listed with the course description. For more information call Cherri Barnard at 256.840.4152.

May Session

Start Date: 5/21/2008
End Date: 6/27/2008
Final Exam Due: 7/11/2008
Last Day of Access w/Extension: 7/21/2008

June Session

Start Date: 6/18/2008
End Date: 7/25/2008
Final Exam Due: 8/8/2008
Last Day of Access w/Extension: 8/18/2008

July Session

Start Date: 7/16/2008
End Date: 8/22/2008
Final Exam Due: 9/5/2008
Last Day of Access w/Extension: 9/15/2008

August Session

Start Date: 8/20/2008
End Date: 9/26/2008
Final Exam Due: 10/10/2008
Last Day of Access w/Extension: 10/20/2008

**Browse among the subject titles listed and uncover over 100 available courses! **

Internet Courses

Master the ins and outs of the Internet, search engines, email, and more.

Web Page Design

Create and post your very own site on the Web. Learn HTML, XML, CSS, Dreamweaver, and FrontPage.

Web Graphics & Multimedia

Bring your Web pages to life with images, sound, and audio. Learn Paint Shop Pro, Fireworks, and Flash.

Web Programming

Create truly interactive Web sites with Javascript, CGI, JSP, and Java.

Basic Computer Literacy

Learn computer basics, keyboarding, Windows, or the Macintosh OS.

Computer Applications

Become proficient with Word, Excel, Access, PowerPoint, Publisher, Quicken, QuickBooks, and more.

Desktop Publishing & Imaging

Produce eye-catching photographs, ads, brochures, newsletters, and magazines with Photoshop, QuarkXPress, and other powerful publishing tools.

Computer Troubleshooting & Networking

Save time and money and gain marketable new skills by learning to repair and network personal computers.

Computer Programming & Database Management

Master the art of database development with Oracle, Sybase, and Access. Gain valuable new skills in Perl, SQL, C++, and Visual Basic.

Certification Prep

Prepare to take—and pass—major industry certification exams, including the A+, Net+, MCSE, and PMP.

Digital Photography & Digital Video

Get the most out of your digital camera. Learn how to take, edit, and print professional-quality images.

Languages

Prepare for your next vacation or open up new career opportunities by learning conversational Spanish, French, Braille, or English.

Writing and Publishing Courses

Learn the secret to getting published with our growing collection of writing courses taught by experienced professionals.

Entertainment Industry Careers

Improve your chances of succeeding as an actor, screenwriter, comedian, songwriter, theme park engineer, or game programmer.

Grant Writing & Nonprofit Management

Write grant proposals that get funded or prepare for a management career in the fast-growing nonprofit sector. Expert instructors prepare you for the special needs of the nonprofit industry and help you develop relationships with corporate, foundation, and government funding sources.

HEALTH PROFESSIONALS

Snead State Community College is an approved provider with the Alabama Board of Nursing. Provider#: ABNP0360.

BLS HEALTHCARE PROVIDER COURSE - CEU258

The BLS Healthcare Provider Course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. The course is intended for certified or noncertified, licensed or nonlicensed healthcare professionals. This course will be given on two different dates with a class limit of 24 in each class.



M, July 14, 1:00 - 5:00 p.m.

Instructors: Susan Carroll, Amy Langley & Janet Watson - SSCC Nursing Staff

Cost: \$23 per person

Card Cost: \$2, payable the day of class

Location: Health Sciences Building

M, July 28, 1:00 - 5:00 p.m.

Instructor: Susan Carroll, Amy Langley, & Janet Watson - SSCC Nursing Staff

Cost: \$23 per person

Card Cost: \$2, payable the day of class

Location: Health Sciences Building

HOBBIES AND CRAFTS

BEGINNING CROCHET - CEU259

Bring your friends, have fun and exercise - with your fingers! Students will learn the basic crochet stitches: chain stitch, single crochet, and slip stitch. The instructor will also create a clear picture for all those confusing abbreviations and students will learn how to read a pattern and create a project of their own. Please bring an aluminum crochet hook G and two (2) skeins of the yarn of your choice. Everyone is welcome: female, male, young or old.

TH, June 5 - July 3, 6:00 -8:00 p.m.

Instructor: Amy Simmons

\$55 per person

Location: TBCE, Room 102N



Senior Citizens, persons 60 years of age and older, may take any course at a 15% discounted price. Please contact the Continuing Education Office at 256.840.4152 for more information.



ALABAMA SCHOOL OF GOSPEL MUSIC

ASGM offers the highest caliber of instruction in the field of gospel music. Each student is placed in classes according to his or her age and music experience. One will find that the study of gospel music instills confidence, creativity, competence, and the love of God. Students will find their attendance at the ASGM a very rewarding experience.

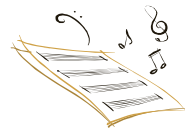


M-F, June 2 – June 13
Location: Glenn L. Maze Music Building
Registration Fee: \$25.00 per student

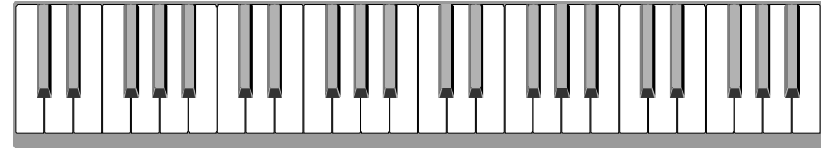
Tuition Fees:

A registration fee of \$25 is to be paid by all students enrolling in the ASGM, Inc.

Full-Time Students, <i>two weeks of day & night classes:</i>	\$100.00
Day Students, <i>two weeks of day classes only:</i>	\$ 75.00
Night Students, <i>two weeks of night classes only:</i>	\$ 35.00



For more information on materials fee, room and board, etc., please contact Mr. David Sexton at 205.465.9289 or Dr. Bobbie Glassco at 256.593.6946.



MUSIC

PRIVATE MUSIC INSTRUCTION

This program offers individual instruction in music. The music performance instruction covers musicianship, music theory and music history. Tuition for music instruction is based on the number of lessons and the duration of time spent with the instructor, as follows:

Ten 60-minute lessons	\$220
Ten 45-minute lessons	\$180
Ten 30-minute lessons	\$140

Students are expected to be present for lessons as scheduled. Regularly-scheduled lessons missed by the instructor, if any, will be rescheduled. Lessons missed by students will be rescheduled only at the instructor's convenience.

BEGINNING PIANO – CEU296

Time and Day to be Arranged
Location: Maze Music Building
Instructor: Ginger Johnson

ADVANCED PIANO – CEU319

Time and Day to be Arranged
Location: Maze Music Building
Instructor: Dr. Melinda Brooks



PRIVATE GUITAR – CEU307

Time and Day to be Arranged
Location: Maze Music Building
Instructor: Keith Sullivan



PRIVATE PREPARATORY PIANO INSTRUCTION FOR SENIOR CITIZENS

This program offers individual instruction in music. The music performance instruction covers musicianship, music theory and music history. Tuition for music instruction is based on the number of lessons and the duration of time spent with the instructor, as follows:

Ten 60-minute lessons	\$195
Ten 45-minute lessons	\$155
Ten 30-minute lessons	\$115

Students are expected to be present for lessons as scheduled. Regularly-scheduled lessons missed by the instructor, if any, will be rescheduled. Lessons missed by students will be rescheduled only at the instructor's convenience.

