Green and Renewable Energy Classes

Continuing Education has added several green and renewable energy classes to its list of offerings. All classes listed are online. The majority are “open start” classes, enabling students to begin at any time.

**Green energy** is the term used to describe sources of energy that are considered to be environmentally friendly and non-polluting, such as geothermal, wind, solar, and hydro.

**Renewable energy** is energy generated from natural resources—such as sunlight, wind, rain, tides and geothermal heat—which are renewable (naturally replenished).

The list of the current offerings includes:

- Building Energy Efficiency Level I
- Building/Home Energy Analyst
- Carbon Strategies
- Certified Sustainability Professional
- Green Supply Chain Professional
- Certified Indoor Air Quality Manager
- Certified Indoor Environmentalist
- Certified Microbial Investigator
- Fundamentals of Solar Hot Water Heating
- Green Building Sales Professional

- Green Building Technical Professional
- Green Purchasing Fundamentals
- LEED New Construction Certification Prep (v2.2)
- Photovoltaic System Design and Installation
- Senior Certified Sustainability Professional
- Solid Waste Operations Certificate
- Sustainability 101
- Water Treatment Operations Certificate
- Wastewater Treatment Operations Certificate
- Weatherization Energy Auditor and More!

For more information call 615.230.3356 or click here.
Three fiber optics certification classes are offered Fall 2009.

**Certified Fiber Optics Technician** is designed for anyone interested in learning basic fiber optics networking. The course meets Monday through Wednesday, 8:00AM to 5:00PM, September 21 through September 23.

**Certified Fiber Optics Specialist/Testing and Maintenance** offers advanced training to anyone with the testing and maintenance of fiber optics networks. Class meets Thursday and Friday, 8:00 AM to 5:00 PM, September 24 through September 25.

**Certified Fiber Optics Splicing Specialist** training includes a complete presentation explaining the importance of high performance splicing and details the points necessary to achieve these splices. Class meets on Saturday and Sunday, 8:00 AM to 5:00 PM, September 26 and 27.

For more information on these classes, view the complete Fall schedule at [www.volstate.edu/ContinuingEd/documents/CEEDScheduleFall.pdf](http://www.volstate.edu/ContinuingEd/documents/CEEDScheduleFall.pdf)

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**AutoCAD**

**AutoCAD 2009**

Starting with a few basic tools to let students create and edit a simple drawing, students gradually learn more advanced tools. Examples and practice exercises are taken from a variety of the fields where AutoCAD is used. Students will receive the required textbook and a 13 month student license for AutoCAD 2009. This is an online class.

Please call 615.230.3356 for dates.

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For a complete list of offerings, see our Fall 2009 Schedule of Classes The schedule is bookmarked for your convenience.

Click on the “bookmark” on the left side of the screen. Select the category you are interested in, click on it, and it will take you directly to the page in the schedule with the information about the course, dates and times, and fee information.

[www.volstate.edu/ContinuingEd/documents/CEEDScheduleFall.pdf](http://www.volstate.edu/ContinuingEd/documents/CEEDScheduleFall.pdf)
New to Continuing Education this Fall is a course titled “Introduction to Public Relations.” This class covers the history, theory, and functions of public relations focusing on principles and practice. Class meets on Thursday evenings, 6:00 to 9:00 PM for a period of fifteen weeks beginning September 3.

Call 615.230.3358 for fee and registration information.

ASQ Exam Prep

The Body of Knowledge for ASQ certification is affected by new technologies, policies, and the changing dynamics of manufacturing and service industries. Changed versions of the examination based on the current Body of Knowledge are used at each offering.

Fall offerings include:
- CMQ/QE - Manager of Quality/Organizational Excellence Certification
- CQI - Quality Inspector Certification
- CQT - Quality Technician Certification
- CSSBB - Six Sigma Black Belt Certification
- CSSGB - Six Sigma Green Belt Certification
- CSQE - Software Quality Engineer Certification
- CQA - Quality Auditor Certification
- CQE - Quality Engineer Certification
- CQIA - Quality Improvement Associate Certification

For fee and schedule information go to www.volstate.edu/ContinuingEd/documents/CEED-ScheduleFall.pdf

For content information, call 615.230.3359.

Public Relations

Three courses top the list of offerings in Business Development for Fall 2009.

Leadership and Legacy: 7 Steps to Leading High Achieving Teams is a nationally recognized online training program that provides participants with the information and application to develop, work in, and lead high achieving teams at work, at home, and in the community. The program follows the authentic Everest expedition with Tom Whitaker, the first disabled person to conquer Everest.

Customer Service Fundamentals helps managers discover the dynamite methods for bringing out the best in your team, measuring customer service, and learning what you need to do to anticipate the needs of your reps and your customers. As an added bonus, you will unlock the power of leading by example and setting new trends for customer service in your growing business.

Project Management is an online certification course and training program that provides a comprehensive education in project management. The program teaches the basics and includes preparation for the Project Management Professional National Certification Exam, 3rd edition.

These three business development courses are offered online. Call 615.230.3356 for information.

Job Searching?

Have you thought about networking on the Internet using social media - Facebook, Linked In, etc.? Join us on Tuesday, October 13, 6:00 to 9:00 PM to find out more!

Call 615.230.3358 to enroll.

Statistics

Elementary Statistics

This 15-week introductory course includes sampling, frequency distributions, elementary probability, binomial distributions, normal distributions, and uniform distributions. Tests of hypotheses and significance of data and simple correlation. Prerequisites: Two years of high school algebra.

Class meets on Tuesday and Thursday, 4:25 to 5:50 PM beginning September 1, 2009.
Two introductory courses in Lean Manufacturing are available this Fall. **Lean Overview** covers information about Lean tools that improve the flow of information and materials to increase productivity, competitiveness, and profitability. Class meets on Monday, September 14, 8:30 AM to 4:30 PM.

**Theory of Constraints** covers the body of knowledge and analytical tools to help you understand how to strengthen a system or process and to find and strengthen the weakest link. Class meets on Monday, August 17, 8:30 AM to 4:30 PM. Or, you may select the Friday, October 19 class that meets from 8:30 AM to 4:30 PM.

For more information, call 615.230.3359.
The Health Sciences Continuing Education Center of Emphasis provides quality continuing education for healthcare professionals in many disciplines. New and exciting courses are developed on a regular basis. Most courses have continuing education units awarded at the completion of the course.

**Current Offerings**

- ACLS Support Provider
- ACLS Support Provider Renewal
- ACLS Instructor
- ACLS Instructor Renewal
- BLS for Healthcare Providers
- BLS for Healthcare Providers Renewal
- BLS for Healthcare Providers Instructor
- BLS for Healthcare Providers Instructor Renewal
- PALS Provider
- PALS Provider Renewal
- PALS Instructor
- PALS Instructor Renewal
- Pediatric Emergency Assessment Recognition and Stabilization
- EMT Basic Refresher
- EMT Paramedic Refresher
- EMT Extended Skills
- PHTLS Provider
- Introduction to Patient Assessment for Ultrasound
- Monitoring Nitrous Oxide for Dental Assistants
- Clinical Instructor’s Education and Credentialing Program for Physical Therapy Assistants and any other discipline

**New Course Offerings!**

- Heartsaver CPR, AED, and First-Aid
- Family and Friends CPR

**New On-line Course Offerings!**

- Heartsaver Bloodborne Pathogens
- Neonatal Resuscitation Program
- EKG Arrhythmia Recognition
- 12-Lead EKG
- LPN IV Therapy
- Spanish for Healthcare Providers
- Sign Language for Healthcare Providers
- Drug Abuse Education – What Every Healthcare Provider Ought to Know
- Pediatric First Aid for Caregivers and Teachers
- BLS for Healthcare Providers Skills and Test Part II and Part III †
- Heartsaver First-Aid Skills Part II†
- Geriatric Education for Emergency Medical Services
- Wilderness First Aid

† All course work is completed on-line excluding skills assessment and written test (BLS for Healthcare Provider course only)

**Coming Soon!**

- NCLEX Review by Hurst Review
- STABLE Program
- Sleep Disturbances
- Diabetes Course for Healthcare Providers

For more information about courses, pre-requisites, schedule, and fees, please contact the Center at 615.230.3338 or go to

www.volstate.edu/HSCenterofEmphasis/Courses/schedule.asp
Around the House

If you are a “do it yourselfer” around the house, there are several classes that may peak your interest!

American Antiques meets Monday evening, 6:00-9:00 PM, beginning September 14 and ending September 28.

Interior Decorating meets Tuesday, 6:00-8:30 PM, starting September 15 and ending October 20.

Interior Faux Finishes meets on Saturday, October 10 and 17, from 9:00 AM to 1:00 PM.

Basic Sewing is offered on Wednesday evening, 6:00 - 8:30 PM starting September 30 and ending November 25.

Flower Arranging meets on Mondays, 6:30-9:00 PM beginning September 14 and ending November 9.

Residential Landscape gears up on Thursday, September 17 from 6:30 - 8:30 PM. Class ends on October 8.

Small Engine Repair is a six-week class meeting on Thursday evening, 6:30-8:30 PM from September 17 to October 22.

Basic House Construction is available on Monday evenings, 6:30 -9:00 PM for 8 weeks, starting September 14 and ending November 9.

Select a class and join us to learn how to “do it yourself.”

Dance and Music

Enroll in a beginning or intermediate dance class and amaze friends and family with your new found talent -- just in time for the holidays!

- Ballroom Dance I
  Wednesday, 6:00-7:15 PM
  September 16 to October 28

- Ballroom Dance II
  Wednesday, 6:00-7:15 PM
  November 4 to December 16

- Latin Dance I
  Thursday, 7:00-8:15 PM
  September 17 to October 29

- Latin Dance II
  Thursday, 7:00-8:15 PM
  November 5 to December 17

- Swing & Hustle I
  Wednesday, 7:30-8:45 PM
  September 16 to October 28

- Swing & Hustle II
  Wednesday, 7:30-8:45 PM
  November 4 to December 16

Or, enhance your musical talents!

- Instant Guitar for Hopelessly Busy Adults and Teens
  Monday, 6:30-9:00 PM
  September 21

- Songwriting
  Thursday, 6:00-8:00 PM
  September 17 to October 22

For more details, click below:
ww.volstate.edu/ContinuingEd/documents/CEEDScheduleFall.pdf
Estate Planning

It is never too soon to plan how your assets will be arranged during your lifetime and distributed after your death. Enroll in our Estate Planning class that meets on Tuesday evening, 6:00-7:30, September 22 or October 13.

Dog Obedience Training

Teach you dog to heel, sit, stay, etc. and truly become “man’s (or woman’s) best friend.” Our dog obedience class meets on Monday evenings, 6:00-7:00 PM, beginning September 14 and ending on November 9.

Enroll today with your “best friend.”

Food and Beverages

Increase your knowledge of wines by enrolling in our “Around the World with Bargain Wines” class. This four-week class begins on September 21 and meets from 6:30-8:30 PM on Monday evenings.

If you are looking for creative meals that are “tasty, healthy, and on a budget,” enroll in our new class with that exact title. Class meets for three weeks beginning September 24 on Thursday evenings from 6:30-8:30 PM.

Call 615.230.3358 for more information.

Languages

Learning a new language can be stimulating! And, you can learn more quickly than you think!

Conversational Spanish I provides information about the language, the people, and customs. Class meets on Thursday evenings, 6:30-8:30 PM beginning September 17 and ending November 19.

Sign Language I provides the basics of manual communication, signing, and finger spelling. Join us on Monday evenings, 6:00-8:45 PM beginning September 14.

For the more intermediate student, Sign Language II provides more in-depth training in vocabulary, verbs, tenses, and sentences. Class meets on Monday, 6:00-8:45 PM beginning November 2.

Health and Wellness

Core body exercises and correct body alignment are covered in Pilates and Beginning Yoga, respectively.

Pilates meets Monday and Thursday, 7:00-8:00 PM, from September 14 to November 9.

Beginning Yoga meets on Wednesday evening, 6:30-7:45 PM for 7 weeks, September 16 to November 4.

If you are interested in natural healing techniques, you may be interested in our new course titled “Reflexology, Iridology, and Acupressure.”

Reflexology is about stimulating points on the feet and hands to provide relief.

Iridology analyzes the delicate structure of the iris.

Acupressure uses the fingers to press key points on the surface of the skin to stimulate natural self-curative abilities.

Class meets on Thursday evenings, 6:00-8:00 PM for six weeks, October 1 through November 5. This is not a certification class.
This new continuing education course is a guide to ghost hunting. Participants will gain basic skills and an understanding of the investigations of ghosts, poltergeists, haunted places, and related psychic experiences. An electronic voice phenomena will be demonstrated.

Class meets on Thursday evening, 5:30-9:30 PM for two weeks, September 17 through September 24.

This new mini-course will teach you how to solve the popular logic-based Sudoku puzzle. Join us for a hands-on fun experience.

Class meets on Thursday, 6:00-7:00 PM for four weeks, October 8 through October 29.

Learn to use that new digital camera to the fullest. Enroll in this digital photography class and learn about resolution, memory storage systems, power supplies, card readers, flash photography, composition, and more.

Class meets eight times, September 17 through November 5 on Thursday evening from 6:30-9:00 PM.

This Rape Aggression Defense System (RAD) course is a program of realistic self-defense tactics for women taught by nationally certified instructors. It provides a comprehensive outline of awareness, prevention, risk reduction, and risk avoidance while providing hands-on defense training. This is not a martial arts course.

Class meets four times, October 8 through October 29, on Thursday evenings from 6:00-9:00 PM.

If you need to acquire computer skills or simply need to update your skills, Continuing Education has a wide array of computer classes available this Fall -- on ground or online. If the class you need is not listed below, give us a call at 615.230.3358 and we will create a wait list or assist you in finding the class online.

- Introduction to Personal Computers
- Introduction to Windows
- Microsoft Office 2007 - New Features
- Introduction to Access 2007
- Intermediate Access 2007
- Introduction to Excel 2003
- Introduction to Excel 2007
- Intermediate Excel 2003
- Intermediate Excel 2007
- Advanced Excel 2003
- Introduction to PowerPoint 2007
- Introduction to Word 2003
- Intermediate Word 2003
- Intermediate Word 2007
- Using Social Media Tools
- Making the Most of Your iPod
- Making the Most of Internet and Email
- Microsoft Access 2007 Certification Prep
e-learning through Continuing Education

For more information, call us at 615.230.3358.

... Microsoft Excel 2007 Certification... Microsoft Outlook 2007 Certification Prep... Microsoft PowerPoint 2007 Certification Prep... Microsoft Word 2007 Certification Prep...

ebay Selling Basics for the ebay Entrepreneur

Learn to make a supplemental or full-time income from an eBay-trained Certified Education Specialist. This multimedia course includes eBay University’s own training materials and covers selling basics and beyond and also includes: research, opening and using a PayPal account, improving your listings with better descriptions and digital photography, security and post-sale activities (billing and shipping).

Class meets on Saturday, 9:00 AM to 3:00 PM on November 14.