

## Computers for Beginners

TBA

\$55 Room: 411 RPC

3 R, 09/06/2007 - 09/20/2007 6:00PM to 9:00PM

2 S, 10/06/2007 - 10/13/2007 1:00PM to 5:30PM

3 T, 11/06/2007 - 11/20/2007 6:00PM to 9:00PM

In this course students are introduced to the features and uses of computer hardware and software. The course presents an overview of computers and their history, and discusses the various hardware components, operating systems and application software types with which beginning computer users should become familiar. The course also presents the various factors one should consider when purchasing a computer system.

## Intermediate Computers

Paul Sturgeon

\$65 Room: 411 RPC

3 M, 9/10/2007 - 9/24/2007 6:00PM to 9:00PM

Room: 510 RPC

2 S, 9/29/2007 - 10/6/2007 8:30AM to 1:00PM

For students who have already taken Computer for Beginners or who already have basic computer skills. This course will focus on the Internet, Microsoft Office Suite, and Windows XP.

## PhotoShop Elements I (version 5)

Lance Coleman

\$79 Room: 411 RPC

4 M, 08/06/2007 - 08/27/2007 6:00PM to 8:00PM

\$79 Room: 510 RPC

4 M, 10/22/2007 - 11/12/2007 6:00PM to 8:00PM

Learn the basics of Adobe Photoshop Elements program in this class. Learn red eye reduction, cropping, importing, and re-sizing images to e-mail to family and friends.

## Photoshop Elements II

Lance Coleman

\$79 Room: 510 RPC

4 M, 09/10/2007 - 10/01/2007 6:00PM to 8:00PM

\$79 Room: 411 RPC

4 M, 11/19/2007 - 12/10/2007 6:00PM to 8:00PM

This class will continue honing the skills learned in Photoshop Elements I. In addition, there will be some new topics covered that you will love.

## Microsoft PowerPoint II

Paul Sturgeon

\$79 Room: 411 RPC

3 M, 10/22/2007 - 11/5/2007 6:00PM to 9:00PM

In PowerPoint II, students work with slide outlines, create charts and tables, create organization charts, and add multimedia elements. Students also work with color schemes and templates, animate text and objects, link slides, prepare presentations, and save presentations in other formats.

## Microsoft Access I

Marty Sutherland

\$65 Room: 411 RPC

M,W, 10/15/2007 - 10/17/2007 8:30AM to 1:00PM

In this beginning database course, students learn how to create and modify tables, create queries, use filters, create and modify forms, and enhance reports.

## Microsoft Excel Level I

TBA

\$65 Room: 411 RPC

2 S, 09/15/2007 - 09/22/2007 8:30AM to 1:00PM

3 R, 10/11/2007 - 10/25/2007 6:00PM to 9:00PM

2 S, 11/10/2007 - 11/17/2007 8:30AM to 1:00PM

In this course students get started with creating, modifying, printing, and formatting worksheets, working with basic formulas and functions, using multiple worksheets, enhancing worksheets, using styles and auto formats, and working with charts.

## Microsoft Excel II

Marty Sutherland

\$79 Room: 411 RPC

2 T, 10/2/2007 - 10/9/2007 8:30AM to 1:00PM

In this course, students review the material presented in Excel I, use names, work with advanced functions, work with advanced formatting features, change and update data, use special format and print options, protect worksheet data, manipulate the display, share data, use automation, and share workbooks.



Room 411 RPC Computer Lab—One of many labs available at Elizabethtown Community and Technical College's campus in Elizabethtown.

## Excel Charts and Formulas

Marty Sutherland

\$45 Room: 421 RPC

T, 10/16/2007 1:00PM to 4:00PM

This seminar will help office professionals and others who use Microsoft Excel. Specifically, participants will learn to create charts in Excel and how to move those charts to Word, PowerPoint, Publisher, and other software. Also the class will provide instruction on creating formula to perform various operations in spreadsheets.

## Microsoft Excel III

Marty Sutherland

\$79 Room: 411 RPC

2 T, 10/23/2007 - 10/30/2007 8:30AM to 1:00PM

In this advanced course, students review the material presented in Excel II, learn how to create and effectively use pivot tables, use database functions and filters, use automated features, audit worksheets, work with scenarios, and create reports. (Excel II recommended, or an advanced working knowledge of spreadsheets.)

**Microsoft Publisher***Judy Akers*

\$65 Room: 510 RPC

2 S, 09/15/2007 - 09/22/2007 8:30AM to 1:00PM

3 R, 10/18/2007 - 11/01/2007 6:00PM to 9:00PM

This Microsoft Publisher class prepares students to use the basic features of Microsoft Publisher. Microsoft Publisher is a desktop publishing software. With it you can easily produce professional-looking brochures, flyers, posters, greetings cards, newsletters or business cards.

**InDesign***Judy Akers*

\$65 Room: 510 RPC

2 S, 10/13/2007 - 10/20/2007 8:30AM to 1:00PM

Students will learn the basics of the Adobe desktop publishing program, InDesign. Create flyers, brochures, or just about any marketing materials you may want. This software is designed to work with Adobe Photoshop Suite to maximize impact and command customer attention.

**Introduction to VISTA***Paul Sturgeon*

\$45 Room: 411 RPC

M, 10/15/2007 6:00PM to 9:00PM

S, 11/03/2007 9:00AM to 12:00PM

S, 11/17/2007 1:00PM to 4:00PM

Microsoft has unveiled their VISTA operating system and Office 2007 suite of software. This seminar will focus on the changes and nuances of these new products.

**Word Mail Merge and Tables***Cathy Riggs*

\$45 Room: 411 RPC

W, 11/14/2007 1:00PM to 4:00PM

This seminar will help office assistants, office managers, and others who use Microsoft Word. Specifically, participants will learn to create tables in Word and to use the mail merge function to do mass mailings with individual addresses and envelopes.

**EBay Learn how to Sell and Buy on EBay**

TBA

\$65 Room: 411 RPC

3 T, 09/11/2007 - 09/25/2007 6:00PM to 9:00PM

2 S, 10/06/2007 - 10/13/2007 8:30AM to 1:00PM

3 R, 11/01/2007 - 11/15/2007 6:00PM to 9:00PM

Sell your "stuff." Why hold a garage sale when you can sell online? We will get you on your way to selling on eBay. Topics include registration, navigation, price gauging, etiquette, digital images, creating auctions, completing a sale, plus tips and tricks. Students must be comfortable with both the Internet and the computer.

**Business Writing**

TBA

\$59 Room: 421 RPC

2 W, 9/12/2007 - 9/19/2007 6:00PM to 9:00PM

Whether writing email, business letters, proposals, or other business documents the professional image of your document is essential. This class will renew basic writing techniques, proofreading, grammar, and other helpful tools.



## University of Kentucky Small Business Development Center

We help small businesses grow & thrive  
by providing:

- No-cost confidential business consultations
- Affordable business workshops and seminars
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  - Valuable resources

For more information:

UK SBDC - Elizabethtown

1105 Juliana Court, #6

Elizabethtown, KY 42701-7937

(270) 765-6737



www.ksbdc.org

**QuickBooks (in conjunction with the Small Business Development Center)***Greg Riggs*

\$59

F, 08/31/2007 9:00AM to 4:00PM Room 411 RPC

S, 10/06/2007 8:00AM to 3:00PM Room: TBA

S, 10/20/2007 9:00AM to 4:00PM Room: 411 RPC

If your personnel finances or small business are like many, your critical information is stored in a combination of paper files and a variety of spreadsheets. This can make it difficult to get the information you need quickly and really understand how your personnel finance/business is doing. With QuickBooks, you work more quickly than ever on tasks ranging from invoicing and receiving payments, to paying bills, managing payroll and more.

**Business Plan Development (in conjunction with the Small Business Development Center)**

TBA

\$59 Room: 420 RPC

T, W, 08/28/2007 - 08/29/2007 5:30PM to 9:30PM

TBA

\$59 Room: TBA

2 T, 10/16/2007 - 10/23/2007 5:30PM to 9:30PM

Whether you are a budding entrepreneur or an established business, you should have a business plan. This document can provide essential to gaining financing for start-up or business expansion. It can also be helpful for family businesses for succession planning.

**Grant Writing**

TBA

\$65 Room: 507 RPC

T &amp; W, 08/14/2007 - 08/15/2007 5:30PM to 9:30PM

TBA

\$65 Room: 513 RPC

M, 10/22/2007 8:00AM to 5:00PM

This class is designed for the novice or beginning grant writer. Students will learn to write objections, action plans, evaluative criteria, timelines, and other essential narrative sections of a grant proposal. Students will also learn to develop grant budgets and basic technique to administer grants once they are funded.

### Grammar/Proofreading

TBA

\$45 Room: 505 RPC

R, 9/27/2007 6:00PM to 9:00PM

This class will provide exercises to learn to proofread various documents and grammar review of verb-noun agreement, word usage, plurals, and other rules of basic grammar.

### Writing a Curriculum Vitae

Mike Coyle

\$35 Room: 420 RPC

T, 9/11/2007 9:00AM to 11:00AM

Occasionally one is asked to provide a curriculum vitae when applying for certain careers opportunities. Curriculum vita are different than a resume. This seminar will help participants learn to prepare a vitae.

### Developing a Targeted Resume

Mike Coyle

\$35 Room: 421 RPC

T, 9/25/2007 9:00AM to 11:00AM

Do you use the same resume when applying for jobs? Often however, one size doesn't fit all since every job for which you apply is unique. This seminar will help participants learn to customize their resume for each job.

### Parliamentary Procedure

TBA

\$45 Room: 421 RPC

S, 11/10/2007 1:00PM to 4:00PM

Roberts Rule of Order is the customary resource to conduct formal meetings. In this class learn to make motions, amendments, develop an agenda, and deal with various motions.

### SHRM Preparation Course

Mayfield/Simmons

\$795 Room: 421 RPC

10 T, 9/11/2007 - 11/13/2007 5:30PM to 9:00PM

This course is designed to provide the student with an in-depth study of key areas in human resource management. It contains seven modules that correspond to the seven functional areas defined by the human resource profession. It is officially sanctioned by the Society for Human Resource Management (SHRM) as study material for the Professional certification examinations administered by the Human Resources Certification Institute (HRCI). Registration for the PHR/SPHR examination is not included in the fee. Check with the HRCI to determine eligibility to take exam. Register early-class size is limited.

### Dazzling Customer Service

TBA

\$49 Room: 421 RPC

3 F, 09/14/2007 - 09/28/2007 8:30AM to 11:30AM

3 W, 10/03/2007 - 10/17/2007 5:00PM to 8:00PM

3 F, 10/05/2007 - 10/19/2007 8:30AM to 11:30AM

TBA

\$49 Room: 513 RPC

3 T, 10/16/2007 - 10/30/2007 1:00PM to 4:00PM

Every organization has customers. Some customers are people who buy our products, students who enroll in classes, vendor, and co-workers. Each person with which we come in contact forms a first impression and lasting impression about our level and commitment to customer service. This seminar will provide tips for great first impressions, dealing with difficult situations, and examples of people and organizations that provide dazzling customer service.

### Conflict Resolution

TBA

\$45 Room: 421 RPC

W, 9/26/2007 6:00 PM to 9:00PM

At home, in the workplace, or in social settings conflict occurs. How one reacts can result in less or more pain. Learn techniques to defuse conflict and to keep your own emotions in check during conflict situations.

### Leading & Coaching a Customer Service Team

TBA

\$49 Room: 421 RPC

2 W, 10/24/2007 - 10/31/2007 8:00AM to 12:00PM

Help your team deliver dazzling customer service. Your responsibility as a leader and coach is to provide your team members the techniques and skills to become outstanding customer service representatives for your organization. Learn how to monitor, evaluate, and objectively measure customer service. The seminar will enhance your ability to teach your employees excellent customer service skills.

### Monday Morning Leadership

Mary Jett

\$79 Room: 421 RPC

2 M & 1 T, 8/27/2007 -

9/10/2007 8:30AM to

11:30AM

3 M, 10/8/2007 -

10/22/2007 8:30AM to 11:30AM

Every manager must continue to motivate employees, set goals, evaluate performance, and much more. The three-part Monday Morning Leadership series will focus on these and other topics.

### Time Management

TBA

\$45 Room: 421 RPC

W, 11/7/2007 6:00PM to 9:00PM

There is enough time in each day to complete the essential tasks for life and work. Learning to plan ahead, prioritize, and say no to low priority tasks are just three of the techniques you will learn.

### Medical Terminology

Lisa Cantrell

\$95 Room: 156 ATB

2 M,W, 9/17/2007 - 9/26/2007 6:00PM to 9:00PM

This course will introduce the student to the basic medical terminology that applies to the medical field. The course will include the study of root words, prefixes, suffixes, and definitions. There is no prerequisite for this course.

### Security Officer Training



**Mike Burns**

\$125 Room: 420 RPC  
W-S, 8/22/2007 - 8/26/2007

(8/22-8/24) 6:00PM to 10:00PM  
(8/25) 8:00AM to 5:00PM  
(8/26) 1:00PM to 5:00PM

This program is for individuals interested in this important career field, or those already in security who wish to expand their skills. This is a 24-hour program designed to cover both basic and advanced security techniques.



### **Pumps**

**Steve Likins**

\$149 Room: 420 RPC  
R & F, 10/11/2007 - 10/12/2007 8:00AM to 5:00PM

Upon Completion of this course students will receive a training certificate indicating that the student has learned to: understand basic pump principles, properly select the right pump & motor for the job, install, and start-up and commission a pump.

### **PLC's for Non-Programmers**

**Doug Brockman**

\$149 Room: 420 RPC  
T & F, 10/9/2007 - 10/12/07 8:00AM to 5:00PM

Upon completion of this course, students will be able to: Identify PLC components; Read and interpret Ladder Logic; Understand function and purpose of basic programming; Configure a PLC-based control system; Relate actual PLC instructions to "real world" applications; Troubleshoot & correct PLC problems by identifying & isolating the most common system faults.

### **Electrical Preventive Maintenance & Best Practices**

**Doug Brockman**

\$149 Room: 420 RPC  
M, T, 10/29/2007 - 10/30/2007 8:00AM to 5:00PM

Upon completion of this course, students will be able to: Identify common causes of electrical failure; coordinate effective PM scheduling; establish routine testing procedures; safely conduct electrical maintenance; implement recommended repair "best practices"; and design an electrical equipment maintenance program.

**Jim Vail**

\$45 Room: 420 RPC  
F, 10/26/2007 9:00AM to 12:00PM

5S is the first step for any manufacturing to move toward world class. Senior management must be active and supportive of this program. Senior management must fund the program. The 5S program is often the first step in moving into lean manufacturing and the elimination of waste. In a 5S program, resources must be where they need to be, when they are needed. The 5S is an approach that an organization uses to organize the workplace, keep it clean, establish standardized conditions, and maintain the self-discipline needed for the job.

### **Journeyman Test Prep**

**Jeff Rivera**

\$195 Room: 435 RPC  
5 S, 9/29/2007 - 10/27/2007 8:00AM to 5:00PM

Pass your Journeyman electrical test the first time! Over 90% fail this very hard test, but with expert instruction, you will learn how to be successful on your first try. The test will cover the 2005 edition of the NEC. (The 2008 edition will not be tested until approximately mid-year 2008.) Code book with tabs will be provided to every student and is included in the cost.

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## *Did you know ...*

*The Community and Economic Development Center will customize courses for your business? For more information, please call:*

*Office Hours: 8 am—4:30 pm  
Monday—Friday*

*270-706-8702 or  
877-246-2322, extension 68702*

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**20th Anniversary**

**Elizabethtown Japanese  
OPEN HOUSE**

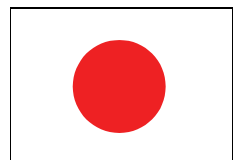


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- **JAPANESE COMPANY EXHIBITS**
- **HANDS-ON ACTIVITIES**
- **CULTURAL EXHIBITS**

**WE INVITE ALL IN OUR COMMUNITY**  
**TO OUR CELEBRATION!**



**Ladder Drawings Schematics & Diagrams**
*Doug Brockman*
*\$149 Room: 420 RPC*
*T & F, 9/25/2007 - 9/28/07 8:00AM to 5:00PM*

Upon completion of this course, students will be able to: Identify common electrical symbols; Apply common electrical formulas; Read and interpret a variety of schematics and drawings; Relate actual equipment components to diagram symbols; Troubleshoot equipment problems based on symptoms; Create drawings based on descriptions and observations; Provide written/verbal descriptions of circuit diagrams.

**2008 National Electrical Code (NEC)**
*Doug Brockman*
*\$149 Room: 420 RPC*
*F, 10/19/2007 - 10/26/2007 8:00AM to 5:00PM*

Upon completion of this seminar the students will be able to: 1) Navigate and find answers in the NEC 2) Identify key electrical terms found in the Code. 3) Locate specific information for their job regarding: a. Electrical Installations b. Wiring and Protection c. Wiring Methods and Materials d. Equipment for General Use; Transformers; 4) Determine the applicability of the code rules found in each chapter of the NEC 5) Locate specific information for their job regarding: a. Special Occupancies b. Special Equipment c. Special Conditions d. Communication Systems 6) Learn how to apply the tables found in chapter nine of the NEC in solving typical electrical wiring and conduit problems. 7) Understand the most important 2008 Code changes.

**ARE YOU ON OUR MAILING LIST?**


Contact us at: 270-706-8702 or  
877-246-2322, ext. 68702



You may always find all our electrical  
CEU class offerings by:

- Checking our website, or
- Checking the website for the  
Office of Housing, Buildings and  
Construction at:  
[http://hbc.ky.gov/eltp\\_etowncc.html](http://hbc.ky.gov/eltp_etowncc.html)

**OFF-CAMPUS COURSES AT CAMPBELLVILLE UNIVERSITY**
**Contractors:**
**Contract Law**
*Doug Brockman*
*\$70*
**Class One:** 2 T, 9/4/2007– 9/18/2007

6:00 PM to 9:00 PM Room: TBA

**Class Two:** 1 T & R, 11/13/2007– 11/15/2007

6:00 PM to 9:00 PM Room: TBA

**Masters:**
**Wiring Methods**
*Doug Brockman*
*\$50*
**Class One:** 2 T, 08/21/2007– 08/28/2007

6:00 PM to 9:00 PM Room: TBA

**Class Two:** 2 T, 10/16/2007—10/23/2007

6:00 PM to 9:00 PM Room: TBA

**Class Three:** 1 T & R, 12/11/2007– 12/13/2007

6:00 PM to 9:00 PM Room: TBA

**ELECTRICAL CEU COURSES****CONTRACTORS:****Contract Law***Doug Brockman*

\$70

**Class One:** 1 T & R, 8/14/2007– 8/16/2007

2:00 PM to 5:00 PM Room: 420 RPC

*TBA***Class Two:** 1 T & R, 9/11/2007- 9/13/2007

2:00 PM to 5:00 PM Room: TBA

**Computers for Contractors***TBA*

\$70

**Class One:** 1 T & R, 10/16/2007– 10/18/2007

2:00 PM to 5:00 PM Room: 411 RPC

**Class Two:** 1 M & W, 11/12/2007– 11/14/2007

6:00 PM to 9:00 PM Room: 411 RPC

**Class Three:** 1 T & R, 12/4/2007—12/6/2007

2:00 PM to 5:00 PM Room: 411 RPC

**QuickBooks for Contractors***Greg Riggs*

\$70

**Class One:** 1 S, 08/25/2007

8:00 AM to 3:00 PM Room: 411 RPC

**MASTERS:****Wiring Methods***Arthur Hendricks*

\$50

**Class One:** 1 T & R, 8/14/2007– 8/16/2007

6:00 PM to 9:00 PM Room: 420 RPC

*Doug Brockman***Class Two:** 1 T & R, 9/11/2007– 9/13/2007

2:00 PM to 5:00 PM Room: 421 RPC

**NEC Code Update***TBA*

\$50

**Class One:** 1 T & R, 10/16/2007– 10/18/2007

6:00 PM to 9:00 PM Room: 516 RPC

*Doug Brockman***Class Two:** 1 M & W, 11/12/2007– 11/14/2007

2:00 PM to 5:00 PM Room: 420 RPC

**Class Three:** 1 T & R, 12/4/2007—12/6/2007

6:00 PM to 9:00 PM Room: 420 RPC

Call (270) 706-8610 or (877) 246-2322, extension 68702 to enroll.  
 Payment is required at the time of registration.  
 Have your contractor's or master's license number ready when you call.

## Learn How to Learn

### Learning Success through Learning Styles

Susan Berry

\$45 Room: 420 RPC

3 W, 9/12/2007 - 9/26/2007 5:00PM to 6:30PM

Susan Berry, Math Instructional Specialist, shows you how you can learn more effectively by knowing and applying your preferred learning style to mathematics, test taking, or any learning environment. In addition to finding out about your own learning style, Ms. Berry will show you how your attitude and experiences contribute to your success or failure.

### ACT Overview

TBA

\$39 Room: 421 RPC

W, 09/12/2007 9:00AM to 1:00PM

R, 09/20/2007 5:30PM to 9:30PM

TBA

\$39 Room: 420 RPC

S, 10/27/2007 9:00AM to 1:00PM

Custom-designed tutoring and practical advise will enable you to earn your best possible ACT (American College Test) scores. In addition, you will learn how to relax and do your best on any test. Class size is limited so register early!

### ACT Science

TBA

\$39 Room: 421 RPC

T, 10/2/2007 6:00PM to 9:00PM

This preparatory class will focus solely on improving the understanding of science topics likely to appear on the ACT exam. This class will provide an opportunity for one-on-one assistance to participants.

### ACT Math

TBA

\$39 Room: 421 RPC

M, 9/10/2007 6:00PM to 9:00PM

Gear up for the math section of the ACT exam. Our exciting and energetic math teacher will offer a guided review on every type of question featured on this exam. Learn test-taking strategies while identifying personal strengths and weaknesses so you can focus your efforts. Class size is limited, so call today!

### ACT English

TBA

\$39 Room: 420 RPC

M, 10/8/2007 6:00PM to 9:00PM

This preparatory class will focus solely on improving the understanding of English topics likely to appear on the ACT exam. This class will provide an opportunity for one-on-one assistance to participants.

### ACT Reading

TBA

\$39 Room: 421 RPC

R, 9/27/2007 6:00PM to 9:00PM

Many students have requested a class covering just the reading section of the ACT, and we have designed one! Students will become familiar with the format of the test and learn techniques to utilize their time wisely, avoid common mistakes, and perform to the best of their ability. A practice test will be given and graded in order to help

each student improve their weaknesses. Get in on this new class and conquer the reading section with ease.

### H.A.T.

Will Stolz

\$45 Room: 421 RPC

R, 9/27/2007 6:30PM to 9:00PM

What every teenager should know about getting a job. More than just how to properly write a resume, this class discusses how to interview and dress, what to do if you cannot immediately find a job, how and to whom to address thank you cards, and more.

## Photography

### Perfect Pictures

Lance Coleman

\$85 Room: 148 ADM

8 T, 10/23/2007 - 12/11/2007

6:00PM to 8:30PM

8 R, 10/25/2007 - 12/13/2007

6:00PM to 8:30PM

This is an intermediate photography class that picks up where the "Photography Fundamentals" class left off. We will learn to see like the camera does and cover more advanced shooting techniques to create better images. Learn the difference between capturing images and taking snap shots. You will learn how to display, present and store your images after you have captured them.



### Photography Fundamentals

Lance Coleman

\$85 Room: 148 ADM

6 T, 09/04/2007 - 10/09/2007 6:00PM to 8:30PM

6 R, 09/06/2007 - 10/11/2007 6:00PM to 8:30PM

This is a basic introductory photography class that will cover cameras and their operations & how to shoot amazing images with them. Traditional and digital cameras will be covered along with specific shooting techniques to get the most out of your camera.

### Photoshop CS2 for Photographers I

Lance Coleman

\$99 Room: 411 RPC

8 F, 8/10/2007 - 9/28/2007 6:00PM to 8:00PM

This introductory class will cover issues that are relevant to photographers. Learn how to acquire, manipulate, and output images. Learn how to create a CD cover that serves as a mini contact sheet for the images stored on the disk.

### Point and Shoot Shooters Workshop

Lance Coleman

\$79 Room: 148 RPC

4 W, 8/8/2007 - 8/29/2007 6:00PM to 8:00PM

Learn how to create better images with your point & shoot digital camera. We will start with basic operating guides and progress through how to generate images that will "WOW."



## Home and Decor

### Learn About Antiques

Tom Davenport/Cathy Riggs

\$65 Room: TBA

3 T, 10/2/2007 - 10/16/2007 6:00PM to 9:00PM

Sometime we inherit antiques and collectibles, or choose to start our own collections. This seminar will provide an overview of antique furniture, china, glass, advertising, paper, and other collectibles. Participants will be encouraged to bring their own items to class for discussion. Valuation provided in class should not be used for appraisal/insurance purposes.

### Web Antiques

Tom Davenport

\$45 Room: 411 RPC

T, 11/27/2007 6:00PM to 9:00PM

Shopping for antiques and collectibles is only a click away. While EBay will be covered there are many other places on the internet to shop for your favorite item. You will leave with a list of websites and a chance to review many of them during class.

### Practical Interior Decorating

Sandra Morris

\$45 Room: 421 RPC

2 R, 9/6/2007 - 9/13/2007 6:00PM to 8:00PM

This class would be a discussion of basic design elements for example: floor plans, color, flow, decorating to sell or staging a home, and also measuring for wall covering, floor covering, and window treatments.

### Faux Finish

Sandra Morris

\$59 Room: 421 RPC

3 R, 8/16/2007 - 8/30/2007 6:00PM to 8:00PM

Sponging, combing, ragging, rag rolling, feather dusting, striping, bagging, antiquing, crackling, and color washing. Are you ready to faux paint in just days? Come take our marathon class, learn how to run your own decorative painting business (or for personnel use) and get educated in color and design theory.

## Home/Auto Maintenance

### Auto Care for the Better Half

Sean O'Neal

\$79 Room: 420 RPC

8 R, 9/20/2007 - 11/8/2007 6:00PM to 7:30PM

What you always needed to know, but didn't know to ask. Basic information about your car. Visual Inspection: What's under your hood? Batteries: A Shocking Experience: Basic battery care and maintenance. Stop Getting Tangled Up in Belts & Hoses: Checking your brakes, belts and hoses. Burning Rubber: Changing Tires & Tire Inspections. Save a Motor, Change the Oil: changing the oil. Season's change: Winterizing/Summerizing your car. Basic Tune Up.

### Tool Belt Basics

Greg Riggs

\$32 Room: 420 RPC

S, 10/13/2007 9:00AM to 2:00PM

Learn how to fix your toilet or dripping faucet, install a ceiling fan or light switch, and select the proper tools for any household job. Bring a sack lunch.

### Basic Electricity for the Homeowner

Doug Brockman

\$65 Room: 420 RPC

3 M, 10/15/2007 - 10/29/2007 6:00PM to 9:00PM

Most homeowners who need to put up a ceiling fan, replace a light fixture, and much more should attend this course. This course will answer specific questions of participants and provide training in rudimentary electrical training for the homeowner.

## Music



### Piano Lessons for Busy People (Beginners)

Bernie Schweickart

\$70 Room: 155 ADM

S, 9/15/2007 9:00AM to 12:00PM

If you have always wanted to play the piano, this FUN 3-hour class is for you! You will learn to play using the system the pros use...CHORDS! You will learn several songs in class as well as some amazing shortcuts that

most piano teachers never tell you, and a few easy tricks such as arpeggios, vocal accompaniment, and just for fun a rockin' piano style like Jerry Lee Lewis. This class is for BEGINNERS, but you will be playing before you leave...guaranteed! The fee includes a book and CD recording of the entire class.

### Piano Lessons for Busy People (Intermediate)

Bernie Schweickart

\$70 Room: 155 ADM

S, 9/15/2007 1:00PM to 4:00PM

If you play the piano a little and can read the Treble-clef (F A C E and Every Good Boy Does Fine) and want to sound like a pro, sign up for this FUN 3-hour class today! You will learn all the chords and arpeggios and quick tricks to play "The Rose", "Unchained Melody", "Unforgettable", "Somewhere over the Rainbow" and more. You will learn how to use the "K" Chart, a simple method to figure out 96 different chords, and for extra fun, how to sound like Fats Domino! If you need a refresher course, sign up for the beginner class first. The fee includes a book and CD recording of the entire class.

### Beginning Dulcimer

Lorinda Jones

\$59 Room: 155 ADM

8 M, 9/10/2007 - 10/29/2007 5:00PM to 6:00PM

Beginning mountain dulcimer course. Participants will learn to tune the instrument, strum chord accompaniments, and play a variety of songs and tunes. No prior music experience is necessary. Instruction will be presented by numbers and playing by ear, with basic music concepts for application. If you are interested in renting an instrument, email the instructor at: losnotes@alltel.net. Instructional book may be purchased when class begins.

## Sports/Exercise

### Muathai Kickboxing

Jason Keaton

\$55 Room: Energy Sports and Fitness

7 M,W, 8/20/2007 - 10/3/2007 6:30PM to 7:30PM

Muay Thai (Thai Boxing) is what the Thai people call their

own martial art. The art of Muay Thai has been the country's most popular spectator sport for hundreds of years. It is unique among other kinds of fighting disciplines in its approach to close quarters fighting. Fighters are able to more effectively use their elbows, knees, feet and fists than in other martial arts.

### The Basics of Yoga

*Elizabeth McNeil*

\$46 Room: Energy Sports and Fitness

8 S, 8/18/2007 - 10/6/2007 11:45AM to 12:45PM

This course focuses on the basic poses of Yoga and how to modify poses to meet different levels of ability. Participants of this class will learn what is needed to be able to attend any Yoga class safely and with confidence.

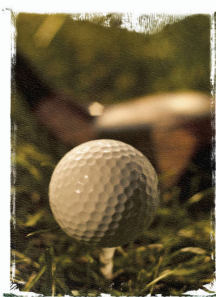
### Brazilian Jujitsu

*Jason Keaton*

\$60 Room: Energy Sports and Fitness

8 M,W, 8/13/2007 - 10/3/2007 11:00AM to 12:00PM

A popular martial art that includes hold-downs, self defense, and joint locking techniques. Brazilian Jujitsu was made famous by the Gracie Family of Brazil. This course will familiarize you with effective self-defense techniques and grappling.



### Fundamental Golf

*Kyle Pelley*

\$65 Room: 146 ADM

4 M, 10/8/2007 - 10/29/2007

5:15PM to 7:15PM

This course is designed for beginners and those wishing to improve. Instruction stresses fundamentals of the golf swing and short game. All ages 12 and above are welcome. Students will need to bring their own clubs.

### Other Fun Classes

#### Spanish Survival for English Speakers

*Liza Ramirez*

\$65 Room: 420 RPC

5 T, 10/2/2007 - 10/30/2007 5:00PM to 7:00PM

Designed for anyone who wants an easy and quick way to learn limited amounts of every day Spanish, this course is a survival guide for English speakers. In this course you will learn to speak some basic Spanish phrases, listen in Spanish, and learn a little about Latino Culture. For learners who want to put Spanish to immediate use in their communities.

#### Understanding the Weather

*Carl Cantrell*

\$8 Room: 206 SCI

2 R, 11/1/2007 - 11/8/2007 7:00PM to 9:00PM

This two night course provides an overview of the science of meteorology. Topics will include basics weather terms and concepts, instruments, forecasting, and weather folklore. Students should be at least fifteen years olds.

#### Cartoon Crazy

*Terry Wise*

\$30 Room: 507 RPC

M,T, & R, 8/20/2007 - 8/23/2007 6:00PM to 8:00PM

Are you crazy about cartoons? Have you ever wanted to create your own? Let our experienced cartoonist teach you the basic shapes and poses to help you make your own characters. It's easy and fun!

### The Magic of Thoroughbred Horses and Racing in Kentucky

*Manny Cadima*

\$75 Room: 505 RPC

6 M 09/10/2007 - 10/15/2007 7:00PM to 9:00PM

Whether you're new to the horse business and want to learn more or want to be an experienced fan looking to add some sparkle and excitement to understanding horse racing, this class is your winning ticket. In six, fun-filled sessions, you'll learn the elements of the thoroughbred experience: breeding, owning, training, riding and racing, as well as the art, science and strategy of how wagers are made including understanding mathematical probability. In addition to guest appearances by owners, trainers, jockeys, and other colorful racing personalities, this class features an entertaining and educational look at The Magic of Thoroughbred Horses and Racing in Kentucky.

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Have a suggestion for a class you would like to see us offer?

Give us a call at (270) 706-8700.

---

### *Interested in Teaching?*

The Community and Economic Development Center is interested in your ideas for new courses and programs. Do you have a hobby that you would like to share with others? Are you active in volunteer or church activities and would like to extend that work to others in the community?

If you are creative, committed to quality and want an opportunity to share your talent with others, we would like to hear from you.

Send a letter along with:

- Brief description of what you propose to teach
- Specific learning outcomes that students will accomplish by completing your course
- Target audience (adults/children/senior citizens)
- Special materials needed for the course (if any)
- Availability for teaching (days/evenings/weekends)
- Location preference (Elizabethtown, Fort Knox, other county or area)

Mail your information to: ECTC/CEDC

ATTN: Cathy Riggs, 610 College Street Road, Elizabethtown, KY 42701

Or e-mail your ideas to: [cathyl.riggs@kctcs.edu](mailto:cathyl.riggs@kctcs.edu)

## Beginning Motorcycle

*Certified Instructors*  
\$109

*Room: Student Center*

This course introduces new riders to motorcycling and provides insight into basic riding skills. It also develops street-riding strategies. On-cycle experience is aimed at developing riding skills and confidence. Proper protective attire is required. This class will also include classroom instruction.

- All classes are held at Elizabethtown Community & Technical College. On-cycle exercises will be conducted in the adjacent parking lot.
- The new rider course allows a person to try motorcycling BEFORE BUYING.
- Successful completion of either the beginner or advanced courses may lead to an insurance discount.
- Liability waivers will be required of all course participants. Those under 18 years of age must have the waiver signed by a parent or guardian.

During on-cycle instruction, participants are required to wear the following protective attire:

- Helmet (provided)
- Over-the-ankle boots or shoes
- Long slacks
- Long sleeve shirt or jacket
- Full-fingered gloves

Schedule:

Friday — 6:30 pm to 10:00 pm

Saturday — 8:00 am to 4:30 pm

Sunday — 8:00 am to 4:30 pm

Motorcycles for the Riding and Street Skills course are provided by American Honda and Eastern Kentucky University's Traffic Safety Institute.

1 F, S & Su, 9/14/2007 - 9/16/2007

1 F, S & Su, 9/28/2007 - 9/30/2007

1 F, S & Su, 10/5/2007 - 10/7/2007

1 F, S & Su, 10/19/2007 - 10/21/2007



*For questions, or to enroll by telephone:*

270-706-8702

or

(877) 246-2322, ext. 68702

**Register early!**  
**These classes fill quickly!**



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[www.ed2go.com/ectcky](http://www.ed2go.com/ectcky)

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 enter your e-mail and choose a 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 your e-mail and the password you selected during enrollment.

**Start Dates:**

A new section of every course in this catalog will begin on:  
**Aug 15, Sept 19, Oct 17, Nov 14 and Dec 12.**

**Requirements:**

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

# *Instructor-facilitated On-line Learning*

## **Accounting Fundamentals**

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

## **Project Management Fundamentals**

Gain the skills you'll need to succeed in the fast-growing field of project management.

## **Total Quality Fundamentals**

Give yourself a strong foundation in total quality management.

## **Real Estate Law**

Learn the basics of real estate law, including investing, title searching, and mortgages.

## **Creating Your Own Nonprofit**

Industry veteran shows you how to take a nonprofit business from vision to reality.

## **Introduction to Nonprofit Management**

Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors.

## **Marketing Your Nonprofit**

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

## **Principles of Sales Management**

Master the art of managing sales teams from a sales pro.

## **Successful Construction Business Management**

Gain a powerful and permanent advantage over the competition by practicing expert management.

## **Twelve Steps to a Successful Job Search**

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

## **Individual Excellence: Secrets of Career Success**

Master 12, career-enhancing skills including goal setting, time management, personal organization, and creativity.

## **SAT/ACT Preparation - Part 1**

Get your best possible score on the verbal and reasoning sections of the new SAT exam.

## **SAT/ACT Preparation - Part 2**

Do your best on the quantitative section of the new SAT.

## **GMAT Preparation**

Discover powerful test-taking techniques and methods for improving your score on the GMAT.

## **GRE Preparation - Part 1**

Discover powerful strategies for success in the verbal and analytical sections of the GRE.

## **GRE Preparation - Part 2**

Learn a variety of useful techniques for tackling the math section of the GRE.

## **Grammar for ESL**

If English is your second language, this course will teach you the principles you'll need to succeed.

## **Writing for ESL**

Learn how to write in English more effectively to succeed in college and at work.

## **Wine Appreciation for Beginners**

Master and enjoy the secrets of fine wine.

## **Goodbye to Shy**

Become more confident in social, professional, and romantic situations.

## **Get Funny!**

Use humor to disarm, befriend, motivate, inspire, and inform others.

## **Genealogy Basics**

Begin an exciting and fascinating exploration of your roots.

## **Introduction to Algebra**

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

## **Personal Finance**

Protect your assets and discover how best to achieve all your financial goals.

## **The Analysis and Valuation of Stocks**

Discover valuable techniques that show you step-by-step how to research and value stocks.

## **101 Tips and Tricks for the iMac and Macintosh**

Experienced instructor shows you how to become a more productive Mac user.

## **Creating Web Pages**

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

## **Creating Web Pages II**

Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

## **Introduction to Dreamweaver**

Silicon Valley veteran shows you how to harness the power of the industry standard tool for Web designers.

## **Imaging for the Web Using Fireworks**

Tap into the power of Fireworks to create dynamic Web graphics.

## *Instructor-facilitated On-line Learning*

### **Introduction to CorelDraw**

Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the Web.

### **Design Projects for Adobe Illustrator**

Learn the basics of Adobe Illustrator with design projects that let you practice as you learn.

### **Achieving Top Search Engine Positions**

Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.

### **Introduction to FreeHand MX**

Harness the power of Freehand MX to create stunning logos, brochures, book covers, flyers, Web graphics, and more.

### **Introduction to Networking**

Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

### **Intermediate Networking**

Gain practical experience in a hot new career field. Topics include VPNs, security, and Internet connectivity.

### **Wireless Networking**

Industry expert shows you how to plan, deploy, and connect to wireless networks.

### **The Creative Classroom**

Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom.

### **Integrating Technology in the K-5 Classroom**

Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.

### **Solving Classroom Discipline Problems**

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

### **Differentiated Instruction in the Classroom**

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

### **Big Ideas in Little Books**

Increase student performance and earn extra income by converting your ideas for instructional aids into reality.



### **TOP 10 HOT COURSES:**

1. Creating Web Pages
2. Speed Spanish
3. Accounting Fundamentals
4. Introduction to Microsoft Excel 2003
5. A to Z Grant Writing
6. Grammar Refresher
7. Medical Terminology: A Word Association Approach
8. Solving Classroom Discipline Problems
9. Introduction to Microsoft Word 2003
10. Introduction to QuickBooks 2007

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**BULLITT COUNTY****Time Management**

Angela Woodward

\$45 Room: Shepherdsville

M, 10/1/2007 6:00PM to 9:00PM

There is enough time in each day to complete the essential tasks for life and work. Learning to plan ahead, prioritize, and say no to low priority tasks are just three of the techniques you will learn.

**QuickBooks**

Greg Riggs

\$59 Room: Shepherdsville

S, 9/8/2007 9:00AM to 4:00PM

If your personnel finances or small business are like many, your critical information is stored in a combination of paper files and a variety of spreadsheets. This can make it difficult to get the information you need quickly and really understand how your personnel finance/business is doing. With QuickBooks, you work more quickly than ever on tasks ranging from invoicing and receiving payments, to paying bills, managing payroll and more.

**EBay Learn how to Sell and Buy on EBay**

Greg Riggs

\$65 Room: Shepherdsville

T &amp; R, 9/4/2007 - 9/11/2007 6:00PM to 9:00PM

Sell your "stuff." Why hold a garage sale when you can sell online? We will get you on your way to selling on eBay. Topics include registration, navigation, price gauging, etiquette, digital images, creating auctions, completing a sale, plus tips and tricks. Students must be comfortable with both the Internet and the computer.

**Marketing Your Small Business**

Cathy Williamson

\$35 Room: Shepherdsville

M, 9/17/2007 6:00PM to 9:00PM

Determine customers' needs (research), analyze competitors (strategy), and select specific markets (targets). Learn several handy tools and tricks of the trade for marketing on a budget, while getting the most for your money.

**ACT Science**

TBA

\$39 Room: Shepherdsville

M, 10/15/2007 6:00PM to 9:00PM

This preparatory class will focus solely on improving the understanding of science topics likely to appear on the ACT exam. This class will provide an opportunity for one-on-one assistance to participants.

**ACT Overview**

TBA

\$39 Room: Shepherdsville

W, 10/17/2007 5:30PM to 9:30PM

Custom-designed tutoring and practical advise will enable you to earn your best possible ACT (American College Test) scores. In addition, you will learn how to relax and do your best on any test. Class size is limited so register early!

**ACT Reading**

TBA

\$39 Room: Shepherdsville

R, 10/18/2007 6:00PM to 9:00PM

Many students have requested a class covering just the reading section of the ACT, and we have designed one! Students will become familiar with the format of the test and learn techniques to utilize their time wisely, avoid common mistakes, and perform to the best of their ability. A practice test will be given and graded in order to help each student improve their weaknesses. Get in on this new class and conquer the reading section with ease.

**ACT English**

TBA

\$39 Room: Shepherdsville

M, 10/22/2007 6:00PM to 9:00PM

This preparatory class will focus solely on improving the understanding of English topics likely to appear on the ACT exam. This class will provide an opportunity for one-on-one assistance to participants.

**ACT Math**

TBA

\$39 Room: Shepherdsville

R, 10/25/2007 6:00PM to 9:00PM

Gear up for the math section of the ACT exam. Our exciting and energetic math teacher will offer a guided review on every type of question featured on this exam. Learn test-taking strategies while identifying personal strengths and weaknesses so you can focus your efforts. Class size is limited, so call today!

**GRAYSON COUNTY****ACT Math**

TBA

\$39 Room: Leitchfield

S, 9/8/2007 9:00AM to 1:00PM CT

Gear up for the math section of the ACT exam. Our exciting and energetic math teacher will offer a guided review on every type of question featured on this exam. Learn test-taking strategies while identifying personal strengths and weaknesses so you can focus your efforts. Class size is limited, so call today!

**ACT Science**

TBA

\$39 Room: Leitchfield

T, 9/11/2007 6:00PM to 9:00PM CT

This preparatory class will focus solely on improving the understanding of science topics likely to appear on the ACT exam. This class will provide an opportunity for one-on-one assistance to participants.

**ACT Reading**

TBA

\$39 Room: Leitchfield

R, 9/13/2007 6:00PM to 9:00PM CT

Many students have requested a class covering just the reading section of the ACT, and we have designed one! Students will become familiar with the format of the test and learn techniques to utilize their time wisely, avoid common mistakes, and perform to the best of their ability. A practice test will be given and graded in order to help



each student improve their weaknesses. Get in on this new class and conquer the reading section with ease.

### ACT Overview

TBA

\$39 Room: Leitchfield

S, 9/22/2007 9:00AM to 1:00PM CT

Custom-designed tutoring and practical advice will enable you to earn your best possible ACT (American College Test) scores. In addition, you will learn how to relax and do your best on any test. Class size is limited so register early!

### ACT English

TBA

\$39 Room: Leitchfield

M, 10/1/2007 6:00PM to 9:00PM CT

This preparatory class will focus solely on improving the understanding of English topics likely to appear on the ACT exam. This class will provide an opportunity for one-on-one assistance to participants.

### Microsoft Publisher

TBA

\$79 Room: Leitchfield

3 M, 9/10/2007 - 9/24/2007 6:00PM to 9:00PM CT

This Microsoft Publisher class prepares students to use the basic features of Microsoft Publisher. Microsoft Publisher is a desktop publishing software. With it you can easily produce professional-looking brochures, flyers, posters, greetings cards, newsletters or business cards.

### Digital Photography

TBA

\$35 Room: Leitchfield

3 T, 10/9/2007 - 10/23/2007 6:30PM to 8:00PM CT

This is an introduction to basic digital photography. The class will cover the "point & shoot" camera, providing tips for everyday use. The class will provide information for the amateur photographer who wants to capture those special moments and then share them with others. We will cover camera settings, lighting, composition and framing, and move on to transferring, editing, printing and cataloging the finished images.

### Refresher Math

Vickie Thompson

\$49 Room: Leitchfield

6 R, 9/20/2007 - 10/25/2007 4:30PM to 6:00PM CT

Success in business, home, or school often revolve around mathematics. Math anxiety is prevalent in all age groups. Overcoming fear of math and learning the rudiments of mathematics are the goals of this course.

### Conversational French

TBA

\$59 Room: Leitchfield

6 R, 9/18/2007 - 10/23/2007 6:00PM to 8:00PM CT

Whether preparing to travel to Canada, France, or elsewhere, or just wanting to learn one of the favorite romantic languages, this class is for you. Learn basic communication words and phrases as well as basic vocabulary to survive on your trip.

### Intermediate Computers Skills

TBA

\$65 Room: Leitchfield

3 T, 9/18/2007 - 10/2/2007 5:30PM to 8:30PM CT

For students who have already taken Computer for Beginners or who already have basic computer skills. This course will focus on the Internet, Microsoft Office Suite, and Windows XP.

### Care Giver Training

Debbie Carman

\$100 Room: Grayson County ATC

8 T & R, 09/04/07—09/27/07 4:00PM to 7:00PM CT

A course for family members serving as caregiver, or for those who want to work as a paid caregiver. Topics will include: How to keep yourself well, care for bed-bound patient, preventing burnout, fall-proofing your home, vital signs, managing medication, wheelchair and walker safety, how to give a bed bath, oxygen safety, preventing bedsores, save your back-safe transfers, after-hospital planning, dealing with patient and caregiver stress. hiring in-home help, CPR training, this hands-on skills training prepares participants to respond to breathing and cardiac emergencies in adults and much more.

### Microsoft Access I

TBA

\$65 Room: Leitchfield

2 M, 10/15/2007 - 10/22/2007 8:30AM to 1:00PM CT

In this beginning database course students learn how to create and modify tables, create queries, use filters, create and modify forms, and enhance reports.

### Grayson County Community Education

125 East Market Street, STE. 22

Leitchfield, KY 42754

270-259-4925 or 270-589-9030

[angie.jones@grayson.kyschools.us](mailto:angie.jones@grayson.kyschools.us)

Angie Jones/Director

#### Fall 2007

*Beginning Computers*  
*Beginning Internet and Email*  
*Yoga*  
*Fall Wreath Making*  
*New Years Makeovers*  
*Holiday Centerpiece Making*

(Dates, times, and locations have not been finalized. Please contact Grayson County Community Education for details.)

### Microsoft Excel Level II

TBA

\$79 Room: Leitchfield

M,W, 9/24/2007 - 9/26/2007 8:30AM to 1:00PM CT

In this course students review the material presented in Excel I, use names, work with advanced functions, work with advanced formatting features, change and update data, use special format and print options, protect worksheet data, manipulate the display, share data, use automation, and share workbooks.

**Fundamental Golf**

Kyle Pelley

\$70 Room: Leitchfield

4 M, 9/10/2007 - 10/1/2007 5:30PM to 7:30PM CT

This course is designed for beginners and those wishing to improve. Instruction stresses fundamentals of the golf swing and short game. All ages 12 and above are welcome. Students will need to bring their own clubs.

**GREEN COUNTY****Cash Flow for Small Business**

Arthur Hughes

\$35 Room: Green County ATC

T, 10/2/2007 5:30PM to 8:30PM CT

Ask an owner of any sized business their greatest issue today and they'll likely say cash flow. Cash flow analysis is the study of the cycle of your business' cash inflows and outflows, with the purpose of maintaining an adequate cash flow for your business, and to provide the basis for cash flow management.

**QuickBooks**

Greg Riggs

\$65 Room: Green County ATC

R, 10/4/2007 9:00AM to 4:00PM CT

If your personnel finances or small business are like many, your critical information is stored in a combination of paper files and a variety of spreadsheets. This can make it difficult to get the information you need quickly and really understand how your personnel finance/business is doing. With QuickBooks, you work more quickly than ever on tasks ranging from invoicing and receiving payments, to paying bills, managing payroll and more.

**EBay Learn how to Sell and Buy on EBay**

Tom Davenport

\$65 Room: Greensburg

2 S, 9/22/2007 - 9/29/2007 8:30AM to 1:00PM CT

Sell your "stuff." Why hold a garage sale when you can sell online? We will get you on your way to selling on eBay. Topics include registration, navigation, price gauging, etiquette, digital images, creating auctions, completing a sale, plus tips and tricks. Students must be comfortable with both the Internet and the computer.

**Introduction to Computers**

Angela Woodward

\$55 Room: Green County ATC

M,W, 10/1/2007 - 10/3/2007 8:30AM to 1:00PM CT

In this course students are introduced to the features and uses of computer hardware and software. The course presents an overview of computers and their history, and discusses the various hardware components, operating systems and application software types with which beginning computer users should become familiar. The course also presents the various factors one should consider when purchasing a computer system.

**HARDIN COUNTY—CHALLENGER  
LEARNING CENTER****ACT Overview**

TBA

\$39 Room: Challenger Learning Center

S, 9/29/2007 9:00AM to 12:00PM

R, 10/4/2007 6:00PM to 9:00PM

Custom-designed tutoring and practical advise will enable you to earn your best possible ACT (American College Test) scores. In addition, you will learn how to relax and do your best on any test. Class size is limited so register early!

**ACT Math**

TBA

\$39 Room: Challenger Learning Center

T, 10/9/2007 6:00PM to 9:00PM

Gear up for the math section of the ACT exam. Our exciting and energetic math teacher will offer a guided review on every type of question featured on this exam. Learn test-taking strategies while identifying personal strengths and weaknesses so you can focus your efforts. Class size is limited, so call today!

**ACT English**

TBA

\$39 Room: Challenger Learning Center

M, 9/17/2007 6:00PM to 9:00PM

This preparatory class will focus solely on improving the understanding of English topics likely to appear on the ACT exam. This class will provide an opportunity for one-on-one assistance to participants.

**ACT Science**

TBA

\$39 Room: Challenger Learning Center

T, 9/25/2007 6:00PM to 9:00PM

This preparatory class will focus solely on improving the understanding of science topics likely to appear on the ACT exam. This class will provide an opportunity for one-on-one assistance to participants.

**Computers for Beginners**

Darrin Powell

\$55 Room: Challenger Learning Center

M,W, 9/24/2007 - 09/26/07 8:30AM to 1:00PM

In this course students are introduced to the features and uses of computer hardware and software. The course presents an overview of computers and their history, and discusses the various hardware components, operating systems and application software types with which beginning computer users should become familiar. The course also presents the various factors one should consider when purchasing a computer system.

**Microsoft Excel Level I**

TBA

\$65 Room: Challenger Learning Center

T &amp; W, 10/16/2007 - 10/17/2007 8:30AM to 1:00PM

In this course students get started with creating, modifying, printing, and formatting worksheets, working with basic formulas and functions, using multiple worksheets, enhancing worksheets, using styles and auto formats, and working with charts. The cost of the textbook is included in the course fee.

**QuickBooks**

Greg Riggs

\$59 Room: Challenger Learning Center

T, 8/14/2007 8:00AM to 3:00PM

If your personnel finances or small business are like many, your critical information is stored in a combination of paper files and a variety of spreadsheets. And this can make it difficult to get the information you need quickly and really understand how your personnel finance/business is doing. With QuickBooks, you work more quickly than ever on tasks ranging from invoicing and receiving payments, to paying bills, managing payroll and more.

**ACT Reading**

TBA

\$39 Room: Challenger Learning Center

R, 9/6/2007 6:00PM to 9:00PM

Many students have requested a class covering just the reading section of the ACT, and we have designed one! Students will become familiar with the format of the test and learn techniques to utilize their time wisely, avoid common mistakes, and perform to the best of their ability. A practice test will be given and graded in order to help each student improve their weaknesses. Get in on this new class and conquer the reading section with ease.

**Microsoft Access I**

TBA

\$65 Room: Challenger Learning Center

T &amp; R, 10/2/2007 - 10/4/2007 8:30AM to 1:00PM

In this beginning database course, students learn how to create and modify tables, create queries, use filters, create and modify forms, and enhance reports.

**HARDIN COUNTY—FORT KNOX****ACT Overview**

TBA

\$39 Room: Fort Knox

S, 09/29/2007 9:00AM to 1:00PM

Sandra Cameron

R, 10/04/2007 5:30PM to 9:30PM

Custom-designed tutoring and practical advise will enable you to earn your best possible ACT (American College Test) scores. In addition, you will learn how to relax and do your best on any test. Class size is limited so register early!

**ACT Reading**

TBA

\$39 Room: Fort Knox

R, 9/6/2007 6:00PM to 9:00PM

Many students have requested a class covering just the reading section of the ACT, and we have designed one! Students will become familiar with the format of the test and learn techniques to utilize their time wisely, avoid common mistakes, and perform to the best of their ability. A practice test will be given and graded in order to help each student improve their weaknesses. Get in on this new class and conquer the reading section with ease.

**ACT Math**

TBA

\$39 Room: Fort Knox

T, 10/9/2007 6:00PM to 9:00PM

Gear up for the math section of the ACT exam. Our exciting and energetic math teacher will offer a guided

review on every type of question featured on this exam. Learn test-taking strategies while identifying personal strengths and weaknesses so you can focus your efforts. Class size is limited, so call today!

**Microsoft Access Level I**

Marty Sutherland

\$65 Room: Fort Knox

3 T, 9/11/2007 - 9/25/2007 9:00AM to 12:00PM

In this beginning database course, students learn how to create and modify tables, create queries, use filters, create and modify forms, and enhance reports.

**ACT Science**

TBA

\$39 Room: Fort Knox

T, 9/25/2007 6:00PM to 9:00PM

This preparatory class will focus solely on improving the understanding of science topics likely to appear on the ACT exam. This class will provide an opportunity for one-on-one assistance to participants.

**ACT English**

TBA

\$39 Room: Fort Knox

M, 9/17/2007 6:00PM to 9:00PM

This preparatory class will focus solely on improving the understanding of English topics likely to appear on the ACT exam. This class will provide an opportunity for one-on-one assistance to participants.

**Design Your Own Web Page**

Greg Shultz

\$55 Room: Fort Knox

M, W, 10/22/2007 - 10/24/2007 6:00PM to 9:00PM

Participants will learn how to create, modify and format Web pages, insert and manipulate images, design tables, publish and maintain Web sites.

**EBay Learn how to Sell and Buy on EBay**

Greg Riggs

\$65 Room: Fort Knox

T, W, &amp; R, 10/16/2007 - 10/18/2007 5:00PM to 8:00PM

Sell your "stuff." Why hold a garage sale when you can sell online? We will get you on your way to selling on eBay. Topics include registration, navigation, price gauging, etiquette, digital images, creating auctions, completing a sale, plus tips and tricks. Students must be comfortable with both the Internet and the computer.

**Microsoft Excel Level I**

Sandra Cameron

\$65 Room: Fort Knox

2 F, 9/14/2007 - 9/21/2007 8:30AM to 1:00PM

In this course students get started with creating, modifying, printing, and formatting worksheets, working with basic formulas and functions, using multiple worksheets, enhancing worksheets, using styles and auto formats, and working with charts. The cost of the textbook is included in the course fee.

**QuickBooks**

Greg Riggs

\$59 Room: Fort Knox

W &amp; R, 10/10/2007 - 10/11/2007 5:00PM to 8:00PM

If your personnel finances or small business are like many, your critical information is stored in a combination of paper files and a variety of spreadsheets. This can make it

difficult to get the information you need quickly and really understand how your personnel finance/business is doing. With QuickBooks, you work more quickly than ever on tasks ranging from invoicing and receiving payments, to paying bills, managing payroll and more.

## HARDIN COUNTY—RADCLIFF (See Page 23, also)

### **Boot Camp for Entrepreneurs**

*Terry Ballinger*

\$99 Room: Radcliff

6 T & 5 R, 8/14/2007 - 9/18/2007 6:00PM to 8:00PM

This class is designed to help those who have started in small business or are considering starting a business be successful. The twenty-hour course will include time and value, product lifecycle, break even analysis, market analysis, business models, marketing, and many other components of starting and succeeding in a small business.

### **QuickBooks**

*Greg Riggs*

\$59 Room: Radcliff

W, 9/12/2007 9:00AM to 4:00PM

If your personnel finances or small business are like many, your critical information is stored in a combination of paper files and a variety of spreadsheets. This can make it difficult to get the information you need quickly and really understand how your personnel finance/business is doing. With QuickBooks, you work more quickly than ever on tasks ranging from invoicing and receiving payments, to paying bills, managing payroll and more.

### **Microsoft Excel Level II**

TBA

\$79 Room: Radcliff

3 R, 11/1/2007 - 11/15/2007 6:00PM to 9:00PM

In this course students review the material presented in Excel I, use names, work with advanced functions, work with advanced formatting features, change and update data, use special format and print options, protect worksheet data, manipulate the display, share data, use automation, and share workbooks.

### **Cash Flow Analysis**

*Arthur Hughes*

\$45 Room: Radcliff

R, 10/4/2007 6:00PM to 9:00PM

Ask an owner of any sized business their greatest issue today and they'll likely say cash flow. Cash flow analysis is the study of the cycle of your business' cash inflows and outflows, with the purpose of maintaining an adequate cash flow for your business, and to provide the basis for cash flow management.

## HART COUNTY

### **QuickBooks**

*Greg Riggs*

\$59 Room: Munfordville

T, 8/21/2007 9:00AM to 4:00PM CT

If your personnel finances or small business are like many, your critical information is stored in a combination of paper files and a variety of spreadsheets. And this can make it difficult to get the information you need quickly and really

understand how your personnel finance/business is doing. With QuickBooks, you work more quickly than ever on tasks ranging from invoicing and receiving payments, to paying bills, managing payroll and more.

## LARUE COUNTY

### **Marketing Your Small Business**

*Cathy Williamson*

\$35 Room: Hodgenville

R, 11/29/2007 6:00PM to 9:00PM

Determine customers' needs (research), analyze competitors (strategy), and select specific markets (targets). Learn several handy tools and tricks of the trade for marketing on a budget, while getting the most for your money.

## MARION COUNTY

### **QuickBooks**

*Greg Riggs*

\$65 Room: Judicial Center

R, 10/25/2007 9:00AM to 4:00PM

If your personnel finances or small business are like many, your critical information is stored in a combination of paper files and a variety of spreadsheets. This can make it difficult to get the information you need quickly and really understand how your personnel finance/business is doing. With QuickBooks, you work more quickly than ever on tasks ranging from invoicing and receiving payments, to paying bills, managing payroll and more.

## MEADE COUNTY

### **QuickBooks**

*Greg Riggs*

\$65 Room: Brandenburg

W, 09/26/2007 9:00AM to 4:00PM

If your personnel finances or small business are like many, your critical information is stored in a combination of paper files and a variety of spreadsheets. This can make it difficult to get the information you need quickly and really understand how your personnel finance/business is doing. With QuickBooks, you work more quickly than ever on tasks ranging from invoicing and receiving payments, to paying bills, managing payroll and more.

## NELSON COUNTY

### **ACT Reading**

TBA

\$39 Room: Bardstown

R, 10/11/2007 6:00PM to 9:00PM

Many students have requested a class covering just the reading section of the ACT, and we have designed one! Students will become familiar with the format of the test and learn techniques to utilize their time wisely, avoid common mistakes, and perform to the best of their ability. A practice test will be given and graded in order to help each student improve their weaknesses. Get in on this new class and conquer the reading section with ease.

**Boot Camp for Entrepreneurs**

Terry Ballinger

\$99 Room: Bardstown

4 S, 10/6/2007 - 10/27/2007 8:30AM to 1:30PM

This class is designed to help those who have started in small business or are considering starting a business be successful. The twenty-hour course will include time and value, product lifecycle, break even analysis, market analysis, business models, marketing, and many other components of starting and succeeding in a small business.

**ACT Overview**

TBA

\$39 Room: Bardstown

S, 10/20/2007 9:00AM to 1:00PM

Custom-designed tutoring and practical advise will enable you to earn your best possible ACT (American College Test) scores. In addition, you will learn how to relax and do your best on any test. Class size is limited so register early!

**Marketing A Small Business**

Cathy Williamson

\$35 Room: Bardstown

W, 8/15/2007 2:00PM to 5:00PM

Determine customers' needs (research), analyze competitors (strategy), and select specific markets (targets). Learn several handy tools and tricks of the trade for marketing on a budget, while getting the most for your money.

**ACT Science**

TBA

\$39 Room: Bardstown

T, 9/18/2007 6:00PM to 9:00PM

This preparatory class will focus solely on improving the understanding of science topics likely to appear on the ACT exam. This class will provide an opportunity for one-on-one assistance to participants.

**ACT English**

TBA

\$39 Room: Bardstown

M, 9/24/2007 6:00PM to 9:00PM

This preparatory class will focus solely on improving the understanding of English topics likely to appear on the ACT exam. This class will provide an opportunity for one-on-one assistance to participants.

**ACT Math**

TBA

\$39 Room: Bardstown

R, 9/6/2007 6:00PM to 9:00PM

Gear up for the math section of the ACT exam. Our exciting and energetic math teacher will offer a guided review on every type of question featured on this exam. Learn test-taking strategies while identifying personal strengths and weaknesses so you can focus your efforts. Class size is limited, so call today!

**MBTI**

TBA

\$65 Room: Bardstown

F, 11/16/2007 1:00PM to 5:00PM

Participants will: Learn how to capitalize on personal strengths and compensate for personal weaknesses. Learn to communicate more effectively with other people

whose preferences differ from their own. Learn to apply knowledge of personality type to the work setting.

**Cash Flow Analysis**

Arthur Hughes

\$35 Room: Bardstown

M, 11/12/2007 6:00PM to 9:00PM

Ask an owner of any sized business their greatest issue today and they'll likely say cash flow. Cash flow analysis is the study of the cycle of your business' cash inflows and outflows, with the purpose of maintaining an adequate cash flow for your business, and to provide the basis for cash flow management.

**WASHINGTON COUNTY****Yoga**

TBA

\$46 Room: Springfield, Opera House

4 M, 11/5/2007 - 11/26/2007 5:30PM to 7:30PM

Basic Yoga suitable for beginning and advanced students, focusing on proper alignment and breathing techniques. Students will learn foundation poses, sun salutations, balancing poses and breathing exercises. Enrollment limited to 15 people.

**QuickBooks**

Greg Riggs

\$59 Room: Springfield, Opera House

S, 10/6/2007 8:00AM to 3:00PM

If your personnel finances or small business are like many, your critical information is stored in a combination of paper files and a variety of spreadsheets. This can make it difficult to get the information you need quickly and really understand how your personnel finance/business is doing. With QuickBooks, you work more quickly than ever on tasks ranging from invoicing and receiving payments, to paying bills, managing payroll and more.

**ACT Overview**

TBA

\$39 Room: Springfield

S, 9/29/2007 9:00AM to 1:00PM

Custom-designed tutoring and practical advise will enable you to earn your best possible ACT (American College Test) scores. In addition, you will learn how to relax and do your best on any test. Class size is limited so register early!

**Fundamental Golf**

Bobby Bartholomai

\$65 Room: Springfield, Lincoln Homestead Golf

4 M, 9/10/2007 - 10/1/2007 5:30PM to 7:30PM

This course is designed for beginners and those wishing to improve. Instruction stresses fundamentals of the golf swing and short game. All ages 12 and above are welcome. Students will need to bring their own clubs.

**Co-Op Start-up: Farmers, Antique Dealers, Flea Market Vendors, etc.**

TBA

\$99 Room: Springfield, Opera House

2 T &amp; R, 8/28/2007 - 9/6/2007 6:00PM to 9:00PM

Many business owners choose to join together to open a joint venture/business. Sometimes these are called Co-Op,

Cooperation, and other designations. This seminar will discuss writing a business plan of the new business, legal issues, work assignment, and a myriad of other topics to resolve before opening this type of venture.

### Community Pride & Tourism Hospitality

Jane Masse

\$35 Room: Springfield, Opera House

R, 9/13/2007 6:00PM to 9:00PM

Learning the nuances of being a community that embraces tourism, new residents, open to serving a diverse clientele, relating to international guests, and much more will be covered in this introduction course. Learning to cross sell businesses and services among the community is integral to becoming a preferred tourist destination.

### Computers for Beginners

Cathy Riggs

\$55 Room: Springfield, Opera House

3 W, 10/3/2007 - 10/17/2007 1:00PM to 4:00PM

In this course students are introduced to the features and uses of computer hardware and software. The course presents an overview of computers and their history, and discusses the various hardware components, operating systems and application software types with which beginning computer users should become familiar. The course also presents the various factors one should consider when purchasing a computer system.

### Intermediate Computers Skills

Darrin Powell

\$65 Room: Springfield, Opera House

2 T, 10/23/2007 - 10/30/2007 1:00PM to 5:30PM

For students who have already taken Computer for Beginners or who already have basic computer skills. This course will focus on the Internet, Microsoft Office Suite, and Windows XP.

### Entrepreneurship/Business Start-up

Tom Davenport

\$59 Room: Springfield, Opera House

3 M, 10/1/2007 - 10/15/2007 6:00PM to 9:00PM

This workshop will look at the role of the entrepreneur in the US economy. We will discuss how to recognize a market opportunity, raising capital to start a business, market surveys, identifying business goals, and cost analysis. We will also discuss how to promote your goods or services.

### Step Aerobics

TBA

\$46 Room: Springfield, Opera House

4 R, 10/4/2007 - 10/25/2007 5:30PM to 7:30PM

Step aerobics is a form of aerobics that is practiced worldwide by millions of people. The reason for its popularity is simple--it offers a great cardio workout without the need for extensive space or equipment. The benefit is that it is low impact, and doesn't stress the joints as much as running or jogging. This course will instruct on how to do step aerobics in a fun atmosphere while have a great workout.

For questions, or to enroll by telephone:

270-706-8702

or

(877) 246-2322, ext. 68702

### Marketing A Small Business

Cathy Williamson

\$35 Room: Springfield, Opera House

M, 11/12/2007 6:00PM to 9:00PM

In this class you will be able to determine customers needs (research), analyze competitors (strategy), and select specific markets (targets). Learn several handy tools and tricks of the trade for marketing on a budget, while getting the most for your money.



Visit our website at:

[www.elizabethtown.kctcs.edu/ced](http://www.elizabethtown.kctcs.edu/ced)

*Do you need special accommodations?*

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**If you need accommodations because of a documented disability (psychological disability, medical disability, learning disability, and /or physical disability), you must register with the ECTC Disability Services Director. To register, contact Mr. Noel Helm, ECTC Disability Coordinator, room 102AT, or call 270-706-8455. In the event of an emergency, while you are on campus or attending class at an off-site campus location, notify ECTC Disability Services immediately if you require assistance.**

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## PROFESSIONAL OFFICE ASSISTANT



This all-inclusive course is designed to develop the skills necessary to excel in an Office Assistant position. You will learn how to use several Microsoft® Office suite programs to produce professional-looking correspondence, mailers, flyers, brochures, presentations, and much more. Plus, you will receive in-depth knowledge of key areas in human resource management, and several classes that will help you in either a single- or multiple-person office environment. Learn the skills that are in demand by businesses everywhere!

**Length:** 116 hours

**Time:** 8:30AM—1:00PM

**Cost:** \$599

**Location:** Challenger Center, Radcliff

### Contents:

#### Word Module I—September 10 & 11

Word Module I presents basic topics of a word processing application. Students learn to create, save, print, and edit documents; move and copy text; and use automatic text features. Students also enhance the appearance of documents by formatting text, paragraphs and documents; find and replace text; and use proofing tools to correct spelling and grammar errors.

#### Word Module II—September 13 & 14

In this course students cover intermediate word processing concepts and skills. Students will use templates, create letters, envelopes, and labels; and use styles. Students will use outlines and headers and footers, create and format tables, work with columns, and use graphic elements in documents.

#### Excel Module I—September 17 & 18

In this course students get started with creating, modifying, printing, and formatting worksheets, working with basic formulas and functions, using multiple worksheets, enhancing worksheets, using styles and auto formats, and working with charts.

#### Excel Module II—September 20 & 21

In this course students review the material presented in Excel I, use names, work with advanced functions, work with advanced formatting features, change and update data, use special format and print options, protect worksheet data, manipulate the display, share data, use automation, and share workbooks.

#### PowerPoint—September 27 & 28

Students learn how to create an effective presentation. Modify a presentation, insert graphics and charts, use templates, set timing and transitions, and use advanced formatting tools.

#### Publisher—October 8 & 9

This class prepares students to use the basic features of Microsoft Publisher, which is a desktop publishing software. With it you can easily produce professional-looking brochures, flyers, posters, greetings cards, newsletters or business cards.

#### HR Essentials (SHRM) - September 12 to November 14 (Wednesdays only)

This course is designed to provide the student with an in-depth study of key areas in human resource management. It contains seven modules that correspond to the seven functional areas defined by the human resource profession. It is officially sanctioned by the Society for Human Resource Management (SHRM) as study material for the Professional certification examinations administered by the Human Resources Certification Institute (HRCI). Registration for the PHR/SPHR examination is not included in the fee. Check with the HRCI to determine eligibility to take exam.

#### Getting Along with Difficult People—October 18 & 19

Learn to identify strengths and weaknesses associated with four core personality types and which type most closely fits your own. Develop strategies to build and strengthen relationships, as well as action steps to gain control over how you deal with the difficult people in your life.

#### Time Management—October 22 & 23

There is enough time in each day to complete the essential tasks for life and work. Learning to plan ahead, prioritize, and say no to low priority tasks are just three of the techniques you will learn.

#### Technology in the Workplace—October 25 & 26

This course will acquaint you with common office equipment in use by most businesses today: faxes, copiers, printers, personal communication devices, laptops, projection media, etc.

## First Bi-Term: August 13—October 9

Class Number	Catalog Number	Section	Course Title	Pattern	Room & Building	Begin Time	End Time	Instructor
41313	AUT 140	25B1	Basic Fuel and Ignition System	MWF	302OTB	08:00 AM	08:50 AM	Poteet,Gordon D
41314	AUT 141	25B1	Basic Fuel & Ignition Sys Lab	MWF	302OTB	10:00 AM	10:50 AM	Poteet,Gordon D
				MWF	302OTB	12:00 PM	02:50 PM	Poteet,Gordon D
41606	BA 288	2601	Personal/Organizational Leader	TR	302EDC	06:00 PM	08:45 PM	Talley,Linda W
41623	BIO 120	2601	Human Ecology	MW	4ANX	06:00 PM	08:45 PM	Yates,Gregory
41607	CIS 100	2604	Intro to Computers	TR	303EDC	06:00 PM	08:45 PM	STAFF
41382	CUL 111	25B1	Garde Manger	TR	200OTB	07:30 AM	01:15 PM	Pate Jr,Lloyd W
41383	CUL 111	25B2	Garde Manger			TBA		STAFF
41385	CUL 211	25B1	Basic Food Production	TR	200OTB	07:30 AM	01:15 PM	Swink,Fredericka S
41386	CUL 211	25B2	Basic Food Production			TBA		STAFF
41389	CUL 220	25B1	Advanced Baking & Pastry Arts	MWF	200OTB	08:00 AM	12:50 PM	Swink,Fredericka S
41390	CUL 220	25B2	Advanced Baking & Pastry Arts			TBA		STAFF
41393	CUL 260	25B1	International & Classical Cuis	MWF	200OTB	08:00 AM	12:50 PM	Pate Jr,Lloyd W
41394	CUL 260	25B2	International & Classical Cuis			TBA		STAFF
41434	EET 272	25B1	Electrical Motor Controls II	MW	435RPC	04:00 PM	05:50 PM	Rivera,Jeffrey S.
41436	EET 273	25B1	Electrical Motor Contrl II Lab	F	427RPC	04:00 PM	07:50 PM	Rivera,Jeffrey S.
				MW	427RPC	06:00 PM	07:50 PM	Rivera,Jeffrey S.
39456	ENC 90	25Z1	Found of College Writing I			TBA		Dile,Beverly
41595	ENC 90	2602	Found of College Writing I	TR	4ANX	05:30 PM	08:15 PM	Woodham,Scott Lee
41609	ENG 101	2603	Writing I	MW	2ANX	10:30 AM	01:15 PM	Riley,William J
41611	ENG 101	2604	Writing I	TR	8ANX	06:00 PM	08:45 PM	Eaton,Louise
39535	ENG 203	25Z1	Business Writing			TBA		Dunnagan,Amanda Jo
40066	ENGT 110	25B1	Circuits I	MW	101OTB	05:00 PM	07:30 PM	Sutherland,Marty L
40069	ENGT 111	25B1	Circuits I Lab 1	MW	101OTB	07:45 PM	09:45 PM	Sutherland,Marty L
41406	ENGT 110	25B2	Circuits I	MW	424RPC	08:00 AM	10:50 AM	Cordova,Timothy M
41410	ENGT 111	25B2	Circuits I Lab 1	MW	423RPC	11:00 AM	12:50 PM	Cordova,Timothy M
41414	ENGT 113	25B2	Circuits I Lab 2			TBA		Cordova,Timothy M
41407	ENGT 110	25B3	Circuits I	MW	101OTB	08:00 AM	10:50 AM	Hazzard,Michael W.
41411	ENGT 111	25B3	Circuits I Lab 1	MW	101OTB	11:00 AM	12:50 PM	Hazzard,Michael W.
41415	ENGT 113	25B3	Circuits I Lab 2			TBA		Hazzard,Michael W.
40077	ENGT 121	25B1	Digital I Lab	W	101A OTB	09:00 AM	12:50 PM	Cameron,Sandra W
40081	ENGT 215	25B1	Devices II Lab 1	W	101A OTB	06:00 PM	10:15 PM	Cameron,Sandra W
39980	ET 232	25B1	Computer Software Maint	TR	441RPC	06:00 PM	10:00 PM	Sturgeon,Paul D
39984	ET 232	25B2	Computer Software Maint			TBA		STAFF
46120	FRS 103	2501	Firefighters Basic Skills II	TR		06:30 PM	09:30 PM	Roberts,Everett E
46121	FRS 104	2501	Firefighters Intermed Skills I	MW		06:30 PM	09:30 PM	Todd,Russell E
39641	GE 100	2501	Introduction to College	MW	146ADM	08:00 AM	08:50 AM	Mink,Ellen
39644	GE 100	2502	Introduction to College	MW	146ADM	09:00 AM	09:50 AM	Smith,Bryan L
39647	GE 100	2503	Introduction to College	MW	146ADM	10:00 AM	10:50 AM	STAFF
39650	GE 100	2504	Introduction to College	MW	146ADM	11:00 AM	11:50 AM	Tollefson,Tracy
39653	GE 100	2505	Introduction to College	MW	146ADM	12:00 PM	12:50 PM	Nemes,Janice E.
39655	GE 100	2506	Introduction to College	MW	146ADM	03:00 PM	03:50 PM	Mink,Ellen
39659	GE 100	2507	Introduction to College	MW	146ADM	04:30 PM	05:20 PM	STAFF
39662	GE 100	2508	Introduction to College	TR	146ADM	07:50 AM	08:40 AM	STAFF
39665	GE 100	2509	Introduction to College	TR	146ADM	09:00 AM	09:50 AM	Eicher,Katrina M
39667	GE 100	2510	Introduction to College	TR	146ADM	10:30 AM	11:20 AM	Smith,Bryan L
39677	GE 100	2511	Introduction to College	TR	146ADM	12:00 PM	12:50 PM	Tollefson,Tracy
39680	GE 100	2512	Introduction to College	TR	146ADM	01:30 PM	02:20 PM	STAFF
39684	GE 100	2513	Introduction to College	TR	146ADM	04:30 PM	05:20 PM	STAFF
41598	GE 100	2601	Introduction to College	MW	3ANX	11:00 AM	11:50 AM	Mink,Ellen
41613	HUM 120	25Z1	Intro to the Humanities			TBA		Lakes,Tamra
41217	IECE 221	2502	Creative Expressions in IECE	TR	132ADM	09:00 AM	11:45 AM	Hundley,Sharon L
41218	IECE 246	2501	Life Sciences in IECE	MW	132ADM	06:00 PM	08:45 PM	Wood,Linda Wheeler
40035	IT 120	2501	Cisco Internetworking I	MW	441RPC	06:00 PM	10:00 PM	Jantzen Jr,Dalton
40043	IT 220	2501	Cisco Internetworking III	MWF	441RPC	08:00 AM	10:50 AM	Sturgeon,Paul D
41154	KHP 121	2501	Aerobics	MWF	0003STC	01:00 PM	02:30 PM	Deaton,Mark E
41617	MT 120	2603	Intermed Algebra with Applicat	MW	8ANX	06:00 PM	08:45 PM	STAFF
40050	NIS 211	2501	Admin MS Windows Profess.	MW	157ATB	07:30 PM	09:30 PM	Parris,Steven B
41497	PLB 161	2501	Rough-in of Plumbing Fixtures	MW	102OTB	04:30 PM	10:15 PM	Bow,Bobby K.
41626	PY 110	2602	General Psychology	MW	3ANX	06:00 PM	08:45 PM	Schorck,James E
41602	RDG 20	2602	Improved College Reading	MW	5ANX	06:30 PM	09:15 PM	Wardrip,Sandra J.
41627	SWK 275	2601	The Family	TR	2ANX	10:30 AM	01:15 PM	Carlin,Robert B



## Second Bi-Term: October 11—December 8

Class Number	Catalog Number	Section	Course Title	Pattern	Room & Building	Begin Time	End Time	Instructor
41315	AUT 142	25B1	Emission Systems	MWF	302OTB	08:00 AM	09:50 AM	Poteet,Gordon D
41316	AUT 143	25B1	Emission Systems Lab	MWF	302OTB	12:00 PM	02:50 PM	Poteet,Gordon D
				MWF	302OTB	10:00 AM	10:50 AM	STAFF
41630	BA 120	2601	Personal Finance	TR	302EDC	06:00 PM	08:45 PM	Graves,Walter Lee
41629	CMS 185	2602	College Reading	MW	5ANX	06:30 PM	09:15 PM	Wardrip,Sandra J.
41631	COM 181	2604	Basic Public Speaking	TR	3ANX	06:00 PM	08:45 PM	STAFF
41387	CUL 215	25B1	Basic Baking	TR	200OTB	07:30 AM	01:15 PM	Pate Jr,Lloyd W
41388	CUL 215	25B2	Basic Baking			TBA		STAFF
41391	CUL 240	25B1	Meats, Seafood, & Poultry	TR	200OTB	07:30 AM	01:15 PM	Swink,Fredericka S
41392	CUL 240	25B2	Meats, Seafood, & Poultry			TBA		STAFF
41435	EET 272	25B2	Electrical Motor Controls II	MW	435RPC	12:00 PM	01:50 PM	Molgaard,Ronald E
41437	EET 273	25B2	Electrical Motor Contrl II Lab	MW	427RPC	02:00 PM	03:50 PM	Molgaard,Ronald E
				F	427RPC	12:00 PM	03:50 PM	Molgaard,Ronald E
39463	ENC 91	25Z1	Found of College Writing II			TBA		Dile,Beverly
41628	ENC 91	2602	Found of College Writing II	TR	4ANX	05:30 PM	08:15 PM	Woodham,Scott Lee
41632	ENG 102	2603	Writing II	MW	2ANX	10:30 AM	01:15 PM	Riley,William J
41633	ENG 102	2604	Writing II	TR	8ANX	06:00 PM	08:45 PM	Eaton,Louise
40073	ENGT 114	25B1	Circuits II	MW	101OTB	05:00 PM	07:30 PM	Sutherland,Marty L
40074	ENGT 115	25B1	Circuits II Lab 1	MW	101OTB	07:45 PM	09:45 PM	Sutherland,Marty L
41418	ENGT 114	25B2	Circuits II	MW	424RPC	08:00 AM	10:50 AM	Cordova,Timothy M
41420	ENGT 115	25B2	Circuits II Lab 1	MW	423RPC	11:00 AM	12:50 PM	Cordova,Timothy M
41422	ENGT 117	25B2	Circuits II Lab 2			TBA		Cordova,Timothy M
41419	ENGT 114	25B3	Circuits II	MW	101OTB	08:00 AM	10:50 AM	Hazzard,Michael W.
41421	ENGT 115	25B3	Circuits II Lab 1	MW	101OTB	11:00 AM	12:50 PM	Hazzard,Michael W.
41423	ENGT 117	25B3	Circuits II Lab 2			TBA		Hazzard,Michael W.
40082	ENGT 217	25B1	Devices II Lab 2	W	101A OTB	06:00 PM	10:15 PM	Cameron,Sandra W
40079	ENGT 221	25B1	Digital II Lab	W	101A OTB	09:00 AM	12:50 PM	Cameron,Sandra W
39990	ET 234	25B1	Computer Hardware Maintenance	TR	441RPC	06:00 PM	10:00 PM	Jantzen Jr,Dalton
39994	ET 234	25B2	Computer Hardware Maintenance			TBA		
46122	FRS 105	2501	Firefighters Intermed Skill II	MW		06:30 PM	09:30 PM	Todd,Russell E
39445	GE 101	25Z1	Strategies For Acad Success			TBA		Berry,Susan Turner
41638	GEO 130	2602	Earth's Physical Environment	TR	5ANX	10:30 AM	01:15 PM	Clere,David R
41634	HIS 109	2601	History of the US Since 1865	MW	4ANX	06:00 PM	08:45 PM	Betson,William Rhodes
41635	HUM 120	25Z2	Intro to the Humanities			TBA		Lakes,Tamra
41216	IECE 221	2501	Creative Expressions in IECE	MW	132ADM	06:00 PM	08:45 PM	STAFF
41219	IECE 246	2501	Life Sciences in IECE	TR	132ADM	09:00 AM	11:45 AM	Hundley,Sharon L
40037	IT 122	2501	Cisco Internetworking II	MW	441RPC	06:00 PM	10:00 PM	Jantzen Jr,Dalton
40045	IT 222	2501	Cisco Internetworking IV	MWF	441RPC	08:00 AM	10:50 AM	Sturgeon,Paul D
41159	KHP 131	2501	Intermediate Aerobics	MWF	0003STC	01:00 PM	02:30 PM	Deaton,Mark E
41637	MA 109	2603	College Algebra	MW	8ANX	06:00 PM	08:45 PM	STAFF
41636	MUS 100	2602	Intro to Music	TR	2ANX	06:00 PM	08:45 PM	Scott,Frances S
40057	NIS 213	2501	Admin MS Windows Server: Topic	MW	157ATB	07:30 PM	09:30 PM	Parris,Steven B
41498	PLB 163	2501	Plumbing Fixtures	MW	102OTB	04:30 PM	05:45 PM	Bow,Bobby K.
41639	PSY 223	2602	Developmental Psychology	MW	3ANX	06:00 PM	08:45 PM	Cook II,Clayton

To obtain information about the bi-term classes listed on these two pages, plus many other classes offered at Elizabethtown Community and Technical College, or if you would like information about enrolling at the college, please contact the Admissions and Welcome Center at (877) 246-2322, extension 68800, or dial direct at (270) 706-8800.

## Receive:

- Application information
- Class schedule
- Detailed program requirements for Associate degrees, diplomas, or certificates
- Scholarship and/or financial aid information

## Classes begin August 13 and end on December 8

Location	Class Number	Catalog Number	Section	Course Title	Pattern	Begin Time	End Time	Instructor
Bardstown/Nelson	41644	BA 267	2586	Introduction to Business Law	W	06:00 PM	08:45 PM	Hall,Alan Montgomery
Bardstown/Nelson	41651	CHE 104	2586	Introductory General Chemistry	W	06:00 PM	08:45 PM	Sims,Michael
Bardstown/Nelson	41643	CMS 185	2586	College Reading	T	06:00 PM	08:45 PM	Horn,Rhonda Marie
Bardstown/Nelson	41645	COM 181	2586	Basic Public Speaking	W	06:00 PM	08:45 PM	Anderson,Celia M.
Bardstown/Nelson	41646	ED 201	2586	An Intro to American Education	R	06:00 PM	08:45 PM	STAFF
Bardstown/Nelson	41640	ENC 91	2586	Found of College Writing II	R	06:00 PM	08:45 PM	Horn,Rhonda Marie
Bardstown/Nelson	41647	ENG 101	2586	Writing I	T	06:00 PM	08:45 PM	Cox,Krista C
Bardstown/Nelson	41641	GE 101	2586	Strategies For Acad Success	M	06:00 PM	08:45 PM	STAFF
Bardstown/Nelson	41648	HIS 108	2586	History of the US Through 1865	R	06:00 PM	08:45 PM	Carroll,William T
Bardstown/Nelson	41650	MA 109	2586	College Algebra	M	06:00 PM	08:45 PM	Morrow,Martha L.
Bardstown/Nelson	41649	PHI 130	2586	Intro to Philosophy: Morality	T	06:00 PM	08:30 PM	Bas,Maria M.
Bardstown/Nelson	41652	PY 110	2586	General Psychology	R	06:00 PM	08:45 PM	Reams,Terry
Bardstown/Nelson	41642	RDG 20	2586	Improved College Reading	T	06:00 PM	08:45 PM	Horn,Rhonda Marie
Bardstown/Nelson	41653	SOC 101	2586	Intro to Sociology	W	06:00 PM	08:30 PM	Williams,Richard D
Brandenburg/Meade	41656	BIO 120	2591	Human Ecology	W	06:00 PM	08:45 PM	McCoy,David M
Brandenburg/Meade	41654	ENG 101	2591	Writing I	T	06:00 PM	08:45 PM	Schmitt-Miller,Laura E
Brandenburg/Meade	41655	TA 101	2591	Intro to Theatre	R	06:00 PM	08:45 PM	Cooney,Mary E
Greensburg/Green	41658	IECE 101	2594	Orient to Early Childhood Ed	R	05:00 PM	07:45 PM	STAFF
Greensburg/Green	41657	MUS 100	2594	Intro to Music	T	05:30 PM	08:15 PM	Benfield,Don Carol
Hardin County Challenger Center	41166	KHP 230	2550	Human Health & Wellness	R	06:00 PM	08:45 PM	Bryant,Sandra Kay
Hardinsburg/Breck.	41659	CIS 100	2596	Intro to Computers	M	06:00 PM	08:45 PM	STAFF
Hardinsburg/Breck.	41660	PY 110	2596	General Psychology	W	06:00 PM	08:45 PM	Simpson,Jason
Leitchfield/Grayson	41675	BIO 112	2583	Introduction to Biology	TR	10:30 AM	11:45 AM	Brawner,Sharon
Leitchfield/Grayson	41666	CJ 101	2581	Introduct to Criminal Justice	W	06:00 PM	08:45 PM	Kelley,Michael O.
Leitchfield/Grayson	41664	CMS 185	2581	College Reading	T	06:00 PM	08:45 PM	Boyd,Stephen E
Leitchfield/Grayson	41665	COM 181	2581	Basic Public Speaking	R	06:00 PM	08:45 PM	Wall,Gunter R
Leitchfield/Grayson	41667	EDP 202	2581	Human Development & Learning	W	06:00 PM	08:45 PM	Trumbo,Cynthia Lynn
Leitchfield/Grayson	41661	ENC 91	2581	Found of College Writing II	W	06:00 PM	08:45 PM	Boyd,Brenda
Leitchfield/Grayson	41668	ENG 101	2581	Writing I	R	06:00 PM	08:45 PM	Boyd,Brenda
Leitchfield/Grayson	41670	ENG 161	2583	Intro to Literature	TR	12:00 PM	01:15 PM	Hawkins,Jacqueline R.
Leitchfield/Grayson	41663	GE 101	2581	Strategies For Acad Success	R	06:00 PM	08:45 PM	Thompson,Vickie T
Leitchfield/Grayson	39216	GLY 101	2581	Physical Geology	TR	05:00 PM	06:15 PM	Clere,David R
Leitchfield/Grayson	39225	GLY 111	2581	Lab for Physical Geology	TR	06:30 PM	07:30 PM	Clere,David R
Leitchfield/Grayson	41669	HIS 104	2581	History Europe to Mid-17th Cen	T	06:00 PM	08:45 PM	Carroll,William T
Leitchfield/Grayson	41671	HUM 120	2581	Intro to the Humanities	M	06:00 PM	08:45 PM	Riley,William J
Leitchfield/Grayson	41674	MT 120	2581	Intermed Algebra with Applicat	M	06:00 PM	08:45 PM	Langley,Bonnie D
Leitchfield/Grayson	41676	PS 101	2581	American Government	M	06:00 PM	08:45 PM	Stewart,Theresia B.
Leitchfield/Grayson	41677	PSY 223	2581	Developmental Psychology	T	06:00 PM	08:45 PM	Reams,Terry
Leitchfield/Grayson	41662	RDG 20	2581	Improved College Reading	T	06:00 PM	08:45 PM	Boyd,Stephen E

To obtain information about the off-campus classes listed on this page, offered by Elizabethtown Community and Technical College, please contact the Fort Knox Center at (877) 246-2322, extension 68858, or dial direct at (270) 706-8858.

## DRIVING DIRECTIONS TO ECTC-ELIZABETHTOWN

### From the Bluegrass (BG) Parkway

- Take Exit 1B to Interstate 65 South toward Bowling Green
- Next take the Western Kentucky (WK) Parkway West, Exit 91 toward Paducah
- Immediately exit on the 31W By-Pass North, Exit 136, toward Fort Knox
- Turn left at the first traffic light to turn onto College Street Road
- The college is located directly on your right, watch for the signs.

### From the Western Kentucky (WK) Parkway

- Take the 31W By-Pass North, Exit 136 and go toward Fort Knox
- Turn left at the first traffic light to turn onto College Street Road
- The college is located directly on your right, watch for the signs.

### From Interstate 65 North or South

- Take the Western Kentucky (WK) Parkway West, Exit 91 toward Paducah
- Immediately exit on the 31W By-Pass North, Exit 136, toward Fort Knox
- Turn left at the first traffic light to turn onto College Street Road
- The college is located directly on your right, watch for the signs.

### From Louisville Using 31W (Dixie Highway)

- Take 31W (Dixie Highway) South to Elizabethtown
- Turn right onto 31W By-Pass (about 1 mile past Towne Mall Shopping Center)
- Turn right at second traffic light onto College Street Road
- The college is located directly on your right, watch for the signs.

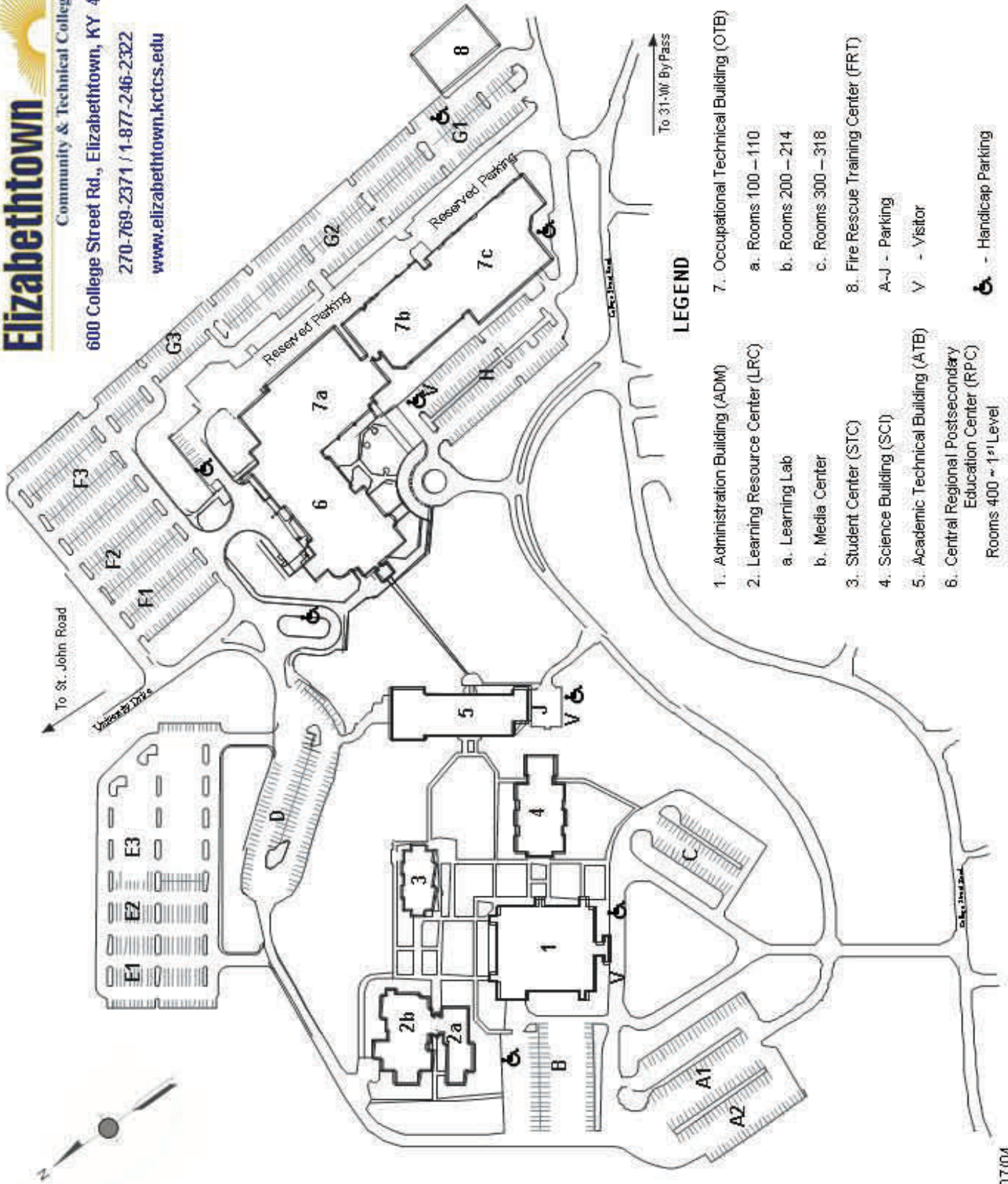
## DRIVING DIRECTIONS TO ECTC-FORT KNOX

### From Louisville:

- Follow 31-W South through Muldraugh
- Continue on 31-W South towards Fort Knox
- Take the Bullion Blvd. exit into Fort Knox
- Follow Bullion Blvd. until you reach the 1st traffic light (Park Road) and turn right onto Park Road
- Take a left onto Quartermaster St. and immediately take the next left into our parking lot

### From Elizabethtown:

- Follow 31-W North into Radcliff
- Continue through Radcliff towards Fort Knox and turn right onto the Bullion Blvd. exit
- Follow Bullion Blvd. until you reach the 1st traffic light (Park Road) and turn right onto Park Road
- Take a left onto Quartermaster St. and immediately take the next left into our parking lot



To 31-W By Pass

### LEGEND

- 1. Administration Building (ADM)
- 2. Learning Resource Center (LRC)
  - a. Learning Lab
  - b. Media Center
- 3. Student Center (STC)
- 4. Science Building (SCI)
- 5. Academic Technical Building (ATB)
- 6. Central Regional Postsecondary Education Center (RPC)
  - Rooms 400 ~ 1<sup>st</sup> Level
  - Rooms 500 ~ 2<sup>nd</sup> Level
- 7. Occupational Technical Building (OTB)
  - a. Rooms 100 ~ 110
  - b. Rooms 200 ~ 214
  - c. Rooms 300 ~ 318
- 8. Fire Rescue Training Center (FRT)
  - A-J - Parking
  - V - Visitor
  - Handicap Parking

**Pre-registration and payment is required at least one week before the class is scheduled to begin.**  
 Complete this form and either fax or mail with your credit card information, or mail with your check payable to "ECTC".

After completing this form, cut it out, and mail with your check or credit card information to:  
 ECTC/CEDC, 610 College Street Road, Elizabethtown, KY 42701

(Additional enrollment options are located on the inside page of the back cover.)

The requested information is needed to properly register you in our automated record-keeping system. We safeguard this information with the greatest care to honor and protect your privacy, and do not release it to any outside source.

### REGISTRATION INFORMATION: (Please Print)

Requested Course I: \_\_\_\_\_ Date: \_\_\_\_\_  
 Requested Course II: \_\_\_\_\_ Date: \_\_\_\_\_  
 Requested Course III: \_\_\_\_\_ Date: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

### PERSONAL DATA: (Please Print)

Full Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 County: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Business Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
 High School Attended: \_\_\_\_\_ High School City/State: \_\_\_\_\_  
 (or "GED")  
 Graduation Date: \_\_\_\_\_ GED Date: \_\_\_\_\_  
 Citizenship:  USA  Naturalized  
 Alien (Temp)  Alien (Perm) Gender:  Female  Male  
 Electrician License: ME # \_\_\_\_\_ CE# \_\_\_\_\_  
 Ethnic Class:  White  Black  Native American  Asian/Pacific Islander  Hispanic

### METHOD OF PAYMENT

Visa  MasterCard  American Express  Discover  Check Enclosed  
 Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Total \$ \_\_\_\_\_

Cut along this line

Elizabethtown Community and Technical College  
CEDC  
610 College Street Road  
Elizabethtown, KY 42701

ELIZABETHTOWN COMMUNITY AND TECHNICAL COLLEGE  
CEDC  
610 COLLEGE STREET ROAD  
ELIZABETHTOWN KY 42701

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