

Spring 2010 Class Schedule

*Learning Experiences for a Lifetime
Personal & Professional
Development Programs*

Course Offerings January- May 2010

Customer Service
Academy

Computer Classes

Senior Focus

Personal
Interest

Financial
Planning

Ed2Go
Online

Ed2Go Pro

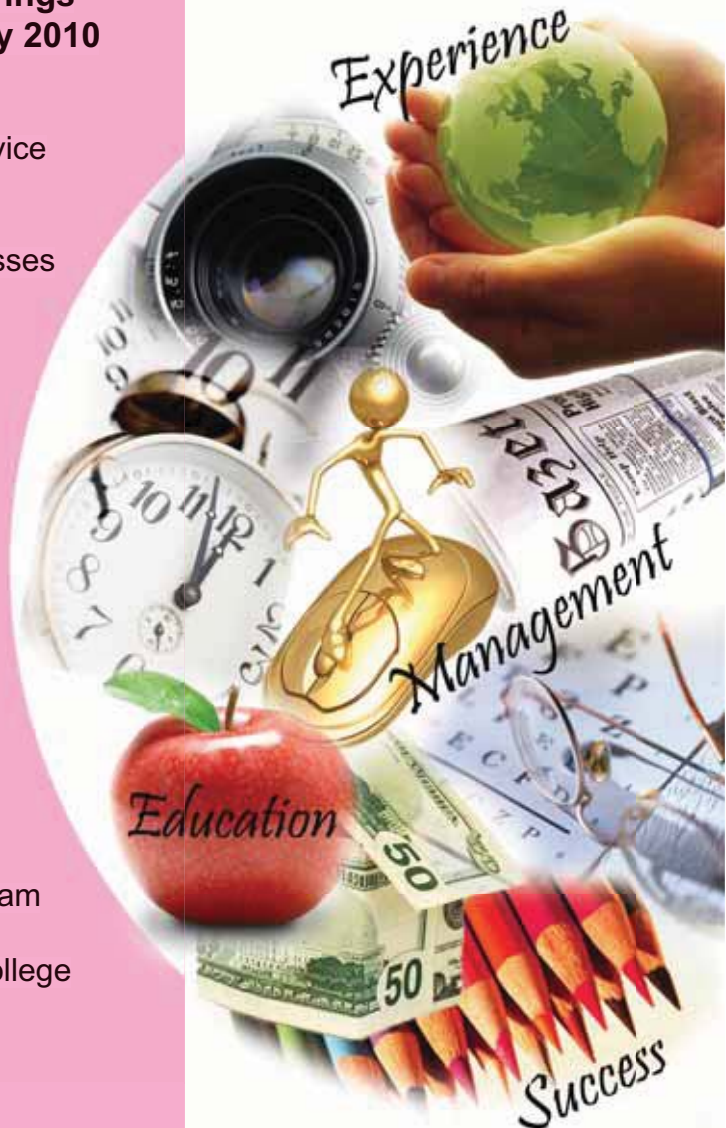
Alternative
High School
Diploma Program

Gateway to College

GED/ESL

HOPE Project

Youth Programs



**900 West Orman Avenue
Pueblo, Colorado 81004
719.549.3229 or 3277
www.pueblocc.edu**

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Registration Information

Community Education Training Division (CETD) Courses

Phone: 719.549.3229/ 719.549.3277
Fax: 719.549.3281

OFFICE: Gorsich Advanced Technology Center, Room 201A

HOURS:

8:00am-6:30pm, Monday-Thursday
8:00am-5:00pm, Friday
9:00am-1:00pm, Saturday

CETD NON-CREDIT CLASSES

CETD offers non-credit classes. All costs associated with these classes are listed in the course descriptions. If you have questions, please ask. We are here to make your time with us a positive and useful experience!

TEXTBOOKS & SUPPLIES

Textbooks are not included in the fees unless stated. Textbooks are available at the PCC Bookstore, located in the College Center, Room 142.

DISABILITY RESOURCES

Reasonable accommodations will be provided upon request for persons with disabilities. To make a request, please notify the PCC Disability Resources Center at 719.549.3446 or disability.resources@pueblocc.edu at least four working days before the class.

ABBREVIATIONS

M = Monday
T = Tuesday
W = Wednesday
R = Thursday
F = Friday
S = Saturday
U = Sunday



College Center



Gorsich Advanced Technology Center



Academic Building

PAYMENTS

Payment is due at the time of registration. Cash, credit cards or checks are accepted.

CLASS CANCELLATIONS

PCC has the option of cancelling classes due to low enrollment. If this happens every attempt will be made to contact students prior to the start of class either by phone or e-mail. Please provide current contact information when registering.

REFUNDS

For non-credit classes, a student must drop the class three (3) business days before the class meets to receive a refund less a cancellation fee, otherwise he/she will be held financially responsible for the class. Full refunds will be given in the event a class is cancelled. **The cancellation fee for a dropped class is \$10.**

PARKING

Students in CETD non-credit classes should park in visitor parking spaces or on the street. Parking lot permits are \$15 and valid for one semester.

Registration Application

Register Early! Seating is limited.

**Completed registration forms with payment will be given priority status.
Please complete all sections of this application then hand deliver, fax or
mail with your payment to:**

Pueblo Community College, Community Education Training Division,
900 West Orman Avenue GC - 201A, Pueblo, CO, 81004
For more information, call 549.3229 or fax to: 549.3281



900 West Orman Avenue
Gorsich Advanced Technology Center, Room 201A
Pueblo, CO 81004
Telephone: (719) 549-3229 or (719) 549-3267
FAX: (719) 549-3281
E-mail: CETD@pueblocc.edu
Website: www.pueblocc.edu

Non-Credit Registration Form

INITIALS

Responses to items marked by an asterisk () are voluntary, will be kept confidential, will not be used in a discriminatory manner, and are intended to support actions designed to promote students' participation in the education programs offered by the college. The information will not be used as a factor in acceptance to the college.

PLEASE INDICATE THE TERM YOU WISH TO ENROLL 20__ SPRING__ SUMMER__ FALL__

STUDENT I.D. NUMBER _____	D.O.B ____ / ____ / ____	*SOCIAL SECURITY NUMBER ____ - ____ - ____
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PLEASE PRINT Mr. __ Mrs. __ Ms. __

LAST NAME: _____ FIRST NAME: _____ MI: _____

Please use legal name

PREVIOUS NAME: _____

PERMANENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ COUNTY: _____

RESIDENCE PHONE NUMBER: (____) _____ CITIZENSHIP _____
(U.S. OR NON CITIZEN)

ALTERNATE PHONE NUMBER: (____) _____

E-MAIL ADDRESS: _____

COURSE NUMBER <small>Example: COMP 1001901</small>	CRN #	COURSE NAME <small>Example: Computer Essentials</small>	DATE	COST	PAYMENT METHOD

Non-credit Course Refund Policy: A student must drop a class three business days prior to the start of class in order to receive a full refund; otherwise, he/she will be charged a \$10 registration fee. Full refunds will be given in the event of a cancellation initiated by CETD.

PCCs CETD and Communications department takes photos of CETD classes for use in the promotion of future courses for advertisement in flyers, class schedules, tabloids, television and the PCC Website. By registering for these courses you grant permission unless otherwise noted. <input type="checkbox"/> NO, I do not give permission for pictures to be taken	PAYMENT OPTIONS: <input type="checkbox"/> Check (Enclosed) <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express Credit Card Number: _____ Exp. Date: _____ Printed Name on Card: _____ Signature: _____
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STUDENT'S SIGNATURE: _____ DATE: _____

TAKEN BY: _____

Customer Service Academy

Provide additional skills for your staff by sending them to this comprehensive customer service training. Concepts on how to increase customer satisfaction for your company or organization will be introduced and both internal and external customer service will be addressed. You and your staff will both benefit! Each Customer Service module is 8 hours in length. The courses offered run from 8am to 5pm on Friday's. Cost: \$60 per person per module. Course Materials are included. Customized scheduling and customized training is available to address specific company needs. Call the Customer Service Academy at 549-3277 for more information.

ATTITUDE

Having the right attitude has a positive impact on the workplace and on interactions with customers. Explore how attitudes in the work place positively and negatively affect customer service, the organization's image, productivity and employee retention.

CUSA 1001901 CRN 403 1/22/10

COMMUNICATION

Communication is a key to customer service success. This course covers verbal and nonverbal communication as well as the development of superior listening skills.

CUSA 1002901 CRN 404 1/29/10

CONFLICT MANAGEMENT

Conflict gets in the way of good business. Explore the causes and determine the impact conflict can have on customer service. Learn strategies and techniques for resolving tough issues. Find out how to turn a difficult customer into a loyal one. Improve your organization's ability to provide better services.

CUSA 1003901 CRN 405 2/5/10

CUSTOMER SERVICE

Explore key skills and attitudes necessary to effectively meet customer's needs. Participants will be introduced to concepts and appropriate techniques for dealing with internal and external customers.

CUSA 1004901 CRN 406 2/12/10

INTRO TO TECHNOLOGY

Get up-to-date on the latest technology. This course will review electronic calendars, multi-line telephones, fax machines and basic computer technology.

CUSA 1005901 CRN 407 2/19/10

MANAGING CHANGE

We face constant changes in the workplace. Explore our natural tendencies and the tendencies of our customers to resist change. Learn skills to adapt to and accept change.

CUSA 1006901 CRN 408 2/26/10

STRESS MANAGEMENT

Did you know one million Americans call in sick every day for stress related issues? This costs organizations money, especially due to lowered productivity. This course defines what stress is and how it affects both our employees and the workplace. Causes of stress are identified and dozens of stress management tips and techniques are shared and practiced.

CUSA 1007901 CRN 409 3/5/10

TEAM BUILDING

If we don't have it together with our internal associates, that often translates into poor customer service for our external customers. Working as a team can increase productivity, enhance project management, reduce business conflicts and create superior customer service. Learn the styles of your co-workers so you can work together more effectively.

CUSA 1008901 CRN 410 3/12/10

TIME MANAGEMENT

The workplace demands efficiency and productivity. The way we manage our time has an impact on our ability to get things done. Explore time management techniques for use at work that will help you stay in balance and be more effective in the workplace.

CUSA 1009901 CRN 411 3/19/10

VALUE & ETHICS

Ethical behavior affects what happens in the workplace. This course provides the opportunity to evaluate ethical behavior and what's appropriate and what's not. A three step checklist is introduced to help participants recognize ethical behavior.

CUSA 1010901 CRN 412 4/2/10

DECISION MAKING & PROBLEM SOLVING

Many of us face a constant barrage of workplace decisions and problems to be solved. Regardless of our job responsibilities, we are accountable for making smart choices. Learn decision making styles, processes and techniques and when they should be applied. Learn how to be a creative problem solver.

CUSA 1011901 CRN 413 4/9/10

REGISTER TODAY!
Call 719.549.3277

Computer Applications

All CETD computer classes are hands-on and the pace is based on the skill level of the class participants.

COMPUTER ESSENTIALS

This course is an introduction to the PC computer system. It is a hands-on practical approach with an emphasis on how to operate a computer. Topics include the basics of what makes up a computer, the hardware and what it takes to run a computer and software. This course is designed for beginners who have never used a computer. The emphasis is on personal computers.

COMP 1001901	CRN 470	6:00pm-8:30pm	MTWR	1/18/10-1/21/10	\$39.00
COMP 1001902	CRN 471	4:00pm-6:30pm	MW	5/3/10-5/12/10	\$39.00

WINDOWS

In this hands-on course, you will explore the Windows XP environment. Topics covered will include: file management and computer and system settings. Basic knowledge of how to use the mouse and keyboard required.

COMP 1002901	CRN 472	6:00pm-8:30pm	MTWR	1/25/10-1/28/10	\$39.00
COMP 1002902	CRN 473	6:30pm-9:00pm	MTWR	3/15/10-3/18/10	\$39.00

MICROSOFT WORD 2007 LEVEL I

This is a hands-on course introducing the basic word processing skills such as editing and formatting text with fonts, colors, backgrounds, bullets, and numbers; creating and editing tables; inserting headers/footers, changing margins and page breaks; applying spell check and autocorrect; and finding/replacing text; inserting graphics and pictures. Basic knowledge of how to use the mouse and keyboard are required. Software not included.

COMP 1003901	CRN 458	6:00pm-8:30pm	MTWR	2/1/10-2/4/10	\$39.00
COMP 1003902	CRN 459	6:00pm-8:30pm	MTWR	3/1/10-3/4/10	\$39.00

MICROSOFT WORD 2007 LEVEL II

This course is designed to help students apply some advanced features such as styles, outlines, columns, table formatting, borders/shading, labels, envelopes, diagrams, building blocks, drawing tools, merging documents for letters/labels, tracking changes, charts. Basic knowledge of how to use the mouse and keyboard are required. Software not included.

COMP 2003901	CRN 460	6:00pm-8:30pm	MTWR	4/12/10-4/15/10	\$39.00
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MICROSOFT 2007 EXCEL I

This is a hands-on course introducing electronic workbooks. Topics include entering and editing text, values, formulas, pictures; opening and saving workbooks; moving and copying text and formulas; absolute and relative references; inserting and deleting ranges, rows, and columns; entering functions; formatting text and numbers; printing and page setup; managing large workbooks. Software not included.

COMP 1004901	CRN 461	6:00pm-8:30pm	MTWR	2/8/10-2/11/10	\$39.00
COMP 1004902	CRN 462	6:00pm-8:30pm	MTWR	3/8/10-3/11/10	\$39.00

MICROSOFT 2007 EXCEL II

This course is designed to help students apply advanced features using multiple worksheets, special number formats, styles, themes, subtotals, lists, sorting and filtering lists, creating charts, applying auditing features, comments, protecting documents, templates, entering additional functions. Software not included.

COMP 2004901	CRN 463	6:00pm-8:30pm	MTWR	4/19/10-4/22/10	\$39.00
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Computer Applications

MICROSOFT 2007 POWERPOINT

This is a hands-on, one-day course introducing the concepts of creating electronic presentations. Topics include creating, editing, manipulating slides, formatting text and slides, inserting transitions, backgrounds, sound and graphics; running the slide presentation. Software not included.

COMP 1007901 CRN 457 6:00pm-9:00pm W 2/17/10 \$39.00

INTERNET ESSENTIALS

In this course students will learn how to explore, navigate and search the World Wide Web. Topics to be covered will be using e-mail, mailing lists, news groups, downloading files and printing a web page. This class is designed for beginners; however, basic knowledge of the computer is required.

COMP 1006901 CRN 452 6:00pm-8:30pm F 1/22/10-2/12/10 \$39.00

COMP 1006902 CRN 453 10:00am-12:30pm S 2/6/10-2/27/10 \$39.00

E-MAIL TECHNIQUES

Topics covered will be creating a free e-mail account, sending and receiving e-mail messages using an internet connection, attaching documents and pictures to e-mail messages, forwarding messages, and managing an e-mail account. This class is designed for beginners; however, basic knowledge of the computer is required. No book. Handouts will be provided.

COMP 1015901 CRN 454 6:00pm-8:30pm MTWR 2/22/10-2/25/10 \$39.00

COMP 1015902 CRN 455 3:30pm-6:00pm TR 3/9/10-3/18/10 \$39.00

DIGITAL CAMERA 101

Topics: basic anatomy of a digital camera and its functions; how-to's for taking pictures and options for storing photo files on a computer or other devices, (This class is designed for absolute beginners, some basic knowledge of the computer is required. Bring your digital camera and owner's manual to the class. A jump drive is also recommended but not required.) Book is included in the cost. Software is not included.

COMP 1013901 CRN 501 6:00pm-8:30pm MW 5/17/10-5/26/10 \$49.00

PHOTOSHOP BASICS

In this hands-on course, you will work with several tools and features to edit computerized images or digital images using the Photoshop. Basic computer skills and knowledge of how to use the mouse and keyboard are required. Book is included in the cost of the course. A jump drive is required for this course. Software is not included.

COMP 1014901 CRN 481 6:00pm-8:30pm MW 3/8/10-3/17/10 \$49.00

COMP 1014902 CRN 482 6:00pm-8:30pm MW 4/19/10-4/28/10 \$49.00

PHOTOSHOP PHOTO RESTORATION **NEW**

In this hands-on-course, you will work with several tools and features to scan and edit old photographs using Photoshop. Basic computer skills and knowledge of Photoshop Basics are required. Please bring a jump drive and at least one photo you would like to restore. Software is not included.

COMP 1022901 CRN 510 2:00pm-4:30pm F 4/23/10-5/14/10 \$49.00

PHOTOSHOP – CREATING ART IMAGES **NEW**

Learn to create beautiful works of art using several tools and features of Photoshop. Basic computer skills and knowledge of Photoshop Basics are required. Please bring a jump drive to class. Software is not included.

COMP 1023901 CRN 512 2:00pm-4:30pm T, R 5/18/10-5/27/10 \$49.00

Computer Applications

DIGITAL PHOTO ALBUMS **NEW**

Have lots of digital photos downloaded and don't know what to do next? Learn how to organize downloaded digital photos on your PC by creating album folders and renaming photos so that you can find exactly what photo you're looking for. Join instructor Donna Miller for this organization overhaul. Software not included.

COMP 1024901	CRN 513	1:00pm-5:00pm	F	5/21/10	\$29.00
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WORD BASIC EDITING & FORMATTING

Need a brush up? Come by and review or learn effective cutting, copying, and pasting techniques. This one-day workshop will cover such features as finding and replacing, using spell check, setting tabs and indents, formatting paragraphs and saving style sheets. Handouts will be provided. Software not included.

COMP 1018901	CRN 464	6:00pm-8:00pm	M	2/15/10	\$29.00
COMP 1018902	CRN 467	6:00pm-8:00pm	M	3/29/10	\$29.00

WORD MERGING & FORMS

Discover more features of Microsoft Word in this one-day workshop. You will learn how to create and merge letters, labels and envelopes, insert postal bar codes and sort and query. The class will also cover inserting fields for keyboarding, inputting, and creating check boxes, protecting forms and using drop-down lists. Handouts will be provided. Software not included.

COMP 1019901	CRN 465	6:00pm-8:00pm	T	2/16/10	\$29.00
COMP 1019902	CRN 468	6:00pm-8:00pm	T	3/30/10	\$29.00

WORD TABLES & GRAPHICS

In this one-day workshop, you will learn how to draw tables, insert borders, shade cells, align text, insert graphics and merge cells. It will also cover formatting, selecting fonts and incorporating simple formulas. Handouts will be provided. Software not included.

COMP 1020901	CRN 466	6:00pm-8:00pm	R	2/18/10	\$29.00
COMP 1020902	CRN 469	6:00pm-8:00pm	W	3/31/10	\$29.00

Senior Focus - Computer Applications

The Community Education Training Division offers a service to our senior community by providing classes taught at a comfortable pace by expert instructors. Classes are offered at a reduced rate and are available to individuals, ages 55 and over. Try our classes and keep up with today's technology. Come take a walk on the lifelong learning path in a fun and relaxing atmosphere. For registration information, please call 719.549.3277 or 719.549.3229

COMPUTER BASICS FOR SENIORS

In this course, students will become familiar with the computer, mouse and keyboard. This is a basic computer class designed for first time users! Basic computer terminology will be covered. Book is included in the cost.

SENR 1001901	CRN 442	3:00pm-5:00pm	F	1/22/10-2/12/10	\$39.00
SENR 1001902	CRN 443	9:00am-1:00pm	S	4/10/10-4/17/10	\$39.00

WORD BASICS FOR SENIORS

Learn how to use the Microsoft Word program to create, edit, save and print documents. Basic knowledge of how to use the mouse and keyboard are required. Book is included in the cost. Software not included.

SENR 1002901	CRN 444	9:00am-1:00pm	S	1/16/10-1/23/10	\$39.00
SENR 1002902	CRN 445	3:00pm-5:00pm	F	4/9/10-4/30/10	\$39.00

Senior Focus - Computer Applications

KEYBOARDING FOR SENIORS

This class will help you develop keyboarding skills on the computer. Learn the keyboard and build your speed with this class. Handouts will be provided. Software not included.

SENR 1007901 CRN 451 9:00am-1:00pm S 5/8/10-5/15/10 \$29.00

THE DIGITAL AGE FOR SENIORS

NEW

Have you ever wanted to know the difference between Digital and High-Def television? Wondered about using your computer to watch and record TV? Join Community Education Instructor Larry Silvestri for a brief overview of today's digital age covering a wide variety of informative information including the different types of television recorders, connections, hardware, reception, MP3 players, cell phones, and more.

SENR 1009901 CRN 422 9:00am-12:00pm S 5/01/10-5/1/10 \$19.00

DIGITAL CAMERA 101 FOR SENIORS

Come learn the basic anatomy of the digital camera and its functions. How to take pictures and save them on your computer or other storage device will be covered. This course is designed for the student who wants to learn how to use the camera and save their files. While the class is designed for absolute beginners, some basic knowledge of the computer is required. Software use will not be covered in this course. Please bring your digital camera and owner's manual to class. A jump drive is also recommended but not required for saving your images to take home. Book is included in the cost.

SENR 1003901 CRN 446 12:00pm-2:00pm S 2/6/10-2/27/10 \$39.00

PHOTOSHOP BASICS FOR SENIORS

Learn how to edit computerized pictures or digital images and save them in the correct file format using the basic tools of the Photoshop. Techniques such as cropping, correcting contrast and color, changing size and orientation and adding filters to enhance images will be covered. Basic computer skills and knowledge of how to use the mouse and keyboard are required to take this course. A jump drive is also recommended but not required for saving your images to take home. Book is included in the cost. Software is not included.

SENR 1005901 CRN 447 5:30pm-7:30pm MW 2/22/10-3/3/10 \$39.00

SENR 1005902 CRN 448 3:00pm-5:00pm TR 5/4/10-5/13/10 \$39.00

PHOTOSHOP PHOTO RESTORATION FOR SENIORS

NEW

In this hands-on-course, you will work with several tools and features to scan and edit old photographs using Photoshop. Basic computer skills and knowledge of Photoshop Basics are required. Please bring a jump drive and at least one photo you would like to restore. Software is not included.

SENR 1012901 CRN 509 2:00pm-4:00pm F 2/19/10-3/12/10 \$39.00

SENIOR PHOTOSHOP – CREATING ART IMAGES

NEW

Learn to create beautiful works of art using several tools and features of Photoshop. Basic computer skills and knowledge of Photoshop Basics are required. Please bring a jump drive to class. Software is not included.

SENR 1013901 CRN 511 2:00pm-4:00pm F 3/26/10-4/16/10 \$39.00

Remember many classes fill quickly and may be cancelled if minimum enrollment is not met 3 working days before a class begins.

Register Today!

Senior Focus - Computer Applications

E-MAIL TECHNIQUES FOR SENIORS

Learn how to use electronic mail (e-mail) to stay in touch with your children, grandchildren, family and friends. We will show you how to create a free e-mail account and use it to create, send and receive messages using an internet connection. Learn how to attach documents and pictures to e-mail messages, forward messages and manage the e-mail in your account. While the class is designed for beginners, some basic knowledge of the computer is required. No book. Handouts will be provided.

SENR 1004901	CRN 449	3:00pm-5:00pm	F	2/19/10-3/12/10	\$29.00
SENR 1004902	CRN 450	6:00pm-8:00pm	F	4/9/10-4/30/10	\$29.00

Personal Interest - Self Enrichment

HOTTEST TRAVEL CAREERS

Did you know that travel is the world's biggest business and one of the fastest growing? Make \$\$ as a P/T or F/T home-based travel agent. Travel for free arranging group tours. Cruise for as little as \$35 per day on a luxury cruise line in this little-known opportunity. Make money and see the world as a director. How to take a free vacation in Spain, just by speaking English. Live for free in a foreign country for up to a year as an English instructor. Learn how others will pay your way to write about travel and take interesting photos. Your instructor, Ron Stern, is a travel journalist (ronsterntravel.com) and host of Justsaygotv.com. Materials fee: \$10 (hiring booklet)

TRVL 1003901	CRN 433	9:00am-11:00am	T	1/26/10	\$29.00
TRVL 1003902	CRN 434	9:00am-11:00am	W	4/14/10	\$29.00

FLY CHEAP, STAY CHEAP, TRAVEL CHEAP

Did you miss the recent offer of round trip ticket to Moscow from Denver for only \$296 including all fees and taxes? If so, now you can learn the secrets of traveling in grand style on a limited budget from an expert. In just two hours, discover how to obtain great deals on airfares and accommodations in exciting destinations, all for a fraction of the usual cost. Learn about \$0 airfares, pricing glitches, how to stay for free as a caretaker, the best airfare search engines, discount cruising and much more. Your instructor, Ron Stern, is a travel journalist (ronsterntravel.com) and host of Justsaygotv.com. Materials fee: \$15 for companion fly cheap booklet

TRVL 1001901	CRN 429	3:00pm-5:00pm	T	1/26/10	\$29.00
TRVL 1001902	CRN 430	3:00pm-5:00pm	W	4/14/10	\$29.00

HOW TO BE A TRAVEL WRITER - THE EASY WAY!

If you can write a postcard and have a desire to travel, this class is for you. Many people dream about becoming travel writers, but they lack the inside information necessary to get started on the fast track to this career. Learn the secrets of travel writing, including how to get started with local and online publications. Use the Internet to find out about free trips and the best sites for writers. Learn how to build a media contact list, obtain assignments, approach airlines for free airfare, conduct interviews, create a portfolio, take photos that sell, and more. Travel writers stay in the best hotels, eat the finest food, and experience VIP treatment — all free. If you have wanderlust but not the money to pay for it, then come and join this class. Your instructor, Ron Stern, is a travel journalist (ronsterntravel.com) and host of Justsaygotv.com.

Materials fee: \$25 for 2 booklets and information packet.

TRVL 1002901	CRN 431	5:00pm-7:00pm	T	1/26/10	\$29.00
TRVL 1002902	CRN 432	5:00pm-7:00pm	W	4/14/10	\$29.00

Personal Interest - Self Enrichment

SECRETS OF TRAVEL PHOTOGRAPHY

Well known travel photojournalist Ron Stern *(ronsterntravel.com) will share the secrets you need to know how to take great pictures. Whether you have a small point and shoot or an expensive SLR, learn how to look for and take the best possible shots. The class begins inside where you will learn about basic camera operations and techniques the pros use. Then we will go outside to practice what you have learned. Bring your camera. Ron will help you learn how to see creatively, the techniques of framing, when you use fill flash, reflectors, using manual settings for more versatility, and how to use natural lighting for dramatic effect. He will also share some options for low-cost methods to create a full-color, hardcover photo book of your images.

TRVL 1012901 CRN 486 9:00am-11:00am S 3/13/10 \$29.00

ALL ABOUT AVIATION

This workshop answers basic questions for anyone interested in learning to fly, starting a career in aviation and what is involved in buying and owning your own airplane. You will learn about the costs and time commitment required in learning to fly and the different types of licenses that are available to the beginner. We will also discuss buying, owning and maintaining a small personal airplane including required maintenance inspections and complying with Federal Aviation Administration regulations. Where to look for airplanes for sale, how to arrange a pre buy inspection and airworthiness directives will also be discussed.

AVTC 1001901 CRN 423 6:00pm-8:00pm W 1/20/10 \$19.00
AVTC 1001902 CRN 424 6:00pm-8:00pm W 2/24/10 \$19.00
AVTC 1001903 CRN 425 6:00pm-8:00pm W 3/24/10 \$19.00
AVTC 1001904 CRN 426 6:00pm-8:00pm W 4/21/10 \$19.00

MEDITATION METHODS

Research has scientifically proven that meditation reverses aging and reduces stress by releasing worry and fear. During this two-hour workshop, you will learn valuable information about how and why meditation affects the mind and body. You will also be introduced to a powerful meditation that will change your life. It's something you can practice daily.

WLNS 1003901 CRN 418 6:00pm-8:00pm W 1/20/10 \$29.00
WLNS 1003902 CRN 419 6:00pm-8:00pm W 2/24/10 \$29.00
WLNS 1003903 CRN 420 6:00pm-8:00pm W 3/24/10 \$29.00
WLNS 1003904 CRN 421 6:00pm-8:00pm W 4/21/10 \$29.00

SELF-HYPNOSIS FOR WELLNESS

Learn to engage your own natural gifts for healing and balancing your life. Self-hypnosis is a great way to soften your worry mind and bring forward your intuitive side. Techniques we will use are simple hypnosis, guided imagery and fear pattern reduction. You will open to your greater mind...then you can program yourself to: release anxiety, eat better, love more, find inner peace, and handle a difficult person/situation. Join Marcia Beachy, MS, LPC a psychotherapist and certified clinical hypnotherapist in practice for 25 years for Self-Hypnosis for Wellness.

WLNS 1008901 CRN 417 5:30pm-7:15pm M 1/25/10-2/15/10 \$115.00

BELLY DANCING

Finally, exercise you can have fun with! This class begins with a warm-up followed by dance movements. A new choreographed dance routine will be taught at each session, so even if you have attended before...re-enroll to learn new routines. This class is great exercise for your waistline and stomach plus the added bonus of burning calories while you dance. Dress comfortable and bring a chiffon scarf measuring approximately 1 1/2 yards in length.

WLNS 1001901 CRN 441 6:00pm-7:00pm W 1/27/10-3/3/10 \$39.00

Personal Interest - Self Enrichment

ACT TEST PREPARATION

Increase your ACT scores for college admission and scholarships by attending this hands-on five week preparation course. Become familiar with the test format, scoring scale, college admission criteria and test taking techniques.

YTHC 1002901	CRN 479	5:00pm-7:00pm	MW	1/18/10-2/3/10	\$60.00
				<i>*Condensed 3wk class</i>	
YTHC 1002903	CRN 478	9:00am-1:00pm	S	2/27/10-4/3/10	\$115.00
				<i>*No class 3/27</i>	
YTHC 1002902	CRN 480	5:00pm-7:00pm	MW	3/1/10-4/7/10	\$115.00
				<i>*No class 3/22 & 3/24</i>	

PERSONAL SAFETY

NEW

Participant will be taught to look for danger signals at home, while traveling, and at work. Participant will become aware of target hardening home, how to create distance when a threat is imminent, de-escalating potential workplace violence and recommendations on how to respond within the guidelines of the law. In addition participants will be taught to anticipate danger and how to interact should the threat become active.

PERS 1012901	CRN 435	6:00pm-9:00pm	R	1/28/10	\$39.00
PERS 1012902	CRN 436	10:00am-1:00pm	S	4/3/10	\$39.00

CRISIS MANAGEMENT

NEW

Participant will learn how to create a safety plan at home and at work. Participant will learn what resources as well as skills and tools are needed for a successful response to any threat. (ie natural disaster, physical attack, fire, hazardous situation.) Participants will learn about incident based management through incident command as well as complete scenario based learning situations that raise awareness to overcome potential threats.

PERS 1013901	CRN 437	6:00pm-9:00pm	T	2/9/10	\$39.00
PERS1013902	CRN 438	2:00pm-5:00pm	W	5/12/10	\$39.00

HANDLING WORKPLACE VIOLENCE

This class is focused on scenario based learning (with employee participation) based on problems that deal with workplace violence, risk vulnerability, and personal safety. The key topic issues will be how to develop a culture of security in an organization, the areas of greatest risk in the workplace, how employees reduce the risk of workplace violence, what employees do when an assault is in progress and how to conduct a security assessment.

PERS1002901	CRN 439	6:00pm-9:00pm	M	3/1/10	\$39.00
PERS1002902	CRN 440	10:00am-1:00pm	R	5/20/10	\$39.00

CREATIVE BLACKSMITHING

During this course, the student will learn a brief history of blacksmithing. The first few weeks will concentrate on lecture, the last few weeks will be hands-on. Students will learn different styles of metal work along with old world techniques and modern alternatives. Safety equipment is required. Materials fee is separate and payable to the instructor.

BKSM 1001901	CRN 483	6:00pm-7:00pm	MW	1/18/10-2/17/10	\$99.00
				2/22/10-3/24/10 lab off site)	

Register Today!

Remember many classes fill quickly and may be cancelled if minimum enrollment is not met 3 working days before a class begins.

Personal Interest - Self Enrichment

BEGINNING CAKE DECORATING

Come learn the fundamentals and basic art of cake decorating. This course, designed for beginners, will cover the techniques of base icing, icing consistency, borders, flower making and torting. Students will need to provide their own supplies.

ARCR 1010901 CRN 484 6:00pm-8:00pm TW 2/2/10-2/16/10 \$39.00

ADVANCED CAKE DECORATING

Learn the advanced skills of cake decorating. This course will cover the following techniques: string work, scalloping, intricate work, more detailed flower making, figure piping and character pans. Students should have cake decorating experience or have attended Basic Cake Decorating prior to taking this class. Students will need to provide their own supplies.

ARCR 1011901 CRN 485 6:00pm-8:00pm TW 3/2/10-3/16/10 \$39.00

INTERIOR DECORATING **NEW**

Learn the basics in interior design including color theory, space planning and a basic knowledge of interior design products on the market. This class talks about the latest interior design trends and teaches you how to be a smart consumer when purchasing products for your home or office.

INDS 1001901 CRN 474 6:30pm-7:30pm R 1/21/10-3/11/10 \$49.00

THE JOY OF AFTERNOON TEA **NEW**

This class is fun, entertaining, and delicious! You will learn what foods to serve at an afternoon tea, which tea accessories you need, tea decor on a budget, how to brew a proper pot of tea and more. In the last half of the class a cream tea will be served. This will include baked scones with jam and cream and freshly brewed English tea. You will certainly be inspired to go home and put on your own afternoon tea once you learn how easy it can be! Instructor: Nancy Stern. Materials fee: \$15 for recipe booklet. Optional accessories also available after class

PERS 1014901 CRN 498 2:30pm-4:00pm T 1/26/10 \$29.00

Financial Planning - Self Enrichment

BASICS OF EBAY SELLING

Learn to make a supplemental or full-time income from an eBay-trained Certified Education Specialist. This multimedia course will include eBay University's own training materials and will cover selling basics and beyond, including research, opening and using a Paypal account, improving your listings with better descriptions and digital photography, security, and post-sale activities such as billing and shipping. Save yourself from frustrating hours of pouring over tedious instructions...trial and error is error. Learn from long time successful seller, Olen Batchelor. Optional text available for purchase, "Basics of eBay Selling Student Guide" \$19.95.

BUSI 1003901 CRN 414 9:00am-3:00pm S 4/24/10 \$39.00

REAL ESTATE ANNUAL COMMISSION UPDATE COURSE

Colorado law requires that real estate licensees complete a 4 Hour Update Course each year. All PCC real estate classes are approved for continuing education credit. For information on license renewal, or reinstating an inactive license, call the Real Estate Commission at 303-894-2166. Larry Clark - Instructor/Employing Broker

RLST 1002901 CRN 475 10:00am-2:30pm F 1/22/10 \$29.00

RLST 1002902 CRN 476 10:00am-2:30pm F 2/26/10 \$29.00

RLST 1002903 CRN 477 10:00am-2:30pm F 3/26/10 \$29.00

Financial Planning - Self Enrichment

GETTING PAID TO TALK...AN INTRODUCTION TO PROFESSIONAL VOICE OVERS

Have you ever been told that you have a great voice? This exciting class will explore numerous aspects of voice over work for television, film, radio, audio books, documentaries and the internet. We will cover all the basics, including how to prepare the all - important demo, how to be successful and earn great income in this exciting field. Students will have the opportunity to ask questions and to hear examples of demos recorded by professional voice actors. Class participants will even have a chance to record a commercial script under the direction of our Voicecoaches.com producer! This class is informative, lots of fun, and a great first step for anyone interested in voice acting professionally. Space is limited, and registration closes one week prior to class, so register early. www.voicecoaches.com/gppt

ARCR 1006901 CRN 415 6:30pm-9:00pm W 2/17/10 \$24.00

IMPORT EXPORT NOW! **ONLINE**

For those who want to import and export (or both) goods and services and need a step-by-step hands on course, this class is for you. The course is designed as a nine-week seminar that is Internet based and delivered via the Internet. The entire course may be taken at your own pace and is appropriate for people with zero business background, as well as established business looking for new trade. Students must have access to a computer with a modem to attend and should acquire the required textbook "How Small Business Trades Worldwide".

BUSI 1002901 CRN 427 7:00pm-9:00pm W 1/27/10-3/24/10 \$95.00

BUSI 1002902 CRN 428 7:00pm-9:00pm W 4/14/10-6/9/10 \$95.00

START A HOME BASED MEDICAL TRANSCRIPTION BUSINESS

Demands for medical transcriptionists is soaring! Make money part-time or full-time! If you want to choose your own hours, easily find clients, make great money and work at home, this class will get you started. We'll present a step-by-step guide to what the medical transcription business is and how it differs from medical billing and coding. Whether you're just exploring possibilities or have some experience, this class is for you! We will cover the following topics: marketing; operating capital and grants; pricing and collections; equipment and software requirements (i.e., transcription machines, computers, digital systems, and wav/MP3 files); business taxes; professional organizations; networking; staffing; growing your business throughout the United States; getting hands-on work experience; and much more. Course instructor Debra Burns has been a medical transcriptionist for more than 20 years and operates a large MT business. She has taught for many other programs. (A \$20 workbook fee is payable to the instructor at the time of class).

BUSI 1001901 CRN 416 6:30pm-9:30pm R 2/25/10 \$40.00



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Register Today

719.549.3229

QUALIFIED Instructors Needed

Community Education Training Division & Pre-College Programs
is always looking for qualified instructors

We currently need instructors for our non-credit computer software programs,
Microsoft Suites, Adobe Suites, Records Management & Foreign Languages.

Please submit a resume and letter of intent to:

Jill Sanchez, Coordinator of Non-credit Courses

We also are looking for qualified instructors for our Pre-College Programs.

Please submit a resume and letter of intent to:

Corry Higbee, Manager of Alternative High School Diploma Program

Lilia Myers-Van Pelt, Interim Coordinator of Adult Education Program

George Rael, Director of HOPE Bridge Project

Monica Moore, Director of Gateway to College

Please mail or deliver to: 900 West Orman Avenue, Pueblo, CO 81004

AMA Professional Courses

Community Education Training Division and AMA Online provide the professional with top-quality American Management Association self-study course materials. Our courses provide practical solutions for today's business challenges. Managers and individuals interested in developing supervisory skills to enhance their job performance can complete AMA classes at their convenience by accessing classes online. If you have a busy lifestyle and don't have time to take classes in a traditional setting, then AMA online courses are for you! Start at your convenience. Take up to 3 months to complete each course. Students receive an AMA certificate for each class successfully completed.

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719.549.3277

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Learn from the comfort of your home or office, with more than 300 courses available.

Our instructor-facilitated online non-credit courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office, any time of the day or night.

How to Get Started:

1. Visit our Online Instruction Center:
www.ed2go.com/pcetd
2. Click the "Courses" link, select the department and course title you are interested in. Select the "Enroll Now" button when you have found a course you wish to take. 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.

Requirements:

All courses require Internet access, e-mail, and web browser (Netscape Navigator, Microsoft Internet Explorer or, for Mac users, Mozilla Firefox). Some courses may have additional requirements; please read the course description at our Online Instruction Center.

Ed2Go Online Non-Credit Classes

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BUSINESS COURSES

Introduction to Quickbooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Project Management Fundamentals

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

and more...

LEADERSHIP MANAGEMENT

Leadership

Use the principles of great leaders to achieve success in almost every aspect of your daily life.

Total Quality Fundamentals

Learn how to effectively apply the fundamentals of total quality.
and more...

START YOUR OWN BUSINESS

Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business.

Creating A Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success.

and more...

GRANT WRITING/NON-PROFITS

Get Grants!

Learn how to develop successful, fundable grants from experts in the field.

Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

and more...

PERSONAL ENRICHMENT

Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly.

Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.
and more...

TEST PREP

SAT/ACT Preparation - Part 1

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

GMAT Preparation

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

LANGUAGES

Speed Spanish I, II and III

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

and more...

TEACHING

Solving Classroom Discipline Problems

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

Survival Kit for New Teachers

Veteran instructor shares the secrets for success in your first years of teaching

and more...

FAMILY & FRIENDS

Genealogy Basics

Begin an exciting and fascinating exploration of your roots.

Assisting Aging Parents

Be prepared to handle the challenges of aging while learning to cherish the transition.

and more...

WEB DESIGN

Introduction to Dreamweaver

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

Introduction to Microsoft FrontPage

Find out how FrontPage makes it easy to create and upload professional websites without programming.

and more...

CERTIFICATION PREP

Basic CompTIA® A+ Certification Prep

Prepare for the CompTIA® A+ exam and begin a rewarding careers in the fast-growing PC repair field (course 1 of 3).

CompTIA Security+ Certification Prep

Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.

CompTIA® Network+ Certification Prep

Prepare to take and pass the CompTIA® Network+ Exam and begin a career as a network tech.

and more...

*Courses Start
as Low as \$89*

Pre-College Program Offerings

Alternative High School Diploma Program

Page 19

The Purpose of the Pueblo Community College Alternative High School Diploma Program is to recruit students back into the educational system and provide them with an opportunity to earn a High School Diploma as students are encouraged to pursue higher educational opportunities.

Gateway to College

Page 20

What makes Gateway to College unique is that our students will not only have a second chance to earn a high school diploma, but Gateway participants will also earn college credits toward an associate's degree or certificate.

General Education Development (GED)

Page 21

GED is "The Beginning" to a new career or a new way of life.

English as a Second Language (ESL)

Page 21

The ESL Program is for any person whose first or primary language is not English. The program offers a wide-range of services, helping individuals who simply want to converse in English to students who aspire to attend college and need a higher level of learning.

HOPE Bridge Project

Page 22

The HOPE Bridge Project is an eight-week college transition program. The program helps prior-offenders prepare for entry in to the college system to obtain a college degree and for a productive and positive future.

Pueblo Youth Academies

Page 23

Community Education Training Division at Pueblo Community College in partnership with the Pueblo WorkForce Center offer Youth Academies to participants 17-21 years old. The programs introduce individuals to career opportunities and provide access to a college campus.

Pre-College Programs

Alternative High School Diploma Program Pueblo & Fremont Campus

This program is designed for individuals who are self motivated and committed to earning an alternative high school diploma. This one year program is offered through the Community Education Training Division & Pre-College Programs at Pueblo Community College. While enrolled in the program, students are connected with the campus, encouraged to seek higher educational opportunities and offered support and access to college admissions and financial aid services.

ELGIBILITY

The program is open to students between the ages of 17 and 20. For more information contact the Alternative High School Diploma Program at 719.549.3252.

Students interested in the High School Diploma Program must apply though their school district for referral to the program.

Pueblo School District 70
Greg Keasling, Director
Student Services
922 E. Kimble Drive
Pueblo West, Colorado 81007
(719) 647-3205

Pueblo City Schools
Terri Martinez-McGraw, Director
Student Intervention Services
315 West 11th Street
Pueblo, Colorado 81003
(719) 549-7188

South-Central BOCES
323 South Purcell
Pueblo West, Colorado 81007
(719) 647-0023

Fremont School District RE-1
Canon City Schools
101 North 14th Street
Canon City, Colorado 81212
(719) 276-5700

Fremont School District RE-2
Florence & Penrose Schools
403 West 5th Street
Florence, Colorado 81226
(719) 784-6312

Fremont School District RE-3
Cotopaxi School District
345 County Road 12
Cotopaxi, Colorado 81223
(719) 942-4131

The Purpose of the Pueblo Community College Alternative High School Diploma Program is to recruit students back into the educational system and provide them with an opportunity to earn a **High School Diploma** as students are encouraged to pursue higher educational opportunities.

*A Positive Alliance
For A Better Future*

For more information contact:
Alternative High School Diploma Program
719.549.3252

Pre-College Programs

GATEWAY *to* COLLEGE

Gateway to College serves students, ages of 17-20, who have dropped out of high school but have a desire to get back on track and earn a diploma and more. What makes Gateway to College unique is that our students will not only have a second chance to earn a high school diploma, but Gateway participants will also earn college credits toward an associate's degree or certificate.

Gateway Students...

- Are 17-20 years old
- Live within Pueblo City Schools boundaries
- Have dropped out of high school
- Are behind in high school credits for their age and grade
- Have GPA of 2.0 or less
- Have expressed a commitment to completing their high school diploma
- Are able to pass required skills assessments
- Take risks, committed to working hard and changing their lives

Finish your high school diploma while receiving college credits toward an associate's degree or certificate.

This is a partnership grant between Pueblo City Schools and PCC. The program pays for tuition and books.

For more information contact:
Gateway to College

900 Orman Ave. | Pueblo, CO 81004

719.549.3096

1 Complete an application packet

available on-line or by calling the Gateway to College office. Return your completed application before registering for an information session.

2 Attend the Information Session

To reserve your spot at the next available session log on to www.pueblocc.edu/CommunityOutreach/GatewayToCollege/ or call 549-3092.

3 Attend an Evaluation Session

This two-day session evaluates your skills and readiness for the program. We will schedule this at the Information session.

4 Participate in an Individual Interview

Help us get to know you and determine if Gateway to College is the right program for you.

5 Reviewed by Selection Committee

The selection committee reviews applications and determines student acceptance.

It is in your moments
of decision that
your destiny is shaped.

— Anthony Robbins

Pre-College Programs

GED General Education Development & ESL English as a Second Language

GED

General Education Development

Be tomorrow's Business Executive or a Technology Engineer. GED is *THE BEGINNING* to a new career or a new way of life. Preparation for a GED involves studying for tests in Reading, Science, Social Studies, Math, and Language Arts Writing. Begin the first steps towards a new life by calling 719.549.3143.

- **Come to our office in the:
Gorsich Advanced Technology
Center, Room 201-A**
- **You must be at least 17 years of
age or older**
- **Take the TABE test**
- **Complete registration forms**
- **Attend the next available
orientation**
- **Begin classes**

English *as a* Second Language

The ESL Program is for any person whose first or primary language is not English. The program offers a wide-range of services, helping individuals who simply want to converse in English to students who aspire to attend college and need a higher level of learning. Instruction consists of courses in verbal communication, reading and writing, along with interactive activities such as working on a computer.

BEGINNING ESL:

Would you like to learn English? This is the class for you if you know a little English or none at all. Come practice basic conversations about transportation, money, health and more to help you get around town!

INTERMEDIATE ESL:

Come learn new vocabulary and grammar, and gain more confidence in your English skills. Read, write, speak and listen in order to develop more fluency in English. This class also teaches the correct use of the simple past and present tenses. Development of these skills will be via speaking and writing activities.

ADVANCED ESL I

This section teaches the fundamentals of English grammar including the present, past, and future tenses; irregular verb use and contractions; and conversation techniques. Listening, Speaking, Reading, and Writing in English are practiced.

ADVANCED ESL II

This section reviews the basics of English grammar for present, past, and future tenses. Perfect tenses are taught and practiced. In addition, the use of nouns, verbs, pronouns, adjectives and adverbs, and subject/verb agreement are taught for use in writing multi-paragraph assignments. Focus is placed on reading for meaning and critical thinking. Listening and speaking at the conversational level are practiced.

Cost Per Class Level:

Beginning Level:	\$45
Intermediate Level:	\$45
Advanced Level:	\$99

*For more information
or to register for classes,
Call (719) 549-3143*

Pre-College Programs

HOPE Bridge Project

What is HOPE?

The HOPE Bridge Project is an eight-week college transition program. The program helps prior-offenders prepare for entry in to the college system to obtain a college degree and for a productive and positive future.

**For more info.
call (719) 549-3143**

HOW DO I QUALIFY?

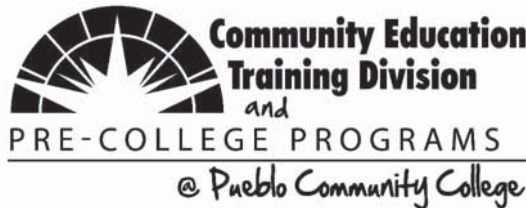
- You have made one or more mistakes, and are on Probation or Parole.
- You have the desire to change your life by going to college to prepare for a substantial career.
- You must be referred by one of the partner agencies:

Probation Officer

Parole Officer

Intervention Inc.

Other referral agencies that deal with probation and/or parole.



900 West Orman Avenue
Gorsich Advanced Technology Center, Room 201A
Pueblo, Colorado 81004
Phone: 719.549.3229 Fax: 719.549.3281
E-mail: CETD@pueblocc.edu
Web: www.pueblocc.edu/CommunityOutreach/CETD/

Youth Programs

Pueblo Youth Academies

**For
more
information
or to
register
for
eligibility
please
call
719.562.3728**



**Attention 16-21 yr olds
Get paid to learn!**
PUEBLO COMMUNITY COLLEGE IN PARTNERSHIP WITH
PUEBLO WORKFORCE CENTER OFFER

Careers in Technology

Must register for eligibility, topics include:

- Welding -Machining -Robotics
- Electronics
- Auto Collision
- Auto Technology

**For Eligibility
Call Today!
719.562.3728**

**Attention 16-21 yr olds
Learn and Earn MONEY!**
PUEBLO COMMUNITY COLLEGE IN PARTNERSHIP WITH
PUEBLO WORKFORCE CENTER OFFER

Build Your Work Career

You must register
for eligibility

- COMMUNICATION
- EXPERIENTIAL LEARNING
- TEAMWORK
- DRESS FOR SUCCESS
- INTERVIEW PREPARATION
- BUSINESS ETIQUETTE

**Call Today!
719.562.3728**

**ATTENTION 16-21 YR OLDS
EARN MONEY FOR LEARNING!**
PUEBLO COMMUNITY COLLEGE IN PARTNERSHIP WITH
PUEBLO WORKFORCE CENTER OFFER

Health Awareness Academy

Register for eligibility
Call Now!
719.562.3728

- Dental Hygiene
- Dental Assisting
- Nursing/ Psych Tech
- CPR/First Aid
- Occupational Therapy
- Physical Therapy
- Medical Terminology