

## TECHNICAL & INDUSTRIAL TRAINING

### QUICKBOOKS TIPS, TRICKS AND FEATURES

Join other QuickBooks users for lunch to get the inside track on the tips and tricks that make using QuickBooks faster and easier. Answer the question, Do I need to upgrade to a new version of QuickBooks? by learning what's new in QuickBooks 2010. Facilitated by Ann Capion, Advanced Certified QuickBooks Pro Advisor. Free, bring your own lunch. Cost: \$0

**Tue. Jul 13 11:30AM - 1:30PM 79855**

XBUSB-1037-SAH01 New Ventures Ctr  
Inst. Capion

### QUICKBOOKS FOR CONTRACTORS

Are you using QuickBooks effectively in your construction business? In this class, you will learn about QuickBooks contractor-specific features such as creating estimates, progress invoicing customers, and generating job profitability reports as well as add-on programs that help you prepare certified payroll reports and AIA billings. Cost: \$50

**Thu. May 6 1:00 - 4:00PM 79871**

XBUSB-1042-SAH03 Urban Center Inst. Capion

## SALES & MARKETING

### GETTING ATTENTION OF THE DECISION MAKER

This 2 hour webinar is designed for business owners and sales professionals who want to improve their sales and grow their business accounts. At the end of this course you will have a full understanding of the supplier selection decision making process. This understanding will help you to put yourself and your company in the right position to grow your business. In this course you will learn the lingo and techniques used by Purchasing/Supply Management Professionals and/or Decision-Makers in supplier selections. You will discover how to move through the four (4) levels of Sales Professional Status, from cold call to supplier partnership status. You will also learn how to maintain the Supplier Partnership Status. Materials and successful selling tips, to help you implement what you learned, will be provided. You will need to have a computer with DSL or High Speed Internet access to participate in this course. Cost: \$49

**Wed. Jun 9 6:00 - 8:00PM 79794**

XBUSM-0010-SDG01 Inst. Poe

## TECHNICAL/INDUSTRIAL TRAINING

### OPEN-ENTRY / OPEN-EXIT

The following courses, available through the Blong Technology Center are offered in a flexible format that allows students to schedule around their work and family commitments. Classes start every 8 weeks throughout the year. The BTC has both day and evening hours available. The number of classes you can take at any given time is determined by the amount of time you can allocate to each class. Registration is easy: Call or stop by to talk with one of the staff. Set up your schedule (when you plan to start and what time will you be attending classes). Fill out a registration card. Get your books and go to class. It's as easy as that! Call today 563-441-4360 to start a new career or to jump-start your current one.

\*TUITION IS SUBJECT TO CHANGE BY A VOTE OF THE EICCD BOARD OF TRUSTEES.\*

Technical &  
Industrial

## ELECTRICAL

### BASIC ELECTRICITY I

This course is the same as ELE-115 This course covers basic electricity terminology and symbols, Ohm's Law, Power Law, Direct Current, series circuits, parallel circuits and combinational circuits, testing, measurements, introduction to Alternating Current and basic troubleshooting are also covered. Cost: \$224

**8 Wks Mon.,Tue.,Wed.,Thu. Begins Aug 30  
8:00AM - 9:30PM 79899**

XTIEL-1000-SJB01 BTC Inst. Staff

### BASIC ELECTRICITY II

This is the same course ELE-131 This course presents alternating current symbols and terminology, single phase power concepts, testing and measurement, capacitive and inductive loads, filters, dc motors and generators, single phase ac motors. Phase angle calculations and measurements are covered as well. Cost: \$224

**8 Wks Mon.,Tue.,Wed.,Thu. Begins May 3  
8:00AM - 9:30PM 71205**

XTIEL-1001-SJB06 BTC Inst. Carter

**8 Wks Mon.,Tue.,Wed.,Thu. Begins Aug 30  
8:00AM - 9:30PM 79900**

XTIEL-1001-SJB01 BTC Inst. Staff

## TECHNICAL & INDUSTRIAL TRAINING

### ELECTRICAL SYSTEMS I

This is the same course as ELE-128 this course covers the concepts of three-phase systems, reading of electrical motor control diagrams, operation and maintenance of three phase motors and motor controls. Fundamental start/stop controls as well as electronic motor controls are covered. Use of instruments for troubleshooting is included in lab exercises. Cost: \$336

**8 Wks Mon.,Tue.,Wed.,Thu. Begins May 3**  
**8:00AM - 9:30PM 71394**

XTIEL-1020-SJB06 BTC Inst. Carter

**8 Wks Mon.,Tue.,Wed.,Thu. Begins Aug 30**  
**8:00AM - 9:30PM 79901**

XTIEL-1020-SJB01 BTC Inst. Staff

### ELECTRICAL SYSTEMS II

This is the same course as ELE-129 This course instructs the student in principles of industrial programmable controllers (PLCs). Concepts of and/or logic, timing, counting and program control are presented. Also material covering PLC hardware, programming devices, memory and wiring are also included. Cost: \$336

**8 Wks Mon.,Tue.,Wed.,Thu. Begins May 3**  
**8:00AM - 9:30PM 71397**

XTIEL-1021-SJB05 BTC Inst. Carter

**8 Wks Mon.,Tue.,Wed.,Thu. Begins Aug 30**  
**8:00AM - 9:30PM 79902**

XTIEL-1021-SJB01 BTC Inst. Staff

### ELECTRICAL SYSTEMS III

This is the same course as ELE-133 This course teaches applications of industrial electronics and programmable logic controllers used to control manufacturing processes. Students perform labs on sequential logic and both open and closed loop process control systems. Interfacing and troubleshooting of electronic sensing devices and control systems is included. Cost: \$336

**8 Wks Mon.,Tue.,Wed.,Thu. Begins May 3**  
**8:00AM - 9:30PM 71403**

XTIEL-1022-SJB05 BTC Inst. Carter

**8 Wks Mon.,Tue.,Wed.,Thu. Begins Aug 30**  
**8:00AM - 9:30PM 79903**

XTIEL-1022-SJB01 BTC Inst. Staff

### TOOLS, ADAPTERS AND INSTRUMENTATION

This course is the same as ELE-124 This course covers the safe use and care of hand tools, introduction to conduit bending and soldering, use of meters and oscilloscopes. High voltage testing of industrial devices is also presented. Cost: \$224

**8 Wks Mon.,Tue.,Wed.,Thu. Begins May 3**  
**8:00AM - 9:30PM 71407**

XTIEL-1035-SJB05 BTC Inst. Carter

**8 Wks Mon.,Tue.,Wed.,Thu. Begins Aug 30**  
**8:00AM - 9:30PM 79913**

XTIEL-1035-SJB01 BTC Inst. Staff

### ELECTRICAL TROUBLESHOOTING

This course teaches general techniques and philosophy of troubleshooting. Students learn logical approaches to troubleshooting, use of aids to troubleshooting and the use of good communication skills. Planned maintenance is contrasted with breakdown maintenance.

Cost: \$112

**8 Wks Mon.,Tue.,Wed.,Thu. Begins May 3**  
**8:00AM - 9:30PM 72879**

XTIEL-1048-SJB06 BTC Inst. Carter

**8 Wks Mon.,Tue.,Wed.,Thu. Begins Aug 30**  
**8:00AM - 9:30PM 79917**

XTIEL-1048-SJB01 BTC Inst. Staff

### ELECTRICAL PRINT READING

Students in this course will learn to interpret various types of drawings commonly used for fabrication, installation and maintenance of industrial parts and equipment. The major areas covered will be electrical and electronic schematics and wiring diagrams, mechanical and electro-mechanical diagrams. Cost: \$112

**8 Wks Mon.,Tue.,Wed.,Thu. Begins May 3**  
**8:00AM - 9:30PM 72876**

XTIEL-1070-SJB06 BTC Inst. Carter

**8 Wks Mon.,Tue.,Wed.,Thu. Begins Aug 30**  
**8:00AM - 9:30PM 79915**

XTIEL-1070-SJB01 BTC Inst. Staff

## TECHNICAL & INDUSTRIAL TRAINING

### HYDRAULICS & PNEUMATICS

#### HYDRAULICS & PNEUMATICS I

This course is the same as EGT-133. This course presents the basic laws of fluid power systems and properties of fluids to explain the behavior of fluid power devices in fundamental applications. Fluid power components such as cylinders, motors, compressors, pumps, flow control valves and accumulators are studied as well as assembled in labs. Fluid power symbols are taught through example air and hydraulic diagrams. Cost: \$224

**8 Wks Mon.,Tue.,Wed.,Thu. Begins May 3**

**8:00AM - 9:30PM 72882**

XTIHP-1035-SJB10 BTC Inst. Carter

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 79922**

XTIHP-1035-SJB01 BTC Inst. Staff

#### The Logistics Technician Certificate Program

is for those students who plan careers with shippers, carriers, manufacturers and government agencies in the logistics discipline planning and managing the efficient flow of materials through our industrial and economic system. Logistics assumes the systems approach to the management of a wide variety of activities such as inventory control, warehousing, traffic management, location analysis, packaging, materials handling, and customer service. Transportation deals with the modes of transportation in today's rapidly changing economic environment. In the Quad Cities and surrounding areas, the need for well trained Logistics technicians is growing at a rate never seen before. We, at the Eastern Iowa Community College District, are reacting to the message the industry is sending and have developed a comprehensive Logistics Training Program. This flexible certificate program consists of four tracks. The tracks need not be taken in order and may be taken independently or as a whole. A Logistics Technician Certificate will be awarded at the completion of all four tracks.

### LOGISTICS

#### LOGISTICS TECHNICIAN-TRACK 3

This is the third track of our four part program designed to develop skills utilized in the logistics field. Topics included in Track 3 are: Spreadsheet Programs, Effective Communication Skills, DOT/RCRA, and Ergonomics. Tracks need not be taken in order and may be taken independently or as a whole. Cost: \$195

**5 Wks Mon.,Wed. Begins May 3**

**6:00 - 10:00PM 75750**

XTILO-1031-STC02 BTC Inst. Staff

#### LOGISTICS TECHNICIAN-TRACK 4

This is the Fourth track of our four part program designed to develop skills utilized in the logistics field. Topics included in Track 4 are: Supply Chain Management, Warehouse Operations, Team Building and Business Ethics. Tracks need not be taken in order and may be taken independently or as a whole. Cost: \$195

**5 Wks Mon.,Wed. Begins Jun 14**

**6:00 - 10:00PM 75753**

XTILO-1041-STC02 BTC Inst. Staff

#### LOGISTICS TECH-TRACK 1

This is the first track of our four part program designed to develop skills utilized in the logistics field. Topics included in Track 1 are: Introduction and Overview of Logistics and the Supply Chain; 10-hour OSHA Training; Forklift Safety; and DOT Hazmat Regulations. Tracks need not be taken in order and may be taken independently or as a whole. Cost: \$195

**5 Wks Mon.,Wed. Begins Aug 16**

**6:00 - 10:00PM 79677**

XTILO-1011-STC01 BTC Inst. Staff

### MAINTENANCE

#### POWER TRANSMISSION

Power Transmission covers the following modular topics: V-Belts, Friction & Positive Drive, Gears, Adjustable-Speed Drives, Shaft Alignment, Shaft Coupling Devices, Clutches & Brakes, Bearing Maintenance, Bearing Installation and Lubrication Techniques. Cost: \$310

**8 Wks Mon.,Tue.,Wed.,Thu. Begins Aug 30**

**8:00AM - 9:30PM 79920**

XTIMA-1025-SJB01 BTC Inst. Staff

### MANUAL MACHINING

#### PLANT SAFETY

This course is fundamental to the safe operation of all machine tools within industrial application. Students will develop the basic skills and knowledge necessary to work safely within all aspects of the manufacturing industry. Basic safety, electrical safety, chemical health hazards, forklift safety and machine tool safety will be covered. Cost: \$112

**8 Wks Mon.,Tue.,Wed.,Thu. Begins May 3**

**8:00AM - 9:30PM 72885**

XTIMC-1000-SJB07 BTC Inst. Staff

**8 Wks Mon.,Tue.,Wed.,Thu. Begins Aug 30**

**8:00AM - 9:30PM 79924**

XTIMC-1000-SJB01 BTC Inst. Staff

## TECHNICAL & INDUSTRIAL TRAINING

### PRECISION MEASUREMENT

This course will cover a variety of precision measurement devices that are used in manufacturing processes. These devices include machinist's scales, dividers, spring calipers, combination square, hermaphrodite calipers, calipers (vernier, dial, and digital), micrometers, depth micrometers, surface gauge, dial indicators, gauge blocks, height gauges and sine bar. Emphasis will be placed on how the student will accurately use these devices in the laboratory situation. Cost: \$336

**8 Wks Mon.,Tue.,Wed.,Thu. Begins May 3**

**8:00AM - 9:30PM 76258**

XTIMC-1005-SJB06 BTC Inst. Staff

**8 Wks Mon.,Tue.,Wed.,Thu. Begins Aug 30**

**8:00AM - 9:30PM 79926**

XTIMC-1005-SJB01 BTC Inst. Staff

### METALLURGY

This course is the same as MFG-190 All ferrous and non-ferrous metals have unique characteristics making their machining unique and individual. This course will teach the basic theory of metals and their characteristics from their differences in hardness, brittleness and durability, resistance to corrosion, and machinability and welding. Basic understanding of metallurgy is essential if machinists and welders are to employ the correct techniques and operational sequences to produce quality parts and products efficiently and effectively. Cost: \$224

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 79934**

XTIMC-1015-SJB01 BTC Inst. Staff

### DRILLS & SAWS

This course will develop the primary skills and knowledge necessary to use basic drill presses and saws in the laboratory situation. Areas of instruction will include sharpening drill bits, drilling, reaming, counterbore, spotface, countersink, hand/power tapping and types/uses of saws. Students will be able to properly operate manual and automatic drilling operations using simple and larger radial drill presses, as well as cutting metals and materials to length for further machining operations by operating both horizontal and vertical band saws. Various drill and saw projects will strengthen the proper use of these tools. Cost: \$224

**8 Wks Mon.,Tue.,Wed.,Thu. Begins May 3**

**8:00AM - 9:30PM 77438**

XTIMC-1020-SJB05 BTC Inst. Staff

**8 Wks Mon.,Tue.,Wed.,Thu. Begins Aug 30**

**8:00AM - 9:30PM 79927**

XTIMC-1020-SJB01 BTC Inst. Staff

### VERTICAL/HORIZONTAL MILLS

Upon completion of this course, students will be able to demonstrate competencies in all facets of manual milling operations. Students will be able to master the basic and advanced skills to operate both vertical/horizontal mills. Various topics covered in this course will include align vise, head, flycutter and end mill, tilt head and turn vise, drill, tap, ream, rotary table, saw slot on horizontal, sine plate, offset boring head, indexing head, keyways, dividing heads, gear cutting, universal indexing head, 5 C collet holders and dovetails. Special concentration will be placed on the set-up and safe operation of all milling machines with a heavier emphasis placed upon vertical milling machine operation in preparation for CNC Milling Center programming and operation. Various milling projects will strengthen the proper use of this equipment. Cost: \$616

**8 Wks Mon.,Tue.,Wed.,Thu. Begins May 3**

**8:00AM - 9:30PM 77443**

XTIMC-1025-SJB06 BTC Inst. Staff

**8 Wks Mon.,Tue.,Wed.,Thu. Begins Aug 30**

**8:00AM - 9:30PM 79929**

XTIMC-1025-SJB01 BTC Inst. Staff

### LATHE WORK

This course will develop the theoretical and hands-on skills necessary to efficiently and productively operate all types of engine lathes. Students will begin with the basic skills and knowledge development of speeds, feeds, materials, cutting tools and basic turning techniques and will continue to refine their skills to include lathe tooling, facing, aligning lathe centers, turning, grooving/parting, cut radius/external tapers, knurling, boring internal tapers and internal/external threads. Students will progress from the basic manual lathes through the larger industrial DRO lathes and will polish their skills on turret lathe operation in preparation for CNC lathe programming and operation. Various lathe projects will strengthen the proper use of this equipment. Cost: \$504

**8 Wks Mon.,Tue.,Wed.,Thu. Begins May 3**

**8:00AM - 9:30PM 77441**

XTIMC-1030-SJB08 BTC Inst. Staff

**8 Wks Mon.,Tue.,Wed.,Thu. Begins Aug 30**

**8:00AM - 9:30PM 79928**

XTIMC-1030-SJB01 BTC Inst. Staff

## TECHNICAL & INDUSTRIAL TRAINING

### MANUFACTURING PROCESSES I

This course is designed to give the student a basic understanding of machine practices and processes. Topics of discussion will include machine tools, measuring tools, bench tools, drills and saws, grinding, lathes and mills. Other topics will include types and characteristics of materials, machinability and heat-treating. Students will spend most of their time in the lab performing hands-on projects.  
Cost: \$336

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 79940**  
XTIMC-1040-SJB01 BTC Inst. Staff

### CARBIDE TOOLING

This course will introduce the student to the history and advances of carbide tooling. Indexable inserts, drilling/milling/turning with carbide tools, basic tooling applications of carbides and coated carbide tools are also covered. Students will develop the necessary skills to understand and effectively utilize different types of machine tooling. Cost: \$112

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 79932**  
XTIMC-1050-SJB01 BTC Inst. Staff

## CNC

### CNC FUNDAMENTALS

This course will introduce students to lathe components and principles of operation, the grid coordinate systems, lathe machining/operation/tooling, CNC lathe programming methods, computer controlled machine tools, coordinate grids on machining centers, machining center operations/tooling and automatic machining and manual controls. Various projects will strengthen the proper use and programming of this equipment in the manufacturing setting. Cost: \$224

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 79943**  
XTINC-1000-SJB01 BTC Inst. Staff

### CNC LATHE OPERATOR

This course introduces students to the proper use of Computer Numeric Control (CNC) turning centers in the manufacturing setting. Topics covered include programming codes/manual codes, reading Electrical Industrial Association (EIA) and International Organization for Standardization (ISO) part programs, reading conversational part programs. Loading/storing/activating part programs, tool offsets/tool data entry, machine start up, program restarting process planning for new jobs, work holding devices, installing new tools and entering tool life data, establishing program zero and entering tool offset data and establishing the safe index point. Various projects will strengthen the proper use and troubleshooting of this equipment in the manufacturing setting.  
Cost: \$224

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 79946**  
XTINC-1010-SJB01 BTC Inst. Staff

### CNC MILL OPERATOR

This course will introduce students to the proper use of Computer Numeric Control (CNC) machining centers in the manufacturing setting. Topics covered include programming codes/manual codes, reading Electrical Industrial Association (EIA) and International Organization for Standardization (ISO) part programs, reading conversational part programs. Loading/storing/activating part programs, tool offsets/tool data entry, machine start up, program restarting, process planning for new jobs, work holding devices, installing new tools and entering tool life data, establishing program zero and entering tool offset data. Various projects will strengthen the proper use and troubleshooting of this equipment in the manufacturing setting.  
Cost: \$224

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 79948**  
XTINC-1015-SJB01 BTC Inst. Staff

### CNC COORDINATE MEASURING MACHINE

This course will emphasize the proper use of Coordinate Measuring Machine (CMM) to qualify and inspect parts for various manufacturing processes. Statistical Process Control (SPC) is also covered. Various CMM hands-on projects will strengthen the proper use of this equipment.  
Cost: \$112

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 79952**  
XTINC-1035-SJB01 BTC Inst. Staff

## RENEWABLE ENERGY

### HOME BREW BIODIESEL WORKSHOP

In this hands-on lab style course you will participate in all facets of biodiesel production. After an overview of the chemistry of biodiesel we will use the Fuelmiester 2 system to produce about 20 gallons of biodiesel from used fry-oil. By the end of the course you will understand the process and will be able to decide for yourself if biodiesel production is for you. Cost: \$125

**Fri. May 7 9:00AM - 3:00PM 79819**  
XTIRE-0005-SRL02 BTC Inst. Harris

### HOME ENERGY AUDIT

Learn to do an energy audit of your own home. The first component of the energy audit is the load analysis. You will learn how to determine where all the electricity is being used in your home and will be able to identify steps to take to reduce your electricity consumption. The second component of this class deals with energy use in general. We will look at windows, insulation, programmable thermostats and other things that contribute to energy usage. We will also examine some concrete steps that can be taken to lower your overall energy use. Cost: \$30

**Tue. May 11 6:00 - 9:00PM 79820**  
XTIRE-0010-SRL02 BTC Inst. Harris

### IS RENEWABLE ENERGY IN YOUR FUTURE?

In this class we will cover the fundamentals of solar and wind energy production, the potential benefits of installing a photovoltaic and/or wind generating system, current government and utility incentives, how to sell excess energy back to the power company, and finally we will examine some things to look for in choosing a solar or wind dealer. Cost: \$30

**Tue. May 18 6:00 - 9:00PM 79822**  
XTIRE-0015-SRL02 BTC Inst. Harris

### LIVING OFF THE GRID

Many people dream of being able to cut themselves loose from the power grid and say goodbye to the electrical utility. The instructor for this class has lived off the grid for many years. He will cover topics like off-grid power systems, highly energy efficient appliances, and what an off-grid lifestyle is like. The class will also cover the economics of RE systems and current incentives. Cost: \$30

**Tue. May 25 6:00 - 9:00PM 79827**  
XTIRE-0020-SRL02 BTC Inst. Harris

### RENEWABLE ENERGY & DISASTER PREPAREDNESS

"Be Prepared" With our society growing and our level of dependence on the grid and fragile logistic infrastructure, disaster preparedness and relief has taken on a deeper meaning in our society. This course is intended for Homeowners, Business Owners, First Responders, Relief Workers and Disaster Mitigation Teams who are the primary source of help during a situation. We will cover technologies and techniques for Renewable Energy Systems deployment for power production to help mitigate the impact that disaster situations inflict upon the affected areas and populations. There will be hands-on lab work where participants will be able to assemble portable renewable energy systems. Heavy emphasis will be placed on the proper setup and management of these systems. Cost: \$50

**Fri. May 14 2:00 - 4:00PM 79832**  
XTIRE-0025-SRL02 BTC Inst. Harris

### STARTING A RENEWABLE ENERGY BUSINESS

Are you thinking about starting your own business in the growing renewable energy field? Our instructor is owner and manager of a Quad Cities area small business that sells and installs wind and photovoltaic systems. Over the four nights of the course we will cover topics such as choosing a business name, getting a domain name and web site set up, pros and cons of different business structures, how to write and execute a business plan, Federal and State registration requirements, how to establish a relationship with wholesalers, and fundamentals of marketing your business. This course will help you get off to a good start in your new business. Cost: \$50

**2 Wks Tue., Thu. Begins May 25 5:00 - 6:00PM 79843**  
XTIRE-0030-SRL01 BTC Inst. Harris

## TECHNICAL & INDUSTRIAL TRAINING

### SUSTAINABLE BUILDING

#### SUSTAINABLE BUILDING ADVISOR COURSE

The course is for new entrants in the construction work force or individuals who need more information about green building. It is based on the National Sustainable Building Advisor Program. By the end of the SBA course, participants will understand basic, fundamental terminology in the sustainable building industry. This includes the ability to: identify and discuss the key practices of sustainable building, apply LEED, Built Green, and other relevant criteria or established guidelines; analyze the costs and benefits of incorporating sustainable building measures; work with architects, designers, builders, building operators and utilities to improve a building's performance. Cost: \$495

**9 Wks Sat. Begins Jun 5 9:00AM - 1:00PM 80028**

XTISB-0005-SJC01 Kahl Educational Ctr  
Inst. Hoffmann

### GENERAL TECHNICAL

#### BLUEPRINT READING

This course will cover introduction to engineering drawings, multi-view drawings, sectional views, dimensions and tolerances and part feature specification. Cost: \$336

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 76257**  
XTITE-1000-SJB06 BTC Inst. Staff

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 79925**  
XTITE-1000-SJB01 BTC Inst. Staff

#### MATH FOR MANUFACTURING TECHNOLOGY

This course will cover fractions/decimals, percentages, formulas, ratios, proportions, geometric shapes and machine shop trigonometry. Cost: \$336

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 79950**  
XTITE-1025-SJB01 BTC Inst. Staff

### WELDING

#### WELDING & TECHNOLOGY, FUNDAMENTALS

This course is designed to cover the fundamentals of welding. Includes hands-on instruction and practice in gas cutting and welding, arc welding in various positions and basic MIG welding. Other topics include safe use of welding equipment and machinery, abrasive cut-off saws, shears, grinders and various tools common to the welding field. Cost: \$300

**6 Wks Mon Wed Begins Jun 7 5:00PM - 8:00PM 82773**

XTIWE-1031-CEM01 Clinton High School  
Inst. Burken

#### BASIC GMAW

This course covers safety and metal inert gas (MIG) welding techniques in horizontal, vertical and overhead positions. Variety of hands-on projects/experiments integrates and reinforces theoretical concepts in the laboratory setting. Cost: \$490

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 72937**  
XTIWE-1005-SJB07 BTC Inst. Staff

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 79972**  
XTIWE-1005-SJB01 BTC Inst. Staff

#### BASIC SMAW

This course covers basic shielded metal arc welding procedures in the flat position. Variety of hands-on projects/experiments integrates and reinforces theoretical concepts in the laboratory setting. Cost: \$579

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 72931**  
XTIWE-1010-SJB05 BTC Inst. Staff

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 79970**  
XTIWE-1010-SJB01 BTC Inst. Staff

#### BASIC GTAW

This course covers safety and tungsten inert gas (GAS) in the flat position. Variety of hands-on projects/experiments integrates and reinforces theoretical concepts in the laboratory setting. Cost: \$366

**Mon.,Tue.,Wed.,Thu. 9:28AM - 9:30PM 72946**  
XTIWE-1015-SJB06 BTC Inst. Staff

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 79973**  
XTIWE-1015-SJB01 BTC Inst. Staff

## TECHNICAL & INDUSTRIAL TRAINING

### BASIC MAINTENANCE WELDING

Designed for the basic needs of the manufacturing student. This may include instruction and practice in gas cutting and welding, brazing, arc welding in various positions and basic MIG welding. Topics that may also be covered include safe use of welding equipment and machinery, abrasive cut-off saws, shears, grinders and various tools common to the welding field. Cost: \$520

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 72928**

XTIWE-1026-SJB05 BTC Inst. Staff

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 79968**

XTIWE-1026-SJB01 BTC Inst. Staff

### OXY-ACETYLENE WELDING

This course covers safety and oxy-acetylene welding and cutting techniques. Variety of hands-on projects/experiments integrates and reinforces theoretical concepts in the laboratory setting. Variable credits are awarded in this course. Cost: \$610

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 73010**

XTIWE-1030-SJB05 BTC Inst. Staff

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 79980**

XTIWE-1030-SJB01 BTC Inst. Staff

### LAYOUT & FABRICATION

This course includes the computation and development of sketch outs of various geometries and special fabrication techniques in cutting, fitting, clamping and tacking. The lab project requires the use of fabrication equipment. Cost: \$366

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 72950**

XTIWE-1050-SJB05 BTC Inst. Staff

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 79975**

XTIWE-1050-SJB01 BTC Inst. Staff

### FLUX CORE ARC WELDING

This course covers safety and flux core arc welding techniques. A variety of hands-on projects/experiments integrate and reinforce theoretical concepts in a lab setting. Cost: \$310

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 72953**

XTIWE-1090-SJB05 BTC Inst. Staff

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 79977**

XTIWE-1090-SJB01 BTC Inst. Staff

### ADVANCED PIPE WELDING/FITTING

The process and specifications of Pipe Welding differs with each employer. In this class we will introduce methods, materials and specs for various sizes and components of pipe welding. Each program of study will be tailored to the individual needs of the student while keeping current with AWS welding procedures. Additional material fees may apply. Cost: \$580

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 73007**

XTIWE-2000-SJB05 BTC Inst. Staff

**Mon.,Tue.,Wed.,Thu. 8:00AM - 9:30PM 79979**

XTIWE-2000-SJB01 BTC Inst. Staff

## HAZ MAT/OSHA/SAFETY

### DEPARTMENT OF TRANSPORTATION (DOT)

DOT Required Hazardous Materials Training  
This course serves as the required training and refresher for shippers and handlers of hazardous materials. Topics include using a hazardous materials table, shipping papers, and preparation of packages for shippers and handlers. Participants are encouraged to bring questions and problems for class discussion. Cost: \$125

**Wed. Jun 9 8:00AM - 5:00PM 69378**

XHMDO-1020-SGH06 BHC-BCEC Inst. Morgan

### ENVIRONMENTAL PROTECTION AGENCY (EPA)

#### RCRA AWARENESS TRAINING

This RCRA compliance course is designed for large and small quantity generators and may satisfy both initial and annual refresher training requirements as specified in 40 CFR 265.16. The Resource Conservation and Recovery Act (RCRA) require that facility personnel be trained to perform their duties in a way that ensures the facility's compliance with hazardous waste regulations. This course includes a regulatory overview, how to identify RCRA solid wastes, managing hazardous waste containers, waste storage requirements, manifest preparation and recordkeeping, and worker protection. Cost: \$65

**Mon. Jul 12 12:30 - 3:30PM 69449**

XHMEP-1085-SGH01 SCC-ATEEC BLDG  
Inst. Morgan

## TECHNICAL & INDUSTRIAL TRAINING

### GENERAL SKILLS

#### DRUG AND ALCOHOL AWARENESS TRAINING

The purpose of the drug testing laws are to enhance worker safety by creating workplaces that are free of drugs and substance abuse. One tool available to private sector employers is drug testing (inclusive of alcohol testing). A private sector employer who chooses to use this tool must attend a minimum of two hours of initial training to begin, and a minimum of one hour annual update training. This training meets the initial two hour training requirement and includes information concerning the recognition of evidence of employee alcohol and other drug abuse, the documentation and corroboration of alcohol and drug abuse, and the referral of employees who abuse alcohol or other drugs to the employee assistance program. This course satisfies the requirements for supervisor training. Cost: \$35

**Thu. Jul 15 12:30 - 2:30PM 69459**

XHMGS-1025-SGH01 BHC-BCEC Inst. Morgan

#### DRUG AND ALCOHOL AWARENESS REFRESHER

The purpose of the drug testing laws are to enhance worker safety by creating workplaces that are free of drugs and substance abuse. One tool available to private sector employers is drug testing (inclusive of alcohol testing). A private sector employer who chooses to use this tool must attend a minimum of two hours of initial training to begin, and a minimum of one hour annual update training. This training meets the one hour annual refresher training requirement and includes information concerning the recognition of evidence of employee alcohol and other drug abuse, the documentation and corroboration of alcohol and drug abuse, and the referral of employees who abuse alcohol or other drugs to the employee assistance program. Cost: \$25

**Thu. Jul 15 2:30 - 3:30PM 69460**

XHMGS-1026-SGH01 BHC-BCEC Inst. Morgan

#### FIRE EXTINGUISHER TRAINING

Since fire is one of the most common hazards in the workplace, it is important for your employees to know how to properly use a fire extinguisher if a fire should break out. OSHA requires annual fire extinguisher training: OSHA 29 CFR 1910.157(g) Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient-stage fire fighting. This program teaches your employees how to calmly and effectively deal with fires and correctly use a fire extinguisher. Trainees are instructed on the classes of fire, the types and applications of fire extinguishers, the fire tetrahedron, fire extinguisher operation, and inspection procedures. Hands-on exercises are included. Cost: \$75

**Mon. Jun 7 12:30 - 4:30PM 69375**

XHMGS-1245-SGH03 SCC-ATEEC BLDG  
Inst. Morgan

**Wed. Jul 14 1:00 - 5:00PM 69456**

XHMGS-1245-SGH01 BHC-BCEC Inst. Morgan

#### OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

##### CONFINED SPACE AWARENESS

This course covers classroom instruction including hazards, monitoring, and permit systems entry and exit procedures. Regulations specific for supervisors, attendants, and entrants will be addressed. Entry equipment, ventilation equipment, retrieval systems, and monitoring equipment will be introduced to all participants. Cost: \$75

**Tue. Jul 13 1:00 - 5:00PM 69452**

XHMOS-1010-SGH01 SCC-ATEEC BLDG  
Inst. Morgan

##### ELECTRICAL SAFETY WORK REQUIREMENTS

This course is an introduction to the National Electrical Code (NEC), National Fire Protection Association recommendations (NFPA), and OSHA's Electrical Standards related to employee safety. Also included are the effects of electricity on the human body and personal protective equipment. This course is designed to enhance safety awareness for anyone who works with or around electrical equipment. Cost: \$75

**Tue. Aug 17 8:00AM - 12:00PM 69464**

XHMOS-1030-SGH01 SCC-ATEEC BLDG  
Inst. Morgan

## TECHNICAL & INDUSTRIAL TRAINING

### FORKLIFT SAFETY

This course will cover mechanics, inspection, and maintenance of forklifts; ANSI driving procedures; special operating rules; stacking and tiering; and refueling procedures. Driving is not included.

Cost: \$35

**Thu. Jun 10 8:00 - 10:00AM 69443**

XHMOS-1035-SGH13 BTC Inst. Morgan

**Tue. Aug 24 8:00 - 10:00AM 69469**

XHMOS-1035-SGH01 BHC-BCEC Inst. Morgan

### FORKLIFT SAFETY FOR SUPERVISORS

In this one-hour class, the supervisor will learn the training requirements pertaining to various types of Powered Industrial Trucks, requirements relating to an employee incident or accident, and how to conduct driving skill audits. \*Prerequisite: Forklift Safety Cost: \$25

**Thu. Jun 10 10:00 - 11:00AM 69444**

XHMOS-1036-SGH07 BTC Inst. Morgan

**Tue. Aug 24 10:00 - 11:00AM 69472**

XHMOS-1036-SGH01 BHC-BCEC Inst. Morgan

### FORKLIFT OPERATOR'S TRAINING

This course is designed to meet the training requirements for OSHA standard 29 CFR 1910.178. Training topics include mechanics, inspection, and maintenance of forklifts; ANSI driving procedures; lift operation; and special operating rules. This course is the same as Forklift Safety, but also includes driving module that allows participants to operate a forklift. Cost: \$75

**Sat. May 8 9:00AM - 1:00PM 77833**

XHMOS-1037-CPP03 Maquoketa High School Inst. Burken

**Thu. Jun 10 12:00 - 4:00PM 69442**

XHMOS-1037-SGH06 BTC Inst. Morgan

**Sat. Jun 19 9:00AM - 1:00PM 80184**

XHMOS-1037-CPP04 Maquoketa High School Inst. Burken

**Sat. Jul 24 9:00AM - 1:00PM 80185**

XHMOS-1037-CPP05 Maquoketa High School Inst. Burken

**Tue. Aug 24 1:00 - 5:00PM 69468**

XHMOS-1037-SGH01 BTC Inst. Morgan

**Thu. May 20 1:00 - 5:00PM 82369**

XHMOS-1037-CEM01 CCC Inst. Burken

**Thu. Jun 17 1:00 - 5:00PM 82370**

XHMOS-1037-CEM02 CCC Inst. Burken

**Thu. July 15 1:00 - 5:00PM 82371**

XHMOS-1037-CEM01 CCC Inst. Burken

### HAZARDOUS WASTESITE WORKER (HAZWOPER)

OSHA regulations under 29 CFR 1910.120 requires 40 hours of safety training for hazardous wastesite workers and supervisors involved in activities that expose or potentially expose them to hazardous substances and health hazards above permissible levels. This hands-on course covers all regulations. Cost: \$575

**Mon., Tue., Wed., Thu., Fri. May 10 - 14 8:00AM - 5:00PM 69365**

XHMOS-1040-SGH03 SCC-ATEEC BLDG Inst. Morgan

### HAZARDOUS WASTESITE WORKER (HAZWOPER) REFRESHER

This course is the annual refresher to the 40-hour Hazardous Wastesite Worker course (29 CFR 1910.120). It fulfills the requirement for both workers and supervisors. Cost: \$125

**Mon. May 17 8:00AM - 5:00PM 69366**

XHMOS-1041-SGH11 BHC-BCEC Inst. Morgan

**Tue. Jun 8 8:00AM - 5:00PM 69377**

XHMOS-1041-SGH12 SCC-ATEEC BLDG Inst. Morgan

**Tue. Jul 6 8:00AM - 5:00PM 69445**

XHMOS-1041-SGH01 SCC-ATEEC BLDG Inst. Morgan

**Mon. Aug 23 8:00AM - 5:00PM 69467**

XHMOS-1041-SGH02 SCC-ATEEC BLDG Inst. Morgan

### INDUSTRIAL CHEMICAL SPILL RESPONSE

This course provides training for industrial hazmat and spill response teams, and industrial emergency response personnel as outlined in OSHA 29 CFR 1910.120(q). Hands-on exercises in full protective equipment are conducted. Cost: \$325

**Wed., Thu., Fri. Aug 25 - 27 8:00AM - 5:00PM 69474**

XHMOS-1045-SGH01 SCC-ATEEC BLDG Inst. Morgan

## TECHNICAL & INDUSTRIAL TRAINING

### INDUSTRIAL CHEMICAL SPILL RESPONSE REFRESHER

This course is the annual refresher to the Industrial Chemical Spill Response course. The session provides training for industrial hazardous materials and spill response teams, and industrial emergency response personnel as outlined in OSHA 29 CFR 1910.120(q). Hands-on exercises in full protective equipment are conducted. Fulfills the requirement for both technician and operations level personnel. Cost: \$125

**Fri. Jul 16 8:00AM - 5:00PM 69461**

XHMOS-1046-SGH01 SCC-ATEEC BLDG  
Inst. Morgan

### OSHA 10-HOUR GENERAL INDUSTRY OUTREACH TRAINING

Participants will learn how nine major provisions of the Occupational Safety and Health Act (OSHA) can be implemented in the workplace. Topics include common violations; inspections, citations and penalties; walking and working surfaces; means of egress and fire protection; hazardous materials; material handling; electrical safety; and machine guarding. This course is taught by an OSHA-authorized instructor. Participants who successfully complete the course will receive a card from OSHA verifying their completion of the course. Cost: \$150

**Mon. May 24 8:00AM - 5:00PM**

**Tue. May 25 8:00 - 10:00AM 69373**

XHMOS-1050-SGH05 SCC-ATEEC BLDG  
Inst. Morgan

**Wed. Jul 7 8:00AM - 3:00PM**

**Thu. Jul 8 8:00AM - 12:00PM 69446**

XHMOS-1050-SGH01 SCC-ATEEC BLDG  
Inst. Morgan

### OSHA 30-HOUR GENERAL INDUSTRY TRAINING

This course is a more in-depth version of the 10-Hour OSHA General Industry course. Participants will learn how the provisions of the Occupational Safety and Health Act (OSHA) can be implemented in the workplace. Topics include common violations, inspections, citations and penalties, walking and working surfaces, means of egress and fire protection, hazardous materials, material handling, electrical safety, and machine guarding. Participants will learn to locate and read standards and understand how to identify specific safety and health issues. This course is taught by an OSHA-authorized instructor. Participants who successfully complete the course will receive a card from OSHA verifying their completion of the course. Cost: \$500

**Mon., Tue., Wed. May 24 - 26 8:00AM - 5:00PM**

**Thu. May 27 8:00AM - 3:00PM 69374**

XHMOS-1051-SGH02 SCC-ATEEC BLDG  
Inst. Morgan

### OSHA 10-HOUR CONSTRUCTION INDUSTRY OUTREACH TRAINING

This course will cover construction safety and health principles and OSHA policies, procedures, and construction industry standards. Special emphasis is placed on the most hazardous areas using OSHA standards as a guide. This course is taught by an OSHA-authorized instructor. Participants who successfully complete the course will receive a card from OSHA verifying their completion of the course. Cost: \$150

**Thu. Jul 8 1:00 - 5:00PM**

**Fri. Jul 9 8:00AM - 3:00PM 69447**

XHMOS-1055-SGH01 SCC-ATEEC BLDG  
Inst. Morgan

## FREE AND/OR LOW COST TRAINING AVAILABLE TO WOMEN AND MINORITIES

### HIGHWAY CONSTRUCTION AND CDL TRAINING

Highway construction jobs pay well, but you'll need skills to get one. This training program for women and minorities includes an introduction to hand tools, power tools, blueprint reading, basic math and safety. You may also have job shadowing opportunities and a chance to earn your Commercial Drivers License. Thanks to a grant from the Iowa Department of Transportation, your primary cost is your time and a willingness to work in highway construction.

**Register now -- space is limited. You must be an Iowa resident.**

**Classes begin soon. Training time at least 12 weeks. Only day sessions available.**

**Most training occurs at Blong Technology Center, 8500 Hillendale Road, Davenport, IA  
For more information, call Thea Holmon-Ellis at 563-336-3412 or 1-800-850-5440.**

## OSHA HAZARD COMMUNICATION STANDARD

OSHA's Hazard Communication Standard 29 CFR 1910.1200 requires employers to develop a Written Hazard Communication Program for their employees and to inform and train them. This course provides an overview of the standard, Materials Safety Data Sheets (MSDS) collection and retention, proper storage procedures, labeling and placarding systems, employee training, and documentation. Cost: \$65

**Fri. May 18 1:00 - 4:00PM 69368**  
XHMOS-1060-SGH07 BHC-BCEC Inst. Morgan

## PERSONAL PROTECTIVE EQUIPMENT

Selection and use of Personal Protective Equipment (PPE) is an important aspect of job safety. Topics include hazard assessment, types of protection such as safety glasses and respirators, training requirements, and PPE written programs. OSHA's recently adopted Fall Protection Standard is also discussed. Cost: \$65

**Mon. Aug 2 1:00 - 4:00PM 69463**  
XHMOS-1070-SGH01 SCC-ATEEC BLDG  
Inst. Morgan

## PRINCIPLES OF ERGONOMICS

This course covers the use of ergonomic principles to prevent musculoskeletal disorders. Topics include physiology; anthropometry; video display terminals; and risk factors such as vibration, temperature, material handling, repetition, and lifting. Job hazard analysis and design of work stations and equipment will be key features of this program. Employer responsibility under General Duty 5(a)(1) of the proposed Ergonomic Standard will be discussed. Cost: \$75

**Mon. May 3 12:30 - 4:30PM 69364**  
XHMOS-1080-SGH02 SCC-ATEEC BLDG  
Inst. Morgan

## WHEN OSHA COMES CALLING

When the OSHA inspector arrives, an employer has certain rights and responsibilities. Learn what you as an employer can do to be prepared for an inspection, what the inspection involves, how to respond to questions, what records need to be readily available, what the most common citations are and how they are connected, and what you can do if OSHA issues a citation. Cost: \$35

**Tue. Jul 13 8:00 - 10:00AM 69453**  
XHMOS-1095-SGH01 SCC-ATEEC BLDG  
Inst. Morgan

## INTRODUCTION TO OSHA

This course is for people with little or no knowledge of OSHA regulations who need this information because of their job responsibilities. Participants will be led step-by-step through the Code of Federal Regulations (29 CFR 1910) Safety and Health Standards for General Industry. An explanation of the main standards and their application will be given. Cost: \$75

**Wed. Jul 14 8:00AM - 12:00PM 69457**  
XHMOS-1110-SGH01 BHC-BCEC Inst. Morgan

## LOCKOUT / TAGOUT REGULATIONS

OSHA's Control of Hazardous Energy (Lockout/Tagout) Standard 29 CFR 1910.147 requires employers to establish a program for energy control procedures. Topics include requirements of the Control of Hazardous Energy standard, physical locks and tags, safe lockout procedures, and training requirements. Assistance with developing a written Hazardous Energy Control Plan is given. Cost: \$35

**Tue. Aug 17 1:00 - 3:00PM 69465**  
XHMOS-1120-SGH01 SCC-ATEEC BLDG  
Inst. Morgan

## OSHA FALL PROTECTION

Topics will include OSHA requirements under 29 CFR 1926 Subpart M, housekeeping, floor and wall openings, stairways and stairway railings, ladders and scaffolds, fall arrest systems and limitations of safety equipment, controlled access zones, and fall protection plans. Cost: \$35

**Fri. May 18 8:00 - 10:00AM 69367**  
XHMOS-1125-SGH02 BHC-BCEC Inst. Morgan

## WALKING AND WORKING SURFACES

Slips, trips, and falls are the top contributor to injuries in general industry. These incidents are responsible for 15% of all accidental deaths (second only to automobile accidents). Topics in this course will include OSHA requirements under 29 CFR 1910 Subpart D, housekeeping, floor and wall openings, stairways and stairway railings, ladders and scaffolds, controlled access zones, and an overview of fall arrest systems and the limitations of this equipment. Cost: \$35

**Fri. May 18 10:00AM - 12:00PM 69370**  
XHMOS-1130-SGH02 BHC-BCEC Inst. Morgan

## PROFESSIONAL LICENSURE & CERTIFICATION

### MACHINE GUARDING SAFETY

Machine Guarding is one of the most violated OSHA standards. This course emphasizes the consequences of removing or disabling machine guards; guard classifications and how they work, including enclosure, interlocking, and disabling guards; and an overview of lockout/tagout requirements. Cost: \$35

**Tue. Aug 17 3:00 - 5:00PM 69466**

XHMOS-1170-SGH01 SCC-ATEEC BLDG  
Inst. Morgan

### AERIAL LIFT SAFETY

This course provides basic training on the safe operation of various types of aerial lifts such as man lifts, bucket trucks, boom lifts, articulating arm lifts, scissor lifts, and similar equipment. The course covers types of accidents involving aerial lifts, basic safe operating requirements for all types of aerial lifts, fall protection requirements, special requirements for boom type lifts and scissor lifts, and training requirements. Cost: \$35

**Tue. Jul 13 10:00AM - 12:00PM 69451**

XHMOS-1210-SGH01 SCC-ATEEC BLDG  
Inst. Morgan

## PROFESSIONAL LICENSURE AND CERTIFICATION

### CHILD CARE

#### CDA II: GROWTH & DEVELOPMENT

Course work covers basic development concepts, normal developmental characteristics of children, appropriate activities and expectations for children at various ages, observation and recording children's behavior. Approved for 2.0 CEUs for early Child Care Providers. (Required text \$40) Cost: \$49

**7 Wks Mon. Begins May 10 6:15 - 9:07PM 78627**

XCCCD-2010-MGR03 Mediapolis High School  
Inst. Heiman

#### CDA III: SAFE AND HEALTHY ENVIRONMENT

It is important to establish and maintain a safe, healthy learning environment for children in their early years. This course will show you how. Approved for 2.0 CEUs for early Child Care Providers. (Required text \$40) Cost: \$49

**7 Wks Mon. Begins Jul 12 6:15 - 9:07PM 78628**

XCCCD-2015-MGR02 Mediapolis High School  
Inst. Heiman

#### CDA IV: SOCIAL & EMOTIONAL DEVELOPMENT

Acquire the knowledge and skills to support social and emotional development and provide positive guidance to children. Approved for 2.0 CEUs for early Child Care Providers. (Required text \$40) Cost: \$49

**7 Wks Tue. Begins Jun 1 6:15 - 9:07PM 78660**

XCCCD-2020-MGR02 MCC Inst. Kilburn

#### CDA V: PHYSICAL & INTELLECTUAL COMPETENCE

This class will help you acquire the knowledge and skills you need to advance the physical, cognitive, communicative and creative competence of children. Approved for 2.0 CEUs for early Child Care Providers. (Required text \$40) Cost: \$49

**7 Wks Tue. Begins Jul 27 6:15 - 9:07PM 78661**

XCCCD-2025-MGR03 MCC Inst. Kilburn

#### CDA VI: RELATIONS WITH FAMILY

Acquire the knowledge and skills that you need to establish positive and productive relationships with families of program participants. Approved for 2.0 CEUs for early Child Care Providers. (Required text \$40) Cost: \$49

**5 Wks Sat. Begins May 15 8:30AM - 12:30PM 78662**

XCCCD-2030-SGR03 Urban Center  
Inst. Schermer

**7 Wks Thu. Begins May 27 6:15 - 9:07PM 78664**

XCCCD-2030-SGR02 Urban Center  
Inst. Schermer