Tune In...

In just a generation our world has really changed. Keep your skills current and prepare for what’s next!

degree • certificate • licensing/re-licensing
career training • personal enrichment
test & certificate prep • workforce training
GREETINGS ADULT LEARNER!

We are excited to share our newest Workforce Training & Education Catalog with you! If this is your first experience exploring the many options that exist for you through the Division of Continuing Education at Salt Lake Community College, we are pleased that you are considering your options through the College. If you are returning to the Division for additional coursework or training, we expect you will be pleased to see how we have re-tooled our catalog in order to be even more user-friendly. In addition to ever-changing, always refreshing workforce training and education content, we have sought to update how adult learners identify their choices.

Our relevant and rigorous workforce education can help you enhance or extend your employability. Courses and programs are industry driven and validated. If you are considering remaking your career, you may find the education you need within one of our in-person, online, or blended delivery programs. In addition to this catalog, our website is a great source of information. You will find career exploration and program details contained in these resources. If you have specific questions, be sure to contact a program manager. E-mail addresses and telephone numbers may be found in the catalog and on our website at www.slcccontinuinged.com

As part of a comprehensive community college seeking to respond to community and industry needs new initiatives are always being developed – so check in frequently. If you can’t locate an interest or have additional questions, be sure to contact us!

Sincerely,

Jennifer Saunders, Ph.D
Associate Dean, Continuing Education
Salt Lake Community College
Continuing Education at Salt Lake Community College is designed to meet the needs of Utah’s diverse student population. Continuing Education has course offerings in a wide assortment, from degree programs to one-day workshops, and everything in between.

Credit (Cr)
Courses and programs are available for credit to apply to degrees, certificates, and licensing. Credit courses and programs are tuition-based and potentially transfer to other colleges and universities. Financial aid is generally available for most credit degree programs, courses, and certificates, based on eligibility requirements. Credit hours are indicated with (Cr). Contact a program coordinator or manager for more information.

Non-Credit (Hr)
Courses and programs that are non-credit are fee based, typically less expensive, and qualify for non-credit certificates and licenses. Non-credit courses cannot be used in degree programs, are non-transferable, and typically do not qualify for traditional financial aid, although workforce training grants and short-term intensive training funds are sometimes available. Non-credit contact hours are indicated with (Hr). Contact a program coordinator or manager for more information.

Legend

- **Degree** – Program leads to a degree.
- **Certificate** – Program or course leads to a certificate.
- **On Campus** – Course or program is located on a SLCC campus with a live instructor.
- **Off Campus** – Course or program is located off campus with a live instructor.
- **Online** – Course or program is offered online.
- **DOPL Approved** – Course is approved by the Division of Occupational and Professional Licensing (DOPL) to receive Continuing Education Units (CEU), Professional Development Hours (PDH), or State licensing. Contact a program coordinator or manager for more information.

Employee Discounts
Some Continuing Education courses are available at a discount to SLCC employees. Please contact the program coordinator or manager to see if your course qualifies.

Disability Request
Individuals requiring accommodations can contact SLCC Disability Resource Center at 801-957-3258.
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Salt Lake Community College is the place to start or advance a business career. The College offers a fast track Associate of Science degree in Business. This program is geared toward working professionals who want to upgrade their skills, progress in their careers, or transfer to a 4-year business program. Complete a degree in as few as 14 months.

**Quality Instruction**
At the College, students have access to full-time highly qualified instructors and advisors who work as a team to integrate courses and meet high academic standards.

**Designed for Working Professionals**
Students move through the program as a group and generally take three classes each block. The courses utilize a blend of classroom and online instruction.

**Predictable Schedule / Convenient Location**
Classes meet every Tuesday and Thursday evening at Larry H. Miller Campus, 9750 South 300 West in Sandy. Miller Campus is one of Utah’s premiere business facilities.

**Fast Track**
The accelerated degree encompasses the core courses in business needed to complete the Associate of Science in Business degree. For individuals who need General Education (GE) classes, there are opportunities to take the GE classes concurrently with the program.

**Accreditation**
The Associate of Science in Business degree is accredited by the Association of Collegiate Business Schools and Programs (ACBSP) and courses are transferable to most 4-year institutions of higher education in Utah.

**Program Prerequisites**
- Complete ENGL 1010 within the last 12 months with a recommended letter grade of C or better, or qualifying Accuplacer placement score.
- Complete MATH 1010 within the last 12 months with a recommended letter grade of C or better, or qualifying Accuplacer placement score.
- Complete CSIS 1020 with a recommended letter grade of B or better, or qualifying placement score.

**Program Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEAB 0001</td>
<td>CEAB Introductory Workshop</td>
<td>0.5 Cr</td>
<td>$50.00</td>
</tr>
<tr>
<td>COMM 1020</td>
<td>Principles of Public Speaking</td>
<td>3 Cr</td>
<td>$494.50</td>
</tr>
<tr>
<td>BUS 1050</td>
<td>Foundations of Business</td>
<td>3 Cr</td>
<td>$494.50</td>
</tr>
</tbody>
</table>

An introductory workshop to provide incoming students a brief overview of the Accelerated Business Degree program.

Learn how to prepare and deliver speeches for civic and professional occasions. Covers basic theory and skills practice, including audience analysis, anxiety management, critical listening, supporting claims with evidence, persuasion, motivation, and delivery.

Provides a historical, sociological, and philosophical overview of the fundamental aspects of business. Covers business practices influenced by socioeconomics, the human element, ethics in the workplace, and social responsibility in a global market.
Introduction to Sociology (3 Cr)
SOC 1010 $494.50
Provides an introduction to the nature and scope of sociology, including systematic treatment of group life, social institutions, social problems, social change, and social control.

Elements of Human Communication (3 Cr)
COMM 1050 $494.50
Survey of the basic issues, theories, and perspectives in the study of human communication, through critical analysis of oral, written, and audio-visual texts.

Business Communications (CM, IN) (3 Cr)
BUS 2200 $494.50
Prereq: ENGL 1010 w/C grade or better
Students develop critical reading, thinking, listening, speaking, and writing skills for business; conduct research, assess communication situations, make effective arguments, work in teams and present research/service learning related projects.

College Algebra - Business (3 Cr)
MATH 1090 $494.50
Examines graphs, linear, quadratic, logarithmic, and exponential functions, matrices, systems of equations, and inequalities, Leontief models, compound interest, geometric and arithmetic series, and loans and annuities.

Applied Business Calculus (3 Cr)
BUS 1100 $494.50
Examines the mathematics of calculus in relation to business applications. Reviews polynomial and exponential functions, mini-maxi theory, limits, derivatives, and integration.

Intercultural Communication (3 Cr)
COMM 2150 $494.50
Examines how cultural similarities and differences impede or enhance communication across cultures. Issues of diversity, values, and norms among different cultures are explored.

Business Computer Proficiency - Database (3 Cr)
CSIS 2010 $494.50
Introduces to the use of microcomputer-based database management software as a business solution tool. Examines essential concepts and syntax of database and problem solving through software tutorials and assignments.

Business Statistics I (4 Cr)
MGT 2040 $648.50
Covers collection, analysis, and interpretation of business and economic data. Includes measures of location and dispersion, estimation and hypothesis testing, ANOVA, contingency tables, correlation, and regression. Computer access is required.

Intermediate Writing (3 Cr)
ENGL 2010 $494.50
Extends principles of rhetorical awareness and knowledgemaking introduced in English 1010 and increases ideological engagement within the classroom and questions socioeconomic and political issues. Certain sections are taught using service-learning.

Survey of Financial Accounting (3 Cr)
ACCT 2010 $494.50
Examines a broad view of accounting's role in providing information to external users of financial information. The primary focus is on the use of financial statements by investors, creditors, and other entities outside of the organization.

Principles of Microeconomics (3 Cr)
ECON 2010 $494.50
Studies consumer and producer behavior and the role specific economic units play in market development. Elasticity, consumer choice, production costs, and profits are also examined relative to different levels of competition.

Economic History of U.S. (3 Cr)
ECON 1740 $494.50
Studies the historical foundation of American economic growth and development from the colonial period to the present. Institutional and structural changes and processes of growth in the American economy are also explored.

Managerial Accounting (3 Cr)
ACCT 2020 $494.50
Examines the mathematics of calculus in relation to business applications. Reviews polynomial and exponential functions, mini-maxi theory, limits, derivatives, and integration.

Principles of Macroeconomics (3 Cr)
ECON 2020 $494.50
Studies the economy as a whole, using examples from current events. Examines concepts of scarcity, demand and supply, output and income, growth, inflation, unemployment, interest rates, money, and banking.

Legal Environment of Business (3 Cr)
MGT 2050 $494.50
Discusses principles of business law, including torts, contracts, agency, and commercial law. Reviews business forms, including sole proprietorship, partnership, corporations, and banking, and explores common legal problems in business.

**ACCELERATED GENERAL EDUCATION**

We bring the classroom to your workplace! This innovative program is tailored for busy, working professionals who wish to complete their General Education requirements from the convenience of their own workplace or home. The program is accelerated so you can earn your General Education requirements in as little as 12 months! For individuals interested in the Associate of Science in Business degree, there will be an opportunity to transition to the Accelerated Business Degree A.S. program. For more information, contact Elisha Suazo at 801-957-5422 or elisha.suazo@slcc.edu

WWW.SLCCCONTINUINGED.COM/AGE
CREATIVE PROBLEM SOLVING

Contact: Jaydra Hymer  
Phone: 801-957-5383  
Email: jadra.hymer@slcc.edu  
www.slcccontinuinged.com/CPS

Registration Instructions: Call 801-957-5200

Reduce your stress and increase your possibilities with creative problem solving. Learn the steps to take and the resources available for solving problems of all shapes, sizes, and levels of complexity.

PROGRAM COURSES

Creativity & Problem Solving – Personal (3 Cr / 45 Hr)  
CPS 1000 $494.50  
CECP 0010 $350.00

Solving problems enhances the human experience. Reduce your stress and increase your possibilities by using creative problem solving to identify the problem, generate abundant ideas, and execute a plan for success. Creative problem solving diminishes problems of all types.

Creativity & Problem Solving – Team (3 Cr / 45 Hr)  
CPS 1010 $494.50  
CECP 0010 $350.00

Teams operate best when ideas are allowed to flourish. The skills of creative problem solving help teams correctly identify a problem, generate abundant ideas, and execute a plan for success. Learn the steps and tools that have been proven to diminish problems of all types and sizes.

ED2GO - ONLINE SKILLS TRAINING

Contact: Mykel Severson  
Phone: 801-957-5407  
Email: mykel.severson@slcc.edu  
www.slcccontinuinged.com/ed2go-Skills

Registration Instructions:

1. Go to www.slcccontinuinged.com/ed2go-Skills
2. Find course using the search engine or the menu on the left-hand side of the page.
3. Click on the course title.
4. Click on “Enroll Now” and follow the prompts.

NOTE: Online payment not available for “Pay Later” option! Please call 801-957-5407 with questions.

BUSINESS ACCOUNTING & FINANCE

Accounting Fundamentals (24 Hr)  
CETG 0250 $99.00
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Accounting Fundamentals II (24 Hr)  
CETG 0350 $99.00
Increase your accounting skills and marketability by exploring corporate accounting with a veteran instructor.

Introduction to QuickBooks 2016 (24 Hr)  
CETG 0939 $99.00
Learn how to quickly and efficiently gain control over the financial aspects of your business using this powerful software program. Note: QuickBooks 2013 & 2014 also available.

Introduction to Microsoft Excel 2013 (24 Hr)  
CETG 0623 $99.00
Become proficient in Microsoft Excel 2013 and discover shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently. Note: Intermediate and Advanced Excel also available, as well as Microsoft Excel 2010 and 2016.

COMPUTER WORKSHOPS
Short, Practical Workshops for Busy People!

Computer Workshops can help students achieve their goals by providing high quality, cost-effective training. Students take an active role in the learning process with in-class exercises and projects to help retain what is learned. Whether your goal is personal or professional development, we can help you achieve it! Custom training is available for employers. Tell us what you need and we will design and implement a training program for you! For more information, see page 20.

For more information, contact Dan Trujillo at 801-957-4845 or 801-957-3805 or dan.trujillo@slcc.edu.

WWW.SLCCCONTINUINGED.COM/CW

Introduction to Crystal Reports (XI, 2008 or 2011) (24 Hr)  
CETG 0492 $99.00
Learn how to use Crystal Reports to create attractive business documents that are easy to read and understand. Note: Crystal Reports 10 also available.
## BUSINESS & PROJECT MANAGEMENT

### Fundamentals of Supervision and Management (24 Hr)
CETG 0010 $99.00
Acquire the people skills required to motivate and delegate and discover tools for solving problems and resolving conflicts.
Note: Fundamentals of Supervision & Management II also available.

### Get your feet wet

#### Leadership (24 Hr)
CETG 0238 $99.00
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

#### Building Teams That Work (24 Hr)
CETG 0036 $99.00
Learn the secrets to managing successful teams with communication techniques and problem-solving skills to get and keep your team on track!

#### Intro to Business Analysis (24 Hr)
CETG 0035 $99.00
Learn powerful techniques to improve your decision-making skills at work.

#### Individual Excellence (24 Hr)
CETG 0176 $99.00
Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

#### Business Finance for Non-Finance Personnel (24 Hr)
CETG 0408 $99.00
This course will help you understand business environments, financial statements, and strategy so you can make more profitable business and personal financial decisions.

#### Project Management Fundamentals (24 Hr)
CETG 0017 $99.00
Gain the skills you’ll need to plan, implement, control, and close any type of project and succeed in the fast-growing field of project management.

#### Project Management Applications (24 Hr)
CETG 0018 $99.00
Increase your value to your employer by mastering essential quantitative and qualitative project management applications.

#### Introduction to Microsoft Project 2013 (24 Hr)
CETG 0627 $99.00
Discover how to effectively plan, implement, manage, and control projects using the world's most popular project management software.

#### High Speed Project Management (24 Hr)
CETG 0038 $99.00
Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

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## PMP Certification Prep 1 (24 Hr)
CETG 0021 $119.00
This course, the first part of a two-course series, will introduce you to the well-paying career of a project manager on your way to the successful completion of the PMP® certification exam.

## PMP Certification Prep 2 (24 Hr)
CETG 0022 $119.00
This course, part two of the two-part series, will expand upon your knowledge and finalize your preparation to take—and pass—the PMP® certification exam.

## Six Sigma: Total Quality Fundamentals (24 Hr)
CETG 0019 $99.00
Learn how successful organizations apply quality to their everyday activities to manage change, reduce customer complaints, and increase customer service.

## Six Sigma: Total Quality Applications (24 Hr)
CETG 0020 $99.00
Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality. This course will help you prepare for the Six Sigma Black Belt and Quality Manager exams offered by the American Society for Quality® (ASQ®).

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## BUSINESS CAREERS TRAINING

### Administrative Assistant Fundamentals (24 Hr)
CETG 0013 $99.00
Learn the administrative skills required for new job opportunities in health care, legal services, and other industries.

### Administrative Assistant Applications (24 Hr)
CETG 0014 $99.00
Increase your skills and knowledge in accounting, business law, organizational behavior, and management as you prepare for the Certified Administrative Professional (CAP) exam. (Exam not included).

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## BUSINESS WRITING & COMMUNICATION

### Effective Business Writing (24 Hr)
CETG 0251 $99.00
Improve your career prospects by developing powerful document writing skills.

### Writing Essentials (24 Hr)
CETG 0158 $99.00
Master the essentials of writing to excel at business communications, express yourself professionally on paper and online, and take your creative literary talents to a new level.

### Fundamentals of Technical Writing (24 Hr)
CETG 0228 $99.00
Learn the basic skills you need to translate complex information into easily understood language.

### Keys to Effective Communication (24 Hr)
CETG 0168 $99.00
Become more confident, create a great first impression, get along well with others, and create better personal and professional relationships with this course.
Interpersonal Communication (24 Hr)
CETG 0316 $99.00
This course explains and explores concepts of verbal and nonverbal expression, including cultural and gender communication differences.

**GRANT WRITING & NON-PROFIT**

A to Z Grant Writing (24 Hr)
CETG 0154 $99.00
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Writing Effective Grant Proposals (24 Hr)
CETG 0182 $99.00
Learn to prepare grant proposals that get solid results for your favorite organization or charity.

Get Grants! (24 Hr)
CETG 0382 $99.00
Learn the step-by-step process of grant proposal writing, whether you are tackling a federal grant, one from a national private foundation, or a smaller grant from your local foundation.

Advanced Grant Proposal Writing (24 Hr)
CETG 0282 $99.00
Learn what to do and, more importantly, what not to do as you research and write winning proposals and become proficient in the proposal format used by the vast majority of public foundations.

Becoming a Grant Writing Consultant (24 Hr)
CETG 0155 $99.00
Learn how you can use a basic knowledge of grant or proposal writing to become an expert in the red-hot grant consulting field.

Starting a Nonprofit (24 Hr)
CETG 0026 $99.00
This enjoyable course will answer your questions and provide detailed instructions to help you establish and operate a successful nonprofit.

Introduction to Nonprofit Management (24 Hr)
CETG 0024 $99.00
Develop the skills and strategies you need to understand the unique characteristics of nonprofit organizations.

Nonprofit Fundraising Essentials (24 Hr)
CETG 0027 $99.00
Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to corporate and foundation projects, gifting, and planned giving.

Marketing Your Nonprofit (24 Hr)
CETG 0025 $99.00
Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

**SALES & MARKETING**

Using Social Media in Business (24 Hr)
CETG 0531 $99.00
Learn how to use the five most popular social media platforms (Facebook, Twitter, LinkedIn, Pinterest, and Google+) to grow and promote your business.

Small Business Marketing on a Shoestring (24 Hr)
CETG 0477 $99.00
Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits—all for little or no money.

Marketing Your Business on the Internet (24 Hr)
CETG 0345 $99.00
Learn how to develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.

**Utah Notary Training Workshop**

The Utah Notary Public Training Workshop taught by an instructor is offered the second Friday of every month on a variable schedule (mornings and afternoons) year-round. This one-time workshop is four hours of training, and is recommended for all Utah residents. The workshop will prepare you to take the State-required (and administered) online Notary Public examination for new notaries and renewals. Admission to SLCC is NOT required.

2016 Schedule:
1:30pm-5:30pm 9:30am - 1:30pm
July 8 August 12
September 9 October 14
November 11 December 9

Cost: $50.00 (includes training manual)

For more information, contact Mykel Severson at 801-957-5407 or mykel.severson@slcc.edu

[www.slcccontinuinged.com/notary](http://www.slcccontinuinged.com/notary)

**START YOUR OWN BUSINESS**

Start Your Own Small Business (24 Hr)
CETG 0394 $99.00
Put your dream of starting a business into action by learning the basics of what you need to know to get started!

Creating a Successful Business Plan (24 Hr)
CETG 0177 $99.00
With the support of your instructor and a network of like-minded students, you’ll work through all of the major components of writing a business plan and emerge with your first draft in hand.

How to Make Money from Your Writing (24 Hr)
CETG 0284 $99.00
Learn how you can make money with your writing, whether you want to create your own business, add to your income, supplement your retirement, or boost what you’re earning as a writer.
Learn to Buy and Sell on eBay (24 Hr)
CETG 0296 $99.00
Auction professionals teach you how to work from home or earn extra income by buying and selling goods online.

Explore a Career in Interior Design (24 Hr)
CETG 0485 $99.00
Gain know-how to design a room from floor to ceiling and learn how to transform plain living spaces into beautiful and functional rooms.

Real Estate Investing (24 Hr)
CETG 0307 $99.00
Learn to do more with less and profit from the tremendous opportunities available to investors right now as you serve the needs of your buyers and sellers.

NEW! Introduction to QuickBooks Online (24 Hr)
CETG TBA $99.00
Use this cloud-based accounting program to record income and expenses, enter checks and credit card payments, track your payables, inventory, receivables, and much more.

Introduction to QuickBooks 2016 (24 Hr)
CETG 0939 $99.00
Learn how to quickly and efficiently gain control over the financial aspects of your business using this powerful software program. QuickBooks 2015 also available.

Performing Payroll in QuickBooks 2015 (24 Hr)
CETG TBA $99.00
Learn how to use QuickBooks 2015 to create paychecks, pay taxes, produce job costing reports, and generate forms and reports quickly and easily.

BUSINESS LAW

Employment Law Fundamentals (24 Hr)
CETG 0015 $99.00
Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

Workers’ Compensation (24 Hr)
CETG 0368 $99.00
Gain essential skills and a solid understanding of one of the fastest-growing areas in law.

Real Estate Law (24 Hr)
CETG 0369 $99.00
Learn the basics of real estate law, including investing, title searching, and mortgages.

Explore a Career as a Paralegal (24 Hr)
CETG 0508 $99.00
Discover if a paralegal career is the perfect choice for you, as you explore the fundamentals of U.S. law and legal terminology.

JOB SEARCH

Jump Start Your Career (24 Hr)
CETG 0315 $99.00
Learn how to use LinkedIn, a free and popular job search and career development tool, and gain the power of the Internet to expand your professional network.

Resume Writing Workshop (24 Hr)
CETG 0175 $99.00
Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.

12 Steps to a Successful Job Search (24 Hr)
CETG 0174 $99.00
Learn the secrets to get the job you want quickly and easily and in any economy.

ED2GO - ONLINE CAREER TRAINING

Contact: Mykel Severson
Phone: 801-957-5407
Email: mykel.severson@slcc.edu
www.slcccontinuinged.com/ed2go-Career

Registration Instructions:
1. Go to www.slcccontinuinged.com/ed2go-Career
2. Find the course using the search engine or the menu on the left-hand side of the page.
3. Click on the course title.
4. Click on “Next Step” and fill out the Contact Form.
   Please call 801-957-5407 with any questions.

Salt Lake Community College, in partnership with ed2go, offers online open-enrollment certificate programs designed to provide the skills necessary to acquire professional-level positions for many in-demand occupations.

BUSINESS ACCOUNTING & FINANCE

Certified Bookkeeper Career Training Program (140 Hr)
CETG 0863 $1995.00
This online career training program helps professional bookkeepers earn the prestigious American Institute of Professional Bookkeepers (AIPB) certification.

Professional Bookkeeping with QuickBooks 2015 (140 Hr)
CETG 0862 $1895.00
Prepare for a career in the high-demand field of bookkeeping and accounting as you master QuickBooks 2015 in this online career training program. Even with no bookkeeping experience, prepare to do professional bookkeeping for a small business.

Payroll Practice and Management (80 Hr)
CETG 0864 $1795.00
Become knowledgeable in all facets of payroll rules and regulations and join one of the fastest-growing career fields today in this online career training program.
BUSINESS CAREERS TRAINING

Human Resources Professional (120 Hr)
CETG 0874  $1795.00
Master the skills you need in this online career training program to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam.

NEW! Certified Mediator and Arbitrator (200 Hr)
CETG TBA  $3095.00
In this online career training program students learn how to effectively help others negotiate and collaborate through difficult disputes using the InAccord® training on the Conflict Analysis model for both mediation and arbitration practice.

NEW! Certified Global Business Professional (160 Hr)
CETG TBA  $2495.00
This online career training program prepares students for the credential exam by educating them in the areas of global management, global marketing, supply chain management, and trade finance.

NEW! Certified Residential Interior Designer (120 Hr)
CETG TBA  $1995.00
This online career training program prepares students for a career as a residential interior designer teaching the basics of good design, design styles and movements, the materials interior designers use, and putting their knowledge to work creating a design concept for a family room.

Certified Wedding Planner (340 Hr)
CETG 0865  $1595.00
This comprehensive online career training program covers everything an aspiring wedding planner needs to know to get started in the business and will provide the knowledge needed to work as a professional wedding planner and start a wedding planning business.

Freight Broker/Agent Training (150 Hr)
CETG 0859  $1895.00
Become a part of the exciting trucking, freight logistics, and transportation industries! This online career program will teach you everything you need to know to start your own freight business or become a freight agent.

NEW! PROJECT MANAGEMENT ONLINE TRAINING PROGRAMS

Project Management Essentials with CAPM® Prep (60 Hr)
CETG TBA  $1195.00
This program is designed for those who are new to project management and will provide a solid foundation of the most common terms and concepts needed to prepare for the Certified Associate In Project Management (CAPM®) certification exam.

Mastering Project Management with PMP® Prep (70 Hr)
CETG TBA  $1295.00
Go beyond the basics of project management in this intermediate / advanced level program. Translate knowledge into skills by exploring key project management topics in depth. NOTE: Also available with Microsoft Project 2010 software.

The Complete Project Manager with CAPM® and PMP® Prep (130 Hr)
CETG TBA  $1995.00
This is a comprehensive project management program for those who want to expand their knowledge and application of project management concepts. It is designed to create skills for today's project practitioners and prepare them for either the CAPM® or PMP® certifications. Note: Also available with Microsoft Project 2010 software.

BUSINESS & PROJECT MANAGEMENT

Management Training (390 Hr)
CETG 0850  $2295.00
Thinking of starting a business or pursuing an MBA? Learn the essentials in this online career training program which is perfect for business owners, entrepreneurs, or anyone who wants to learn the basics of business and management. It also prepares students to obtain a PMI credential. Note: Management for IT Professional also available.

Six Sigma Green Belt (100 Hr)
CETG 0855  $1895.00
This online training program encompasses all aspects of running a Six Sigma Green Belt business, including management, service delivery, design, production, and customer satisfaction.

Six Sigma Black Belt (200 Hr)
CETG 0854  $2695.00
This online training program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches. Note: Lean Mastery also available.

BUSINESS WRITING & COMMUNICATION

Technical Writing (80 Hr)
CETG 0860  $1795.00
This online career training program is designed for anyone who wishes to develop their technical writing abilities to a professional level by learning research methods, style, drafting, and revision techniques and how to work in a collaborative environment.

SMALL BUSINESS STRATEGIES

This introductory small business management course is geared to provide professionals, business owners, entrepreneurs and career explorers with the key tools to succeed. Participants will gain real-world skills to start and grow a profitable business or career and explore business strategies to use in today's ever changing market.

For more information, contact Kay Carter at 801-957-5373 or Kay.Carter@slcc.edu

WWW.SLCCCONTINUINGED.COM/SBS
START YOUR OWN BUSINESS 🎓
Entrepreneurship: Start-Up and Business Owner Management (360 Hr)
CETG 0872 $2095.00
This online career training program covers everything from financing to leadership with topics in the keys to business planning, communication skills, marketing, and management. If you've ever thought about owning your own business, this program can help make that dream come true!

EVENT AND MEETING PLANNER 🎓
Contact: Kay Carter
801-957-5373
kay.carter@slcc.edu
www.slcccontinuinged.com/Event

Registration Instructions: Call 801-957-5200

This certificate program is designed for new and aspiring meeting and event professionals, as well as those seeking a career change. Event and meeting planning is a multi-billion dollar industry. Students must complete all 9 online courses (18 credits) to qualify for the certificate. Students may also enroll in individual courses to increase their skills and knowledge in areas of specific interest. Credits may also be used as elective credit toward SLCC degrees.

PROGRAM COURSES 🎓
Intro to Event & Meeting Planning (2 Cr)
EVNT 1010 $340.50
Acquaints students with the common components of well executed meetings and events. The course introduces site selection, food and beverage, audio visual, contracts, and industry overviews, as well as career possibilities.

Site Selection/Negotiation/Law (2 Cr)
EVNT 1100 $340.50
This course outlines the key elements to successful site selection, negotiation issues and techniques, contract provisions, analysis, and diverse industry contracts. Legal issues unique to the meeting industry are identified and discussed.

Transportation & Housing (2 Cr)
EVNT 1200 $340.50
In this course logistics of air and ground transportation and hotel arrangements are discussed. Students learn trade strategies to make informed decisions leading to a successful meeting experience.

Event Registration (2 Cr)
EVNT 1300 $340.50
This course introduces students to various registration systems and keys to selecting the best registration method. Students learn the process to make informed decisions leading to a successful meeting experience.

Food & Beverage Management (2 Cr)
EVNT 1400 $340.50
Students learn a systematic approach to evaluating meeting objectives and group needs as they relate to menu design, pricing structures, guarantee strategies, negotiation items, and overall information about food and beverage services.

Hotel Sales & Operations (2 Cr)
EVNT 1500 $340.50
Learn the principles and procedures of hotel sales and operations by taking part in hands-on activities. Gain skills in networking, building internal and external relationships, and selling techniques.

Special Events (2 Cr)
EVNT 1600 $340.50
Students are provided with the tools needed to hold effective special events including conferences, exhibits, fairs, trade shows, international events, and weddings.

Non-Profit Event Planning (2 Cr)
EVNT 1700 $340.50
This course focuses on planning successful special events for non-profit organizations. Students explore fundraising breakfasts, black-tie galas, festivals, auctions, and sporting events.

Money Management for Event Planners (2 Cr)
EVNT 1800 $340.50
This course introduces the essential tools needed to prepare a budget for events of all sizes, to gather information, analyze goals and objectives, and prepare and communicate event proposals to clients.

AIR FORCE / ARMY ROTC 🇺🇸
Salt Lake Community College acts as a conduit liaison to the University of Utah's ROTC programs allowing students to register for ROTC courses at SLCC along with their General Education courses. Students attend GE courses at SLCC campuses and attend the ROTC courses on the University of Utah campus. After completing the first two years of ROTC courses through SLCC, students transfer their credits to the University of Utah and continue in either the Air Force or Army four-year programs. You must be a full-time student at SLCC (12 minimum credit hours) in order to participate in the Air Force ROTC courses.

Air Force ROTC: Contact Lynda Robinson at 801-581-6236
Army ROTC: Contact Pam Schaefer at 801-581-6716

WWW.SLCCCONTINUINGED.COM/ROTC
This well-rounded certificate program will prepare students for the travel and tourism industry. It covers travel agencies, cruise lines, transportation companies, resorts and hotels, tourism companies, and corporate travel departments. The program consists of 14 online courses. Students must take all 14 courses (24 total credits) to receive a certificate. Credits may also be used as elective credit toward SLCC degrees.

**PROGRAM COURSES**

**Intro to Hospitality & Travel (2 Cr)**
TRVL 1010  $340.50
Students investigate the travel and hospitality industries, addressing theories, planning, and environmental issues. Students gain a general knowledge of how and why public and private tourism businesses exist.

**Travel Destinations (2 Cr)**
TRVL 1020  $340.50
This course reviews the relevancy of geography to tourism and hospitality and explores destinations around the world.

**Travel Reservations (2 Cr)**
TRVL 1030  $340.50
Students gain the product knowledge and skills needed to research, plan, and book air travel. The course covers terminology and policies and procedures of airline travel and airline reservations.

**Automated Air Reservations (2 Cr.)**
TRVL 1040  $340.50
Students practice booking, maintaining, changing, and canceling air reservations using the TRS © hands-on Computer Reservation System and simulation of Sabre © in conjunction with the online tutorial.

**Travel Sales and Trends (2 Cr)**
TRVL 1050  $340.50
Students study sales techniques including telephone business manners, listening skills, and tools for targeting the traveler. Web trends in the industry is also introduced.

**Air Fares US Domestic (2 Cr)**
TRVL 1060  $340.50
*Prereq: Recommend taking concurrent with TRVL 1040*
This course presents the basics of air fares including terms, codes, fare construction principles, and fare application rules necessary to find, interpret, and apply the lowest applicable fares for clients.

**ARC Documents (1 Cr)**
TRVL 1070  $186.50
*Prereq: Recommend taking concurrent with TRVL 1040*
This course will introduce students to ticketing and discuss the various ticketing types, forms, and policies and procedures per Airline Reporting Corporation (ARC). Forms of payment, refunds, and exchanges are also introduced.

**Automated Air Fares & Tickets (2 Cr)**
TRVL 1080  $340.50
*Prereq: Recommend taking concurrent with TRVL 1040*
Learn how to find the lowest fares for clients using the RTS © hands-on Computer Reservation System and simulation of Sabre © in conjunction with the online tutorial.

**Ground Transportation (2 Cr)**
TRVL 1090  $340.50
Learn the basics of car rental policies and procedures, codes, pricing, and distribution. Rail travel including Amtrak, VIA Rail, BritRail / Eurail, and train accommodations, services, and fare structure are also introduced.

**Hotels & Lodging (1 Cr)**
TRVL 2010  $186.50
This course covers the fundamentals of the hotel product, rate structure, property and room classifications, codes, published and automated resources, non-automated reservation procedures, and variables that affect prices.

**Automated Trvl Accommodations (1 Cr)**
TRVL 2015  $186.50
*Prereq: TRVL 1040, TRVL 1080*
Students will practice selecting, booking, maintaining, changing, and canceling car rental and hotel room reservations using the RTS © hands-on Computer Reservation System (CRS) and simulation of Sabre © in conjunction with the online tutorial.

**The Cruise Market (2 Cr)**
TRVL 2020  $340.50
Learn how to book the right cruise for any client with an overview of the basics of cruises including classifications, destinations, types of cruises, and non-automated reservation procedures.

**Selling Vacation Packages & Tours (2 Cr)**
TRVL 2030  $340.50
Gain knowledge in tour basics including components of tours, tour destinations, types of vacation packages, print and electronic resources, non-automated tour booking procedures, and the function of tour operators and wholesalers.
Fares & Tickets International (1 Cr)
TRVL 2040 $186.50
This course is an introduction to international air travelers including two basic international faring systems, mileage and routing, currency procedures, international fare basis codes, base fares, taxes, and surcharges.

The following are NON-CREDIT ed2go online courses that can supplement the Travel Planner Certificate. These classes are not required.

Travel Photography (24 Hr)
CETG 0390 $99.00
Learn the tricks and techniques digital photographers need to capture captivating scenes from around the world.

Travel Writing (24 Hr)
CETG 0131 $99.00
Learn how to profit by writing and selling travel articles and books.

POSITIVE PSYCHOLOGY

Positive Psychology emphasizes the study of human strengths, positive emotions, and well-being that can be applied to professional work settings as well as personal life. A certificate of achievement is issued to individuals who successfully complete five of ten courses. All courses are taught online.

Forgiveness and Anger Reduction
CEPP 0100 $349
Forgiveness is not the same as reconciliation. This course will explore forgiveness theories and techniques, the negative effects of long-term grudges and prolonged anger and anger reduction strategies. www.slcccontinuinged.com/CEPP-0100

Positive Psychology & Change
CEPP 0101 $349
This course is an introduction to the field of positive psychology. The focus includes the study of human strengths, weaknesses, and characteristics that contribute to the well-being of the individual. www.slcccontinuinged.com/CEPP-0101

Enhancing Happiness & Life Satisfaction
CEPP 0102 $349
This activity and application course will introduce evidence-based positive psychology techniques from several theories with the course goal of learning how to increase a sense of overall well-being. www.slcccontinuinged.com/CEPP-0102

Quality Intimate Relationships
CEPP 0103 $349
Individuals need to possess the ability to respond to others - to love, be loved and cope with others. This course teaches strategies to help people genuinely connect. www.slcccontinuinged.com/CEPP-0103

Overcoming Self-Defeating Behavior
CEPP 0108 $349
This course focuses on positive behaviors that may lead to self-acceptance, self-forgiveness, and self-respect. Students will review research about self-defeatism, examine situations when self-acceptance is necessary for normal human mistakes and weaknesses, and learn the difference between self-esteem and self-respect as they read about transformative change and character growth. www.slcccontinuinged.com/CEPP-0108

Enhancing Midlife Satisfaction
CEPP 0109 $349
This course introduces students to a positive view of midlife challenges and transitions using strategies to increase satisfaction and minimize or avoid losses. www.slcccontinuinged.com/CEPP-0109

Understanding Addictive Behavior
CEPP 0104 $349
Discover what constitutes addictive thinking, the biological origins of addictions, different types of addictions, and strategies and skills to overcome addictive thinking patterns. www.slcccontinuinged.com/CEPP-0104

Coping with Challenging People
CEPP 0105 $349
This course is designed to teach students how to communicate more effectively with difficult people. Discover how to deal with others in pressured situations and learn techniques to avoid getting caught up in defensiveness. www.slcccontinuinged.com/CEPP-0105

Resilience after Divorce
CEPP 0106 $349
In this course students learn about the effects of divorce with case studies on resilience, risk and resilience factors in divorce, and exercises for building personal resilience in family members. www.slcccontinuinged.com/CEPP-0106

Growing from Traumatic Life Experiences
CEPP 0107 $349
Using a case study approach, this course examines positive reactions to trauma, often called trauma transformation, self-reinvention, positive life change, post-traumatic growth (PTG), stress-related growth (SRG) or self-transcendence. www.slcccontinuinged.com/CEPP-0107

BUSINESS & Leadership
ED2GO - ONLINE SKILLS TRAINING

Contact: Mykel Severson
Phone: 801-957-5407
Email: mykel.severson@slcc.edu
www.slcccontinuinged.com/ed2go-skills

**Registration Instructions:**
1. Go to [www.slcccontinuinged.com/ed2go-skills](http://www.slcccontinuinged.com/ed2go-skills)
2. Find the course using the search engine or the menu on the left-hand side of the page.
3. Click on the course title.
4. Click on “Enroll Now” and follow the prompts.

**NOTE:** Online payment not available for “Pay Later” option! Please call 801-957-5407 with any questions.

Improve an existing skill or gain a new one with our instructor-facilitated online courses. Learn in an informative, fun, convenient, and highly interactive environment from the comfort of your home or office.

### COMPUTER & TECHNOLOGY APPLICATIONS

#### Computer Fundamentals

**Computer Skills for the Workplace (24 Hr)**
CETG 0225  $99.00
Gain a working knowledge of the computer skills needed to find a job and succeed in today’s job market.

**Keyboarding (24 Hr)**
CETG 0187  $99.00
Learn or improve on the essential skill of touch-typing necessary to succeed in the workplace using Keyboard Pro 5.

**Introduction to PC Troubleshooting (24 Hr)**
CETG 0101  $99.00
Learn to decipher and solve almost any PC problems.

**NEW! Introduction to Windows 10 (24 Hr)**
CETG TBA  $99.00
Learn the nuances of Microsoft’s powerful new operating system, including how to customize the desktop, manage files and folders, and navigate the Web with the new Microsoft Edge browser. Note: Introduction to Windows 7 & Introduction to Windows 8 also available.

#### Microsoft Applications & Training

**What’s New in Microsoft Office 2013 (24 Hr)**
CETG 0616  $99.00
Get up to speed on the exciting new features of Microsoft Office 2013, including Word, Excel, PowerPoint, Access, Outlook, OneNote, and Publisher.

**Introduction to Microsoft Outlook 2013 (24 Hr)**
CETG 0601  $99.00
Get up to speed with the latest developments in Outlook, including how to manage email, calendar, and contacts and how to get the most out of the program tools. Microsoft Outlook 2010 and 2016 also available.

**Introduction to Microsoft Excel 2013 (24 Hr)**
CETG 0623  $99.00
Become proficient in Microsoft Excel 2013 and discover shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently. Intermediate and Advanced Excel also available, as well as Microsoft Excel 2010 and 2016.

**Introduction to Microsoft Word 2013 (24 Hr)**
CETG 0620  $99.00
Master the basic features of this powerful word-processing program to professionally type, edit, and format text, and spell check and print documents. Microsoft Word 2010 and 2016 are also available.

**Introduction to Microsoft Word 2011 for Mac (24 Hr)**
CETG 0625  $99.00
Learn to use the world’s most popular word processor for creating documents and formatting text, now available on the Macintosh.

**Introduction to Microsoft Access 2013 (24 Hr)**
CETG 0625  $99.00
Learn to build, edit, and maintain a database in Microsoft Access 2013, complete with tables, reports, forms, macros, and queries for fast access to important information. Microsoft Access 2010 and 2016 are also available.

**Introduction to Microsoft PowerPoint 2013 (24 Hr)**
CETG 0662  $99.00
Learn how to use Microsoft PowerPoint 2013 to create animated presentations formatted with color, text, pictures, shapes, charts, and text and object hyperlinks. Microsoft PowerPoint 2010 and 2016 are also available.
NEW! Introduction to Microsoft Publisher 2013 (24 Hr)
CETG TBA $99.00
Learn how to design professional publications including newsletters, fliers, and brochures, with Microsoft Publisher 2013. Microsoft Publisher 2010 and 2016 are also available.

Introduction to Microsoft Project 2013 (24 Hr)
CETG 0627 $99.00
Discover how to effectively plan, implement, manage, and control projects using the world’s most popular project management software. Microsoft Project 2010 and 2016 also available.

NEW! Introduction to Photoshop CC (24 Hr)
CETG TBA $99.00
Learn how to use Adobe Photoshop Creative Cloud’s host of impressive new features to edit and process photos and create original images.

Photoshop CC for the Digital Photographer (24 Hr)
CETG 0528 $99.00
Master techniques in Photoshop Creative Cloud to edit and enhance digital images and add a professional polish to photography works.

Introduction to Photoshop CS6 (24 Hr)
CETG 0618 $99.00
Learn how to use Photoshop CS6, the world’s best graphics program for photographers to edit photos and create original images.

Photoshop CS6 for the Digital Photographer (24 Hr)
CETG 0559 $99.00
Learn how to use the tools and techniques of Adobe’s Photoshop CS6 to edit and enhance photographic images. Note: Adobe CS5 and Lightroom 5 courses also available!

NEW! Introduction to InDesign CC (24 Hr)
CETG TBA $99.00
Learn how to use Adobe InDesign Creative Cloud to create professional-quality letterhead, brochures, forms, eBooks, business materials, and more.

Introduction to InDesign CS6 (24 Hr)
CETG 0709 $99.00
Learn how to use Adobe InDesign CS6, the industry-standard desktop publishing software program, to design professional-quality letterheads, brochures, eBooks, and more.

Introduction to Illustrator CS6 (24 Hr)
CETG 0714 $99.00
Learn to design and draw vector art, work with shape gradients, and manipulate color images using Adobe Illustrator CS6.

Introduction to Adobe Flash CS6 (24 Hr)
CETG 0617 $99.00
Learn the fundamentals of using Adobe Flash CS6 to create engaging web pages, mobile apps, Flash movies, animation, graphics, and interactive applications. Note: Intermediate Adobe Flash CS6 also available.

Web Design

Creating Web Pages (24 Hr)
CETG 0100 $99.00
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Advanced Web Pages (24 Hr)
CETG 0500 $99.00
Learn how to create advanced websites using CSS, HTML5, media queries for mobile devices, interactive forms, and embedded video.

Designing Effective Websites (24 Hr)
CETG 0151 $99.00
Learn powerful graphic design techniques and build websites that are both attractive and wickedly effective.

Responsive Web Design (24 Hr)
CETG 0532 $99.00
Learn to build fully responsive websites optimized for mobile devices, smartphones, tablets, and desktop viewing environments.

Write Effective Web Content (24 Hr)
CETG 0304 $99.00
Learn how to write Web content and produce multimedia elements to make your website or blog a must-visit site on the Internet.

Introduction to Creating WordPress Web Sites (24 Hr)
CETG 0490 $99.00
Discover how to easily create blogs and websites with the popular, free WordPress.com platform. Note: Creating WordPress Web Sites II is also available.
Intro to ASP.NET (24 Hr)
CETG 0364  $99.00
Learn how to use Microsoft’s Visual Web Developer to create exciting, interactive, and polished websites with ASP.NET.

Introduction to Dreamweaver CS6 (24 Hr)
CETG 0645  $99.00
Learn to create web pages, layouts, and websites using CSS formatting options and other tools with Adobe’s industry-standard web design application. Note: Intermediate Dreamweaver CS6 also available.

Introduction to CSS3 & XHTML5 (24 Hr)
CETG 0372  $99.00
Learn to create state-of-the-art websites using modern CSS3 and HTML5 techniques. Note: Intermediate and Advanced CSS & XHTML5 also available.

Introduction to PHP & MySQL (24 Hr)
CETG 0346  $99.00
Learn how to create dynamic, interactive websites using PHP and a MySQL database server. Note: Intermediate PHP & MySQL also available.

Introduction to JavaScript (24 Hr)
CETG 0564  $99.00
Build on your knowledge of HTML and CSS by learning to add interactivity to your web pages with JavaScript code and jQuery.

Creating jQuery Mobile Websites with Adobe Dreamweaver (24 Hr)
CETG 0505  $99.00
Learn how to build mobile-friendly websites for devices such as tablets and smartphones using Adobe Dreamweaver and jQuery Mobile.

Introduction to Adobe Flash CS6 (24 Hr)
CETG 0617  $99.00
Learn the fundamentals of using Adobe Flash CS6 to create engaging web pages, mobile apps, Flash movies, animation, graphics, and interactive applications. Note: Intermediate Flash CS6 also available.

Introduction to Adobe Dreamweaver CS6 (24 Hr)
CETG 0645  $99.00
Learn to create web pages, layouts, and websites using CSS formatting options and other tools with Adobe’s industry-standard web design application. Note: Intermediate Dreamweaver CS6 also available.

Introduction to Ajax Programming (24 Hr)
CETG 0431  $99.00
Learn Ajax programming to create applications that will give your website faster and more streamlined functionality.

Mac, iPhone and iPad Programming (24 Hr)
CETG 0529  $99.00
Learn to create Mac, iPhone, and iPad apps and programs using Objective-C/Swift and the Xcode compiler.

Blogging & Podcasting for Beginners (24 Hr)
CETG 0138  $99.00
Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer.

Achieving Top Search Engine Positions (24 Hr)
CETG 0185  $99.00
Learn proven, step-by-step strategies to achieve higher positions with major search engines.

Introduction to Google Analytics (24 Hr)
CETG 0370  $99.00
Learn how to track and generate traffic to your website, create reports, and analyze data with Google’s free, state-of-the-art web analytics tools.

Marketing Your Business on the Internet (24 Hr)
CETG 0345  $99.00
Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.

LEVEL UP!

GRAPHIC & VIDEO DESIGN

Introduction CorelDRAW X5 (24 Hr)
CETG 0556  $99.00
Learn to use vector-based CorelDRAW to design professional newsletters, greeting cards, web graphics, logos, and amazing works of art created from personal photos.

Introduction to Final Cut Pro X (24 Hr)
CETG 0515  $99.00
Make the leap from home video enthusiast to professional video editor using Apple’s revolutionary Final Cut Pro X video editing software.

Video Game Design

NEW! How to Get Started in Game Development (24 Hr)
CETG TBA  $99.00
Take steps toward a new career in game development by building a foundation to design games in a wide variety of genres for different audiences and platforms.

Computer Programming

Introduction to JavaScript Programming (24 Hr)
CETG 0564  $99.00
If you know how to use HTML and CSS, you’re ready to add more power to your programming with JavaScript.

Introduction to Java Programming (24 Hr)
CETG 0164  $99.00
An experienced Java programmer introduces important Java topics with clear, step-by-step instructions. Note: Intermediate Java Programming also available.
Introduction to Programming (Just BASIC) (24 Hr)
CETG 0458 $99.00
Take your first steps toward a career as a computer programmer as you master basic programming concepts and get hands-on practice in writing applications containing GUIs, sound, and graphics.

Introduction to XML (24 Hr)
CETG TBA $99.00
Master the essentials of programming in XML and learn to control formatting, display graphics, manage XML documents, and much more.

Introduction to C# Programming (24 Hr)
CETG 0373 $99.00
Learn the fundamentals of computer programming with the new C# programming language.

Creating jQuery Mobile Websites w/Dreamweaver (24 Hr)
CETG 0505 $99.00
Learn how to build mobile-friendly websites for devices such as smartphones and tablets using Dreamweaver and jQuery Mobile.

Creating Mobile Apps with HTML5 (24 Hr)
CETG 0504 $99.00
Learn to use HTML5, CSS3, JavaScript, jQuery, and web APIs to create cross-platform mobile apps and mashups.

Mac, iPhone and iPad Programming (24 Hr)
CETG 0529 $99.00
Learn to create Mac, iPhone, and iPad apps and programs using Objective-C/Swift and the Xcode compiler.

Introduction to C# Programming (24 Hr)
CETG 0373 $99.00
Learn the fundamentals of computer programming with the new C# programming language. Note: Intermediate C# Programming also available.

Introduction to Visual Basic (24 Hr)
CETG 0586 $99.00
Learn how to write code for Windows applications using the Visual Basic programming language and development environment. Note: Intermediate Visual Basic also available.

Introduction to Python 3 Programming (24 Hr)
CETG 0593 $99.00
Enhance your resume by adding Python to your programming skills.

Intro to C++ Programming (24 Hr)
CETG 0275 $99.00
Learn to program in C++, even if you have no prior programming experience!

Database Management

Introduction to Database Development (24 Hr)
CETG 0145 $99.00
An experienced professional guides you through a structured approach to database design and development.

Introduction to SQL (24 Hr)
CETG 0146 $99.00
Gain a solid working knowledge of the most powerful and widely used database programming language. Note: Intermediate SQL also available.

Introduction to Microsoft Access 2013 (24 Hr)
CETG 0625 $99.00
Learn to build, edit, and maintain a database in Microsoft Access 2013, complete with tables, reports, forms, macros, and queries to give you fast access to all your important information. Note: Intermediate Microsoft Access 2013 also available, as well as Microsoft Access 2010 and 2016.

Introduction to Oracle (24 Hr)
CETG 0208 $99.00
Learn how to use the Oracle database management system to plan, organize, and manage data. Note: Intermediate Oracle also available.

Introduction to Networking (24 Hr)
CETG 0220 $99.00
Learn the fundamentals of networking and prepare for a career in a new and fast-growing field. Note: Intermediate Networking also available.

Wireless Networking (24 Hr)
CETG 0334 $99.00
Industry expert shows you how wireless networking works, as well as how to plan, deploy, and connect to wireless networks.

NEW! Understanding the Cloud (24 Hr)
CETG TBA $99.00
Learn everything you need to truly understand the cloud—including how it works, what drives it, why it’s so popular, and how to make the cloud work for you.

TECHNOLOGY

IT Certification

Basic CompTIA A+ Certification (24 Hr)
CETG 0132 $119.00
Start preparing for CompTIA A+ certification as you learn PC basics and troubleshoot in a real world PC environment.

Intermediate CompTIA A+ Certification Prep (24 Hr)
CETG 0133 $119.00
Take the second step toward becoming a CompTIA A+ certified tech by mastering virtualization, printers, and three variations of the Windows operating system.

Advanced CompTIA A+ Certification Prep (24 Hr)
CETG 0134 $119.00
Finish your CompTIA A+ Certification Prep by learning how to select, install, and service video, sound, and portable computers, and how to network, secure, and troubleshoot.
Comp TIA Network+ Certification Prep (24 Hr)
CETG 0213 $119.00
Start on the path toward taking and passing the CompTIA Network+ Exam and begin a career as a network tech in this career exploration online course.

CompTIA Security+ Certification Prep (24 Hr)
CETG 0355 $119.00
In this career exploration course, learn the terms and concepts necessary to pass the CompTIA® Security+ SY0-401 exam and earn your Security+ certificate.

CompTIA Security+ Prep 2 (24 Hr)
CETG 0455
Continue to prepare for the CompTIA® Security+ exam as you review the information you need to pass the test and earn this important certification.

Security

Introduction to PC Security (24 Hr)
CETG 0342 $99.00
This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security.

Advanced PC Security (24 Hr)
CETG 0442 $99.00
Learn to use ethical hacking techniques to locate and close security holes in your own network.

Kn0w 7h3 c0d3.

ED2GO - ONLINE CAREER TRAINING

Contact: Mykel Severson
Phone: 801-957-5407
Email: mykel.severson@slcc.edu
www.slcccontinuinged.com/ed2go-career

Registration Instructions:
1. Go to www.slcccontinuinged.com/ed2go-career
2. Find the course using the search engine or the menu on the left-hand side of the page.
3. Click on the course title.
4. Click on “Next Step” and fill out the Contact Form.
Please call 801-957-5407 with any questions.

Salt Lake Community College, in partnership with ed2go, offers online open-enrollment certificate programs designed to provide the skills necessary to acquire professional-level positions for many in-demand occupations.
GRAPHIC & VIDEO DESIGN

Video Game Design and Development (500 Hr)
CETG 0843 $1,995
Using a comprehensive and analytical approach to game engine architectures, this online training program teaches how to effectively design and develop games.

3ds Max (300 Hr)
CETG 0884 $1,695
This online career training program teaches Autodesk’s 3ds Max to create professional animated 3D graphics for videogames as it guides students through object modeling, material creation, animation, cameras, game characters, skeletons and rigging, scene generation, and much more.

Marketing Design Certificate (360 Hr)
CETG 0845 $3,295
This program focuses on design for marketing and business—creating logos, advertisements, communications and more. You’ll learn Photoshop, Illustrator and Microsoft Powerpoint while gaining fundamental technical and aesthetic skills.

Digital Arts Certificate (360 Hr)
CETG 0870 $3,295
The Digital Arts Online Training Program will help you develop technical skills and creative artistry in digital photography, imaging and illustration. This program covers Adobe Photoshop and Illustrator and more.

Multimedia Arts Certificate (360 Hr)
CETG 0846 $3,295
The Multimedia Arts Online Training Program gives you the conceptual, technical and visual design skills required to create multimedia applications and environments. You’ll explore Adobe Photoshop, Flash and After Effects, as well as digital video editing.

TECHNOLOGY

NEW Career Training Certificate! CompTIA™ Certification Training: A+, Network+, Security+ (390 Hr)
CETG TBA $3,995 (exam voucher included)
This online career training program provides a comprehensive foundation for IT professionals, incorporating CompTIA™ A+, CompTIA™ Network+, and CompTIA™ Security+ specific training by learning the fundamentals of IT studying a range of related disciplines, including building and managing a data network, troubleshooting networking issues, routing and switching, risk assessment, and data recovery, as well as preparing for the corresponding industry exams.

CompTIA™ A+ Certification Training (150 Hr)
CETG 0830 $1,685 (exam voucher included)
Enter the door to an exciting career in computer technology in this online career training program as you learn the fundamentals of information technology, including hardware and PC support. Build practical job skills learning to install, maintain, and troubleshoot devices, as well as establish a foundation of security knowledge and customer service skills along with network installation and configuration, network security, and the basics of excelling as an entry-level IT technician.

CompTIA™ Network+ Certification Training (80 Hr)
CETG 0831 $1,695 (exam voucher included)
Prepare for a career as a network technician and qualify to take the CompTIA Network+ certification exam as you master basic networking concepts and gain a fundamental knowledge of network design, security, routing, and switching in this online career certificate program.

CompTIA™ Security+ Certification Training (80 Hr)
CETG 0832 $1,695 (exam voucher included)
Take the next step toward a career as a security professional while preparing for the CompTIA™ Security+ certification exam by mastering the basics of system security, network infrastructure, access control, and organizational security with this online career training program.

IT & Software Development Careers

Cisco® CCNA® Certification Training (100 Hr)
CETG 0889 $2,195 (exam voucher included)
The Cisco CCNA Online Training Program will give you the essential knowledge to install, configure, operate, and troubleshoot medium-size routed and switched networks while preparing you for the 100-101 ICND1 and 200-101 ICND2 Cisco exams or the single 200-120 CCNA exam.

Microsoft Certified Solutions Associate (MCSA): Server 2012 (275 Hr)
CETG 0833 $2,595 (exam voucher included)
This online career training program will prepare students to administer and manage Windows 2008 Networks with the opportunity to practice on an online lab system as they prepare to take and pass the three exams that will earn them the Microsoft Certified Solutions Associate: Windows Server 2012 Certification. Note: MCSA Server 2008 course also available.

Microsoft Certified Solutions Associate (MCSA): SQL Server 2012 (220 Hr)
CETG 0835 $2,395 (exam voucher included)
This online career training program enables students to take their career to a new level as they prepare to manage a database environment as a database developer and analyst, and prepare to administer, query, and implement data warehouses with SQL Server 2012. Note: MCSA SQL Server 2008 also available.
Microsoft Certified Solutions Associate (MCSA): Windows 7 (200 Hr)
CETG 0836 $1,995
This online training program will prepare students for the Microsoft Certified Solutions Associate (MCSA) Windows 7 certification and will train them to identify the cause and resolution of desktop application, network, and security issues.

NEW! CompTIA Cloud+ Certification Training (75Hr)
CETG TBA $1,595
Cloud computing is how technology is done today, and ed2go's CompTIA™ Cloud+ certification training course teaches key skills while preparing students for the Cloud+ industry credential.

NEW! Microsoft Certified Solutions Associate (MCSA): Server 2012 with Private Cloud (300 Hr)
CETG TBA $3,595 (exam voucher included)
This program combines two premier Microsoft certification training programs into a single offering. Comprised of five individual courses, the program covers both the Microsoft Certified Solutions Associate (MCSA) for Windows Server 2012, and Microsoft Private Cloud. The program also provides significant savings when compared to the cost of the two programs taken separately.

NEW! Systems Security Certified Practitioner (SSCP) Training (75 Hr)
CETG TBA $1,595
This online career training program is an ideal course for individuals interested in advancing their knowledge of information and systems security. This program is focused on several domains, including access controls, administration, auditing and monitoring, risk, response and recovery, cryptography, data communication, and malicious code/ malware and allows students to practice in virtual interactive lab environments.

NEW! Android Application Developer (120 Hr)
CETG TBA $1,695
This online career training program gives students valuable Android application development experience while learning how to use the Android ADT framework. At course completion, students are equipped to work with complex applications understanding basic programming concepts, android resources and the user interface, and how to debug programs and applications.

Mobile & Desktop Web Developer (460 Hr)
CETG 0902 $2,995
Students who successfully complete this online career training course will have developed a solid background in all of the latest technologies associated with web development for both desktop and mobile environments and will be able to build traditional and mobile websites. Note: Mobile Web Developer also available.

AutoCAD 2015 with AutoCAD 3D (235 Hr)
CETG 0900 $3,295
In this online career training program, students learn basic and advanced 2D and 3D functionalities for AutoCAD 2015 and gain all the necessary knowledge to prepare for the Autodesk AutoCAD 2015 Certified Professional Exam. Note: AutoCAD 3D 2015 and AutoCAD 2015 Certified User also available.

ENCORE COMPUTER BASICS

The Encore Institute at SLCC is an innovative program designed for adult learners who want to expand their knowledge through career and personal enrichment courses. We offer flexible class scheduling, non-degree and degree learning experiences and affordable training to deepen or expand your personal and professional skills. Come learn and grow with us!

Computer Basics I
Students will gain basic computer skills, Internet research skills, and Microsoft Word training. Class meets one night per week for four weeks.

Computer Basics II
Students will add to their Microsoft Word training and learn to use Microsoft Excel and Powerpoint. Class meets one night per week for four weeks.

For more information, contact Kay Carter at 801-957-5373 or kay.carter@slcc.edu
WWW.SLCCCONTINUINGED.COM/ENCORE-COMPUSER
REGISTRATION INSTRUCTIONS:
1. Go to www.slcccontinuinged.com/CW
2. Click the "Download Workshop Schedule" button
3. Click on the Registration Form icons to download a PDF or Microsoft Word form
4. Fill out the form and return via email (workshops@slcc.edu) or fax (801-957-3828).

Please call 801-957-3805 with any questions.

Computer Workshops help students achieve their goals by providing high quality, cost-effective training. Students will take an active role in the learning process by doing in-class exercises and projects that will help them retain what they learn. Employers value this approach to learning as it helps students gain and retain the skills needed to solve workplace problems. Limited financial aid available; please call 801-957-4845 for details.

MICROSOFT OFFICE

Access Level I (7 hr)
CECW 0405 $165.00
Recommended: Basic knowledge of Excel
This hands-on workshop guides students through database design theory and the steps needed to create a database. Time is reserved to assist students with specific needs and projects.

Access Level II (7 hr)
CECW 0406 $165.00
Recommended: Access Level I
This workshop focuses on designing queries, forms and reports. Query tasks include using “and/or”, comparison operators, calculated fields, multiple tables in a query, creating action queries, and advanced query wizards. Time is reserved to assist students with specific needs and projects.

Access Level III (7 hr)
CECW 0407 $165.00
Recommended: Access Level II
Take database skills to the next level. Learn sub forms, form letters, and integrating MS-Access with Excel, Word and other databases to give other users access to a professional system without knowledge of MS-Access. Time is reserved to assist students with specific needs and projects.

Access Advanced Topics: Query Techniques (7 hr)
CECW 0408 $165.00
Recommended: Access Level II
This workshop is for advanced Access user. Learn how to base one query upon another, joins, crosstab queries, and queries for combo boxes. Time is reserved for assistance on specific queries.

Access Advanced Topics: Reporting Techniques (7 hr)
CECW 0409 $165.00
Recommended: Access Level II
This workshop is for advanced Access user. Create forms to enter criteria for reports, print criteria on reports, sub-reports, grouping, and sorts. Time is reserved for assistance on specific reports.

Access Advanced Topics: Macro Techniques (7 hr)
CECW 0410 $165.00
Recommended: Access Level III
This workshop is for advanced Access user. Common and advanced macros are discussed, action queries and converting macros into visual basic code. Time is reserved for assistance on specific macros.

Microsoft Excel

Excel Level I (6 hr)
CECW 0210 $139.00
Recommended: Familiar with basic computer skills
Learn Excel formulas and functions! This workshop introduces the basic tools and shortcuts to become more productive using MS Excel. Learn skills necessary for creating, printing, and saving Excel workbooks.

Excel Working With Large Worksheets (3.5 hr)
CECW 0211 $99.00
Recommended: Excel Level I
Learn how to work with large data sets, multiple worksheets, how to insert / delete, move, copy, and rename worksheets. Other topics include 3-D formulas or formulas using multiple worksheets and multiple workbooks.

Excel Charts and Graphics (3.5 hr)
CECW 0212 $99.00
Recommended: Excel Level I
Learn how to present data using Excel charts: formatting chart objects, legends, data tables, source data, and printing options. Advanced formatting of gridlines, axis, secondary axis, trendline, and user defined charts.

Excel Database Management / Pivot Tables (3.5 hr)
CECW 0213 $99.00
Recommended: Excel Level I
Learn how to take raw data and create valuable management reports using Excel database tools. Filter data with autofilter and advanced filters; perform multiple-field sorts. Format data using conditional formats, data bars, icon sets, validation, subtotals, and database functions. Create and update pivot tables, pivot charts and slicers.

Excel Using Advanced Functions (3.5 hr)
CECW 0214 $99.00
Recommended: Excel Level I
This workshop introduces advanced Excel functions including financial functions, IF / AND / OR logic functions, LOOKUP, HLOOKUP, and ISERROR advanced functions. Students will learn scenarios, goal seek, and custom views.
Excel Templates / Sharing Tools (3.5 hr)
CECW 0215 $99.00
Recommended: Excel Level I
This workshop introduces the skills to organize Excel information: comments, worksheet protection, workbook protection, and assigning and removing passwords. Students will also learn how to create Excel templates and share and track workbooks.

Excel Macros, Toolbars, and Macro Buttons (3.5 Hr)
CECW 0216 $99.00
Recommended: Excel Level I
Learn how to use Excel macros for repetitive tasks. This workshop introduces the skills necessary to define, record, and run Excel macros. Students will learn how to edit macros, enter macro commands using the Visual Basic for Applications window, use relative and absolute references, assign macro shortcut keys, and create and modify macro buttons.

Microsoft Word
Word Level I (6 hr)
CECW 0110 $139.00
Recommended: Familiar with basic computer skills
This workshop teaches students the shortcuts in MS Word to create, format, print and save Word documents. Students will learn how to work with document views styles, tabs, indenting, bullets, and headers / footers.

Word Level II (6 hr)
CECW 0124 $139.00
Recommended: Word Level I
This workshop covers dates and symbols, tables, borders and shading, graphics, watermarks, WordArt, drawing objects, mail merge, labels, catalogs, sort, and how to record and run macros.

Word Level III (6 hr)
CECW 0125 $139.00
Recommended: Word Level I
This workshop covers autoformat, autocorrect, autotext, find and replace, thesaurus, outline view, diagrams, hyperlinks, section headers and footers, table of contents, bookmarks, footnotes, endnotes, track revisions, and how to create master documents.

Microsoft
PowerPoint Level I (6 hr)
CECW 0703 $139.00
Recommended: Familiar with basic computer skills
This workshop introduces the skills necessary to create PowerPoint presentations, work with the outline tab, design templates, autocontent wizard, speaker notes, slide layout, slide transitions, and print options.

PowerPoint Level II (6 hr)
CECW 0704 $139.00
Recommended: PowerPoint Level I
This course builds on the skills learned in Level I. Students will learn how to create advanced presentations using charts, tables, special effects, editing masters, saving a custom template, special effects, animation, and sound and video.

Outlook (3 hr)
CECW 0504 $99.00
Recommended: Familiar with basic computer skills
Students will learn the skills necessary for working with Outlook to send and receive email, use attachments, schedule appointments, manage contacts, and organize email using folders.

Microsoft Office Suite (18 hr)
CECW 0507 $599.00 (includes software)
Recommended: Familiar with basic computer skills
Work smarter not harder. Learn the capabilities of MS Office and improve productivity. Students will learn the basics of Microsoft Word, Excel, PowerPoint, and Outlook.

Microsoft Office Upgrading to Office 2013 (2 hr)
CECW 0990 (price varies)
Recommended: Familiar with basic computer skills
This hands-on workshop will explain the new ribbon interface of MS Office 2013/2016, quick access toolbar, mini-toolbar, and other key changes in the look and feel of MS Office.

Microsoft Project (12 hr)
CECW 0508 $299.00
Recommended: Familiar with basic computer skills
Use Microsoft Project to manage projects more effectively. Students will learn how to start new projects, work with tasks, views, resources, calendars, define / assign costs, and work with the critical path.

Microsoft MS Visio (6 hr)
CECW 0825 $165.00
Recommended: Familiar with basic computer skills
Use Microsoft Visio software to communicate information by using diagrams. Students will learn about the Visio interface and how to create organizational charts, network diagrams, drawings, advanced layout, and connection techniques.

Microsoft Publisher (3 hr)
CECW 0701 $99.00
Recommended: Familiar with basic computer skills and MS Word
Microsoft Publisher helps users create, personalize, and share a wide range of professional-quality publications and marketing materials. Create high-quality results without having graphic design experience.
### ADOBE CREATIVE CLOUD

#### Adobe Acrobat Pro (3 hr)
**CECW 0803** | **$99.00**  
*Recommended: Familiar with basic computer skills*  
Learn the skills needed to create PDF (Portable Document Format) documents. Tasks include how to create interactive forms with text fields, checkboxes, radio buttons, list boxes, drop-down List, combo boxes, and buttons and images.

#### Adobe Illustrator Level I (6 hr)
**CECW 0804** | **$165.00**  
*Recommended: Familiar with basic computer skills and experience working with images*  
Learn how to use Adobe Illustrator to create artwork for both print and web. Explore setup options, identify components of the workspace, navigate in the artwork window, and view artwork using menus, tools, and panels. Create basic shapes, lines, and text objects. Transform using scale, rotate, flip, and align. Modify text formats to enhance appearance, alignment, and spacing options.

#### Adobe Illustrator Level II (6 hr)
**CECW 0805** | **$165.00**  
*Recommended: Illustrator Level I*  
This workshop builds on the skills learned in Level I to create artwork for both print and web. Learn how to transform objects, apply filters and effects, automate tasks, 3D effects, and liquify.

#### Adobe InDesign Level I (6 hr)
**CECW 0806** | **$165.00**  
*Recommended: Familiar with basic computer skills and experience working with images*  
This workshop helps students design and produce professional print documents and layouts. Students will learn how to manipulate text, shapes, colors, and frames to create eye-catching print products.

#### Adobe InDesign Level II (6 hr)
**CECW 0807** | **$165.00**  
*Recommended: InDesign Level I*  
This workshop builds upon the concepts from InDesign Level I. Students will learn how to manipulate page layout, control the appearance of text and tables, create books, table of content, indices, and convert documents to PDF and other formats.

#### Photoshop Level I (6 hr)
**CECW 0800** | **$165.00**  
*Recommended: Familiar with basic computer skills and experience working with images*  
This workshop helps students create images for both print and web. Students will use Photoshop's basic tools, palettes, and layers to create images, retouch photographs, and save files using multiple file formats.

#### Photoshop Level II (6 hr)
**CECW 0801** | **$165.00**  
*Recommended: Photoshop Level I*  
This course builds on the skills learned in Level I to crop / straighten photos, use shape tools, histogram palette, layer opacity, palettes, background eraser tool, noise and rendering filters, and brush strokes filters.

### Premiere Pro (9 hr)
**CECW 0820** | **$299.00**  
*Recommended: Familiar with basic computer skills*  
Students will learn how to create a movie using Adobe Premiere Professional software. This hands-on workshop guides students through the process of creating a movie from start to finish. Time is reserved for assistance on student projects.

### WEB DESIGN

#### WordPress Ecommerce (6 hr)
**CECW 0614** | **$165.00**  
*Prerequisite: HTML5/CSS3*  
Use WordPress (WP) to create a custom website without having to know any special coding. Learn how to organize your website, create posts, and create appealing content that makes it easy for search engines to find your website. Learn how to create and register your own domain name as well as find a hosting site. Learn how to install and use WooCommerce and enjoy the ability to sell products on your website.

#### Flash (12 hr)
**CECW 0607** | **$325.00**  
*Recommended: Familiar with basic computer skills and experience working with images*  
Learn the fundamentals of Flash to design animations for the web. Introduces creating shapes, colors, lines, external images, layers, frame-by-frame animation, and working with templates.

#### CSS3 / HTML5 (6 hr)
**CECW 0612** | **$165.00**  
*Prerequisite: Basic computer skills, Internet proficiency*  
This class introduces basic Web and HTML5/CSS3 concepts so that you will have the ability to make web page edits and create basic web page layouts. CSS allow you to save time designing, updating and maintaining Web pages as well as presenting a consistent appearance for your website. This workshop uses interactive exercises to help students gain proficiency using templates and edit existing HTML and CSS pages.

#### Websites for Professionals (2 hr)
**CECW 0613** | **$59.00**  
*Recommended: Familiar with basic computer skills.*  
Learn how to create a professional looking personal website with FREE tools available on the web! Create a web page to provide contact information, showcase projects, receive comments, and gather information from website visitors. Use the website to keep in touch with family and friends by sharing photo galleries, slide shows, vacation memories, family gatherings, and much more.

### COMPUTER BASICS

#### Internet Overview (3 hr)
**CECW 0601** | **$99.00**  
*Recommended: Familiar with basic computer skills*  
Introduces the skills necessary to use the Internet. Students learn how to navigate, use search engines, create bookmarks, and print information. Internet, email (Yahoo, Gmail), and social media sites will be explored.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours</th>
<th>Code</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to PCs (3 hr)</td>
<td>3</td>
<td>CECW 0515</td>
<td>$99.00</td>
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<tr>
<td>Learn the basics of personal computer hardware / software, Windows features, start menu, taskbar, shortcuts, window views, cut, copy, and paste, file management, and Windows Internet Explorer. A USB drive is included in this workshop.</td>
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<tr>
<td>Mac Overview (6 hr)</td>
<td>6</td>
<td>CECW 0307</td>
<td>$165.00</td>
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<td>This workshop will put students in control of the Mac operating system. Learn how to manage files, use Mac programs, and take advantage of the Mac's networking and communication tools.</td>
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<tr>
<td>QuickBooks Pro: Beginning (6 hr)</td>
<td>6</td>
<td>CECW 0230</td>
<td>$139.00</td>
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<td>Recommended: Familiar with basic computer skills</td>
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<td>This workshop will review accounting basics using QuickBooks to set up a company master file, chart of accounts, bank accounts, review menus and reports, how to manage accounts receivable and accounts payable, and review balance sheets and profit/loss statements.</td>
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<tr>
<td>QuickBooks Pro: Intermediate (6 hr)</td>
<td>6</td>
<td>CECW 0231</td>
<td>$139.00</td>
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<tr>
<td>Recommended: QuickBooks Beginning</td>
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<td>Track fixed assets and associated liabilities, depreciation, prepaid expenses, memorized transactions, deposits, sales tax, bank reconciliation, petty cash, custom reports, budgets, credit card transactions, retainer payments, discounts, refunds, finance charges, and returned checks.</td>
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<tr>
<td>QuickBooks Pro: Advanced (6 hr)</td>
<td>6</td>
<td>CECW 0232</td>
<td>$139.00</td>
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<td>Recommended: QuickBooks Intermediate</td>
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<td>Learn to use the QuickBooks payroll system to setup employees, enter time, manage deductions, generate payroll checks, monitor tax deposits, and prepare quarterly 941 forms. Estimating, job costing, and progress billing will be explored.</td>
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<tr>
<td>Social Media for Business (12 hr)</td>
<td>12</td>
<td>CECW 0620</td>
<td>$299.00</td>
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<td>Recommended: Familiar with basic computer skills</td>
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<td>Social Media Marketing is essential for any small business! The minimal cost of social media is enticing, but using it properly takes preparation, planning, and a basic knowledge of how social media works. This workshop is designed for small-to-medium sized businesses that are new to social media marketing. Students will learn how to research, plan, and develop a social media marketing strategy using the tools including Facebook for Business, Pinterest for Business, Blogging for Business, Email Marketing, Twitter for Business, and LinkedIn.</td>
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<tr>
<td>SQL (STRUCTURED QUERY LANGUAGE)</td>
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<tr>
<td>SQL Level I (7 hr)</td>
<td>7</td>
<td>CECW 0431</td>
<td>$199.00</td>
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<td>Prerequisite: Basic understanding of MS Access</td>
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<td>This class focuses not only on the basics of SQL – Structured Query Language, but also on database design theory. These concepts can be applied to all software using SQL: SQL Server, MySQL, Oracle, MS-Access, etc. This hands-on workshop guides students through analyzing tables to understand how they can be used together and creating essential SQL statements to get the answers from data. Emphasis is on hand-on examples using SQL Server 2014.</td>
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<tr>
<td>SQL Level II (7 hr)</td>
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<td>CECW 0432</td>
<td>$199.00</td>
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<tr>
<td>Prerequisite: SQL Level I</td>
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<td>Intermediate SQL dives deeper into designing the SQL statements needed to expertly analyze data. Emphasis is on hand-on examples using SQL Server 2014. Topics covered include: creating calculations, using multiple tables, using subqueries, data manipulation, union queries, and working with Views.</td>
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**COMPTEIA - CERTIFICATION**

CompTIA workshops are taught using online instructional videos, advanced labs, text summaries and in-person delivery options to help students prepare for industry certification.

**A+ Certification Workshop (12 hr)**

CECW 0313 $499.00

*Recommended: Familiar with basic computer skills*

The A+ workshop covers basic-to-advanced PC hardware and Windows operating system installation, configuration, and troubleshooting. This workshop helps prepare students to take the CompTIA A+ Essentials and A+ Practical Application certification exams.

**Network+ Certification Workshop (12 hr)**

CECW 0314 $499.00

*Recommended: A+ or equivalent experience*

The Network+ workshop covers basic networking concepts for connecting to a network and setting up a small office/home office (SOHO) network. This workshop helps students prepare to take the CompTIA Network+ certification exam.

**Security+ Certification Workshop (12 hr)**

CECW 0315 $499.00

*Recommended: A+ and Network + or equivalent experience*

The Security+ workshop covers critical security concepts and skills required for military IT personnel as well as for an increasing number of IT security jobs with corporations and the government. This workshop helps students prepare to take the CompTIA Security+ certification exam.

**COMPUTER TRAINING WORKSHOPS**

24
Unemployed?  
Under-employed?  
Minor living at home?  
Receiving any type of government assistance?

You might be eligible for FREE technology training!

The Division of Continuing Education at Salt Lake Community College has partnered with Utah Department of Workforce Services to provide basic technology training through the federal TANF (Temporary Assistance for Needy Families) grant. This grant assists the employed, unemployed, and underemployed gain valuable training to be more competitive in the workforce.

The training runs for 16 weeks and introduces basic PC, Internet, Microsoft Word, Excel, and PowerPoint applications. Classes are offered at five different campuses throughout the Salt Lake Valley.

**BASIC TECHNOLOGY I**
Students will gain basic computer skills, Internet research skills, and Microsoft Word training. Class meets three hours per night for eight weeks.

**Option #1:**
July 20–September 7, 2016  
Wednesdays, 5:30–8:30 p.m.  
Miller Campus  
9750 South 300 West

**Option #2:**
July 26–September 13, 2016  
Tuesdays, 5:30–8:30 p.m.  
South City Campus  
1575 South State Street

**Option #3:**
August 1–September 26, 2016  
Mondays, 5:30–8:30 p.m.  
West Valley City Campus  
3460 South 5600 West

**BASIC TECHNOLOGY II**
Students will add to their Microsoft Word training, and learn to use Microsoft Excel and PowerPoint. Class meets three hours per night for eight weeks.

**Option #1:**
September 14–November 2, 2016  
Wednesdays, 5:30 – 8:30 p.m.  
Miller Campus  
9750 South 300 West

**Option #2:**
September 20–November 8, 2016  
Tuesdays, 5:30 – 8:30 p.m.  
South City Campus  
1575 South State Street

**Option #3:**
October 3–November 21, 2016  
Mondays, 5:30–8:30 p.m.  
West Valley City Campus  
3460 South 5600 West

For more information, contact Lorna Gwilliam at 801-957-5332 or lorna.gwilliam@slcc.edu
TRANSITION TO TEACHING / ALTERNATIVE ROUTES TO LICENSURE

Contact: Maria Griffin
Phone: 801-957-5423
Email: maria.griffin@slcc.edu
www.slcccontinuinged.com/Teaching

Registration Instructions
1. Apply to Alternative Routes to Licensure (ARL) program
   www.schools.utah.gov/cert
2. In the Academic Plan section of the application, select
   “School of Professional and Economic Development” then select “Transition to Teaching”
3. Pay non-refundable $40 application fee
4. Call 801-957-5200 to register (Students must be accepted into ARL program before they can register)

The Utah State Office of Education (USOE) and Salt Lake Community College offer several paths to a Utah Professional Educator License. This program is for individuals with a Bachelor’s degree in a subject area taught in Utah schools and who are currently teaching in a public school under contract, but have not completed a teacher preparation program.

PROGRAM COURSES

Transition to Teaching Orientation Course (1 Cr)
*CEAL 0100 $100.00
Prereq: ARL candidates only
This webinar orientation class will assist students who have a Bachelor’s degree in a subject area taught in Utah schools make a successful transition to teaching through the Alternate Routes to Licensure program. The Utah State Office of Education, in conjunction with Salt Lake Community College, offers this program to assist students in obtaining a Utah teaching license.

Introduction to Special Education (3 Cr)
*EDU 2810 $350.00
Prereq: ARL candidates only
This webinar course is a historical overview of legal, ethical, and social issues related to Special Education in the United States. It includes the study of various disabilities and provisions for educating children through 22 years of age in public schools. Elements included are IDEA Law, inclusion, IEPs, and RTI.

Instruction, Technology, Assessment and Planning (3 Cr)
*EDU 2800 $350.00
Prereq: ARL candidates only
This online course (not webinar) strengthens the teachers’ classroom skills and builds their repertoire of instructional and assessment strategies. Educators will learn and use the basic techniques for curriculum design, best practice instruction, formative and summative assessment, and technology integration. The educational theory taught in the course will be practiced and reflected upon in the educator’s classroom.

Creating a Learning Environment (3 Cr)
*EDU 2820 $350.00
Prereq: ARL candidates only
In this webinar course, teacher candidates will focus on how children learn, develop, and gain knowledge in order to provide learning opportunities that support a student’s intellectual, social and personal development. Teacher candidates will gain an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

Literacy Strategies in the Content Area (3 Cr)
*EDU 2840 $350.00
Prereq: ARL candidates only
This webinar course teaches the foundations of student reading comprehension, speaking, listening, and writing. Literacy Strategies in the Content Area focuses on the instructional decisions teachers make concerning methods, materials, and procedures when integrating literacy skills within their respective content areas.

Survey of Learning and Teaching Diverse Populations (3 Cr)
*EDU 2860 $350.00
Prereq: ARL candidates only
This webinar course addresses the rationale, concepts, theory, and practice of teaching diverse populations in pluralistic schools and societies via assessment, delivery, classroom management, motivation, language acquisition, and community and family involvement.

* Most of the Transition to Teaching courses are delivered in live teacher-guided webinars through Adobe Connect, a premier web conferencing technology used for eLearning at SLCC. Students participating in this webinar should be familiar with Adobe Connect prior to class. Students who are not familiar with Adobe Connect or a webinar format, should contact the Transition to Teaching Manager, Maria Griffin, at 801-957-5423 BEFORE the first class session for specific directions and support in accessing Adobe Connect.
ED2GO - ONLINE SKILLS TRAINING

Contact: Mykel Severson
Phone: 801-957-5407
Email: mykel.severson@slcc.edu
www.slcccontinuinged.com/ed2go-skills

Registration Instructions:
1. Go to www.slcccontinuinged.com/ed2go-skills
2. Find the course using the search engine or the menu on the left-hand side of the page.
3. Click on the course title.
4. Click on “Enroll Now” and follow the prompts.

NOTE: Online payment not available for “Pay Later” option!
Please call 801-957-5407 with any questions.

Improve an existing skill or gain a new one with our instructor-facilitated online courses. Learn in an informative, fun, convenient, and highly interactive environment from the comfort of your home or office.

TEACHING & EDUCATION 📚

Test Prep

Praxis Core Preparation (24 Hr)
CETG 0468 $99.00
Develop the knowledge and skills needed to pass the Praxis Core Exam by reviewing and preparing for everything the test includes.

Classroom Computing 📘

Integrating Technology in the Classroom (24 Hr)
CETG 0403 $99.00
Learn the secrets of technology integration in the classroom, gaining the skills educators need to use tools such as wikis, podcasts, and blogs effectively.

Creating a Classroom Web Site (24 Hr)
CETG 0406 $99.00
Learn how to create a classroom website and how having one can make you a more effective and dynamic teacher.

Using the Internet in the Classroom (24 Hr)
CETG 0331 $99.00
Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

Languages 🌍

Enhancing Language Development in Childhood (24 Hr)
CETG 0306 $99.00
Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.

Don’t Get Lost in Translation

Spanish in the Classroom (24 Hr)
CETG 0143 $99.00
Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents.

Teaching ESL / EFL Grammar (24 Hr)
CETG 0288 $99.00
Learn new methods for teaching English grammar that will both engage and challenge ESL / EFL students.

Teaching ESL / EFL Vocabulary (24 Hr)
CETG 0289 $99.00
Discover what makes a well-balanced vocabulary course when you’re teaching ESL and how to plan one that truly meets your students’ needs.

Teaching ESL / EFL Reading (24 Hr)
CETG 0287 $99.00
Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.

Mathematics 🧮

Teaching Math: Grades 4-6 (24 Hr)
CETG 0428 $99.00
Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into the classroom.

Singapore Math Strategies: Model Drawing for Grades 1-6 (24 Hr)
CETG 0344 $99.00
Get the training needed to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context.

Singapore Math Strategies: Advanced Model Drawing for Grades 6-9 (24 Hr)
CETG 0644 $99.00
Master model drawing, a revolutionary technique for teaching middle school math students how to triumph over word problems and learn to love math.

Singapore Math: Number Sense and Computational Strategies (24 Hr)
CETG 0450 $99.00
Learn Singapore’s innovative and practical strategies for solving addition, subtraction, multiplication, and division problems.

www.slcccontinuinged.com | Registration Office: 801-957-5200
NEW! Common Core Standards for English Language Arts K-5 (24 Hr)
CETG TBA $99.00
Gain confidence in applying the Common Core State Standards for English Language Arts (reading, writing, speaking, and listening, and language) to the K-5 classroom.

Response to Intervention: Reading Strategies That Work (24 Hr)
CETG 0389 $99.00
Learn Response to Intervention (RTI) strategies that ensure the struggling readers in the classroom get the help and education they need.

Guided Reading: Strategies for the Differentiated Classroom (24 Hr)
CETG 0336 $99.00
Learn creative ways to bring differentiated instruction and guided reading to life in the classroom.

Guided Reading and Writing: Strategies for Maximum Student Achievement (24 Hr)
CETG 0448 $99.00
Get the training needed to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing.

NEW! Teaching Writing: Grades K-3 (24 Hr)
CETG TBA $99.00
Learn how to nurture student writers in the early elementary classroom.

Teaching Writing: Grades 4-6 (24 Hr)
CETG 0362 $99.00
Learn from an experienced educator how to motivate and assist developing writers.

Science

Teaching Science: Grades 4-6 (24 Hr)
CETG 0361 $99.00
Learn about the nature and history of science as well as how to help students in this age group grasp the scientific method.

Tools for Teachers

Survival Kit for New Teachers (24 Hr)
CETG 0388 $99.00
Veteran instructor shares the secrets for success in the first years of teaching.

Solving Classroom Discipline Problems (24 Hr)
CETG 0272 $99.00
Veteran teacher reveals the secrets to an orderly classroom with a step-by-step approach to effective, positive discipline. Note: Solving Classroom Discipline Problems II also available.

Understanding Adolescents (24 Hr)
CETG 0183 $99.00
Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how to best meet their needs.

NEW! Creating Classroom Centers (24 Hr)
CETG TBA $99.00
Learn how to create engaging, easy-to-maintain classroom center activities that boost independent learning while increasing small-group instruction time.

Teaching Students with ADHD (24 Hr)
CETG 0513 $99.00
Learn practical strategies for helping children with Attention Deficit Hyperactivity Disorder (ADHD) succeed in school.
Teaching Students with Autism: Strategies for Success (24 Hr)  
CETG 0339 $99.00  
Learn how to help students with high-functioning autism and Asperger’s Syndrome unlock their potential in the classroom.

Knowledge = POWER

Working Successfully with Learning Disabled Students (24 Hr)  
CETG 0376 $99.00  
Learn how to successfully meet the diverse needs of students with learning disabilities in the classroom.

Empowering Students with Disabilities (24 Hr)  
CETG 0476 $99.00  
Explore common disabilities encountered in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.

Teaching Preschool: A Year of Inspiring Lessons (24 Hr)  
CETG 0418 $99.00  
Learn how to come up with creative and balanced preschool lesson plans for every month of the school year.

Teaching Adult Learners (24 Hr)  
CETG 0335 $99.00  
Learn powerful techniques for reaching and motivating adult learners in today’s student-centered classroom.

LIBRARY SERVICES

Credit Registration Instructions:  
1. Apply to Salt Lake Community College  
   www.slcc.edu/students-future/admissions  
2. In the Academic Plan section of the application, select  
   “School of Professional and Economic Development” then select “Genealogy”  
3. Pay non-refundable $40 application fee  
4. Login to MyPage and register using Student tab  
   mypage.slcc.edu

Non-credit Registration Instructions:  
1. Call 801-957-5200

Library Service professionals are facing a constantly changing information environment. Learn how to use the latest technologies to organize, compare, and retrieve information. Receive training for entry-level jobs in public libraries, school libraries, academic libraries, special libraries, and media centers. All courses are online.

PROGRAM COURSES

Introduction to Library Services (3 Cr)  
LIS 1010 $482.50 (credit)  
CELS 0010 $350.00 (non-credit)  
This course overviews information organizations, such as academic, public, school, digital, virtual, special libraries, and library associations. Careers in Information, material organization, and other types are also discussed.

Public Information Services (3 Cr)  
LIS 1200 $482.50 (credit)  
CELS 0020 $350.00 (non-credit)  
This course is an overview of the public service areas of information centers, such as reference, ILL, media, systems, government, documents, institutional repository, circulation, and reserves.

Library Technical Services (3 Cr)  
LIS 1500 $482.50 (credit)  
CELS 0050 $350.00 (non-credit)  
This course discusses collection development and acquisitions, serials and archives, metadata and knowledge management, evaluating resources, cataloging, classification, and trends in library technical services.

YOUTH SUMMER READING

Reading is fundamental!  
Enroll your children in an enjoyable summer activity with lifelong benefits. Salt Lake Community College offers eight different reading skills programs taught by instructors from the Institute of Reading Development. These programs have been offered as a community service through SLCC’s Continuing Education Department since 2004.

4-Year-Olds and Entering Kindergarteners  
Entering 1st Graders  
Entering 2nd Graders  
Entering 3rd Graders  
Entering 4th or 5th Graders  
Entering 6th, 7th, or 8th Graders  
Entering 9th, 10th, or 11th Graders

To speak with a program coordinator or enroll by phone call 1-800-964-8888 from 6:00 am – 8:00 pm Mon – Fri, 6:00 am – 5:00 pm Sat, 8 am – 4 pm Sun.

WWW.SLCCCONTINUINGED.COM/YSR

www.slcccontinuinged.com | Registration Office: 801-957-5200
The Energy Management (EGMT) program focuses on the fundamentals of energy and the energy systems in residential and commercial buildings. Energy efficiency measures and leadership through sustainable practices are explored. Students who complete and obtain the AAS Degree in Energy Management are eligible to take the Association of Energy Engineer's examination for Certified Energy Manager (CEM).

**Accreditation**
Salt Lake Community College is accredited by the Northwest Commission on Colleges and Universities (NWCCU).

**Transfer Opportunity**
Students who successfully complete the Energy Management AAS degree can transfer to Bismarck State College to complete an online Bachelor of Applied Science in Energy Management.

**Prerequisites**
MATH 0980 with a C grade or better, or appropriate Accuplacer score placing into or above MATH 1010. WRTG 0990 with a C grade or better, or appropriate Accuplacer score placing into or above ENGL 1010. Basic proficiency in MS Excel.

**Schedule**
The program is offered in an accelerated format allowing students to complete the two-year degree in as little as eighteen months. A new cohort begins each August approximately three weeks ahead of the regular semester start date. Classes are held Monday, Wednesday and Friday evenings.

**Credit / Non-Credit**
The Energy Management AAS requires an application to the College and program manager registration for required program courses. EGMT courses can also be taken as non-credit, continuing education courses.

**PROGRAM COURSES (46 CR)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Price</th>
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<tbody>
<tr>
<td>CSIS 1019</td>
<td>2 Cr</td>
<td>$334.00</td>
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Recommended Prereq: Basic proficiency in MS Excel
Students learn how to use various features of current spreadsheet software, including syntax, and spreadsheet features and tools through tutorial lessons and application exercise problems.
Elementary Physics (3 Cr)
PHYS 1010  $482.50
Students learn the principles of mechanics, heat, light, sound, electricity, magnetism, and modern physics in this introductory, conceptual survey course.

Intro to Energy Management (2 Cr)
EGMT 1010  $334.00
This course provides an overview of the energy management field and defines the need for energy management as an integral part of society with lectures, guest speakers, and site visits.

Residential Building Energy (3 Cr)
EGMT 1020  $482.50
Learn introductory best practices for the design, construction, and operation of energy-efficient homes and how to evaluate existing buildings to present suggested safety, indoor environmental quality, and efficiency upgrades.

HVAC Energy Analysis I (2 Cr)
EGMT 1110  $334.00
Introductory course in HVAC fundamentals including applications for residential and commercial energy use. Learn about HVAC functions, units and measurements, heat transfer and load calculations, thermodynamics, building envelope, indoor air quality, and more.

Commercial Energy Analysis (3 Cr)
EGMT 1120  $482.50
Prereq: EGMT 1220, EGMT 1240 or instructor approval
Analysis of energy use and management in commercial buildings to prepare for and perform walk through audits in apartments, restaurants, retail, and office facilities with an emphasis on analyzing and presenting data obtained from field experience.

Building Energy Simulations (3 Cr)
EGMT 1130  $482.50
Prereq: EGMT 1220, EGMT 1240 or instructor approval
This course reviews computer programs currently available for analyzing commercial buildings. Students will perform simulations under supervision.

HVAC Energy Analysis II (2 Cr)
EGMT 1210  $334.00
Prereq: MATH 1010, PHYS 1010, EGMT 1700, EGMT 1110 or instructor approval
Learn about HVAC system types, the refrigeration cycle, fluid flow in piping and ducts, psychrometrics, and energy conserving retrofit options.

Commercial A/C Systems Analysis (2 Cr)
EGMT 1220  $334.00
Prereq: EGMT 1110
Course explores air conditioning systems commonly found in the commercial environment with site visits and discussions to help students identify system types and conservation opportunities associated with each technology.

Energy Control Strategies (3 Cr)
EGMT 1230  $482.50
Prereq: EGMT 1220, EGMT 1240 or instructor approval
This course covers devices used to regulate energy use in buildings including pneumatic, electric, and electronic from manual to auto, simple switches to microprocessors with an emphasis on control and calibration problems and re-design for energy efficiency.

Energy Efficiency Methods (2 Cr)
EGMT 1240  $334.00
Prereq: EGMT 1210
This course emphasizes energy management calculation methods using computerized spreadsheets, focusing on energy conversion factors, dimensional analysis, and documentation standards.

Lighting Fundamentals (2 Cr)
EGMT 1310  $334.00
Prereq: MATH 1010, PHYS 1010, EGMT 1700 or instructor approval
Learn to assess quantity and quality of light, light sources and controls, luminaires, manufacturer lamp and ballast specifications, lighting power density and HVAC interactions, retrofit opportunities, cost saving analysis, and lighting codes and regulations along with completing a lighting audit project to present in class.

Lighting Applications (2 Cr)
EGMT 1320  $334.00
Prereq: EGMT 1310 or instructor approval
Students will review terminology and lighting fundamentals, IES illuminance selection procedures, evaluate lighting systems, luminaires and associated components, and perform illuminance calculations including point by point, lumen, and computerized procedures. Students will complete a lighting analysis of a predetermined building design.

Energy Investment Analysis (2 Cr)
EGMT 1410  $334.00
Prereq: CSIS 1019 or instructor approval
This course teaches what is or is not an appropriate energy efficiency measure investment with topics in utility rate schedules, simple payback analysis, compound interest, time value of money, cost estimating, life cycle cost analysis (LCCA), and simulation tools. Students will complete and present a LCCA project.

Energy Accounting (2 Cr)
EGMT 1420  $334.00
Prereq: CSIS 1019 or instructor approval
This course teaches energy units, data gathering for energy accounting utility rates and schedules, energy data organization, adjusted baselines, cost avoidance, load factor, data analysis, and data presentation.
Alternative Energy Technologies (2 Cr)
EGMT 1540 $334.00
Participate in a survey of energy sources that may be used to increase energy supply in the Mountain West region including wind, geothermal, solar, and biomass. The environmental, social, and economic advantages of each source is assessed.

Electrical Principles for Alternative Energy (3 Cr)
EGMT 1700 $482.50
This course is designed to provide students with a basic understanding of electricity including electron theory, magnetism, electromagnetism, Ohm’s Law, series, parallel and multi-wire circuits, protection devices, DC/AC theory, capacitance, inductance, motor, transformer and generator theory, NEC Code navigation, voltage drop, and wire sizing. Contractor and Electrician: 9 core and 4 professional hours

Energy Management Seminar I (1 Cr)
EGMT 2060 $185.50
This seminar is a pathway to increased understanding of industry expectations and helps students develop job search tools and skills to successfully transition from the classroom to professional careers.

Energy Management Seminar II (1 Cr)
EGMT 2065 $185.50
This seminar is a pathway to increased understanding of industry expectations and helps students develop job search tools and skills to successfully transition from the classroom to professional careers.

Energy Management Capstone (4 Cr)
EGMT 2800 $631
Students may elect to perform an Internship or a Capstone Project to fulfill this requirement. This program requirement is designed to both apply and evaluate learning throughout the Energy Management degree program, preparing the student for employment within the energy management industry.

Technical Writing (3 Cr)
ENGL 2100 $482.50
Prereq: ENGL 1010 w/C grade or better
Learn professional writing in technical fields with contextualizing assignments in real-life work situations. This course may be taught with a Service Learning component.

Quantitative Studies:

Intermediate Algebra (4 Cr)
MATH 1010 $631
Prereq: RDG 0900 w/C grade or better or appropriate Accuplacer score AND, within the past year, MATH 0990 w/C grade or better or appropriate Accuplacer score
Students learn linear and quadratic equations, polynomials, rational expressions, complex numbers, introduction to functions, and more.

Communication - choose one course (3 Cr) from the following:

Elements of Effective Communication (3 Cr)
COMM 1010 $482.50
Learn communication principles and practices applied in dyadic, group, written, electronic, and oral presentation assignments. Listening, perception, verbal clarity, nonverbal, diversity, conflict management, and interviewing in workplace and interpersonal settings.

Principles of Public Speaking (3 Cr)
COMM 1020 $482.50
Learn to prepare and deliver speeches for civic and professional occasions as well as basic theory and skills practice.

Career Speech Skills (3 Cr)
CTEL 1020 $482.50
Students will build their speaking, listening, non-verbal and visual presentation skills for industry applications. Students will critically plan and evaluate messages for diverse audiences using sound theoretical models.

Human Relations - choose one course (3 Cr) from the following:

Leadership and Team Building (3 Cr)
CTEL 1010 $482.50
Students will discover and develop their strengths in leadership and team-building and career-building strategies will be explored.

Interpersonal Communications (3 Cr)
COMM 2110 $482.50
Students will develop listening skills, situational analysis, and participate in various interpersonal contexts through focus on the elements and processes which contribute formation, maintenance, and termination of relationships.

Human Relations-Career Development (3 Cr)
LE 1220 $482.50
Learn creative, traditional job search methods, and human relation skills to find and keep gainful employment. Course may be taught with a Service Learning component.

GENERAL EDUCATION REQUIREMENTS (16 CR)

Composition:

Introduction to Writing (3 Cr)
ENGL 1010 $482.50
Prereq: WRTG 0990 w/C grade or better, or appropriate Accuplacer score
Students will develop critical literacies-reading, writing, and thinking using methods of knowledge-making.
Professionalism in Business (3 Cr)
MKTG 1960 $482.50
This course provides a study of interpersonal and business survival skills including human relations, communication, motivation, self-disclosure, team building, coping with change, and much more. Course may be taught with a Service Learning component.

Distribution Areas (3 Cr):
The required course PHYS 1010 meets this Distribution Area requirement as a Physical Science.

Elective Courses - choose two courses (5-6 Cr) from the following:

Financial Accounting I (3 Cr)
ACCT 1110 $482.50
An introduction to the concepts and methods underlying the preparation of financial statements using generally accepted accounting principles including the accounting cycle, cash and inventories.

Intro to Arch. Drawing (3 Cr)
ARCH 1100 $482.50
Students will learn about architectural drawings used in residential and commercial projects along with practical skills for reading blueprints of floor plans, sections, details, elevations, and schedules.

Sustainability and Green Building (3 Cr)
ARCH 2990 $482.50
This course provides instruction in the basic concepts of sustainable building design with discussion on the current materials specified and used in green design, examine green construction techniques and methods, and investigate how basic architectural concepts influence sustainable design.

Construction Materials and Methods (2 Cr)
CMGT 1410 $334.00
This course provides students with knowledge of light commercial and residential building techniques and materials, examining common construction materials, components, and systems related to steel and wood frame structures, emphasizing sustainable building practices.

Environmental Communication (3 Cr)
COMM 1140 $482.50
This course covers the organization and delivery of facts to a mass audience, specifically communicating about issues related to sustainability, and offers a hands-on experience in both traditional media and new communication technologies.

Environmental Economics (3 Cr)
ECON 2250 $482.50
Students learn to evaluate the costs of environmental degradation to determine their point of impact and how to recommend the best economic measures for minimizing costs to society with economic sustainability considerations.

RESNET/HERS Rater Certification Prep (2 Cr)
EGMT 1030 $334.00
Prereq: EGMT 1020 or instructor approval
This course offers practical instruction on how to effectively use the knowledge and skills required by the Residential Energy Services Network (RESNET) Home Energy Rating System (HERS) to produce accurate and fair home energy ratings.

Basic Photovoltaic Systems (3cr)
EGMT 1710 $482.50
Prereq: EGMT 1700 or Instructor Approval
This course introduces students to the basic principles of utility interactive photovoltaic system design through classroom and hands-on instruction. Current NEC code updates will also be discussed.
DOPL Approved Contractor: 6 core hours; Electrician 6 core and 11 professional hours

Advanced Photovoltaic Systems (3cr)
EGMT 1720 $482.50
Prereq: EGMT 1710 or Instructor Approval
Learn to safely work with photovoltaic systems with hands-on experience in grid-tied and off-grid systems. The curriculum is in accordance to the local municipality and current NEC codes.
DOPL Approved Contractor: 6 core hours; Electrician 16 core and 12 professional hours

Physical Geography (3cr)
GEOG 1000 $482.50
A scientific and spatial understanding of natural processes that shape the surface of our planet and the systems that exist between the atmosphere, climate, hydrosphere, lithosphere, and biosphere within the context of the human environment.

Human Geography (3cr)
GEOG 1400 $482.50
The thematic study of human activity (population, religion, language, migration, industry) and the global distribution of these activities.

Mapping Our World (3cr)
GEOG 1800 $482.50
Introduction to the fundamentals of Geospatial Technology, including Geographic Information Science (GIS), Global Positioning Systems (GPS), cartography, remote sensing, and spatial analysis through a series of hands-on computer-based exercises. Participants will learn how to utilize geospatial technology to address social and environmental issues. Online students need access to Microsoft Windows.

Urban Environmental Issues (3cr)
GEOG 2200 $482.50
Class investigates the effect of encroachment of the urban environment upon the natural environment, and the complexity of interrelationships at local, national, and global levels, to define the individual’s role.
ENERGY MANAGEMENT CERTIFICATES OF ACHIEVEMENT

Phone: 801-957-5404
www.slcccontinuinged.com/EGMT-Certificates

Credit Registration Instructions:
1. Apply to Salt Lake Community College
   www.slcc.edu/students-future/admissions
2. Contact program manager at 801-957-5404

Non-Credit Registration Instructions:
1. Call 801-957-5200

Courses in the Energy Management program may be taken as credit or non-credit and, when stacked together, can fulfill the requirements for one or more Certificates of Achievement. These certificates have been designed to demonstrate a commitment to training in a specific area of the energy industry. A grade of 'C' or better is required in all courses to earn the certificate. At the discretion of the instructor, prerequisites for non-credit certificate courses may be waived for industry professionals who have experience with the subject matter.

CERTIFICATE OPTIONS

ENERGY CORE (10 CR) $1522.00
The Energy Core Certificate of Achievement contains the foundation of quantitative and scientific principles upon which the energy management program is built. Students new to the energy industry will start by completing these courses which are offered multiple times in each academic year.

MATH 1010 – Intermediate Algebra (4 Cr) – credit only
PHYS 1010 – Elementary Physics (3 Cr) – credit only
EGMT 1700 – Electrical Principles for Alt. Energy (3 Cr)

ENERGY ACCOUNTING (6 CR) $928.00
Students learn to benchmark building energy use with spreadsheets and ENERGY STAR Portfolio Manager. Utility rate schedules, weather adjustments, and life cycle cost analysis methods will be used to better inform financial decision making for potential energy-efficiency project presentations.

CSIS 1019 – Spreadsheet Applications (2 Cr)
EGMT 1410 – Energy Investment Analysis (2 Cr)
EGMT 1420 – Energy Accounting (2 Cr)

ENERGY-EFFICIENT LIGHTING (14 CR) $1784.00
The Energy-Efficient Lighting certificate focuses on ways to improve both the quality and efficiency of lighting. Students will learn up-to-date methods and materials for retrofit opportunities and how to conduct a lighting audit to complete a cost savings analysis.

Energy Core Certificate (10 Cr)
EGMT 1310 – Lighting Fundamentals (2 Cr)
EGMT 1320 – Lighting Applications (2 Cr)

Both EGMT courses qualify for contractor and electrician hours.

Note: EGMT 1320 Lighting Applications also qualifies for 20 LEUs from NCQLP.

ED2GO - ONLINE CAREER TRAINING

SUSTAINABLE ENERGY & GOING GREEN
Salt Lake Community College, in partnership with ed2go offers online, open-enrollment certificate programs in sustainability subjects designed to provide the skills necessary to acquire professional-level positions.

CETG 0899 – Biofuel Production Operations
CETG 0891 – Building Analyst Quick Start
CETG 0890 – Certified Green Supply Chain Professional
CETG 0892 – Certified Indoor Air Quality Manager
CETG 0893 – Certified Indoor Environmentalist (CIE)
CETG 0894 – Performing Comprehensive Building Assessments
CETG 0895 – Principles of Green Buildings
CETG 0896 – Senior Certified Sustainability Professional
CETG 0897 – Wind Energy Professional

New Course: Chemical Plant Operations
New Course: Home Inspection Certificate
New Course: Home Performance Professional
New Course: Oil Refinery Operations
New Course: Power Plant Operations

For more information, contact Mykel Severson at 801-957-5407 or mykel.severson@slcc.edu.

WWW.SLCCCONTINUINGED.COM/ED2GO-GREEN
HVAC ENERGY ANALYSIS (18 CR) $1784.00
This certificate introduces students to commercial HVAC equipment and helps them understand how these systems work, how they are controlled, and how to operate them more efficiently. HVAC systems are analyzed and evaluated both theoretically and in real world settings.

Energy Core Certificate (10 Cr)
EGMT 1110 – HVAC Energy Analysis I (2 Cr)
EGMT 1210 – HVAC Energy Analysis II (2 Cr)
EGMT 1220 – Commercial A/C Systems Analysis (2 Cr)
EGMT 1240 – Energy Efficiency Methods (2 Cr)

COMMERCIAL ENERGY AUDITING (21 CR) $2177.00
This certificate trains students to understand how energy systems function in order to become Energy Auditors who can identify and recommend efficiency measures and present meaningful analysis to successfully implement commercial energy efficiency projects.

HVAC Energy Analysis Certificate (18 Cr)
EGMT 1120 – Commercial Energy Analysis (3 Cr)

ENERGY MODELING (21 CR) $2177.00
Students learn to utilize specialized energy modeling software to simulate the energy use of a building based on the properties of its construction components and energy systems such as HVAC, lighting, and plug loads in order to find the optimum balance of performance, cost, and environmental impact.

HVAC Energy Analysis Certificate (18 Cr)
EGMT 1130 – Building Energy Simulations (3 Cr)

HVAC ENERGY CONTROLS (21 CR) $2177.00
The HVAC Energy Controls certificate builds upon the fundamental understanding of HVAC and building systems offered in the HVAC Energy Analysis Certificate series. The HVAC Controls Certificate teaches the fundamental steps of design and explores a simple, concise, and complete method for designing HVAC DDC and building automation systems.

HVAC Energy Analysis Certificate (18 Cr)
EGMT 1230 – Energy Control Strategies (3 Cr)

RESIDENTIAL BUILDING ENERGY (15 CR) $1784.00
The Residential Building Energy certificate of Achievement distinguishes professionals who are committed to building and retrofitting energy-efficient homes. Students completing these courses will have an understanding of the importance of the thermal envelope and the energy systems contained in today’s residential building stock and will be eligible to sit for the RESNET/HERS Rater certification test.

Energy Core Certificate (10 Cr)
EGMT 1020 – Residential Building Energy (3 Cr)
EGMT 1030 – RESNET/HERS Rater Certification Prep (2 Cr)

TOE THE LINE
Lineworker 2 (90 Hr)
CESG 0500 $1040.00
This course is the second in a four course sequence in the Lineworker Pre-Apprenticeship program where students will be taught topics such as advanced rigging, hydraulic derricks, and pole framing and guying.

Lineworker 3 (90 Hr)
CESG 0550 $1040.00
This course is the third in a four course sequence in the Lineworker Pre-Apprenticeship program where students will be taught topics such as basic metering, bucket truck operations, and hot stick use.

Lineworker 4 (90 Hr)
CESG 0630 $1040.00
This course is the final course in the Lineworker Pre-Apprenticeship program where students will be taught topics such as transmission line repair, substations and switchyards, and relays.

LINEWORKER APPRENTICESHIP

Contact: Peter Reed
Phone: 801-957-5325
Email: peter.reed@slcc.edu
www.slcccontinuinged.com/Lineworker

Registration Instructions: To enroll in this program and register for courses, please contact the Peter Reed at 801-957-5325 or peter.reed@slcc.edu

PROGRAM COURSES

Lineworker 1A (75 Hr)
CELN 0110 $732.00
This course is the first in a series of eight courses and covers the topics of transmission and distribution systems, substations and switchyards, basic electricity, A/C fundamentals, safety in transmission and distribution maintenance, climbing wooden poles, bucket trucks, and material handling bucket trucks.

Lineworker 1B (75 Hr)
CELN 0112 $732.00
This course is the second in a series of eight courses and covers the topics of hydraulic derricks, electrical safety, overhead distribution systems, using tools, overhead and underground service installation, introduction to metering, safety in meter work, rigging 1 and 2, pole framing and guying, and setting and replacing poles.

Lineworker 2A (75 Hr)
CELN 0121 $732.00
This course is the third in a series of eight courses and covers the topics of working on distribution poles, care and testing of tools and equipment, overhead distribution systems, distribution line safety, system protection and monitoring, safe bucket truck operations, multimeter operation and use, bucket truck rescue, and safety in overhead line maintenance.

Lineworker 2B (75 Hr)
CELN 0122 $732.00
This course is the fourth in a series of eight courses and covers the topics of using line test equipment, tree trimming, pole top equipment and replacement, transformers, cutouts and reclosers, switching devices, capacitors, advanced rigging, transmission structures, and transmission line safety.

Lineworker 3A (75 Hr)
CELN 0231 $732.00
This course is the fifth in a series of eight courses and covers the topics of pole top equipment and replacement, voltage regulators, distribution line installation and removal, distribution line replacement, transformer connections, distribution line repair, gloves, hotsticks, troubleshooting overhead lines, safety in underground line maintenance, and underground residential distribution systems.

Lineworker 3B (75 Hr)
CELN 0232 $732.00
This course is the sixth in a series of eight courses and covers the topics of underground cable installation, transformer troubleshooting, climbing steel poles and towers, transmission line installation, rigging for high voltage work, working on de-energized transmission lines, overhead troubleshooting, overhead troubleshooting in emergency conditions, and power quality.

Lineworker 4A (75 Hr)
CELN 0241 $732.00
This course is the seventh in a series of eight courses and covers the topics of 34.5KV rubber glove work, pad-mounted transformers and switchgear, cable splicing, URD troubleshooting, locating primary and secondary faults, safety in substations and switchyards, control equipment, and capacitors and reactors.

Lineworker 4B (75 Hr)
CELN 0242 $732.00
This course is the last in a series of eight courses and covers the topics of voltage regulators, power transformers, circuit breakers, relays, high voltage terminations, transmission line repair hot sticks, and barehand method.
**METERING APPRENTICESHIP**

Contact: Peter Reed  
Phone: 801-957-5325  
Email: peter.reed@slcc.edu  
[www.slcccontinuinged.com/Meter](http://www.slcccontinuinged.com/Meter)

**Registration Instructions:** To enroll in this program and register for courses, please contact Peter Reed at 801-957-5325 or peter.reed@slcc.edu

**PROGRAM COURSES**

**Meter Apprentice 1A (75 Hr)**  
CEME 0111 $732.00  
This course is the first in a series of eight courses and covers the topics of atomic structure, electrical qualities, watt-hour meters, resistors, high voltage AC power, series, and parallel and combination circuits.

**Meter Apprentice 1B (75 Hr)**  
CEME 0112 $732.00  
This course is the second in a series of eight courses and covers the topics of measuring instruments, wire cables and conductor sizes, conduction, watt-hour constants, registers, induction, vectors, and alternating current.

**Meter Apprentice 2A (75 Hr)**  
CEME 0121 $732.00  
This course is the third in a series of eight courses and covers the topics of inductance in AC current, resistive-inductive series and parallel circuits, capacitors, single phase meter application and installation, customer relations, capacitance in AC circuits, and resistive capacitive series and parallel circuits.

**Meter Apprentice 2B (75 Hr)**  
CEME 0122 $732.00  
This course is the fourth in a series of eight courses and covers the topics of polyphase watt-hour meters, meter mounting devices, resistive-inductive capacitive series and parallel circuits, three-phase circuits, and single and three-phase transformers.

**Meter Apprentice 3A (75 Hr)**  
CEME 0231 $732.00  
This course is the fifth in a series of eight courses and covers the topics of DC generators and motors, polyphase meter installation, meter testing, three-phase alternators, motors, and diagramming.

**Meter Apprentice 3B (75 Hr)**  
CEME 0232 $732.00  
This course is the sixth in a series of eight courses and covers the topics of polyphase meter testing, meter mounting devices and test switches, reactive metering and testing, and three-phase meter testing and diagramming.

**Meter Apprentice 4A (75 Hr)**  
CEME 0241 $732.00  
This course is the seventh course in a series of eight courses and covers the topics of totalizing meters and data, installation checks and inspections, solid state meters, customer relations, and power electrical calculations.

**Meter Apprentice 4B (75 Hr)**  
CEME 0242 $732.00  
This course is the final course in a series of eight courses and covers the topics of energy diversion, troubleshooting techniques, solid state electronics, three-phase meter testing, investigating theft and tampering, primary meter single and three-phase diagramming, and transformer connection diagramming.

**SUBSTATION APPRENTICESHIP**

Contact: Peter Reed  
Phone: 801-957-5325  
Email: peter.reed@slcc.edu  
[www.slcccontinuinged.com/Substation](http://www.slcccontinuinged.com/Substation)

**Registration Instructions:** To enroll in this program and register for courses, please contact Peter Reed at 801-957-5325 or peter.reed@slcc.edu

**PROGRAM COURSES**

**Substation Apprentice 1A (75 Hr)**  
CESN 0111 $732.00  
This course is the first in a series of eight courses and covers the topics of electrical safety, atomic structure, electrical quantities, substations and switchyards, resistors, series and parallel circuits.

**Substation Apprentice 1B (75 Hr)**  
CESN 0112 $732.00  
This course is the second in a series of eight courses and covers the topics of substation safety, electrical theory, line test equipment, conductors, parallel circuits, bucket trucks, and material handling.

**Substation Apprentice 2A (75 Hr)**  
CESN 0121 $732.00  
This course is the third in a series of eight courses and covers the topics of combination circuits, magnetic and electromagnetic induction, vectors, alternating current, andductance, and series and parallel circuits.

**Substation Apprentice 2B (75 Hr)**  
CESN 0122 $732.00  
This course is the fourth in a series of eight courses and covers the topics of substation batteries, chargers, testing, and replacement, climbing steel poles, capacitors, and capacitance in AC circuits.

**Substation Apprentice 3A (75 Hr)**  
CESN 0231 $732.00  
This course is the fifth in a series of eight courses and covers the topics of reading electrical diagrams, infrared condition monitoring, three-phase circuits, DC generators, and resistive-capacitive series and parallel circuits.
Substation Apprentice 3B (75 Hr)
CESN 0232 $732.00
This course is the sixth in a series of eight courses and covers the topics of resistive-inductive capacitive series circuits, circuit breaker operations, maintenance, inspections and tests, Sulfur Hexafluoride properties, circuit breaker time-travel testing and analysis, and vacuum bottle hi-pot testing.

Substation Apprentice 4A (75 Hr)
CESN 0241 $732.00
This course is the seventh in a series of eight courses and covers the topics of control equipment, system protection and monitoring, protective relays, transformer troubleshooting, power transformers, and single- and three-phase transformers.

Substation Apprentice 4B (75 Hr)
CESN 0242 $732.00
This course is the final course in a series of eight courses and covers the topics of insulation resistance, turns ratio, oil, and pressure relay testing, vacuum dry-out, and temperature indicator testing of power transformers. It also covers new power transformer inspection and tests, capacitors, reactors, and voltage regulators.

SOLAR PHOTOVOLTAICS (PV)

Contact: Judy Fisher
Phone: 801-957-5252
Email: judy.fisher@slcc.edu
www.slcccontinuinged.com/solar

Registration Instructions: Call 801-957-5200

SOLAR PV INSTALLATION

Complete CEAE 0100, CEAE 0200, and CEAE 0300 to gain an understanding of overall photovoltaic system installation and maintenance to become a solar installer, contractor, or supervisor. Successful completion of all three courses meets the NABCEP Advanced PV Education requirement for the PV Installation Professional Certificate Exam.

Electrical Principles for Alternative Energy (45 Hr)
CEAE 0100 $494.50
This course is designed to provide students with a basic understanding of electricity, Ohm’s Law, NEC code navigation, voltage drop and wire sizing.
Contractor and Electrician: 9 core and 18 professional hours

Basic Photovoltaic Systems (45 Hr)
CEAE 0200 $494.50
Prereq: CEAE 0100 or Instructor Approval
This course introduces students to the basic principles of utility interactive photovoltaic system design through classroom and hands-on instruction. Current NEC code updates will also be discussed.
Contractor: 6 core hours; Electrician: 6 core and 11 professional hours

Advanced Photovoltaic Systems (45 Hr)
CEAE 0300 $999.00
Prereq: CEAE 0200 or Instructor Approval
Learn to safely work with photovoltaic systems with hands-on experience in grid-tied and off-grid systems. The curriculum is in accordance to the local municipality and current NEC codes.
Contractor: 6 core hours; Electrician: 16 core and 12 professional hours

SOLAR PV SALES

Complete CEAE 0100 and CEAE 0200 to gain the knowledge and information needed to enter the growing field of solar sales. Successful completion meets the education eligibility requirement to take the NABCEP PV Technical Sales Certification Exam.

Electrical Principles for Alternative Energy (45 Hr)
CEAE 0100 $494.50
This course is designed to provide students with a basic understanding of electricity, Ohm’s Law, NEC code navigation, voltage drop and wire sizing.
Contractor and Electrician: 9 core and 18 professional hours

Basic Photovoltaic Systems (45 Hr)
CEAE 0200 $494.50
Prereq: CEAE 0100 or Instructor Approval
This course introduces students to the basic principles of utility interactive photovoltaic system design through classroom and hands-on instruction. Current NEC code updates will also be discussed.
Contractor: 6 core hours; Electrician: 6 core and 11 professional hours
SOLAR PV EXAM PREPARATION WORKSHOPS

In addition to our solar courses, we offer numerous workshops to continue or enhance students’ knowledge, skills, and qualifications for working in the solar industry. Our Exam Prep courses are intensive and provide students with a review of the elements contained in each of the NABCEP exams, including practice testing. Students can identify the areas they most need to focus their study on and experience what the test taking will really be like. We also offer a workshop for getting current with the new 2014 NEC code requirements that govern solar installations.

NEC 2014 Solar Photovoltaics (8 Hr)  
CEAE 0410  $100.00
This eight hour course covers the newly revised 2014 NEC requirements that govern solar installations. Gain understanding of all the new and / or revised requirements for solar PV electrical energy systems and how they relate to other electrical power production sources.

Contractor: 6 core hours; Electrician: 8 core hours

NABCEP PV Installation Professional Exam Prep (16 Hr)  
CEAE 0500  $399.00
This hybrid course is designed to prepare individuals to take the NABCEP PV Installer Exam. Study and take practice tests online, then come to class for instructor review and detailed discussion of key elements on the exam. SLCC is an approved testing center for NABCEP exams.

Contractor: 6 core hours; Electrician: 12 core and 4 professional hours

NABCEP Entry Level Exam Prep (15 Hr)  
CEAE 0510  $199.00
This course provides a review of the learning objectives covered in the NABCEP Entry Level Exam. This includes the fundamental principles of the application, design, installation, and operation of PV systems. Through online review, practice tests, and in class discussion, students will prepare to successfully take the exam.

SLCC is an authorized testing center for the NABCEP Entry Level Exam and PV Installation Professional Exam.

NEC 2014 Solar Photovoltaics (8 Hr)  
CEAE 0410  $100.00
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Contractor: 6 core hours; Electrician: 8 core hours

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SLCC is an authorized testing center for the NABCEP Entry Level Exam and PV Installation Professional Exam.

LICENSING / CEUs

It is easier than ever to meet Utah Department of Occupational and Professional Licensing (DOPL) professional development requirements with Continuing Education at Salt Lake Community College. Earn Continuing Education Units (CEU) whenever and wherever is convenient with our online or CD courses.

Electrician License Renewal - Sample Courses

Electrical Safety & Code Review (8 CEU)  
CECT 0009  $80.00
4.0 Core Hours, 4.0 Professional Hours

Profitability or Bust (1 CEU)  
CECT 0124  $25.00
1.0 Professional Hours

The New Face of Marketing (2.5 CEU)  
CECT 0120  $39.00
2.5 Professional Hours

Solar PV Exam Preparation Workshops

NEC 2014 Solar Photovoltaics (8 Hr)  
CEAE 0410  $100.00
Contractor: 6 core hours; Electrician: 8 core hours

www.slcccontinuinged.com | Registration Office: 801-957-5200
FITNESS / WELLNESS CAREERS

FITNESS / WELLNESS PROGRAMS

Contact: Paula Nielson-Williams
Phone: 801-957-5140
Email: paula.nielson-williams@slcc.edu
www.slcccontinuinged.com/Fitness

Credit Registration Instructions:
1. Apply to Salt Lake Community College
   www.slcc.edu/students-future/admissions
2. In the Academic Plan section of the application, select
   “School of Professional and Economic Development”
   then select the desired program
3. Pay non-refundable $40 application fee
4. Login to MyPage and register using Student tab
   mypage.slcc.edu

Non-credit Registration Instructions:
1. Call 801-957-5200

LAUGHTER YOGA INSTRUCTOR

Intro Laughter Yoga Instructor (3 Cr)
HLTH 1243 $494.50 (credit)
CEHW 0243 $395.25 (non-credit)
Serious fun! Learn to lead laughter yoga and meditation sessions
for social clubs, corporations, seniors, school children, etc.

DOULA AND CHILDBIRTH

Doula and Childbirth Education (3 Cr)
HLTH 1300 $494.50 (credit)
CEHW 0300 $395.25 (non-credit)
Students interested in learning about labor and delivery,
childbirth, or becoming a Doula will enjoy this course.

GROUP FITNESS INSTRUCTOR

Intro to Group Fitness Instructor (3 Cr)
HLTH 1325 $494.50 (credit)
CEHW 0325 $395.25 (non-credit)
Work towards becoming a group fitness instructor with help in
preparing for a nationally recognized certification by covering
the components of teaching a safe and effective group fitness
class.

THERAPEUTIC RECREATION TECHNICIAN

Therapeutic Recreation Technician (6 Cr)
HSS 1500 $574 (credit)
CEHS 0500 $574 (non-credit)
10 nine-hour sessions for students wishing to complete
the education requirements for the Therapeutic Recreation
Technician (TRT) license through DOPL.

YOGA TEACHER TRAINING 200 HR

Learn the ins and outs of teaching yoga to general populations.
SLCC is an amazing Yoga Alliance approved school at the 200
hour level.

Total program costs:
Credit: $1,844.50
Non-credit: $1,619.25

Intro to Yoga Teacher Training (3 Cr / 45 Hr)
HLTH 1350 $494.50 (credit)
CEHW 0350 $395.25 (non-credit)
Prereq: HLAC 1057 or HLAC 1058 or personal practice
Class will cover the following principles of yoga: asanas,
pranayamas, kriyas, chanting, mantra, meditation, and other
traditional yoga practices. Equal time will be given to analytical
training, teaching, and practice techniques.
Yoga Teacher Training II (2 Cr / 30 Hr)
HLTH 1355 $340.50 (credit)
CEHW 0355 $259.25 (non-credit)
Class will cover human physical anatomy, physiology, and energy anatomy (chakras, nadis, etc.) as applied to the subject and application of yoga practice.

Yoga Teacher Training III (3 Cr / 45 Hr)
HLTH 1360 $482.50 (credit)
CEHW 0360 $395.25 (non-credit)
Prereq: HLTH 1350 or with HLTH 1350
Class covers the following principles of yoga: asanas, pranayamas, kriyas, chanting, mantra, meditation and other traditional yoga practices. Equal time will be given to analytical training, teaching, and practice techniques.

Yoga Teacher Training IV (3 Cr / 45 Hr)
HLTH 1365 $482.50 (credit)
CEHW 0365 $395.25 (non-credit)
Prereq: HLTH 1350 or with HLTH 1350
Class studies advanced asanas, pranayamas, kriyas chanting, mantra, meditation, and other traditional yoga techniques. Teaching methodology and ethics for yoga teachers will be covered.

Yoga Teacher Training Practicum (2 Cr / 30 Hr)
HLTH 1370 $340.50 (credit)
CEHW 0370 $259.25 (non-credit)
Prereq: HLTH 1350, HLTH 1355, HLTH 1360, HLTH 1360, HLTH 1365 OR Instructor Approval
This class allows students to complete the required practical teaching requirements for the Yoga Alliance. Practicum teaching of Yoga classes will be done with fellow students during class and in the community as a volunteer.

Yoga Sutras (2 Cr / 30 Hr)
HLTH 1375 $340.50 (credit)
CEHW 0375 $259.25 (non-credit)
This course offers an in-depth study of Patanjali's yoga sutras. It explores various philosophic viewpoints and interpretations of ancient universal truth teachings, along with specific methods to apply the sutras into everyday living and the practice of yoga.

Intro to Laughter Yoga Instructor (3 Cr / 45 Hr)
HLTH 1243 $494.50 (credit)
CEHW 0243 $395.25 (non-credit)
This course will train students to lead laughter yoga and meditation sessions for social clubs, corporate, seniors, school children, etc. Graduates will receive a Certified Laughter Yoga Leader (CLYL) Certificate and be listed on Dr. Madan Kataria’s Laughter Yoga website. (Elective)

Laughter Yoga (2 Cr / 30 Hr)
HLTH 1242 $340.50 (credit)
CEHW 0242 $259.25 (non-credit)
Laughter yoga is a unique practice that combines group exercises with yoga breathing techniques. Laughter yoga enables us to cultivate a positive mental attitude, develop emotional balance, get in touch with our spiritual nature, and have a lot of fun! (Elective)

Theory / Practice of Meditation (2 Cr / 30 Hr)
HLTH 1240 $340.50 (credit)
CEHW 0240 $259.25 (non-credit)
This course is an overview of the use and practice of meditation to reduce stress and increase health and wellness. Different forms and purposes of meditation will be explored and daily meditation practice encouraged. (Elective)

All bent into shape...

Don’t sweat the small stuff...
The Genealogy Certificate of Achievement program teaches solid research and organizational skills to properly use genealogical records and prepares students to enroll in the Preparing for Accredited Genealogist course or the Preparing for Certified Genealogist course. Complete six classes to earn a certificate.

**PROGRAM COURSES**

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<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Introduction to High-Tech Genealogy</td>
<td>GEN 1000</td>
<td>$482.50</td>
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<td></td>
<td>CEGN 0001</td>
<td>$350.00</td>
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<td>U.S. Research I</td>
<td>GEN 1010</td>
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<td>CEGN 0011</td>
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<td>International Research I</td>
<td>GEN 1012</td>
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<td>CEGN 0012</td>
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<td>International Research II</td>
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<td>CEGN 0013</td>
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<td>Making Money with Genealogy</td>
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<td>CEGN 0014</td>
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<td>Tracing Immigrant Origins</td>
<td>GEN 1016</td>
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<tr>
<td></td>
<td>CEGN 0016</td>
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</tbody>
</table>

**Credit Registration Instructions:**
1. Apply to Salt Lake Community College
   [www.slcc.edu/students-future/admissions](http://www.slcc.edu/students-future/admissions)
2. In the Academic Plan section of the application, select "School of Professional and Economic Development" then select "GNGY-CA"
3. Pay non-refundable $40 application fee
4. Login to MyPage and register using Student tab [mypage.slcc.edu](http://mypage.slcc.edu)

**Non-credit Registration Instructions:**
1. Call 801-957-5200
Genealogy and Family History Writing (3 Cr / 45 Hr)
GEN 1111 $482.50 (credit)
CEGN 0111 $350.00 (non-credit)
This course introduces students to various forms of genealogical and family history writing, such as a compiled genealogy, four-generation report, research report, record resource guide, and family history narrative. It also introduces students to analytical reading, the writing process, analysis and evaluation of genealogical research and sources, and documentation styles.

Genealogy Publishing (3 Cr / 45 Hr)
GEN 1125 $482.50 (credit)
CEGN 0125 $350.00 (non-credit)
Students will be taught how to take a prepared electronically produced family history product and assess and organize the genealogical elements to publish findings in a variety of formats. (Elective)

Preparing for Accredited Genealogist (3 Cr / 45 Hr)
GEN 1150 $482.50 (credit)
CEGN 0150 $350.00 (non-credit)
Students finalize their research portfolio, prepare an ICAPGen credentialing application, and prepare a 4-generation client research report. These projects require using a research planner, providing digital images of the documents found that support the researcher's conclusions, and analyzing the importance and accuracy of the evidence used to link the generations. (Elective)

Preparing for Certified Genealogist (3 Cr / 45 Hr)
GEN 1151 $482.50 (credit)
CEGN 0151 $350.00 (non-credit)
This course prepares students for the application process to become a Certified Genealogist (CG) through the Board for Certification of Genealogists (BCG). The course provides students with practice assignments that correlate to each of the BCG requirements in order to submit their BCG portfolio. (Elective)

Advanced Research Methodology (3 Cr / 45 Hr)
GEN 1160 $482.50 (credit)
CEGN 0160 $350.00 (non-credit)
This course is designed for students who want more in-depth training in multiple advanced genealogical research methods that can be employed when tackling difficult research problems. Instruction introduces a variety of ideas, tools, and strategies that help solve a variety of genealogical problems. (Elective)

Narrative Family History Writing (2 Cr / 30 Hr)
GEN 1170 $334.00 (credit)
CEGN 0170 $150.00 (non-credit)
Students will learn how to write a nonfiction narrative family history placing the facts and information gathered from genealogical documents into a broader social historical context. Students will outline their family history book, identify themes in their family history, and write the first four chapters. Students will participate in peer review, complete multiple revisions, and incorporate feedback to improve their writing. Students will study, review, and evaluate different examples of narrative family history writing. (Elective)

Genetic Genealogy (3 Cr / 45 Hr)
GEN 1180 $482.50 (credit)
CEGN 0180 $350.00 (non-credit)
Prereq: GEN 1000 / CEGN 0001
Introduction to genetic genealogy research in the context of the genealogical proof standard. Students will learn to use genetic genealogy to solve complex family history research problems. They will create professional level reports using analysis methodologies and best practices for Y-DNA, mitochondrial DNA and autosomal DNA test results. (Elective)

CERTIFICATE REQUIREMENTS
Earn a Certificate in Genealogy Research and Writing by completing the following courses with a C grade or better:
GEN 1000 / CEGN 0001 Introduction to High Tech Genealogy
GEN 1010 / CEGN 0010 U.S. Research I
GEN 1011 / CEGN 0011 U.S. Research II
GEN 1016 / CEGN 0016 Tracing Immigrant Origins
GEN 1111 / CEGN 0111 Genealogy and Family History Writing
GEN 1012 / CEGN 0012 International Research I

Suggested course enrollment in order to complete the certificate in one year:

 Semester 1:
GEN 1000 / CEGN 0001 Intro to High Tech Genealogy
GEN 1111 / CEGN 0111 Genealogy and Family History Writing

 Semester 2:
GEN 1010 / CEGN 0010 U.S. Research I
GEN 1011 / CEGN 0011 U.S. Research II

 Semester 3:
GEN 1016 / CEGN 0016 Tracing Immigrant Origins
GEN 1012 / CEGN 0012 International Research I

For more information, contact Maria Griffin at 801-957-5423 or maria.griffin@slcc.edu

WWW.SLCCCONTINUINGED.COM/GENEALOGY
ELECTRICIAN LICENSE RENEWAL

Contact: Jaydra Hymer
Phone: 801-957-5383
Email: jadra.hymer@slcc.edu
www.slcccontinuinged.com/Electrician

Registration Instructions: Call 801-957-5200

Salt Lake Community College offers training designed for journeyman electricians who need to earn Continuing Education Units (CEU) to maintain their Utah State Electrician’s License and meet the Division of Occupational & Professional Licensing (DOPL) requirements. Utah electricians must complete 16 hours of Continuing Education – 12 Core hours and 4 Professional hours.

PROGRAM COURSES

2014 National Electrical Code
CECT 0006 $45.00
DOPL 8.0 Core Hours
Gain knowledge of the over 400 new codes and definitions of the 2014 NEC Requirements for electrical installations. Major changes allowing new forms of alternate energy to power electric vehicles will be studied. Course meets six hours DOPL core requirement for contractors and eight hours DOPL core requirement for electricians.

Electrical Safety & Code Review
CECT 0009 $45.00
DOPL 4.0 Core Hours, 4.0 Professional Hours
Enhance your understanding of new code changes, existing code, and common mistakes made on job sites. Learn how to prevent costly mistakes resulting in fines and penalties. New rules on lugs, terminals, and GFCI placement in residential dwellings reviewed. Safety, personal protective equipment, OSHA rules, grounding rules, and motor control diagrams covered. Must bring a 2014 code book and a calculator to class.

Additional DOPL approved courses are available through the Energy Institute
CECT 0013 – Introduction to Solar PV Industry
CECT 0014 – Solar PV Module Placement
CEAE 0100 – Electrical Principles for Alternate Energy

CONTRACTOR LICENSE RENEWAL

Contact: Jaydra Hymer
Phone: 801-957-5383
Email: jadra.hymer@slcc.edu
www.slcccontinuinged.com/Contractor

Registration Instructions: Call 801-957-5200

It is easier than ever to meet your Utah Department of Occupational and Professional Licensing (DOPL) professional development requirements with Continuing Education at Salt Lake Community College. Complete courses whenever and wherever is convenient with our online or CD courses. To fulfill DOPL relicensing requirements, you must complete a total of six Continuing Education Units (CEU): three core hours and three professional and/or core hours.

PROGRAM COURSES

Contractor Employee Relations
CECT 0312 $49.00
DOPL 3.0 Core Hours
Increase your knowledge of employee hiring practices, including Fair Labor Standards Act (FLSA) Immigration Reform and Control Act, and Employee Handbook.

EPA, Asbestos, and Lead-based Paint
CECT 0317 $49.00
DOPL 3.0 Core Hours
Get more bang for your buck with this combo course which focuses on three areas: Lead Based Paint Basics, Introduction to Asbestos, and Construction Meets EPA
Focus: Achieving Your Highest Priorities
CECT 0073 $39.00
| 2.0 Professional Hours
Discover how to stay focused on the highest priorities in a busy and complex world, finding the optimal balance between working hard and working smart.

Four Imperatives of Great Leaders
CECT 0075 $49.00
| 3.0 Professional Hours
Learn powerful concepts and gain tools and skills to help you lead, support, and inspire a talented, valuable workforce.

Green Certifications and Ratings
CECT 0122 $25.00
| 1.0 Core Hour
Become acquainted with different third-party certifications, ratings and analysis for residential buildings. These include nationally accredited programs and certifications, and their stakeholders, processes, resources, challenges, and costs.

Health, Safety, and OSHA Standards
CECT 0313 $49.00
| 3.0 Core Hours
Increase your knowledge of Health and Safety (related to residential home energy systems), OSHA & Multi-Employer Policy (Updated), and OSHA Recordkeeping.

Improving the Building Envelope
CECT 0315 $49.00
| 3.0 Professional Hours
Learn how to improve the building envelope. Topics include air leakage, energy and the building shell, insulations, windows, and doors.

Introduction to Solar PV Industry
CECT 0013 $25.00
| 1.0 Professional Hour
Learn about the birth of photovoltaic technology - its development, market growth, industry, different applications, and the various solar technologies.

Solar PV and the Green-Market Potential
CECT 0318 $49.00
| 3.0 Professional Hours
Increase your knowledge of basic solar photovoltaics (PV), solar PV module placement, and greening the workforce.

Speed of Trust in Business
CECT 0074 $49.00
| 3.0 Professional Hours
One reason for employee disengagement is a lack of trust. Learn how to increase employee and employer trust to enhance your work environment and employee performance and productivity.

Stix and Brix to Dollars and Sense
CECT 0125 $39.00
| 2.0 Professional Hours
Discover the how to's of transitioning from trade specifics to business specifics. Whether you’re in survival mode with your business or you want to gain market share, you will leave with some clear steps to achieving excellent results.

The New Face of Marketing
CECT 0120 $39.00
| 2.5 Professional Hours
From in-person to Facebook, the marketing landscape continues to evolve. Effective marketing can make all the difference. Discover how to merge yesterday’s marketing fundamentals with today’s strategies to get results.

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Interested in becoming a contractor? Look no further than Salt Lake Community College!

In accordance with Utah DOPL Construction Trades Licensing Act Rule, Pre-licensure Education Standards, a contractor applicant must complete 20 hours of pre-licensure education program by an approved education provider. Salt Lake Community College received approval May 2015.

For more information, contact Jaydra Hymer at 801-957-5383 or jadra.hymer@slcc.edu.

www.slcccontinuinged.com/Contractor-Pre

ENGINEERING LICENSE RENEWAL

Contact: Jaydra Hymer
Phone: 801-957-5383
Email: jadra.hymer@slcc.edu
www.slcccontinuinged.com/Engineering

Registration Instructions: Call 801-957-5200

It is easier than ever to meet the Utah Department of Occupational & Professional Licensing (DOPL) professional development requirements with Continuing Education at Salt Lake Community College. Earn Professional Development Hours (PDH) whenever and wherever is convenient with our online or CD courses.

PROGRAM COURSES

Construction Law Topics
CECT 0207 $25.00
| 1.0 Professional Hour
Learn about the AIA A201 (American Institute of Architects) form and the new Consensus DOCS contracts endorsed by the Association of General Contractors. Recent changes along with suggestions for usage will be presented.
**Insurance-related Legal Issues in Construction**
CECT 0204  $25.00

**1.0 Professional Hour**
Become more familiar with construction insurance policies, what they cover, and how to protect yourself in the event of misfortune as a result of your work.

**Litigating a Construction Case**
CECT 0205  $25.00

**1.0 Professional Hour**
Discover the pros and cons of alternative dispute resolution, the expense associated with litigation, and how to avoid litigation in the future.

**Successful Contracts**
CECT 0206  $25.00

**1.0 Professional Hour**
Explore several common provisions in construction-related contracts and learn how Utah law may enhance or modify provisions. Topics include: indemnification, alternate dispute resolution, prompt payment, and attorney fees.

**Funeral Director License Renewal**
Contact: Jaydra Hymer
Phone: 801-957-5383
Email: jadra.hymer@slcc.edu
www.slcccontinuinged.com/Funeral

**Registration Instructions:** Call 801-957-5200

It is easier than ever to meet the Funeral Director professional development requirements with Continuing Education at Salt Lake Community College. Earn Continuing Education Units (CEU) whenever and wherever is convenient with our online or CD courses.

**Program Courses**

**Bloodborne Pathogens**
CECT 0502  $25.00

**DOPL CEU: 1 Hour**
Become familiar with the OSHA requirements specific to funeral homes and what it takes to keep your funeral home safe from hazardous pathogens. This course will review bloodborne diseases, including hepatitis and HIV, how to protect oneself from exposure, and record keeping and reporting procedures in case of exposure.

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**Certified Pool Operator (CPO)**

The Certified Pool Operator course provides Registered Pool Operator (RPO) training as required by the Utah Department of Health. This two-day, comprehensive training covers pool and spa chemistry, testing, treatment, filtration, maintenance, automatic feeding equipment, and more. It also addresses State and county codes as well as other governmental requirements.

Pool operators whose certification is due to expire, but has not yet expired, can attend the second day of class, and take the exam to re-certify.

No admission to SLCC is required. Cost includes training manual.

**2016 Schedule:**  **9:00am - 4:00pm**
July 20-21  Aug 17-18
Sept 21-22  Oct 19-20
Dec 7-8 (as needed basis)

**Cost:** $209.00 (new / expired certification)  $55.00 (unexpired recertification)

For more information, contact Mykel Severson at 801-957-5407 or mykel.severson@slcc.edu

www.slcccontinuinged.com/CPO
PLUMBER LICENSE RENEWAL

Contact: Jaydra Hymer
Phone: 801-957-5383
Email: jadra.hymer@slcc.edu
www.slcccontinuinged.com/Plumber

Registration Instructions: Call 801-957-5200

It is easier than ever to meet the Utah Department of Occupational & Professional Licensing (DOPL) professional development requirements with Continuing Education at Salt Lake Community College. Earn Continuing Education Units (CEU) whenever and wherever is convenient with our online or CD courses.

PROGRAM COURSES

Building Code 101
CECT 0089 $25
DOPL Utah DOPL Approved Core Education Hour: 1.

Focus: Achieving Your Highest Priorities $39
CECT 0073 $25
DOPL Utah DOPL Approved Professional Education Hours: 2.0
Discover how to stay focused on the highest priorities in a busy and complex world, finding the optimal balance between working hard and working smart.

Four Imperatives of Great Leaders
CECT 0075 $49
DOPL Utah DOPL Approved Professional Education Hours: 3.0
Learn powerful concepts, and gain tools and skills to help you lead, support, and inspire a talented, valuable workforce.

Health, Safety, and OSHA Standards
CECT 0313 $49
DOPL Utah DOPL Approved Core Education Hours: 3.0
Increase your knowledge of Health and Safety (related to residential home energy systems), OSHA & Multi-Employer Policy (Updated), and OSHA Recordkeeping.

Healthcare Reform (Affordable Care Act)
CECT 0035 $49
DOPL Utah DOPL Approved Core Education Hours: 3.0
Be enlightened by two experts in the HR field as they offer a detailed understanding of how to comply with the requirements of the Affordable Care Act. They will cover benefits, shared responsibility, hours of service, affordability and more.

Speed of Trust in Business
CECT 0074 $49
DOPL Utah DOPL Approved Professional Education Hours: 3.0
One reason for employee disengagement is a lack of trust. Learn how to increase employee and employer trust to enhance your work environment and employee performance and productivity.

UTAH NOTARY PUBLIC TRAINING WORKSHOP

The Utah Notary Public Training Workshop taught by an instructor is offered the second Friday of every month on a variable schedule (mornings and afternoons) year-round. This one-time workshop consists of four hours of training, and is recommended for all Utah residents. The workshop will prepare you to take the State-required (and administered) online Notary Public examination for new notaries and renewals. Admission to SLCC is NOT required.

2016 Schedule:
July 8
August 12
September 9
October 14
November 11
December 9

Cost: $50.00 (includes training manual)

For more information, contact Mykel Severson at 801-957-5407 or mykel.severson@slcc.edu

www.slcccontinuinged.com | Registration Office: 801-957-5200
PHARMACY TECHNICIAN

Contact: Jennifer Pollock
Phone: 801-957-5351
Email: jennifer.pollock@slcc.edu
www.slcccontinuinged.com/Pharmacy

Registration Instructions:
1. Apply to Salt Lake Community College
   www.slcc.edu/students-future/admissions
2. Review program prerequisite requirements and FAQs
   www.slcccontinuinged.com/pharmacy/future-students
3. Apply to the Pharmacy Technician program
   www.slcccontinuinged.com/PharmacyApplication
4. Students will be registered for their first semester
   courses after they have been accepted into the program
   and have attended orientation

The Pharmacy Technician program at Salt Lake Community
College provides the necessary training and externship to
prepare students to take the national Pharmacy Technician
Certification Exam and to apply for state licensure with the Utah
Division of Occupational and Professional Licensing.

Coursework includes practical and technical training in terminology,
pharmacology, calculations, adjudication, law, and fieldwork
preparation. Thirty new students are accepted each spring and fall.

PROGRAM COURSES

Introduction to Pharmacy Practice (2 Cr)
PHAR 1010 $340.50
This course distinguishes and differentiates the fundamentals
of pharmacy practice in various health care institutions in the
US. Pharmaceutical and medical terms, career opportunities,
safety considerations, dosage forms, and quality control are
explored. Federal and state pharmacy laws and regulations are
reviewed.

Pharmacy Skills Lab (2 Cr)
PHAR 1015 $340.50 + course fee $50
This course introduces critical tasks and skills required of
pharmacy technicians in the hospital, retail, institutional, and
community settings.

Pharmacology I (2 Cr)
PHAR 1020 $340.50 + course fee $35
This course discusses the origin of drugs, fundamentals of drug
absorption, and patient variables that affect drug therapy. Drug
classification, nomenclature, and basic human physiology are
illustrated.

Compounding / Sterile Products (2 Cr)
PHAR 1030 $340.50 + course fee $25
This course engages students in packaging, preservation,
and storage of compounded drugs, coated tablets, solutions,
and suspensions. Sterile procedures with vials and IV bottles
solutions are demonstrated and practiced.

Calculations and Law (2 Cr)
PHAR 1040 $340.50
This course explores pharmaceutical math, dosage calculations, and
conversion skills needed every day in pharmacy practice. Pharmacy
state and federal laws regulating technicians examined in detail.

Pharmacy Computers (2 Cr)
PHAR 1050 $340.50
This course stresses practical applications of the concepts
learned in PHAR 1010. Students access hands-on experience
with a computerized system for dispensing prescriptions and
preparing third party pay documents.

Pharmacology II (2 Cr)
PHAR 1060 $340.50
This course is a continuation of Pharmacology I. This course covers
pharmacology concepts, core conditions, and drug therapies
frequently encountered by a technician in outpatient and inpatient
settings.

Pharmacology III OTC (2 Cr)
PHAR 1065 $340.50
This course utilizes role-play dramatizations to verbalize
understanding of over-the-counter medications / products.
Emphasis is placed on communication skills required for
making appropriate recommendations for selection and use of
these products by consumers.

Fieldwork Preparation (4 Cr)
PHAR 1070 $648.50 + $55.00 course fee
This course allows student's hands-on application of pharmacy
practice skills learned in working community and hospital
pharmacy environments under the direction of a practicing
pharmacy preceptor. Specific technician responsibilities and duties
are demonstrated through 180 hour practice setting rotations.
Pharmacy Adjudication (1 Cr)
PHAR 1075 $186.50
This course acquaints students with knowledge of electronic billing and adjudication procedures used in a pharmacy setting. Rejections, reconciliation, and third party billing requirements will be covered.

ED2GO - ONLINE SKILLS TRAINING

Contact: Mykel Severson
Phone: 801-957-5407
Email: mykel.severson@slcc.edu
www.slcccontinuinged.com/ed2go-skills

Registration Instructions:
1. Go to www.slcccontinuinged.com/ed2go-skills
2. Find your course using the search engine or the menu on the left-hand side of the page.
3. Click on the course title.
4. Click on “Enroll Now” and follow the prompts.
NOTE: Online payment not available for “Pay Later” option! Please call 801-957-5407 with any questions.

Improve an existing skill or gain a new one with our instructor-facilitated online courses. Learn in an informative, fun, convenient, and highly interactive environment from the comfort of your home or office.

Explore a Career as a Pharmacy Technician (24 Hr) CETG 0453 $99.00
Master the skills that will prepare you for an entry-level position as a pharmacy tech or clerk, and discover the steps you can take to become a Certified Pharmacy Technician (CPhT).

HEALTHCARE AND MEDICAL

Handling Medical Emergencies (24 Hr) CETG 0309 $99.00
Learn how to respond if someone needs your help because every second counts during a medical emergency!

HIPAA Compliance (24 Hr) CETG 0426 $99.00
Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA and HITECH.

Health Care Careers Training

Introduction to Human Anatomy & Physiology (Refresher) (24 Hr) CETG 0507 $99.00
Gain a greater appreciation and understanding of the marvelous complexity of the human body in this online six-week course. Note: Human Anatomy & Physiology II also available!

Biology Refresher (24 Hr) CETG 0536 $99.00
Learn how cells and DNA determine the structure and function of the human body and get a foundation for a career in the healthcare or medical professions with this online six-week course.

Explore a Career as an Administrative Medical Assistant (24 Hr) CETG 0460 $99.00
Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor’s office—from appointment scheduling and chart creation to medical billing and coding.

Medical Terminology: A Word Association Approach (24 Hr) CETG 0139 $99.00
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Explore a Career in Medical Coding (24 Hr) CETG 0439 $99.00
Learn the basics of the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

This two-year certificate program prepares students to sit for the national registry examinations in abdominal, obstetric/gynecologic and vascular areas.

The program begins in the Fall semester of even years. The next opportunity to apply for this program is in Spring semester of 2018. Visit our website for prerequisite requirements.

For more information, contact Jennifer Pollock at 801-957-5351 or jennifer.pollock@slcc.edu.

WWW.SLCCCONTINUINGED.COM/PROGRAM/DIAGNOSTIC-MEDICAL-SONOGRAPHY-CERTIFICATE

Hey baby!
DOULA & CHILDBIRTH
Want to become a doula? Our Doula & Childbirth course covers all the educational requirements for DONA International to be certified as a Doula. Students will learn what to expect in pregnancy, childbirth and the pre and postpartum period of pregnancy as well as labor and delivery.
For more information, contact Paula Nielson-Williams at 801-957-5140 or paula.nielson-williams@slcc.edu
WWW.SLCCCONTINUINGED.COM/DOULA

Explore a Career in Medical Transcription (24 Hr)
CETG 0135 $99.00
Learn online how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist.

Health Care Certificates—certified by Allegra

Certificate in Perinatal Issues (20 Hr)
CETG TBA $120.00
This program is a multidisciplinary educational experience designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns, and families.

Certificate in Stress Management (14 Hr)
CETG TBA $84.00
Explore the physiological, social, and psychological impacts of stress and study modalities to get stress under control.

Certificate in Meditation (8 Hr)
CETG TBA $78.00
Explore the many meditation techniques that can be used to support the mind-body connection and promote healing, health, and wellness.

Certificate in Brain Health (10 Hr)
CETG TBA $66.00
Gain insights into the amazing brain and learn how to support health and happiness through lifestyle choices that impact this remarkable organ.

Certificate in Food, Nutrition, and Health (16 Hr)
CETG TBA $95.00
Gain a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health.

Certificate in Healthy Aging (10 Hr)
CETG TBA $65.00
Explore an overview of aging, including the impact of nutrition and physical activity, changes in the healthy aging brain, and the role of sexuality in healthy aging.

Veterinary

Explore a Career as a Veterinary Assistant (24 Hr)
CETG 0273 $99.00
A practicing veterinarian will teach what you need to know to work in a veterinary office or hospital.

Veterinary Assistant II: Canine Reproduction (24 Hr)
CETG 0375 $99.00
A practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care.

Veterinary Assistant III: Practical Skills (24 Hr)
CETG 0475 $99.00
Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner with the third installment course.

ED2GO - ONLINE CAREER TRAINING
Contact: Mykel Severson
Phone: 801-957-5407
Email: mykel.severson@slcc.edu
www.slcccontinuinged.com/ed2go-career

Registration Instructions:
1. Go to www.slcccontinuinged.com/ed2go-career
2. Find your course using the search engine or the menu on the left-hand side of the page.
3. Click on the course title.
4. Click on “Next Step” and fill out the Contact Form.
Please call 801-957-5407 if you have any questions.

Salt Lake Community College, in partnership with ed2go, offers online open-enrollment certificate programs designed to provide the skills necessary to acquire professional-level positions for many in-demand occupations.

HEALTH CARE CAREERS TRAINING

Medical Terminology (60 Hr)
CETG 0806 $795.00
Expand on your introductory knowledge with continued training in proper medical terminology and spelling in this online career training program.

ICD-10 Medical Coding (200 Hr)
CETG 0807 $1795.00
Train online for a career in ICD-10 Coding, the new standard effective October 1, 2015 and master the steps for using the ICD-10-CM and ICD-10-PCS to code medical diagnoses and procedures.
Medical Billing and Coding (240 Hr)  
CETG 0803 $1795.00  
With this online career training program, you’ll gain the skills you need to enter one of the fastest-growing fields in allied health as a medical billing specialist, medical coder, or medical office manager.

Medical Billing and Coding + Medical Terminology (300 Hr)  
CETG 0804 $1995.00  
Prepare for a sought-after career with this nationally recognized online career training program that combines the Medical Billing and Coding program with 60 hours of medical terminology training to give you a competitive edge in the healthcare field.

Advanced Hospital Coding and CCS Prep (80 Hr)  
CETG 0809 $1895.00  
This online career training program will utilize your existing knowledge of medical terminology and healthcare sciences to increase your coding skills and prepare to take the official certification exam to become a Certified Coding Specialist (CCS).

Medical Transcription (240 Hr)  
CETG 0805 $1795.00  
Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training in this online career training program.

Medical Transcription + Medical Terminology (300 Hr)  
CETG 0804 $1995.00  
Start a new career as a medical transcriptionist with the online career training provided in this program, which also includes medical terminology training.

Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology (360 Hr)  
CETG 0800 $2495.00  
This nationally recognized career training program has it all! It combines the Administrative Medical Specialist program with training in medical billing and coding and medical terminology to give you a competitive edge in the healthcare field.

Administrative Medical Specialist with Medical Billing and Coding (300 Hr)  
CETG 0801 $1995.00  
If you’ve already mastered Medical Terminology, continue training with this online career training program to become an Administrative Medical Specialist (AMS), a medical receptionist, a scheduler, an insurance specialist, or a diagnostic or procedural coder.

Administrative Dental Assistant (150 Hr)  
CETG 0810 $1795.00  
In this online career training program, learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

Certified National Pharmaceutical Representative (90 HR)  
CETG 0813 $1795.00  
Become a certified pharmaceutical sales representative! The program covers pharmacology, medical terminology, physiology and regulations for selling pharmaceuticals.

NEW! Clinical Dental Assistant (240 Hr)  
CETG TBA $1995.00  
This online career training program will provide you with the skills you need to become a dental assistant and you’ll be ready to pursue certification by passing the radiology and infection control portions of the Dental Assisting National Board examination.

NEW! Optician Certification Training (150 Hr)  
CETG TBA $1895.00  
Master the skills you need for a successful career as an optician and prepare yourself to take the American Board of Optometry (ABO) certification exam with this online career training program.

Veterinary Assistant Career Training Program (170 Hr)  
CETG TBA $1995.00  
This online career training program will prepare you to become a productive member of a veterinary team by learning about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, lab sample collection, assisting in surgery and dentistry, prescription preparation, taking x-rays, and interacting professionally with clients.

MEDICAL DEVICE MANUFACTURING:  
PROCESS & PRACTICES

The medical device industry is growing with over 100 established companies in the state of Utah! The Medical Device Manufacturing: Processes and Practices Certificate program includes a series of courses addressing the competencies outlined by the medical device industry and covers basic core knowledge and skills required for entry-level positions. The course content aligns with national industry-recognized standards.

Core Knowledge and Skills Certificate Courses:
- CEMD 0910 - Intro to Medical Device Industry
- CEMD 0920 - Basic Manufacturing Skills
- CEMD 0930 - Intro to FDA Regulations
- CEMD 0940 - Intro to Quality Systems

Subject Specific Stackable Certificate Course:
- CEMD 0950 - Intro to Quality Control
- CEMD 0960 - Quality Auditing Concepts
- STUDENTfacturED® (internship)

For more information, contact Kay Carter at 801-957-5373 or kay.carter@slcc.edu

WWW.SLCCCONTINUINGED.COM/MDM
New ed2go Online Bundles!
Some of our most popular online courses have been bundled to save you money!

PHOTOGRAPHY:
- Digital SLR Photography Bundle $269: Includes Discover Digital Photography, Mastering Your Digital SLR Camera, Photographing People with Your Digital Camera ($29 savings)
- Administrative Assistant Bundle $269: Includes Administrative Assistant Fundamentals, Administrative Assistant Applications and Effective Business Writing ($29 savings)
- Adobe CS6 Bundle $269: Includes InDesign, Illustrator & Photoshop ($29 savings)

BUSINESS:
- Nonprofit Bundle $269: Includes Introduction to Nonprofit Management, Marketing Your Nonprofit, Nonprofit Fundraising Essentials ($29 savings)
- Project Management Bundle $269: Includes Project Management Fundamentals, Project Management Applications, High-Speed Project Management ($29 savings)
- PMP Prep Bundle $199: Parts 1 & 2 ($39 savings)
- Workplace Law Essentials Bundle $179: Includes Employment Law & Workers’ Compensation ($19 savings)
- Accounting Fundamentals Bundle $179: Includes Accounting Fundamentals I & II ($19 savings)
- QuickBooks 2016 Bundle $199: Includes Beginning & Intermediate ($39 savings)
- Entrepreneurship Bundle $269: Includes Creating a Successful Business Plan, Start Your Own Small Business, Small Business Marketing on a Shoestring ($29 savings)
- Writing & Editing Bundle $269: Includes Grammar, Essentials & Business Writing ($29 savings)
- Microsoft Office 2016 Bundle $299: Includes Word, Excel & PowerPoint 2016. ($43 savings)
- Microsoft Access 2016 Bundle $179: Includes Beginning & Intermediate

COMPUTER TRAINING:
- C# Programming Bundle $179: Includes Introduction & Intermediate ($19 savings)
- Creating WordPress Websites Bundle $179: Includes I & II ($19 savings)
- Web Design Bundle $269: Includes Creating Web Pages, XHTML & CSS3 Programming + JavaScript ($29 savings)
- Java Programming Bundle $179: Includes Beginning & Intermediate ($19 savings)
- Creative Writing Bundle $269: Includes Beginning, Essentials & Editing ($29 savings)

OTHER:
- GRE Preparation Bundle $179: Covers all parts of the GRE exam. ($19 savings)
- SAT/ACT Prep Bundle $179: Covers both Math and English sections of the exam. ($19 savings)
- Speed Spanish Bundle $269: Includes Speed Spanish I, II & III ($29 savings)
Tune In...

In just a generation our world has really changed. Keep your skills current and prepare for what's next!

• degree
• certificate
• licensing/re-licensing
• career training
• personal enrichment
• test & certificate prep
• workforce training

CONTINUING EDUCATION

...Stay Tuned

- Business & Leadership
- Computer Training
- Encore Institute (50+)
- Educator Training
- Energy Institute
- Health & Fitness
- Hospitality & Service
- Lifelong Learning
- Medical Careers
- Online Career Training
- Online Skills Training
- Power Line Industry
- Genealogy
- Professional Licensing/CEUs

REGISTRATION
801.957.5200
SLCCcontinuinged.com