

Adult Education Courses

Fall 2009, Botetourt County

Sponsored by Dabney S. Lancaster Community College



To register, contact Non-Credit Coordinator Judy Clark at (540) 863-2863 or email jclark@dslcc.edu.
Toll free: (877) 73DSLCC, ext. 2863.

Greenfield Education and Training Center

57 S. Center Drive, Daleville, VA

ASTRONOMY

Stargazing for the Curious Skywatcher

Thursdays, Sept. 24 – Oct. 29, 6:30 to 8:30 p.m. Room 225. Tuition: \$85. Instructor: John Goss. Tour the universe and learn how to see lunar craters, planets and their moons, constellations, star clusters, etc. Book & planisphere may be purchased first night*. (PHSC 1100-G1N #75562)

BUSINESS, FINANCE

SUPERVISORY SKILLS BUSINESS SEMINARS

Tuesdays, Sept. 15, Sept. 29, Oct. 13, Oct. 27 & Nov. 10, 9:00 a.m. to noon, Room 122. Completion of all five seminars will lead to a Certificate of Completion from DSLCC. The facilitator, **Charlotte Mason**, is president of The Advantage Resource Group, Inc. of Roanoke, VA, and provides human resource training and strategic planning services and coaching for organizations. Seminars are \$60 each, or register for all five seminars for \$275 (BUSC 1102-G1D, #75563). Contact DSLCC No-Credit Coordinator Judy Clark at (540) 863-2863 or email jclark@dslcc.edu to register. The schedule:

INTRODUCTION TO SUPERVISION -- Sept. 15, 9:00 a.m.-noon, Room 122. \$60 (BUSC 1102-G2D, #75564)

The role of the supervisor in today's changing work environment, communicating effectively with employees and management, delegating and assigning tasks, identifying and solving problems and creating an environment of trust.

INTERVIEWING SKILLS – Sept. 29, 9:00 a.m.-noon, Room 122. \$60 (BUSC 1102-G3D, #75565)

Topics include the benefits of improved hiring skills, how to prepare behavioral interview questions, steps for conducting an effective interview, and hiring the best applicant for the job

COACHING SKILLS – Oct. 13, 9:00 a.m.-noon, Room 122. \$60 (BUSC 1102-G4D, #75566)

This session covers the difference between managing and coaching, the structure of the coaching conversation, and core and advanced coaching skills. Relevant case studies and role plays are used to transfer the coaching skills learned to actual workplace situations.

PERFORMANCE EVALUATION --Oct. 27, 9:00 a.m.-noon, Room 122. \$60 (BUSC 1102-G5D, #75567)

Learn the primary payoffs of evaluations: setting performance standards, goals and action plans, preparation for an evaluation and conducting an effective meeting.

EMPLOYEE DISCIPLINE & DOCUMENTATION – Nov. 10, 9:00 a.m. -noon, Room 122. \$60 (BUSC 1102-G6D, #75568)

Taking a systematic approach to employee discipline can protect the company from legal issues and provide guidance to improve performance. This session will include the benefits of good documentation, the use of an Incident Diary and how to conduct an effective disciplinary meeting.

Understanding Your Investments

Tuesdays, Oct. 20 –Nov. 10, 6:00 to 8:00 p.m. \$60. Room 225. Tuition: In these harsh economic times, it's even more important to invest your money wisely. This course will cover what the average person needs to know regarding his/her investments. Learn about equities, bonds and mutual funds, how the stock and bond markets work, ETFs versus stocks versus mutual funds (what's the difference in composition/expenses), hidden expenses in your 401k and 403b, differences between traditional and Roth IRAs, 529 plans for college, annuities and life insurance, hidden fees to avoid, online versus full-service brokerage firms, among other topics. Instructor Tonya Harper is a retired financial advisor for a major international brokerage firm. (FINL 1101-G1N, #75579)

COMPUTERS

Computers for the Absolute Beginner

Tuesdays, Sept. 15 – Nov. 3, 5:45 to 6:45 p.m., Room 223. Tuition: \$65, plus cost of book, "Welcome to the World of Computers"*. Eight-week course designed for anyone who has never used a mouse, keyboard or online features such as the

Internet or email. If you have never turned on a computer or are totally intimidated by them, this course will get you started!
(ITEC 1101-G1N, #75569)

Intro to Computers I

Tuesdays, Sept. 15 – Oct. 6, 7:00 to 9:00 p.m. Room 223. Tuition: \$65, plus cost of book, “Welcome to Microsoft Office 2007”*. Four-week course for individuals with little computer experience. Learn the basics, including software applications, using Microsoft Office 2007. Keyboarding skills are helpful. (ITEC 1101-G2N, #75570)

Intro to Computers II

Tuesdays, Oct. 13 –Nov. 3, 7:00 to 9:00 p.m., Room 223. \$65, plus cost of book* (same book is used for Intro I and II). A continuation of the Intro I course or for anyone who has a fundamental knowledge of computers but wishes to learn the basics of Excel and PowerPoint. (ITEC 1101-G3N, #75571)

Welcome to PowerPoint, Level 1

Mondays, Oct. 19 –Nov. 9, 6:00 to 8:30 p.m., Room 223. Tuition: \$85, plus cost of book, “Microsoft PowerPoint 2007: Level 1”*. Learn how to create visually attractive electronic presentations. Students will also learn how to develop and manipulate slides, incorporate graphics and sound into their presentations, and create charts and tables that can be used effectively when sharing data. (ITEC 1115-G1N, #75573)

EXERCISE

Ballroom Dance

Thursdays, October 8-29, 5:30 to 7:30 p.m. \$85 per person. Join the current dance craze and learn to Fox Trot, Waltz, Jitterbug, Rhumba and Cha-Cha, with the Dance Master, Frank Roupas! (Note: This class is for couples.) (RECR 1102-G1N, #75577)

Tai Chi For Health and Wellness

Tuesdays, Sept. 15 – Nov. 10, 6:00 to 7:30 p.m., \$85. Instructor: Walter Merchant. Improve overall health, flexibility, confidence and wellness with stress-reducing meditation as a form of exercise. For beginners, using the Sun Short form, comprised of 32 movements. The instructor will also have a DVD available for \$30. (RECR 1100-G1N, #75574)

Beginning Yoga

Mondays, Sept. 14 – Nov. 9, 6:00 to 7:00 p.m.. Tuition: \$70. Instructor: Pawan Kumar. Yoga enhances strength, balance, breathing and relaxation while giving a sense of focused calm. Participants should bring a blanket, mat or large towel. (RECR 1100-G1N, #75576)

Botetourt Technical Education Center

253 State Poor Farm Road, Fincastle, VA

Auto Body Repair

Thursdays, Sept. 17 – Nov. 19, 6:00 - 9:00 p.m., \$160. Donnie Sale. This class is currently full. Call (540) 863-2863 for more information. (AUTO 1100_G1N, #75579)

Woodworking

Thursdays, Sept. 17 – Nov. 19, 6:00 - 9:00 p.m., \$155. Phillip Simmons. Designed to develop skills for both beg. & advanced woodworking & cabinet-making students. Basic instruction on technique & safety in the use of woodworking equipment & construction of projects will be covered. Students will be responsible for purchasing their own fasteners, glue and finishing materials, as well as project materials. (WOOD 1100-G1N, #75581)

*Hundreds of online non-credit courses offered by ed2go, JER Online and Gatlin Education Services.
Search the web sites under “Continuing Education” at www.dslcc.edu.
Register and pay online!*

**Any accompanying textbooks may be purchased at the Greenfield Center the first night of class.*

**To register, contact Non-Credit Coordinator Judy Clark at (540) 863-2863 or email yclark@dslcc.edu.
Toll free: (877) 73DSLCC, ext. 2863.**