



Registration begins the first week of August
Classes begin August 24th
unless otherwise noted

(970) 482-4357

www.eltcenter.org

Fall 1 2010 Session Schedule

Allied Health Classes

PHLEBOTOMY

\$175-\$350 + \$85 materials fee
Tue/Th, Aug 24-Oct 15
11:00am-1:00pm, or 6:00-8:00pm

MEDICAL TERMINOLOGY

\$320-\$640 + \$45 materials fee
Dates and Schedule Tentative
Call for information

ESL & GED CLASSES

ENGLISH AS A SECOND LANGUAGE

Open Enrollment—\$10 Per Month
August 30-December 16
Intake each Wed 3:00-7:00 by appt.

Level 1—Tue/Th 6:00-8:00pm
Level 2—Mon/Wed 6:00-8:00pm

GED COURSES

Open Enrollment—\$10 Per Month
Intake each Wed 3-7pm (by appt.)

MATH—Mon/Wed 10:30am-12:30pm
ENGLISH—Mon/ Wed 1:00pm-3:00pm
Tutoring by appointment

The ELTC Advantage

Sliding Fee-Based Tuition
Career Counseling
Relaxed Setting
Small Classes
Personal Attention
Qualified Instructors
Relevant Course Content

Ask about our
GED Test
Reimbursement

Computer & Technology Classes

COMPUTER BASICS

\$150-\$295 + \$10 materials
Class Dates: Aug 24 – Oct 14
Tuesday, Thursday
Class: 9:30am - 11:30am
Open Lab: 8:30am - 9:30am

IT CAREER BASICS

\$150-\$295 + \$10 materials
Class Dates: Aug 24 – Oct 14
Tuesday, Thursday
Class: 2:00pm - 4:00pm
Open Lab: 1:00pm - 2:00pm

MICROSOFT OFFICE (MSO) “THE BIG 4”

\$150-\$295 + \$10 materials
Class Dates: August 30 - Oct 8
Mon/Weds/Fri
Class: 2:00pm - 4:00pm
Open lab: 1:00pm - 2:00pm
Evening Microsoft Office Class

A+ CERTIFICATION PREPARATION

\$432 -\$869 + \$95 materials
Class Dates: Aug 24 – Oct 14
Tuesday, Thursday
Class: 5:30pm - 8:30pm
Open Lab: 1:00pm—2:00pm



ELTC IS AN OFFICIAL
PEARSON VUE TEST SITE

Course Descriptions

ALLIED HEALTH COURSES

Medical Terminology:

Hours: 64

Prerequisites: None

This class is strongly recommended for anyone who wants to work in the medical field. It provides valuable knowledge of terms associated with anatomy, body functions, diagnosis, procedures, spelling, and pronunciation. This course serves as a foundation for most other medical classes. Offered again Fall I 2010.

Phlebotomy:

Hours: 32

Prerequisites: Medical Terminology recommended

Instruction and hands-on experience in drawing blood samples and specimen handling. Internships are available on a competitive basis.

ENGLISH & MATHEMATICS

English as a Second/Other Language:

Hours: 64

The goals of this program are to teach English for everyday needs by improving speaking, reading, and writing skills, and to function more effectively in the workplace and community. Multiple levels are offered. One on one tutoring may be available.

English:

Hours: 160 hours or tests passed

Writing and Reading Comprehension are the primary skills taught in this course. Courses help prepare the student to take the GED test and/or to improve job performance. GED subject areas include: English, Science and Social Studies. One on one tutoring may be available.

Mathematics:

Hours: 160 hours or tests passed

The content of this class covers the range of math topics covered on the GED exam. The class is geared toward preparation for the GED leading to successful entry into post-secondary education or job advancement. One on one tutoring may be available.

COMPUTERS AND TECHNOLOGY

Computer Basics:

Hours: 32

This course is designed for the beginning Windows computer user or for those who have a little experience but want to expand their knowledge of the fundamentals. Course content includes Windows desktop basics, programs, creating files and folders, saving and organizing files, basic hardware review, keyboarding, basic PC security, introduction to Internet, and creating/using email. Scheduled lab time is included.

IT Career Basics:

Hours: 32

Prerequisites: ELTC's Computer Basics course or equivalent skills.

This course is designed for those individuals who are interested in exploring IT as a possible career. Topics include: Advanced Directory Structures, Windows Control Panel, Windows Customizations, User Management, Introduction to Networking, and Security. We will also evaluate entry level IT employment options and next steps for employability. Scheduled lab time is included.

Microsoft Office – The Big 4 (MSO):

Hours: 36

Prerequisites: ELTC's Computer Basics course or equivalent skills

This course is for those who have completed the Computer Basics course or are already comfortable with that content. Students will learn the skills necessary to be successful and effective in today's workplace. Course content includes Microsoft Word 2007, Microsoft Excel 2007, Microsoft 2007 PowerPoint, and Microsoft Outlook email 2007. Scheduled lab time is included.

A+ Certification Prep:

Hours: 48

Prerequisites: ELTC's IT Career Basics course or equivalent skills

This course is designed to fully prepare students to successfully pass the two exams that make up the A+ Certification 2009 Edition: CompTIA A+ Essentials and CompTIA A+ Practical Application. Testing is now available at ELTC! Students will gain the hands-on skills and knowledge necessary to perform tasks such as installation, PC building, system upgrades, repair, system configuration, troubleshooting, problem diagnosis, and preventative maintenance on personal computer hardware. The A+ Certification is the industry standard for employment as a computer support technician. Internships are available on a competitive basis.