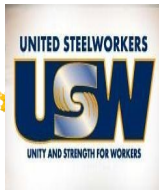




2353 Riverside Drive  
Danville, Virginia 24540  
Ph: 434-792-1670  
cdcdanville.com



## 2018 Course Catalog



**The Career Development Center, Inc. is a union-negotiated benefit for the Goodyear hourly workers.  
All classes at the center are at no cost to you!**

**In addition, all hourly employees have \$1,800.00 of Tuition Assistance (per calendar year) available for any classes you would like to take from an accredited college or university.**

**CALL US TODAY TO GET STARTED!**

# Computer & Information Technology



## Computer/Laptop Upgrading & Troubleshooting—Dillon Turner

Not sure what that error message means? Are you running out of memory? This class will teach you the steps to figuring out what's wrong and how to fix it without calling tech support.

### Section 1—Shifts A & C 3:30-6:30 p.m.

September 17-November 7, 2018

Alternating Mondays and Wednesdays

### Section 2—Shifts B & D 9:00-12:00 p.m.

September 19-November 5, 2018

Alternating Mondays and Wednesdays



## Computer Disposal/Wiping Computer of Information Before Disposal—Dillon Turner

Ever wondered how to clear your information off of a computer before getting rid of it? Dillon will teach you to safely remove all your data.

### Section 1—Shifts A & C 5:30-7:30 p.m.

November 12-December 5, 2018

Alternating Mondays and Wednesdays

### Section 2—Shifts B & D 12:00-2:00 p.m.

October 17-October 31, 2018

## Microsoft Excel—Joyce Estabrook

This basic introductory class to Excel will give you an overview of the spreadsheet application. The program can be used for anything from keeping an address book to calculating loan payments and maintaining a personal budget.

### Section 1—Shifts A & C 8:30-10:30 a.m.

September 18-November 8, 2018

Alternating Tuesdays & Thursdays

### Section 2—Shifts B & D 3:30-5:30 p.m.

September 20-November 6, 2018

Alternating Tuesdays & Thursdays

## Computer Lab—Joyce Estabrook

Need help with something you learned in class? Let us know one week in advance and we will schedule you with our instructor. Space is very limited! See Gina or Kathy for details!



## IT Lab—Dillon Turner

Sign up for guidance with Dillon. Very limited space. By appointment only. Signups must be at least a week in advance.



# Computer & Information Technology

## **Microsoft Office 2016—Joyce Estabrook**

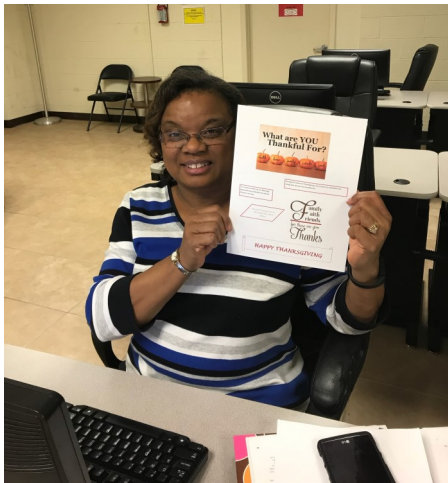
Familiar with Microsoft Office but Office 2016 has you confused? This class will help you become more comfortable with Office 2016.

### **Section 1—Shifts A & C**                      **3:30-5:30 p.m.**

September 18-November 8, 2018  
Alternating Tuesdays & Thursdays

### **Section 2—Shifts B & D**                      **10:30-12:30 p.m.**

September 20-November 6, 2018  
Alternating Tuesdays & Thursdays



## **Microsoft PowerPoint—Joyce Estabrook**

This basic introductory class to PowerPoint will allow you to become familiar with the presentation component of Microsoft Office. Perfect for creating slide shows for events and meetings.

### **Section 1—Shifts A & C**                      **10:30-12:30 p.m.**

September 18-November 8, 2018  
Alternating Tuesdays & Thursdays

### **Section 2—Shifts B & D**                      **5:30-7:30 p.m.**

September 20-November 6, 2018  
Alternating Tuesdays & Thursdays

## **Smartphone Applications—Dillion Tuner**

Don't let your smartphone outsmart you! Take control by learning the various functions, capabilities and applications available for your particular smartphone.

### **Section 1—Shifts A & C**                      **3:30-5:30 p.m.**

November 12-December 5, 2018  
Alternating Mondays & Wednesdays

### **Section 2—Shifts B & D**                      **12:00-2:00 p.m.**

September 19-October 8, 2018  
Alternating Mondays & Wednesdays

All classes meet on an alternating schedule to accommodate the Goodyear work schedule.

# Special Interest



## American Sign Language—Dr. Carl Amos

This is an introductory class to learn the shape, placement and movement of the hands to convey information.

### Section 1 – Shifts A & C 5:30-7:30 p.m.

September 17-December 5, 2018  
Alternating Mondays & Wednesdays

### Section 2 – Shifts B & D 5:30-7:30 p.m.

September 19-December 3, 2018  
Alternating Mondays & Wednesdays



## Basic Self Defense For Women—David Whitley

This class will give women techniques and knowledge to defend and protect in dangerous situations. *Class size is limited. Wear comfortable clothes & shoes.*

### Section 1 – Shifts A & C 5:30-7:30 p.m.

September 18-October 25, 2018  
Alternating Tuesdays & Thursdays

### Section 2 – Shifts B & D 5:30-7:30 p.m.

September 20-October 23, 2018  
Alternating Tuesdays & Thursdays

## Bow Making—Denise Wrenn

Want a new bow for the top of your Christmas tree or to add to your wreath? This class is for you!

### Sessions meet 4:00-6:00 p.m.

Session 1 Monday, September 17, 2018  
Session 2 Wednesday, September 19, 2018  
Session 3 Wednesday, December 5, 2018  
Session 4 Wednesday, November 28, 2018

## Cake Decorating—Pam Boyd & Kelly Hepworth

Learn basic icing techniques using decorating bags, piping bag basics & to use different decorating tips.

### Section 1—Shifts A & C 11:00-1:00 p.m.

September 18-October 16, 2018  
Alternating Tuesdays & Thursdays

### Section 2—Shifts B & D 6:00-8:00 p.m.

September 19-October 17, 2018  
Alternating Mondays & Wednesdays



## Cupcake Ornaments



# Special Interest

### Custom Photo Calendar—Joyce Estabrook

Create a personalized calendar with your own photos. Makes a great Christmas gift! Must bring photos to be used.

**Section 1 – Shifts A & C** 3:30-6:30 p.m.

Thursday, December 6 & Tuesday, December 11, 2018

**Section 2 – Shifts B & D** 11:00-2:00 p.m.

Tuesday, December 4 & Thursday, December 13, 2018



### Christmas Cards—Joyce Estabrook

Want to create that perfect family Christmas card this year? Bring your photos (limit 5) and let's design something special for you to share with your friends.

**Section 1 – Shifts A & C** 3:30-6:30 p.m.

Tuesday, November 27, 2018

**Section 2 – Shifts B & D** 11:00-2:00 p.m.

Thursday, November 29, 2018

### Cupcake Ornaments—Denise Wrenn

Let's get that tree decorated with some cupcake-styled ornaments. Sure to put a smile on every face!

**Section 1 – Shifts A & C** 4:00-7:00 p.m.

Monday, November 26, 2018

**Section 2 – Shifts B & D** 4:00-7:00 p.m.

Monday, November 19, 2018

### Cutting Boards—Jeff Guill & Joe Purnell

Let's make that perfect kitchen cutting board! *Introduction to Wood Working is a prerequisite.*

**Section 1—Shifts A & C** 3:30-6:30 p.m.

November 7-December 5, 2018

Alternating Mondays & Wednesdays

**Section 2—Shifts B & D** 8:30-11:30 a.m.

November 5-November 28, 2018

Alternating Mondays & Wednesdays

### Frames-Pictures & Mirrors—

#### Jeff Guill & Joe Purnell

Ever thought about designing and making your own frames? This is the class for you. *Introduction to Wood Working is a prerequisite.*

**Section 1—Shifts A & C** 3:30-6:30 p.m.

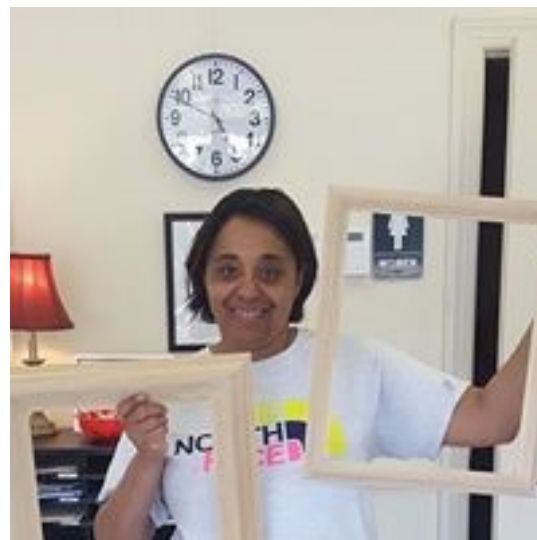
October 1-October 24, 2018

Alternating Mondays & Wednesdays

**Section 2—Shifts B & D** 8:30-11:30 a.m.

October 3-October 22, 2018

Alternating Mondays & Wednesdays



# Special Interest



## Guitar Playing—Kurt Kueng

Learn the basics of playing guitar chords in a variety of musical style. Students will also learn how to care for and tune a guitar properly. Bring your own guitar.

### Section 1—Shifts A & C

October 2-November 8, 2018

Alternating Tuesdays & Thursdays

6:00-8:00 p.m.

### Section 2—Shifts B & D

October 4-November 6, 2018

Alternating Tuesdays & Wednesdays

6:00-8:00 p.m.

## Lamp Shade Makeovers—Denise Wrenn

Love your lamp but hate your lamp shade? This class will teach you how to give that old shade a new look.

### Section 1—Shifts A & C

September 26-October 10, 2018

Alternating Mondays & Wednesdays

4:00-6:00 p.m.

### Section 2—Shifts B & D

September 24-October 8, 2018

Alternating Mondays & Wednesdays

4:00-6:00 p.m.



## Lamp Making & Repairing-Bill Wolfe

In this class, learn the fine art of turning every day items into a working lamp.

### Section 1 – Shifts A & C

November 1-November 20, 2018

Alternating Tuesdays & Thursdays

3:30-5:30 p.m.

### Section 2 – Shifts B & D

October 4-October 23, 2018

Alternating Tuesdays & Thursdays

12:00-2:00 p.m.





# Special Interest

## Beginning Photography—Bill Garrett

Beginning —This is for the person who is interested in photography but has no experience.

### Section 1 – Shifts A & C

3:30-5:30 p.m.

October 11-December 6, 2018

Alternating Tuesdays & Thursdays

### Section 2 – Shifts B & D

9:30-11:30 a.m.

October 9-November 29, 2018

Alternating Tuesdays & Thursdays



## Advanced Photography—Bill Garrett

Advanced —This is for the person who has done some photography but is ready to learn more about the craft.

### Section 1 – Shifts A & C

6:00-8:00 p.m.

October 11-December 6, 2018

Alternating Tuesdays & Thursdays

### Section 2 – Shifts B & D

12:00-2:00 p.m.

October 9-November 29, 2019

Alternating Tuesdays & Thursdays



## Spanish-Basic Beginning—Julie Sandoval

Have you always wanted to learn Spanish? This is your chance to learn the basics.

### Section 1 – Shifts A & C

6:00-8:00 p.m.

September 18-October 25, 2018

Alternating Tuesdays & Thursdays

### Section 2 – Shifts B & D

6:00-8:00 p.m.

September 20-October 23, 2018

Alternating Tuesdays & Thursdays

## Wreaths & Centerpieces—Denise Wrenn

Tired of paying all of that money for beautiful wreaths? Learn how to make your own.

### Section 1 – Shifts A & C

4:00-6:00 p.m.

October 15-November 7, 2018

Alternating Mondays & Wednesdays

### Section 2 – Shifts B & D

4:00-6:00 p.m.

October 17-November 14, 2018

Alternating Mondays & Wednesdays

# Trades



## Scroll Saw—Bill Wolfe

Learn to cut intricate curves in wood to make a craft or piece of art. *Introduction to Wood Working is a prerequisite.*

### Section 1—Shifts A & C

**3:30-5:30 p.m.**

September 18-October 25, 2018

Alternating Tuesdays & Thursdays

### Section 2—Shifts B & D

**9:30-11:30 a.m.**

September 20-October 23, 2018

Alternating Tuesdays & Thursdays



## Small Engine Repair—Daniel Martin

Frustrated with that weed eater or lawnmower that just won't crank? Our knowledgeable instructor will teach you how to get your small engine running again.

### Section 1—Shifts A & C

**5:30-8:30 p.m.**

September 17-December 5, 2018

Alternating Mondays & Wednesdays

### Section 2—Shifts B & D

**5:30-8:30 p.m.**

September 19-December 3, 2018

Alternating Mondays & Wednesdays

## Ornamental Welding—Debra Smith

Learn to heat and bend metal for beautiful art and yard projects. *Welding is a Prerequisite.*

### Shifts A & C-Alternating Tuesdays & Thursdays

Section 1A

8:30-10:30 a.m.

Section 1B

11:00-1:00 p.m.

Section 1C

1:30-3:30 p.m.

Section 1D

4:00-6:00 p.m.

September 18-November 8, 2018

### Shifts B & D-Alternating Tuesdays & Thursdays

Section 2A

8:30-10:30 a.m.

Section 2B

11:00-1:00 p.m.

Section 2C

1:30-3:30 p.m.

Section 2D

4:00-6:00 p.m.

September 20-November 6, 2018







# Trades

## Welding—Debra Smith

An introduction to basic welding, safety, equipment, procedure, and processes.

### Shifts A & C-Alternating Mondays & Wednesdays

<u>Section 1A</u>	8:30-10:30 a.m.
<u>Section 1B</u>	11:00-1:00 p.m.
<u>Section 1C</u>	1:30-3:30 p.m.
<u>Section 1D</u>	4:00-6:00 p.m.

September 17-November 26, 2018

### Shifts B & D-Alternating Mondays & Wednesdays

<u>Section 2A</u>	8:30-10:30 a.m.
<u>Section 2B</u>	11:00-1:00 p.m.
<u>Section 2C</u>	1:30-3:30 p.m.
<u>Section 2D</u>	4:00-6:00 p.m.

September 19-November 19, 2018

## Intro to Wood Working—

### Jeff Guill & Joe Purnell

Participants will build a very versatile piece made from plywood that has many office or garage uses.

### Section 1 – Shifts A & C

**8:30-11:30 a.m.**

September 17-October 1, 2018

Alternating Mondays & Wednesdays

### Section 2 – Shifts B & D

**3:30-6:30 p.m.**

September 19-October 3, 2018

Alternating Mondays & Wednesdays

**VISIT OUR  
WEBSITE  
[www.cdcdanville.com](http://www.cdcdanville.com)**



## Wood Working—Jeff Guill & Joe Purnell

Learn to make furniture using a simple sheet of plywood. *Introduction to Wood Working is a Prerequisite.*

### Section 1 – Shifts A & C

**8:30-11:30 a.m.**

October 10-December 5, 2018

Alternating Mondays & Wednesdays

### Section 2 – Shifts B & D

**3:30-6:30 p.m.**

October 8-December 3, 2018

Alternating Mondays & Wednesdays



## Customized Class Registration Form

\*Only one class registration form per class.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number – Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Yes
  No

Please check if we have permission to contact and distribute information to you by email. Your email address will not be used for any other purpose or given to a third party.

Date of Birth: \_\_\_\_\_

Active Employee		Shift:	Clock Card #
Retired Employee		Date of Retirement:	Clock Card #
Active Spouse			Spouse Clock Card #
Retired Spouse			Spouse Clock Card #

**Emergency Contact Information: (Optional)**

Name and Relationship: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Course Name	Course Number	Room Number / Location	Section	Start Date	Completion Date

**\*\*\*Classes are filled on a first come, first served basis. If a participant misses 2 classes without notifying the CDC, their spot will be given to the next person on the waiting list.**

**Confidentiality Statement**

All information received from you by the Career Development Center is Considered “Confidential Information.” Confidential Information will Remain under lock and key at all times when not in use and will not be Released to anyone without your written consent.