

TAKE A COURSE FOR FUN OR PROFIT

Discover Southwest

Visit our Web site to see complete details of our exciting non-credit continuing education offerings.

<http://www.southwest.tn.edu/ce>

Please call if you need assistance:

Customized Company Training
(901) 333-4563

WorkKeys®/Assessments/
Profiling
(901) 333-6456

Computers and Online Classes
(901) 333-4277

All Other Classes and Questions
(901) 333-4207

**We provide customized
company training at your
location! Call us for details!**

Corporate Training & Continuing Education

ACADEMIC AND EXAM PREPARATION

ACT Exam Preparation
GED Exam Preparation
Praxis I Exam Preparation
Teacher Recertification Computer Classes

BUILDING, MANUFACTURING, TECHNOLOGIES

Principles of Air Conditioning I & II
Basic Electricity for HVAC/R **NEW**
Residential Heating Systems HVAC/R **NEW**
Boiler Operation Fundamentals **NEW**
Refrigerant Recovery
Welding Fundamentals
Welding Certification
License Exam Prep and Certifications
Backflow Testers Certification
Backflow Testers Recertification
Contractor's Business and Law License
Exam Prep
National Electrical Code
Plumbing and Design Code
Steam Operating Engineer Exam Prep
Residential/Small Commercial Building
Contractor License Exam Prep
Refrigeration Operating Engineer

BUSINESS AND COMMERCE

Human Resources Management CEU
Certificate
Management Training CEU Certificate
Start Your Own Upholstery Business **NEW**
Train the Trainer
Doing Business with China A-Z
Finding the Job That's Right for You!
Music Marketing Using the Internet **NEW**
Music Contracts, Publishing and Copyrights
NEW

COMPUTER TRAINING

Basic Computer Skills
Computer Basics for Seniors
Digital Camera for Beginners
eBay 101
Facebook for Seniors
Keyboarding A-Z
Windows Fundamentals

Certification Exam Preparation

A+ Foundations
CCENT Prep - CCNA 1 and CCNA 2

COMPUTER TRAINING (continued)

Database

Access
Access VBA Programming
Crystal Reports
Oracle SQL

Graphics, Printing, & Publishing

Flash
Illustrator
InDesign
Photoshop

Office Administrative Tools

Excel 2007
Excel 2007 for Medical Professionals
Office 2007 New Features
Outlook 2007
PowerPoint 2007
MS Project
Publisher 2007
QuickBooks 2007
Word 2007
Word 2007 for Medical Professionals

Web Development

ColdFusion
CSS
Dreamweaver
HTML
JavaScript

GREEN/RENEWABLE ENERGY ONLINE TRAINING

Photovoltaic System Design & Installation
NEW
Fundamentals of Solar Hot Water Heating
NEW
LEED Green Associate **NEW**
Green Building for Contractors **NEW**
Energy Analyst (HERS) **NEW**
Weatherization Energy Auditor **NEW**
Building Energy Efficiency (Building Science
Overview) **NEW**
Energy Auditing Software Training **NEW**
Certified Indoor Environmentalist (CIE) **NEW**
Certified Microbial Investigator (CMI) **NEW**
Certified Indoor Air Quality Manager (CIAQM)
NEW
Green Building Sales Professional **NEW**
Green Building Technical Professional **NEW**
LEED 2009 Building Design and Construction
BD+C **NEW**

HEALTH AND MEDICAL INDUSTRY

EKG Technician Certification Program **NEW**
First Aid and CPR Standard/AED
Pediatric First Aid and CPR
Medical Billing and Coding **NEW**
Medical Transcription Program
Pharmacy Technician Certification Program
NEW
Phlebotomy Certification Program **NEW**
ServSafe Food Protection Manager's
Certification

LANGUAGE AND CULTURE

American Sign Language
Intermediate American Sign Language
Introduction to Beginning Spanish
Intermediate Spanish II

OCCUPATIONAL SAFETY/ENVIRONMENTAL HEALTH

8-Hour HAZWOPER – First Responder
24-Hour HAZWOPER – Hazardous Materials
Technician
8-Hour HAZWOPER Annual Refresher
U.S. DOT Hazardous Materials Employee
Initial Training **NEW**
10-Hour General Industry Training
10-Hour Construction Industry Training
40-Hour HAZWOPER Hazardous Waste Site
Worker
30-Hour Construction Industry Training
10-Hour General Industry Training TOSHA
NEW
Safety Orientation for Managers – 30 Hour
General Industry Training TOSHA **NEW**
OSHA Recordkeeping **NEW**
Designing Asbestos Response Actions
Refresher **NEW**
Supervisor/Contractors of Asbestos
Abatement Initial **NEW**
Supervisor/Contractors of Asbestos
Abatement Annual Refresher **NEW**
Asbestos Abatement Worker Initial **NEW**
Asbestos Abatement Worker Annual
Refresher **NEW**
AHERA Designated LEA **NEW**
Asbestos Maintenance OSHA Class III **NEW**
Asbestos Inspection and Assessment Annual
Initial **NEW**
Asbestos Project Monitor Initial **NEW**
Asbestos Management Planner Initial **NEW**
Asbestos Inspection and Assessment Annual
Refresher **NEW**

OCCUPATIONAL SAFETY/ENVIRONMENTAL HEALTH (continued)

Asbestos Inspection & Assessment/
Management Planner Annual Refresher
NEW

ONLINE TRAINING - Over 250 Online Courses

(HERE ARE JUST A FEW OF THE MAJOR
CATEGORIES AND COURSES)

Accounting
Business Administration
Courses For Teaching Professionals
Computer Applications
Computer - Database
Computer - Graphic Design
Health and Medical
Medical Billing and Coding
Medical Transcription Program
Pharmacy Technician Certification Program
Start Your Own Business

REAL ESTATE AND HOME INSPECTION

Home Inspection I: Foundations, Structure,
Roofing, Plumbing, Electricity
Home Inspection II: Heating, Cooling,
Appliances, Pools, Termites,
Environmental Issues
Principles of Real Estate
Real Estate for New Affiliates
Real Estate Appraisal
USPAP – Uniform Standards of Professional
Appraisal Practice

RECREATION - LIFE - LEISURE

Ballroom Dancing
Floral Design
Handgun Safety and Marksmanship
Instant Piano for Hopelessly Busy People
Golf
Parents, Children and Divorce
Motorcycle Rider Course (Classes Start Each
Weekend)
Motorcycle Rider Course - Experienced
Wilton Method of Cake Decorating

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