“Providing Skills Today for Tomorrow’s Opportunities!”

Training Course Catalog – Spring 2010
Program Overview

ICD USW/Goodyear in Fayetteville is the Career Development Program for the members of USW Local 959 at Goodyear’s Fayetteville, NC tire plant. The Fayetteville program is one of over 70 in the U.S. The local program was established in 2007. Construction of our new Learning Center was completed in December of 2008 and classes began in February of 2009.

The Institute for Career Development (ICD) was created during negotiations between the United Steelworkers of America and North American steelmakers in the midst of the collapse of the U.S steel industry in the late 1980’s. The program is designed to “help individuals prepare for craft and non-craft training, assist them to progress in the workplace, enhance workers’ ability to perform their assigned work tasks to the full extent of their potential, increase their knowledge and understanding of the workplace, increase their ability to respond to change, challenge, and opportunity in the workplace, enable them to have more stable and rewarding personal and family lives, prepare for alternative careers in the event that their steelworker careers are subject to dislocation, prepare for long, secure, and meaningful retirements and to assist victims of shutdowns, layoffs, restructuring, economic policies, and unfair trade practices (along with other USW/Company efforts and public programs for dislocated workers).

The local program is administered by a Local Joint Committee made up of 4 union members and 3 salary representatives with both Union and Company co-chairs. The Learning Center offers services in Basic Skills Enhancement, Computer Training, Personal Development and Pre-Technical Skills Enhancement. These goals are achieved through customized courses and tuition assistance. Each steelworker is allowed up to $1250.00 per calendar year for taking customized courses and an additional $1250.00 per year for tuition assistance. Tuition assistance is available for both credit and non-credit courses at institutions certified by a recognized accreditation agency. ICD is not permitted to provide on-the-job training.
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CONTACT INFORMATION

Physical Address:
5411 Ramsey Street
Suite C
Fayetteville, NC 28311

Office Hours:
Monday through Thursday - 7:30 a.m. to 4:00 p.m.
Friday - 7:30 a.m. to 2:00 p.m.
We are closed from Noon to 1:00 p.m.

Phone Numbers:
Office: (910) 568-5915
Office Fax: (910) 568-5918

Contacts:
Ron Sandy – Coordinator – rsandy@icdfay.org
Nikki Close – Admin Assistant – icdadmin@icdfay.org
Van Ewert – Instructor – van@icdfay.org
Lisbeth Anne Marin – Instructor – lisbeth@lisbethanne.com

WWW.ICDFAY.ORG
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ICD – Fayetteville Tuition Assistance Policy  
March 21, 2009

PROGRAM

Tuition Assistance funds up to a maximum of $1250.00 per year per eligible worker are available for credit or non-credit courses provided by schools listed in the current “Accredited Institutions of Post-Secondary Education” or by private occupational/vocational schools recognized by state boards of vocational education. For states without state boards of vocational education, and for other exceptions, the Institute for Career Development will make a determination as to the eligibility of a provider not included in the current “Accredited Institutions of Post-Secondary Education” to receive tuition assistance funds.

FUNDING

ICD is funded on a calendar year basis. Tuition assistance is available for the current calendar year only. Students must apply for tuition assistance prior to attending any class at any institution. The annual limit of $1250.00 per eligible worker is not cumulative. Individuals may not carry forward unused portions of their tuition assistance for use in later years. Tuition Assistance is available on a first come – first served basis. If a steelworker receives reimbursement from any other source, no duplication of payment will be made for that member.

COVERED EXPENSES

The use of such funds will be limited to tuition costs, the costs of mandated books, and the payment of course-related fees such as required lab fees. Career Development funds will not be used to pay for such things as monetary incentives, parking fees, non-required books, or subscriptions to periodicals. In addition, the use of Career Development funds for the purchase of such items as personal computers, sets of tools, firearms or kits, engine analyzers, or any engine repair equipment, even if such equipment is associated with a given course, is prohibited. Neither may Career Development Programs funds be used for equipment rental fees, such as aircraft, boat, welding, or scuba gear rental.

COURSES

Tuition assistance funds may be used for either degree-seeking or non-degree-seeking courses. However, classes or courses with the primary purpose of recreation or personal enjoyment, rather than career or educational development (e.g., Weight Watchers, golf, and martial arts), are not eligible for tuition assistance funding.

STUDENT RESPONSIBILITY

Students are required to submit a statement of course completion (grades, certificate of completion or letter from the institution) to the Program Coordinator to be eligible for further Tuition Assistance.

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.
Priority for Taking Customized Courses  
March 12, 2009  

When Customized Courses are made available to the membership, they will be publicized via various media – newsletters, plant TV system, bulletin boards, flyers, etc. and in union meetings.

A steelworker wishing to enroll in a class must fill out a Customized Class Enrollment form and submit it to the ICD Learning Center. A person’s signature on this form is a commitment to attend the class. *(If a person signs up for a class and then drops the class, an amount equal to the cost per student for the class will be deducted from their annual maximum dollar amount ($1250.00) for customized classes unless their seat can be filled by the next person on the list of applicants that is still interested in taking the class.)*

Classes will be offered on a first come – first served basis until the class is filled. If more than the maximum number of steelworkers sign up for the class, a person must re-enroll the next time this class is offered. There will be no waiting list. The deadline for enrolling in a class will be one week prior to the start of the class so that books, class materials, etc. can be obtained before the class starts.

Active working union members are eligible to participate in Institute for Career Development (ICD) programs. For the purposes of ICD programs, the term “active” is applied so that laid-off workers who have not broken pension-accruing service are entitled to participate in ICD programs and initiatives.

Participation in ICD programs cannot extend the employees service and will not count as time worked. Retirees, steelworker’s spouses and active Defender employees **may** participate in training, if such participation does not prevent an active working member from receiving training and provided that ICD program funds are not used for additional payments for retirees or steelworker’s spouses.
Order of priority for taking classes:

1. Active union members
2. Retirees
3. Spouses and Defenders

Subject to the following conditions:

A. Retirees, steelworker’s spouses and/or Defender employees may attend either per person classes or flat rate classes on a standby basis. This means that even if a retiree or spouse is the first person to submit an enrollment form to the ICD Learning Center, they will automatically be assigned to a waiting list until it is determined that the class is not full and an opening exists. Retirees and/or steelworker’s spouses will be notified via e-mail or phone as soon as it is determined that an opening exists. *(Normally this should be known a week in advance.)*

B. Enrollment in a class is a commitment to attend classes and to pay for required consumable class materials up front, e.g. *wood for a woodworking class.*

C. For cost per person classes, if the class is not full, retirees, steelworker’s spouses and/or Defender employees must pay a per person equivalent amount for the class.

D. For flat rate classes, if the class is not full, retirees, steelworker’s spouses and/or Defender employees may attend free of charge.

To obtain a certificate of completion for a class, it is required that you attend 75% of the course. For example, in an 8 week course, you can only miss 2 sessions to still earn a certificate of completion. In a 6 week course, you can only miss 1 class session in order to still obtain a certificate of completion.

*Exceptions to any of the guidelines listed above will be handled on a case by case basis by the Local Joint Committee*
DROPPED CLASS POLICY
December 7, 2009

**Steelworkers**

Signing an enrollment form is a commitment to take the class. If a person enrolls in a class and then drops the class, an amount equal to the cost per student for the class will be deducted from their annual maximum dollar amount ($1250.00) for customized classes unless their seat can be filled by the next person on the list of applicants that is still interested in taking the class.

**Spouses**

ICD is only allowed to spend money for classes taken by active Goodyear union members. However, the Local Joint Committee has agreed to let spouses of active Steelworker union members take classes that are offered on a flat rate or per class basis.

Signing an enrollment form is a commitment to take the class. If a spouse enrolls in a class and then drops the class and their seat cannot be filled by another person on the list of applicants that is still interested in taking the class, the employee whose spouse dropped the class will have an amount equal to the cost per student for the class deducted from their annual maximum dollar amount ($1250.00) for customized classes and they must take a class before the spouse will be allowed to take another class.

**Retirees and Defenders**

ICD is only allowed to spend money for classes taken by active Goodyear union members. However, the Local Joint Committee has agreed to let retired Steelworker union members and Defender union members take classes that are offered on a flat rate or per class basis.

Signing an enrollment form is a commitment to take the class. If a Retiree or Defender signs up for a class and then drops the class and their seat cannot be filled by another person on the list of applicants for the class, they will not be allowed to take another class until at least 6 months have passed since the end of the class that they dropped.
ONLINE OPPORTUNITIES

TelSim Online Training

This makes educational opportunities for you as close as your computer. Increase your skill levels to retain your job and/or advance your career. Basic computers skills like Windows. Learn intermediate computer skills like Microsoft Word, PowerPoint, and Excel. Internet skills, like how to build web pages. Also learn, advanced skills, like programming, networking, and mainframe languages. Personal development skills, like investing, retirement planning, grammar, math, even interviewing skills!

If you are interested in taking courses through TelSim please contact our office at 910-568-5915.
Industrial Maintenance Skills

Course Description

Steelworker production associates at Goodyear Tire and Rubber Company in Fayetteville can now earn certificates in several industrial maintenance areas. Whether you are a trucker, tire builder, tire layer, service person or any other steelworker production worker on the floor, you are eligible to take these classes. Training is available for Electrical Systems Technicians, Mechanical Systems Technicians, Electronics Systems Technicians, and others.

If you are interested in adding industrial maintenance type skills to your skill set and certification is important to you, contact the ICD Learning Center.

Phone: (910) 568-5915
ICD Learning Center – 5411 Ramsey Street, Suite C
Email: icdadmin@icdfay.org
PRESENTS THE TRAINING COURSE:

A+ Certification [CompTIA] Class

11 week course starting:  March 16, 2010 for A & C Crew
March 18, 2010 for B & D Crew

TIME:  8-11 a.m.

Course Description
This is the foundation course for all studies in IT Technology. You will have the opportunity to build a computer from scratch, learn to troubleshoot the system and work with the necessary operating system software. If you are serious about IT training, this is a perfect course for you! Come join the class and really learn computer technicalities and operation from the ground up! This will prepare you for the two CompTIA A+ Certification Exams [A+ Essentials & A+ IT Technician] needed for A+ certification; tested locally.

Instructor will be Van Ewert, Technology Trainer for FTCC and ICD

This class is offered on a first come first served basis. To enroll, visit www.icdfay.org, stop by the Learning Center, or call 910-568-5915

Registration Period: 02/19/10 to 2 p.m. on 03/05/10
PRESENTS THE TRAINING COURSE:  
Basic Computer Skills

7 week course starting:  
May 18, 2010 for B & D Crew  
May 20, 2010 for A & C Crew

TIME:  1:00 - 4:00 p.m.

Course Description
Are you one of those people who rarely or never gets on a computer? Maybe you're the only one at your house who doesn't use the computer. The kids use it, your spouse uses it, but you just haven't taken the plunge yet. Perhaps you've noticed how being able to use a computer is becoming more and more important on your job. If so, then this class is for you!

Instructor will be Van Ewert, Technology Trainer for FTCC and ICD

This class is offered on a first come first served basis. To enroll, visit www.icdfay.org, stop by the Learning Center, or call 910-568-5915

Registration Period: 04/23/09 to 2 p.m. on 05/07/09
PRESENTS THE TRAINING COURSE:

Basic Electricity Course

8 week course starting: January 12, 2010 for B & D Crew
  January 14, 2010 for A & C Crew

TIMES: 8:00 – 11:00 a.m.

Course Description
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; over current protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

Instructor will be Don Hughes

This class is offered on a first come first served basis. To enroll, visit www.icdfay.org, stop by the Learning Center, or call 910-568-5915

Registration Period: 12/15/09 to 4 p.m. on 12/23/09
PRESENTS THE TRAINING COURSE:

Basic HVAC Course

8 week course starting: March 16, 2010 for A & C Crew
March 18, 2010 for B & D Crew

TIMES: 8-11 a.m.

Course Description

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

Instructor will be Don Hughes

This class is offered on a first come first served basis. To enroll, visit www.icdfay.org, stop by the Learning Center, or call 910-568-5915

Registration Period: 02/19/10 to 2 p.m. on 03/05/10
PRESENTS THE TRAINING COURSE:

Basic Keyboarding Course

4 week course starting:  January 12, 2010 for B & D Crew
        January 14, 2010 for A & C Crew

TIMES:  8:00 – 11:00 a.m.

Course Description

Does not knowing how to type keep you from learning how to use your computer?

It’s not about typing speed; it’s about knowledge of keyboard navigation, shortcuts, key combinations and slick moves that will turn you into a keyboard pro!

Once you have acquired this skill set, mastery of the computer is within reach.

Don’t let another year go without joining the computer age!

Instructor will be
Lisbeth Marín

This class is offered on a first come first served basis. To enroll, visit www.icdfay.org, stop by the Learning Center, or call 910-568-5915

Registration Period: 12/15/09 to 4 p.m. on 12/23/09
PRESENTS THE TRAINING COURSE:

Basic Keyboarding Course
CALLING ALL 8 HOUR SHIFT EMPLOYEES!!

4 week course starting: January 13, 2010 for 8 Hour Crew

TIMES: 3:30 – 6:30 p.m.

Course Description

Does not knowing how to type keep you from learning how to use your computer?

It’s not about typing speed; it’s about knowledge of keyboard navigation, shortcuts, key combinations and slick moves that will turn you into a keyboard pro!

Once you have acquired this skill set, mastery of the computer is within reach.

Instructor will be Lisbeth Marín

Don’t let another year go without joining the computer age!

This class is offered on a first come first served basis. To enroll, visit www.icdfay.org, stop by the Learning Center, or call 910-568-5915

Registration Period: 12/15/09 to 4 p.m. on 12/23/09
PRESENTS THE TRAINING COURSE:

**Basic Locksmith Class**

1 session course on: March 9, 2010 for B & D Crew  
March 11, 2010 for A & C Crew

**TIMES:** 1:00 – 4:00 p.m.

**Course Description**

This class is to teach the basics of locksmithing such as locating the key code on a car and cutting the key code, learning the function of the key machines for cutting key codes and duplicating keys, using a pick gun to pick locks as well as picking the lock without the use of the pick gun, and learning the difference between transponder keys and regular keys.

Instructor will be Hosie King

This class is offered on a first come first served basis. To enroll, visit [www.icdfay.org](http://www.icdfay.org), stop by the Learning Center, or call 910-568-5915

**Registration Period:** 02/12/10 to 2 p.m. on 02/26/10
PRESENTS THE TRAINING COURSE:

**Basic Locksmith Class**

1 session course on: May 11, 2010 for A & C Crew  
May 13, 2010 for B & D Crew

**TIMES:** 1:00 – 4:00 p.m.

**Course Description**

This class is to teach the basics of locksmithing such as locating the key code on a car and cutting the key code, learning the function of the key machines for cutting key codes and duplicating keys, using a pick gun to pick locks as well as picking the lock without the use of the pick gun, and learning the difference between transponder keys and regular keys.

**Instructor will be Hosie King**

This class is offered on a first come first served basis. To enroll, visit [www.icdfay.org](http://www.icdfay.org), stop by the Learning Center, or call 910-568-5915

**Registration Period:** 04/16/10 to 2 p.m. on 04/30/10
PRESENTS THE TRAINING COURSE:

Digital Electronics Technician

8 week course starting:  
Jan 12, 2010 for B & D Crew
Jan 14, 2010 for A & C Crew

TIME: 8 - 11 a.m.

Course Description
In this course you will learn how Electronics work using a modern digital approach. A thorough study is made of electronic and digital concepts. We will use hands-on Labs 50% of the time to assist in your understanding. You’ll be able to easily learn circuits by building them on breadboards and then testing the results with visual indicators and test equipment. Logical troubleshooting is covered; an excellent foundation for any IT Specialist. Come join the adventure!

Instructor will be Van Ewert, Technology Trainer for FTCC and ICD

Materials & Supplies are $25.00 for each student. This is payable on or before the first day of class in the form of cash, check, or money order made out to Van Ewert.

This class is offered on a first come first served basis. To enroll, visit www.icdfay.org, stop by the Learning Center, or call 910-568-5915

Registration Period: 12/15/09 to 4 p.m. on 12/23/09
PRESENTS THE TRAINING COURSE:
Digital Electronics Technician
CALLING ALL 8 HOUR SHIFT EMPLOYEES!!

8 week course starting: Jan 13, 2010 for 8 Hour Crew

TIME: Every Wednesday
3:30 - 6:30 p.m.

Course Description
In this course you will learn how Electronics work using a modern digital approach. A thorough study is made of electronic and digital concepts. We will use hands-on Labs 50% of the time to assist in your understanding. You’ll be able to easily learn circuits by building them on breadboards and then testing the results with visual indicators and test equipment. Logical troubleshooting is covered; an excellent foundation for any IT Specialist. Come join the adventure!

Instructor will be Van Ewert, Technology Trainer for FTCC and ICD
Materials & Supplies are $25.00 for each student. This is payable on or before the first day of class in the form of cash, check, or money order made out to Van Ewert.
This class is offered on a first come first served basis. To enroll, visit www.icdfay.org, stop by the Learning Center, or call 910-568-5915

Registration Period: 12/15/09 to 4 p.m. on 12/23/09
PRESENTS THE TRAINING COURSE:

Emergency Medical Technician

11 week course starting: March 30, 2010 for A & C Crew
April 1, 2010 for B & D Crew

TIMES: 8:00 a.m. - 5:00 p.m.

Course Description
Note: You must have completed the Medical Responders Course to be eligible for this course.
The EMT course prepares personnel to provide primary medical care before the patient reaches the hospital. The EMT is the minimum accepted education level for ambulance staff. Roles and responsibilities include patient assessment; patient care based on assessment findings, lifting and moving patients, transportation of patients and transfer of care. EMT- Basic - provide oxygen, administer medications via various routes, control hemorrhage, stabilize spinal immobilization, and assist in delivery of babies.

Instructor will be Kathleen McLaurin

This class is offered on a first come first served basis. To enroll, visit www.icdfay.org, stop by the Learning Center, or call 910-568-5915
Registration Period: 03/05/10 to 2 p.m. on 03/19/10
PRESENTS THE FOLLOWING COURSE:

Financial Planning Seminar

With the major volatility in the stock market over the past year or so, and the continuing ups and downs on a daily basis, you may be wondering about how this will impact your goals and what to do next regarding your investments, for example, your 401k plan.

Let us help you determine what’s best for you. We’ll offer our insight and expertise to help you address the current environment, while staying focused on your long term goals, like retirement and legacy planning.

JOIN US FOR A FREE SEMINAR THAT CAN HELP YOU STAY ON TRACK WITH YOUR LONG TERM GOALS.

March 23, 2010 for B&D Crews
March 25, 2010 for A&C Crews
Times: 9:00 am OR 10:30 am

This class is offered on a first come first served basis. To enroll, visit www.icdfay.org, stop by the Learning Center or call 910-568-5915

Registration Period: 2/26/09 to 2 p.m. on 3/12/09
PRESENTS THE TRAINING COURSE:

**Intermediate Jewelry Making**

8 week course starting:  
- January 12, 2010 for B & D Crew  
- January 14, 2010 for A & C Crew

**TIMES:** 1:30 – 4:30 p.m.

**Course Description**

Explore the creative world of fashion and fine beaded jewelry building on the fundamental techniques introduced in the Basic Jewelry Making class or if you already know the basics and are ready to move to the next level.

Design and fabrication techniques will be practiced hands-on in an interactive setting. Use your tools, findings and beads to produce a unique piece for personal use, gift giving or profit!

An experienced professional jewelry artist and instructor will motivate you to discover your crafty side.

**Instructor will be Lisbeth Marín**

This class is offered on a first come first served basis. To enroll, visit [www.icdfay.org](http://www.icdfay.org), stop by the Learning Center, or call 910-568-5915

**Registration Period:** 12/15/09 to 4 p.m. on 12/23/09
PRESENTS THE TRAINING COURSE:

Jewelry Making

7 week course starting:  May 18, 2010 for B & D Crew
May 20, 2010 for A & C Crew

TIMES:  1:30 – 4:30 p.m.

Course Description
Please note: This course is our previous Basic Jewelry and Intermediate Jewelry Making Courses combined. This is your opportunity to design and create unique beaded pieces to wear, sell or give as gifts! An experienced professional artist and instructor will teach you the proper use of tools and jewelry findings in a fun, hands-on, interactive format.

Projects will include earrings, bracelets, necklaces and other beaded accessories. Every item will be one of a kind because they’ll be fabricated from unique supplies of your choice.

A basic tool & supply kit will be available from the instructor in class for $25.00
Instructor will be Lisbeth Marín

This class is offered on a first come first served basis. To enroll, visit www.icdfay.org, stop by the Learning Center, or call 910-568-5915

Registration Period: 04/23/09 to 2 p.m. on 05/07/09
PRESENTS THE TRAINING COURSE:

Medical Responders Course

10 week course starting: January 12, 2010 for B & D Crew
January 14, 2010 for A & C Crew

TIMES: 8:00 a.m. – 5:00 p.m.

Course Description

This class marks the beginning of your educational process for becoming an Emergency Medical Technician. EMT’s care for ill or injured patients before they reach the hospital. This class will teach the first phase of training necessary for you to build upon your career as a First Responder / EMT. You will learn to help patients who are in need of medical assistance. The focus at the first phase of EMT level is to provide initial stabilization of the patient until additional EMS resources arrive.

Instructor will be Kathleen McLaurin

This class is offered on a first come first served basis. To enroll, visit www.icdfay.org, stop by the Learning Center, or call 910-568-5915

Registration Period: 12/15/09 to 4 p.m. on 12/23/09
PRESENTS THE TRAINING COURSE:

Microsoft Outlook

7 week course starting: May 18, 2010 for B & D Crew
May 20, 2010 for A & C Crew

TIMES: 8 - 11 a.m.

Course Description

This course is designed for those using Microsoft Outlook as their primary program for email, contacts, calendar, tasks and meeting management.

Participants should have a confident working knowledge of Microsoft Office Word.

This comprehensive, hands-on course will elevate your skill level and productivity.

The topics will include:

- Overview of Outlook: Learn the primary components of Outlook windows
- Master E-Mail: Sending, receiving, organizing email
- Calendar & Scheduling: Maintaining an ongoing calendar of appointments
- Information Management: Building a virtual ‘Rolodex’ or Address Book

Instructor will be Lisbeth Marín.

This class is offered on a first come first served basis. To enroll, visit www.icdfay.org, stop by the Learning Center, or call 910-568-5915

Registration Period: 04/23/09 to 2 p.m. on 05/07/09
PRESENTS THE TRAINING COURSE:

**Microsoft Outlook**

**CALLING ALL 8 HOUR CREW MEMBERS!!**

7 week course starting: May 19, 2010 for 8 Hour Crew

**TIMES:** 3:30 – 6:30 p.m.

**Course Description**

This course is designed for those using Microsoft Outlook as their primary program for email, contacts, calendar, tasks and meeting management.

Participants should have a confident working knowledge of Microsoft Office Word.

This comprehensive, hands-on course will elevate your skill level and productivity.

The topics will include:

- Overview of Outlook: Learn the primary components of Outlook windows
- Master E-Mail: Sending, receiving, organizing email
- Calendar & Scheduling: Maintaining an ongoing calendar of appointments
- Information Management: Building a virtual ‘Rolodex’ or Address Book

Instructor will be Lisbeth Marín.

This class is offered on a first come first served basis. To enroll, visit [www.icdfay.org](http://www.icdfay.org), stop by the Learning Center, or call 910-568-5915

**Registration Period:** 04/23/09 to 2 p.m. on 05/07/09
Develop the keyboarding and word processing abilities needed to propel your computer skills to the next level.

The ICD Learning Center is offering:

**Microsoft Word**

This class is taught in a user friendly, motivational format featuring hands-on, step by step instructions. Excellent follow up course to Keyboarding!

**DATES:** February 16, 2010 for A & C Crew  
February 18, 2010 for B & D Crew  
**TIMES:** 8:00 – 11:00 a.m.

Courses are 8 weeks long. Instructor will be Lisbeth Marín.

This class is offered on a first come first served basis. To enroll, visit [www.icdfay.org](http://www.icdfay.org), stop by the Learning Center, or call 910-568-5915

**Registration Period:** 01/22/10 to 2 p.m. on 02/05/10
Develop the keyboarding and word processing abilities needed to propel your computer skills to the next level.

The ICD Learning Center is offering:

Microsoft Word

This class is taught in a user friendly, motivational format featuring hands-on, step by step instructions. Excellent follow up course to Keyboarding!

CALLING ALL 8 HOUR CREW MEMBERS!!

DATES: February 17, 2010 for 8 Hour Crew

TIMES: 3:30 – 6:30 p.m.

Courses is 8 weeks long. Instructor will be Lisbeth Marín.

This class is offered on a first come first served basis. To enroll, visit www.icdfay.org, stop by the Learning Center, or call 910-568-5915

Registration Period: 01/22/10 to 2 p.m. on 02/05/10
PRESENTS THE TRAINING COURSE:

**Motorcycle Maintenance Class**

8 week course starting:
- March 16, 2010 for A & C Crew
- March 18, 2010 for B & D Crew

**TIMES:**
- 8:00 – 11:00 am
- OR
- 1:00 – 4:00 p.m.

**Course Description**

During this course you will learn how to perform the basic maintenance on V twin and inline four motorcycles.

Basic maintenance includes:
1. Changing spark plugs
2. Changing oil & oil filter
3. Changing or properly cleaning air filters
4. Adjusting & lubing drive chains or belts
5. Wheel removal & inspection
6. Servicing final gear case (drive shaft models)
7. Check, adjust, and lube all cables
8. Check coolant system
9. Inspect and replace brake pads and fluids
10. Inspect & clean carburetors

Instructor will be Miguel Flores

This class is offered on a first come first served basis. To enroll, visit [www.icdfay.org](http://www.icdfay.org), stop by the Learning Center, or call 910-568-5915

**Registration Period:** 02/19/10 to 2 p.m. on 03/05/10
PRESENTS THE TRAINING COURSE:

SELLING ON EBAY

8 week course starting:  January 12, 2010 for B & D Crew
                     January 14, 2010 for A & C Crew

TIMES:  6:30 – 9:30 p.m.

Course Description

In this course, a certified eBay instructor will walk you through the process of registering a seller’s account, creating a PayPal account, researching, photographing, and describing your items to be sold and more!

Students should some computer experience as well as have a valid checking and credit card accounts and have a willingness to input this data into the computer so that you can begin selling.

Instructor will be Phyllis Sneed

This class is offered on a first come first served basis. To enroll, visit www.icdfay.org, stop by the Learning Center, or call 910-568-5915

Registration Period: 12/15/09 to 4 p.m. on 12/23/09
PRESENTS THE TRAINING COURSE:

Small Business Class

8 week course starting: January 12, 2010 for B&D Crews
January 14, 2010 for A&C Crews

Time: 1:00p.m. – 4:00 p.m.

Course Description

Thinking about a business but confused about where to start?

Are you wanting to have business start up explained simply?

Starting a small business boils down to one single question, "Will a consumer pay for my product or service?"
Whether your idea is small or large, the HOW to of business is the same. Attend this workshop designed especially for our members by a nationally certified REAL facilitator. Participants will learn the ins and outs of business start up, ownership, and operation by DOING and using experiential learning activities.

Instructor will be Barbara Armstrong White

This class is offered on a first come first served basis. To enroll, visit www.icdfay.org, stop by the Learning Center, or call 910-568-5915

Registration Period: 12/15/09 to 4 p.m. on 12/23/09
PRESENTS THE TRAINING COURSE:

Solid State Electronics

8 week course starting:
January 12, 2010 for B & D Crew
January 14, 2010 for A & C Crew

TIME: 1 - 4 p.m.

Course Description
In this course you will learn Solid State electronics involving system and command control circuits. Transistors will be covered in all phases. We will also work with Solar Power Circuits and devices. We will use hands-on Labs 50% of the time to assist in your understanding. You will test the results with visual indicators and test equipment including an oscilloscope. Circuit troubleshooting is covered, an excellent foundation for any IT or Electronics Specialist. Come join the fun and learning experience!

Instructor will be Van Ewert, Technology Trainer for FTCC and ICD

This class is offered on a first come first served basis. To enroll, visit www.icdfay.org, stop by the Learning Center, or call 910-568-5915

Registration Period: 12/15/09 to 4 p.m. on 12/23/09
PRESENTS THE TRAINING COURSE:

Solid State Electronics

8 week course starting:
March 16, 2010 for A & C Crew
March 18, 2010 for B & D Crew

TIME: 1 - 4 p.m.

Course Description
In this course you will learn Solid State electronics involving system and command control circuits. Transistors will be covered in all phases. We will also work with Solar Power Circuits and devices. We will use hands-on Labs 50% of the time to assist in your understanding. You will test the results with visual indicators and test equipment including an oscilloscope. Circuit troubleshooting is covered, an excellent foundation for any IT or Electronics Specialist. Come join the fun and learning experience!

Instructor will be Van Ewert, Technology Trainer for FTCC and ICD

This class is offered on a first come first served basis. To enroll, visit www.icdfay.org, stop by the Learning Center, or call 910-568-5915

Registration Period: 02/19/10 to 2 p.m. on 03/05/10
PRESENTS THE TRAINING COURSE:

Solid State Electronics
CALLING ALL 8 HOUR SHIFT EMPLOYEES!!

8 week course starting: March 17, 2010 for 8 Hour Crew

TIME: 3:30 – 6:30 p.m.

Course Description
In this course you will learn Solid State electronics involving system and command control circuits. Transistors will be covered in all phases. We will also work with Solar Power Circuits and devices. We will use hands-on Labs 50% of the time to assist in your understanding. You will test the results with visual indicators and test equipment including an oscilloscope. Circuit troubleshooting is covered, an excellent foundation for any IT or Electronics Specialist. Come join the fun and learning experience!

Instructor will be Van Ewert, Technology Trainer for FTCC and ICD

This class is offered on a first come first served basis. To enroll, visit www.icdfay.org, stop by the Learning Center, or call 910-568-5915
Registration Period: 02/19/10 to 2 p.m. on 03/05/10
PRESENTS THE TRAINING COURSE:

Wire Jewelry Making

8 week course starting: March 16, 2009 for A & C Crew
March 18, 2009 for B & D Crew

TIMES: 1:30 – 4:30 pm

Course Description
Learn the timeless methods used to fabricate enchanting wire and beaded designs centered on the art of bending silver, copper and brass wire of various gauges. Students will learn the fundamental techniques for manipulating and handcrafting custom findings, earrings, bracelets and necklaces. Participants must have completed Basic Jewelry making as this Wire Jewelry course contains intermediate to advanced projects.

Supply List
- 20 gauge German Wire* in Silver or Gold Plated (AC Moore is a local supplier)
- 24 gauge German Wire* in Silver or Gold Plated
- 20 & 18 Gauge Coated Copper Wire (Joann Fabrics has a large variety of colors)
- Assorted Beads, Stones or Shells of your choice

Tool List
- Round Nose Pliers
- Chain Nose Pliers
- Diagonal Cutters
(These tools were included in the Jewelry Making Kit)
- Flat Nose Pliers
- A set of Mandrels (AC Moore sells a set with two sizes)
- Small Ball-Peen Hammer

Instructor will be Lisbeth Marín

This class is offered on a first come first served basis. To enroll, visit www.icdfay.org, stop by the Learning Center, or call 910-568-5915

Registration Period:
02/19/10 to 2 p.m. on
03/05/10
ICD LEARNING CENTER IS LOCATED OFF OF RAMSEY STREET BEHIND THE MONARCH PLAZA. JUST LOOK FOR THE BIG GREEN AND YELLOW SIGN!