THE TRAINING CONNECTION
Training and Educational Solutions for Workers and Employers

Continuing Education
Professional Development
Workforce Training
January - May 2013
Training and **Educational Solutions** for Workers and Employers

The Continuing & Professional Development division of San Jacinto College offers programs and courses for individuals to retain or advance in their jobs or make career transitions. We provide training to companies and their employees to meet employers’ demands for a highly skilled workforce, while helping incumbent workers reach their potential.

No matter what your professional and educational goals, Continuing & Professional Development at San Jacinto College is your training connection for career success. Our courses are designed to provide practical skills and hands-on training in a targeted, time limited, training environment rather than a purely academic background. We stand ready to help you manage the rapid changes and new realities of today’s workplace.

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**Linked Classes**

Classes labeled “Linked” are held in conjunction with academic/credit classes. Enrollment into these sections is limited and is on a space-available basis. CPD students in linked CE sections do not have to be admitted into the College and are TASP/THEA exempt. Courses that are linked with academic courses will adhere to the stated Continuing & Professional Development refund policy.

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**Key to Days of Week**

- M  Monday
- T  Tuesday
- W  Wednesday
- Th Thursday
- F  Friday
- S  Saturday
- Su Sunday

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**Take Your Choice**

More than 1,500 courses offered from our credit schedule may be taken for non-credit. Contact the appropriate credit division for more information.

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*To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838*
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<tbody>
<tr>
<td>Introduction to International Business &amp; Trade</td>
<td>$220</td>
<td>IBUS 1005</td>
<td>#50514 Sept. 5-Sept. 8</td>
<td>7 p.m.-10 p.m.</td>
<td>HRS: 48</td>
<td>Study techniques for entering the international marketplace. Emphasis on the impact and dynamics of socio-cultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Note: Textbook required.</td>
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### Life Long Learning

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To Register: North: 281.459.7119  •  South and Clear Lake: 281.922.3440  •  Central: 281.476.1838
Business & Professions

ACCOUNTING/FINANCIAL

Payroll Specialist
ACNT 1003
This program provides the basics of the accounting cycle from the source documents to the post-closing documents. Using a workbook, learners will have the opportunity to analyze, record, journalize, post, etc. for a fictitious business. Specific knowledge, skills, and abilities required for the Fundamental Payroll Certification (FPC) exam offered by the American Payroll Association (APA) will also be covered.

$1313 CEUs 7.5 HRS: 75
70074 North TTh
Jan 15-Apr 02 6:00 p.m.-9:30 p.m.
70076 Central TTh
Feb 05-Apr 23 6:00 p.m.-9:30 p.m.

HUMAN RESOURCE MANAGEMENT

HR - Human Resources Certificate Program
HRPO 1091
This course covers the evaluation of the current methods of job analysis, recruitment, selection, training/development, performance management, promotion and separation. Topics also include ethical, social, and legal responsibilities, the assessment methods of compensation and benefits planning and analysis of the role of strategic human resource planning in support of organizational mission and objectives.

$775 CEUs 10.5 HRS: 105
70070 South MW
Jan 28-May 05 6:00 p.m.-9:30 p.m.
70075 North MW
Jan 28-May 15 6:00 p.m.-9:30 p.m.
70079 Central W
Feb 13-May 31 -
70076 Central F
Feb 13-May 31 6:00 p.m.-9:30 p.m.

PHOTOGRAPHY TECHNICIAN

Adobe PhotoShop I for Photographers
ITSW 1003
This course for Portrait/Wedding Photographers provides hands-on experience and systematic instructions on how to use Adobe Photoshop to enhance images. Students will develop techniques to update and change images proficiently. This course will cover selection of file formats, resolution for printing output and web use, logo creation, photograph combination, adding colorizing to B&W photographs and applying text.

$295 CEUs 3.2 HRS: 32
70068 South TTh
Feb 05-Feb 28 6:00 p.m.-10:00 p.m.
90232 South TTh
May 07-May 30 6:00 p.m.-10:00 p.m.

Adobe PhotoShop II for Photographers
ARTC 1051
This course for the Portrait/Wedding Photographers provides additional hands-on experience and systematic instructions on how to use Adobe Photoshop to enhance digital images. Each student will learn retouching techniques and the effective use of the clone, eraser, patch and healing tools, color correction using levels, curves and actions, to add borders and torn edges to images, sharpen soft photos and to add soft focus to smooth the skin, red-eye correction, the use of filters, merging images, and much more.

$295 CEUs 3.2 HRS: 32
70065 South TTh
Jan 08-Jan 31 6:00 p.m.-10:00 p.m.
90229 South TTh
Mar 05-Apr 04 6:00 p.m.-10:00 p.m.

Intermediate Professional Photography
PHTC 2004
Continue learning Professional Photography with emphasis on social, portrait, studio, fashion, theatrical, publicity, and conventional photography as well as landscapes and still life. Creative use of flash and camera functions will also be covered.

$250 CEUs 2.4 HRS: 24
90228 South MW
Mar 04-Mar 27 6:00 p.m.-10:00 p.m.
90233 South MW
May 06-May 22 6:00 p.m.-10:00 p.m.

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Introductory Professional Photography

PHTC 1004
Get instruction in camera functions, types of lenses, choosing film and filters, flash photography. This course will introduce you to film exposure and print finishing. This course covers the basics of a digital camera and/or 35mm camera, including f-stops, shutter speed, ASA ratings, and picture-taking techniques. Criteria for buying a camera will be discussed with the instructor on the first day of class.

$250  CEUs 2.4  HRS: 24
70067
Feb 06-Feb 25
90231
Apr 08-Apr 24

Portrait Photography

PHTC 1091
Study the photographic principles applied to portrait lighting, posing, printing, and subject rapport. You will learn to use a variety of basic lighting patterns; relate the principles of subject rapport and aesthetic posing methods; produce effective finished portraits; and analyze the subject. The photography will be done in color and/or black and white. The students will produce a portfolio of their work from at least five different portrait sessions that will be critiqued by the instructor and their fellow classmates. The students will provide their own digital camera or 35mm single lens reflex cameras, memory card, and film processing. Prerequisites: Introductory and Intermediate Professional Photography

$350  CEUs 3.2  HRS: 32
70066
Jan 07-Feb 04
90230
Apr 09-May 02

PROJECT MANAGEMENT

PM - Project Management Certificate Program

BMGT 1023
Critical path methods for planning and controlling projects, includes time/cost tradeoffs, resource utilization, subcontractor considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.

$725  CEUs 7.7  HRS: 77
70071
Jan 22-Apr 16

PM - Project Management Hybrid Certificate Program

BMGT 1021
Critical path methods for planning and controlling projects, includes time/cost tradeoffs, resource utilization, subcontractor considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.

$725  CEUs 3.0  HRS: 30
70073
Jan 14-Jan 28
70078
Jan 10-May 31

QUALITY INSTITUTE

Lean Six Sigma Yellow Belt - Hybrid

INMT 1000
This class gives you an overview and application of the basic of Lean and is focused on short-term project to improve a process. Substantial resources - Engineering, Maintenance, Cell Operators, and others are available for immediate deployment. This workshop conveys you to the essentials of Kaizen and prepares you for the traditional 5-day event.

$380  CEUs 1.1  HRS: 11
70069
Jan 10-May 31
70069
Jan 10-May 31
70072
Jan 10-May 31
70078
Jan 10-May 31

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Computer/IT Training

BEGIN HERE/FOUNDATIONS

Computer Concepts
ITSC 1010
Prerequisite: None. Note: Textbook required; flash drive recommended.
This inviting introductory computer literacy course, covers computer concepts in a highly visual way. Understand the key principles you need to know about hardware, operating systems, productivity software, networks, and the Internet. Information is geared toward the end-user, focusing on partial certification level knowledge required for every worker in today’s wired world and for passing one of the three IC3 certification exams.

$175 CEUs 1.6 HRS: 16
70123 North TTh
Jan 22-Jan 31 1:00 p.m.-5:00 p.m.
90282 South MW
Mar 25-Apr 03 6:00 p.m.-10:00 p.m.

IC3 Certification Prep
POFI 1004
This course provides the computer skills needed to pass all three of the IC3 exams from basic hardware and software, to operating systems, productivity applications and Internet fundamentals. It is a combination of Computer Concepts, Windows for the Desktop, Basic Business Applications, and Internet Fundamentals.

$680 CEUs 8.0 HRS: 80
90287 South MW
Mar 25-May 22 6:00 p.m.-10:00 p.m.

Internet Fundamentals
ITNW 1007
Prerequisite: Windows Operating Systems or equivalent knowledge. Note: Textbook required.
Learn to navigate the Internet. Explore Web browsers, electronic mail, newsgroups, file transfer protocol, and much more. Take a tour of search engines and business resources on the World Wide Web. This course will help you build Internet knowledge and foundation skills that can transport you to further destinations in Web specialization. Acquire partial certification level knowledge required to pass the optional IC3 exam.

$175 CEUs 1.6 HRS: 16
90288 South MW
May 13-May 22 6:00 p.m.-10:00 p.m.

Keyboarding on the PC
POFT 1010
Prerequisite: None. Note: Textbook required.
The primary input device to a computer is the keyboard. Therefore proficiency and accuracy in keyboarding is your first foundational course to all other computer classes. This course provides an introduction to fundamental keyboarding techniques such as finger position and movement, increasing speed, and reducing errors. Without this course, or a typing speed of at least 20 wpm, you will not be prepared for any other computer class.

$175 CEUs 1.6 HRS: 16
70128 North MTWTh
Jan 14-Jan 17 1:00 p.m.-5:00 p.m.
70129 Central MTWF
Feb 25-Mar 01 8:00 a.m.-12:00 p.m.

Windows for the Desktop
ITSC 1006
Prerequisite: Computer Concepts or equivalent knowledge. Note: Textbook required.
Open the Window on computer opportunities. Understand the Start menu; the desktop and icons; create shortcuts to applications and documents. Utilize the Documents and Computer folders as you learn file management basics. Create, find, move, and delete files, documents, and folders. Learn to use the Help Function. Use the Control Panel to customize the Windows environment. Learn to use the Windows applications including installing and un installing applications. Acquire partial certification level knowledge required to pass one of the three optional IC3 exams.

$175 CEUs 1.6 HRS: 16
70141 North MTWTh
Feb 04-Feb 13 1:00 p.m.-5:00 p.m.
90301 Central MTWF
Mar 19-Mar 28 8:00 a.m.-12:00 p.m.
90302 South MW
Apr 08-Apr 17 6:00 p.m.-10:00 p.m.

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BUSINESS APPLICATIONS

Advanced Spreadsheets
ITSW 2037
This course covers the advanced techniques for developing and modifying spreadsheets. Including macros and data analysis functions. The topics covered include data entry, graphics, table building, and searching, macro development, customized reports, database administration, and statistical analysis. (ITSW 2334)

$289  CEUs 6.4  HRS: 64
70432  North  TBA
Jan 14-May 10 -

Basic Business Applications
ITSC 1022
Prerequisite: Windows for the desktop. Note: Textbook required; flash drive recommended.
Learn the commonalities of the Microsoft Office Program and practice using the basic features Windows Microsoft Word, Excel, and PowerPoint programs.

$300  CEUs 3.2  HRS: 32
70122  Central  TTh
Jan 17-Feb 19  8:30 a.m.-11:42 a.m.
90281  South  MW
Apr 22-May 08  6:00 p.m.-10:00 p.m.

Business Computer Applications
POFI 1001
Prerequisite: None. Note: Textbook required.
This course discusses computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business application of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. (BCIS 1305)

$274  CEUs 6.4  HRS: 64
70468  North  TBA
Jan 14-May 10 -
70469  North  TBA
Jan 14-May 10 -
70470  North  TBA
Feb 11-May 10 -
70471  North  TBA
Feb 11-May 10 -
70472  North  TBA
Feb 11-May 10 -

Excel - Basic Skills
ITSW 1022
Prerequisite: Windows for the Desktop or equivalent knowledge. Note: Textbook required; flash drive recommended.
In this course, you will work with Excel 2010, a powerful spreadsheet application. You will begin with preparing and formatting techniques. You learn how to insert texts and formulas into cells. You will use simple functions. You will construct charts for your data. You will learn formatting and printing selected ranges. You will learn about workbooks and moving data between workbooks. Begin to acquire skills and knowledge needed to pass the optional MOS Core exam in Excel.

$175  CEUs 1.6  HRS: 16
70124  South  TTh
Jan 22-Jan 31  1:00 p.m.-5:00 p.m.

Excel - One Day
ITSW 1022
Prerequisite: None. Note: Textbook required; flash drive recommended.
In this course you will create and edit basic Microsoft Excel 2010 worksheets and workbooks. You will learn to create basic formulas and perform basic calculations.

$110  CEUs .7  HRS: 7
70125  North  F
Feb 08-Feb 08  8:30 a.m.-4:30 p.m.

Excel One Day-Advanced
ITSW 2049
Prerequisite: Excel One Day Intermediate. Note: Textbook required; flash drive required.
In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.

$110  CEUs .7  HRS: 7
90284  South  F
Mar 22-Mar 22  8:30 a.m.-4:30 p.m.
90285  South  F
May 03-May 03  8:30 a.m.-4:30 p.m.
Excel: One Day-Intermediate
ITSW 1046
Prerequisite: Excel One Day. Note: Textbook required; flash drive recommended.
In the first course in this series, Excel - One Day, students gained all the basic skills needed to create, edit, format, and print basic spreadsheets. This continuation provides the next step: to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, students will use Microsoft Office Excel to streamline and enhance spreadsheets with templates, charts, graphics, and formulas.

$110 CEUs .7 HRS: 7
70126 South F
Feb 15-Feb 15 8:30 a.m.-4:30 p.m.
90286 South F
Apr 19-Apr 19 8:30 a.m.-4:30 p.m.

Integrated Software Applications
ITSC 1009
Prerequisite: None. Note: Textbook required, flash drive recommended
Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. Fundamentals of personal computer operations and the Windows operating system will be covered. (ITSC 1309)"

$269 CEUs 6.4 HRS: 64
70447 North TBA
Dec 17-Jan 04
70446 North TBA
Jan 14-May 10
70448 North T
Jan 15-May 10 8:00 a.m.-9:50 a.m.
70442 South W
Jan 16-May 10 6:00 p.m.-9:50 p.m.
70449 North T
Jan 17-May 10 6:00 p.m.-7:50 p.m.
70450 North TBA
Feb 11-May 10 -

Introduction to Database
ITSW 1007
Prerequisite: ITSC 1309 or department chair approval. Note: Textbook required.
This course is an introduction to database theory and the practical applications of a database. Students will plan, define and design a database; design and generate tables, forms and reports; and devise and process queries. (ITSW 1307)

$269 CEUs 6.4 HRS: 64
70459 North TBA
Jan 14-May 10
70460 North Th
Jan 17-May 10 10:00 a.m.-10:55 a.m.
Th
Jan 17-May 10 11:00 a.m.-11:50 a.m.

MOS Access
ITSW 2055
Prerequisite: Windows for the Desktop or equivalent knowledge and type 20 wpm. Note: Textbook required, flash drive recommended
MOS Access teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and edit professional databases for a variety of purposes and situations. You will learn to create and modify database tables. You will learn to create and modify forms, queries and reports.

$430 CEUs 4.0 HRS: 40
90289 Central S
Apr 06-Jun 01 8:00 a.m.-2:00 p.m.

MOS Excel
ITSW 2057
Prerequisite: Windows for the Desktop or equivalent knowledge and type 20 wpm. Note: Textbook required, flash drive recommended
MOS Excel teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and situations. You will learn to construct cell data, format worksheets, work with charts and graphics. This course teaches the skills you will need to successfully complete the MOS Excel 2010 Certification Core exam.

$430 CEUs 4.0 HRS: 40
70130 Central MWF
Jan 14-Feb 01 8:30 a.m.-11:00 a.m.
MOS PowerPoint
ITSW 2056
MOS PowerPoint teaches the information worker how to create and manage presentations using a variety of core and advanced features. You will use PowerPoint to create and edit professional-looking presentations for a variety of purposes and situations, as well as explore different ways to share the information with internal and external customers. You will learn to work with text, illustrations, media, charts and tables. In this course you will have reviewed all of the exam objectives necessary to prepare for Microsoft PowerPoint 2010 Core Exam.

$265 CEUs 2.4 HRS: 24
90290 Central TTh
May 07-May 23 6:00 p.m.-10:00 p.m.

MOS Word
ITSW 2058
Prerequisite: Windows for the desktop or equivalent knowledge. Note: Textbook required, flash drive recommended
MOS Word teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and format business documents such as letters, forms, newsletters, memos and proposals. As you begin to build your skills, you will then create a variety of flyers and other promotional materials as well as explore different ways to share the information with internal and external customers. These are all skills needed to successfully complete the MOS Word Certification Core Exam.

$430 CEUs 4.0 HRS: 40
90291 Central MW
Apr 01-May 01 8:30 a.m.-12:30 p.m.

PowerPoint-One Day
ITSW 1037
Prerequisite: None. Note: Textbook recommended
In this basic fast paced course, you will explore the PowerPoint 2010 environment and create a new presentation. You will format text on slides and add graphical objects, tables and charts to a presentation.

$110 CEUs .7 HRS: 7
70132 South F
Feb 22-Feb 22 8:30 a.m.-4:30 p.m.
90292 North F
Mar 08-Mar 08 8:30 a.m.-4:30 p.m.

QuickBooks - Basic Skills
ACNT 1010
Prerequisite: Basic accounting skills  Note: Textbook required, flash drive recommended
Become productive with QuickBooks as you learn to create a company and develop its chart of accounts. Learn banking procedures, how to track customers, vendors, bills, invoices, inventory, employees, and payroll, finish by learning to run reports and create graphs.

$350 CEUs 3.2 HRS: 32
70134 Central TTh
Jan 15-Feb 07 6:00 p.m.-10:00 p.m.
90293 Central TTh
Apr 02-Apr 25 6:00 p.m.-10:00 p.m.

QuickBooks Advanced
ACNT 1054
Prerequisite: QuickBooks Basic Skills or equivalent. Note: Textbook required; flash drive recommended.
In this advanced course, you will expand your reporting knowledge as you learn how to analyze financial data using QuickReport, preset reports and graphs. You will learn to track and pay Salse tax, set up and run payroll, create and write payroll checks, practice paying payroll taxes. You will create estimates and learn how to invoice from estimates. You will also learn how to set up the software to track time and mileage.

$350 CEUs 3.2 HRS: 32
70135 Central TTh
Feb 19-Mar 21 6:00 p.m.-10:00 p.m.
Feb 20-Feb 20 6:00 p.m.-10:00 p.m.
Skip Feb 28

QuickBooks - Your Company Setup
ACNT 1010
Prerequisite: None. Note: Textbook required.
Take a day to learn to set up your company, your chart of accounts and your company payroll the correct way. You may bring your laptop in with your software already loaded and set up your company using your own data. Or you may practice setting up a company in the classroom using lab computers.

$110 CEUs .7 HRS: 7
70133 South MW
Feb 25-Feb 27 6:00 p.m.-9:30 p.m.
Word - Basic Skills
POFI 1024
Prerequisite: Windows for the Desktop or equivalent knowledge.
Note: Textbook required; flash drive recommended.
In this course, you will work with Word 2010, a powerful application to create and format documents. You will begin with preparing and editing techniques. You will learn how to format, save and print a document. You will be using fonts, keyboard shortcuts, manipulating tabs, cut, copy, and paste text. You will learn page setup - margins, page orientation, inserting page numbers, page breaks, headers, footers, date, time, symbols, and other images. You will learn to create tables, populating and formatting them. Must be able to type. Begin to acquire skills and knowledge needed to pass the optional MOS Core certification exam in Word.
$175 CEUs 1.6 HRS: 16
70143 Central TTh
Feb 07-Feb 19 1:00 p.m.-5:00 p.m.
90305 Central MW
Apr 08-Apr 17 8:00 a.m.-12:00 p.m.

Technical Administrative Skills I
POFI 1001
Prerequisite: None. Note: Textbook required; flash drive recommended.
Study the new generation of computer office applications in Microsoft Office 2010. Begin with an overview of computers and how they work. Learn core features of Microsoft Word, Excel, Access, PowerPoint, and Outlook. Discover current terminology and technology.
$750 CEUs 9.2 HRS: 92
70139 North TTh
Feb 19-May 09 6:00 p.m.-10:00 p.m.

Technical Administrative Skills II
POFI 1041
Increase your knowledge of the core features of Microsoft Office 2010 in Word, Excel, Access, PowerPoint, and Outlook. Gain enough skills and practice to pass the core certification exams. Exam voucher included with the course.
$775 CEUs 7.6 HRS: 76
90299 North TTh
May 14-Jul 18 6:00 p.m.-10:00 p.m.

Word One Day-Advanced
POFI 2037
Prerequisite: Word One Day Intermediate. Note: Textbook required; flash drive required.
In this course, you will use Word to create, manage, revise, and distribute long documents and forms.
$110 CEUs .7 HRS: 7
90304 South F
Apr 05-Apr 05 8:30 a.m.-4:30 p.m.

Word-One Day
POFI 1024
Prerequisite: None. Textbook required.
Learn the basics of Word 2010 and be able to create and edit a simple document, format text and paragraphs, add tables, graphics, watermarks, headers and footers.
$110 CEUs .7 HRS: 7
70142 North F
Jan 11-Jan 11 8:30 a.m.-4:30 p.m.

Word-One Day-Intermediate
POFI 1042
Prerequisite: Windows for the Desktop or equivalent knowledge; Word-One Day. Note: Textbook required; flash drive recommended.
In the first course in this series, Word-One Day, students gained all the basic skills needed to create a wide range of standardized business documents. This continuation provides the next step: to improve proficiency. To do so, one can customize and automate the way Microsoft Word works, and improve the quality of work by enhancing documents with customized Microsoft Word elements. In this course, participants will increase the complexity of their Microsoft Word documents by adding components such as customized lists, tables, charts, and graphics. Participants will also create personalized Microsoft Word efficiency tools.
$110 CEUs .7 HRS: 7
90303 South F
Mar 01-Mar 01 8:30 a.m.-4:30 p.m.
**GRAPHIC DESIGN**

**Dreamweaver I**  
**IMED 1002**  
Prerequisite: Website Design. Note: Textbook required; flash drive required.  
Design and create attractive Web pages using Adobe’s Dreamweaver software. Create templates, forms, rollovers, basic animations, and database driven Web pages.  
**$300** CEUs 2.4  
90283  
Mar 18-Apr 03 8:00 a.m.-12:00 p.m.

**Interface Design with PhotoShop**  
**IMED 1041**  
Prerequisite: None. Note: None.  
This course offers skills development in the interface design process, including selecting interfaces that are meaningful to users and relative to a project’s content and delivery system. The emphasis is on aesthetic issues such as iconography, screen composition, colors, and typography. This course utilizes the Photoshop software package. (IMED 1341)  
**$269**  
70428 North TBA  
Jan 14-May 10  
70426 North T  
Jan 15-May 10 12:00 p.m.-12:55 p.m.  
Jan 15-May 10 1:00 p.m.-1:50 p.m.  
70440 South W  
Jan 16-May 10 6:00 p.m.-9:50 p.m.

**Photoshop I**  
**ITSW 1003**  
Prerequisite: Website Design. Note: Textbook required; flash drive required.  
Use Adobe Photoshop to enhance your digital images for web page creations. Learn to apply color techniques and add type to an image, use layers, channels, and paths; create special effects with filters.  
**$300** CEUs 2.4  
70131 South MW  
Feb 13-Mar 04 8:00 a.m.-12:00 p.m.

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**NETWORKING**

**Cisco Exploration 1 - Network Fundamentals**  
**ITCC 1001**  
Prerequisite: Prerequisite: ITSC 1305 or department chair approval. Note: Textbook required.  
This course introduces the architecture, structure, functions, components, and models of the Internet. It describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. It covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. The students will build simple LAN topologies by applying basic principles of cabling; performing basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. (ITCC 1401)  
**$332** CEUs 6.4  
70423 Central Th  
Jan 17-May 10 5:00 p.m.-9:50 p.m.

**Cisco Exploration 2-Routing Protocols**  
**ITCC 1004**  
Prerequisite: Cisco Exploration 1. Note: Textbook required.  
Learn architecture, operation of routers, and routing protocols; analyze, configure, verify, and troubleshoot RIPv1, RIPv2, EIGRP, and OSPF. (ITCC 1404)  
**$332** CEUs 6.4  
70424 Central M  
Jan 14-May 10 5:00 p.m.-9:50 p.m.

**Cisco Exploration 4 - Accessing the WAN**  
**ITCC 2010**  
Prerequisite: Cisco Exploration 1, Cisco Exploration 2. Note: Textbook required.  
Learn traffic control principles, access control lists, and protocols at the data link layer for wide-area access. Implement PPoE, DSL, and Frame Relay. (ITCC 2410)  
**$332** CEUs 6.4  
70425 Central W  
Jan 16-May 10 5:00 p.m.-9:50 p.m.
Implementing Network Directory Services

ITNW 1045
Prerequisite: ITNW 1354 or ITMT 1340. Note: Textbook required. This course provides students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2003 Active Directory services. The course focuses on Implementing Group Policy Objects, deploying software by using group policies, configuring Domain Name System (DNS) to manage name resolution, schema and replication, use of Active Directory to manager users, groups, shared folders, and network resources. Students also learn how to implement and troubleshoot security in a directory services infrastructure and monitor and optimize Active Directory performance. This course also provides the student with experience in managing and troubleshooting software using group policies. (ITNW 1345)

$289 CEUs 6.4 HRS: 64
90385 South W
Mar 20-May 10 6:00 p.m.-9:50 p.m.

Intermediate PC Operating Systems

ITSC 1021
Prerequisite: Introduction to PC Operating Systems. Note: Textbook required. This course covers advanced operating system installation, configuration, and troubleshooting. Topics include installation and configuration, file management, memory and storage management, continued study in advanced installation, configuration troubleshooting, advanced file management, memory, storage management, update peripheral device drivers, and use of utilities to increase system performance. (ITSC 1321)

$269 CEUs 4.8 HRS: 48
70437 South T
Jan 15-May 10 6:00 p.m.-9:50 p.m.

Implementing and Supporting Servers

ITNW 1054
Prerequisite: ITNW 1308 or ITCC 1401 or department chair approval. Note: Textbook required; flash drive recommended. This course includes topics such as implementing, administering, and troubleshooting information systems that incorporate servers in a networked computing environment. It also includes managing accounts and resources, maintaining server resources, monitoring server performance, safeguarding data in a Microsoft Windows Server 2008 environment, development of skills necessary to implement, administer, and troubleshoot information systems that incorporate Windows Based Servers in a networked computing environment, setting up servers for various client computers, configuring directory replication, managing licensing, user group accounts, user profiles, administering remote servers, disk resources, creating and sharing resources, implementing permissions and security, fault-tolerance, installing and configuring RAS, performance bottlenecks; and configuring problems. (ITNW 1354)

$289 CEUs 6.4 HRS: 64
70462 North TBA
Jan 14-May 10 -
70463 North T
Jan 15-May 10 6:00 p.m.-7:50 p.m.

Intro to PC Operating Systems

ITSC 1046
Prerequisite: Basic Computer skills. Note: Textbook required; flash drive required. This course covers a study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Operating systems covered include DOS, Windows and UNIX. (ITSC 1305)

$289 CEUs 6.4 HRS: 64
70465 North M
Jan 14-May 10 6:00 p.m.-7:50 p.m.
70464 North TBA
Jan 14-May 10 -
70441 South T
Jan 15-May 10 6:00 p.m.-9:50 p.m.
Personal Computer Help Desk

**ITSC 2039**

Prerequisite: ITSC 2331 Integrated Software Applications II or Department Chair approval. Note: Textbook required.

Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects. (ITSC 2339)

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**Personal Computer Hardware**

**ITSC 1025**

Prerequisite: ITSC 1305 or department chair approval. Note: None.

This course is a study of current personal computer hardware, including personal computer assembly and upgrading, setup and configuration, and troubleshooting. Major topics include an overview of the computer system, installing and configuring hardware and software, troubleshooting hardware and software problems, management of the computer’s resources, (including hard drive space and memory), data storage on hard drives, data recovery methods and installing peripheral equipment. (ITSC 1325)

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Server Administration Fundamentals

**ITNW 2051**

Prerequisite: Basic computer skills. Note: Textbook required; DVD-RW disc required.

Learn server fundamentals such as managing Windows Servers (including virtualization) and storage, along with monitoring and troubleshooting servers. This course also covers such topics as essential naming, directory, and print services. Students also learn of popular Windows Network Services and Applications.

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Supporting Network Service Infrastructure

**ITNW 1053**

Prerequisite: ITNW 1354 or ITMT 1340. Note: Textbook required. This course provides the student with skills necessary to install, configure, manage, monitor, support, and troubleshoot a network infrastructure that uses the Microsoft Windows server family of products such as DHCP, DNS, Certificates, Routing protocols, L2TP, NAT, configuring security using Public Key, and deployment of Windows using remote installation services. (ITNW 1353)

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**PROGRAMMING**

**Fundamentals of Networking Technologies**

**ITNW 1025**

Prerequisite: ITSC 1305 or Department Chair Approval. Note: Textbook required.

Learn networking essential concepts and implementation; network protocols; transmission media; hardware and software; how to connect servers and clients in a network. (ITNW 1325)

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**Introduction to C++ Programming**

**ITSE 1007**

Prerequisite: Department chair approval or ITSE 1331. Note: Textbook required.

Learn structured design, development, testing, and implementation; syntax; data and file structures; coding; testing; and debugging. (ITSE 1307)

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<tr>
<th>$269</th>
<th>CEUs 8.0</th>
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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
Programming Logic & Design
ITSE 1029
Prerequisite: None. Note: Textbook required.
Take a disciplined approach to problem solving with techniques and algorithms using design tools such as charts and pseudo code. (ITSE 1329)

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SECURITY

Incident Response & Handling
ITSY 2042
Prerequisite: ITSY 2300 and ITSY 2301. Note: Textbook required.
This course provides in-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures. (ITSY 2342)

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Information Tech Security
ITSY 1042
Prerequisite: Fundamentals of Networking or Cisco Expl1 NW Fundamentals. Note: Textbook required; flash drive required.
This course provides instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools, encryption; and protection from viruses. (ITSY 1342)

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Operating System Security
ITSY 2000
Prerequisite: ITSY 1342. Note: Textbook required.
This course provides instruction in safeguarding computer operating systems by demonstrating server support skills and designing and implementing a security system. The student is taught to identify security threats, monitor network security implementations, and use best practices to configure operating systems to industry security standards. (ITSY 2300)

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Security Assessment & Auditing
ITSY 2059
Prerequisite: None. Note: Textbook required.
This course is the capstone experience for the security curriculum. It synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security system to ensure appropriate levels of protection are in place. (ITSY 2359)

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Security Fundamentals
ITSY 1191
Prerequisite: Basic computer skills. Note: Textbook required.
Learn the vital fundamentals of security such as understanding security layers, authentication, authorization, and accounting. Become familiar with security policies, network security and protecting the server and client.

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<td>Central</td>
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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
WEB DEVELOPMENT

HTML/CSS
ITNW 1059
Prerequisite: Basic computer skills and knowledge of Windows. Note: Textbook required.
Learn to create web pages using Hypertext markup language (HTML) and Cascading Style Sheets (CSS). Students will plan content and structure of a basic web page. Topics will include tables, formatting, images and colors.

$345  CEUs 3.2  HRS: 32
70127  South  MW
Jan 14-Feb 11  8:00 a.m.-12:00 p.m.

Java Programming
ITSE 2017
Prerequisite: ITSE 1307 or department chair approval. Note: Textbook required.
Learn to develop executable programs; create appropriate documentation using object-oriented programming techniques. This course emphasizes the fundamental syntax and semantics of JAVA for applications and web applets. (ITSE 2317)

$269  CEUs 6.4  HRS: 64
70435  South  MW
Jan 14-May 10  8:30 a.m.-10:20 a.m.

SharePoint Administrator’s Training
IMED 1002
Prerequisite: Website Design. Note: Textbook required.
Students who will be administering SharePoint sites will benefit from this course. Students will plan and install SharePoint, as well as secure and manage the site.

$650  CEUs 3.2  HRS: 32
70136  Central  MTWTh
Feb 25-Mar 01  8:00 a.m.-5:00 p.m.

SharePoint User’s Training
IMED 1002
Prerequisite: Website Design. Note: Textbook required.
SharePoint is Microsoft’s Web-based collaboration tool that allows users to share resources and create shared content. In this course, students will create and navigate an existing site while avoiding a lot of the technical details.

$550  CEUs 3.2  HRS: 32
70138  Central  MTWTh
Feb 04-Feb 07  8:00 a.m.-5:00 p.m.
90298  Central  MTWTh
May 06-May 09  8:00 a.m.-5:00 p.m.

Web Site Design
IMED 1002
Prerequisite: Windows for the Desktop or equivalent knowledge and Internet fundamentals. Note: Textbook required; flash drive required.
This course offers instruction in internet website design. You will learn to format text and apply styles to text and to other elements of a site you will build. You will use color background, images, and multimedia to enhance your site. All of these skills will be presented in a manner consistent with good design techniques. You will learn how to publish your site.

$285  CEUs 2.4  HRS: 24
90300  North  MW
Feb 25-Mar 20
5:00 p.m.

SharePoint Developer’s Training
IMED 1002
Prerequisite: Website Design. Note: Textbook required.
Students who want to customize their SharePoint sites will benefit from this course. Students will create custom layouts, formatting, master pages, and custom applications.

$650  CEUs 3.2  HRS: 32
70140  Central  MTWTh
Mar 25-Mar 28  8:00 a.m.-5:00 p.m.

Web Site Development Certificate Program
ITSE 1001
Prerequisite: Basic computer and Internet skills. Note: Textbook required; flash drive required.
This certificate program offers instruction in basic Web design using HTML and CSS. You will also learn to create Web pages using Dreamweaver. Finally you will learn to publish polished photos using Photoshop.

$730  CEUs 8.0  HRS: 80
70140  South  MW
Jan 14-Apr 03  8:00 a.m.-12:00 p.m.
Health Occupations

EMERGENCY HEALTH

ACLS Provider
EMSP 2035
Skill development for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. Establishes a system of protocols for management of the patient experiencing cardiac difficulties. An ACLS card is issued upon completion. Prerequisite: Call 281-476-1862 for approval to register. Textbook required

$199  CEUs 1.6  HRS: 16
90239  Central  S  Apr 27-Apr 28  8:00 a.m.-5:00 p.m.

CPR
EMSP 1019
Instruction in lifesaving skills of respiratory, cardiac and choking emergencies for adults, children, and infants. Two rescuer CPR and AED training are included. Provides the Healthcare Provider CPR certification required for nurses, nursing students, EMT's and other allied health professionals involved with clinical patient care. Trains the general public in lifesaving techniques needed until 911 arrives on scene. A CPR card is issued upon completion. Students must acknowledge the need to arrive at class on time and with the current book for the class. Late students or students without books will be sent home. Students sent home for these reasons will NOT be transferred to another class or receive a refund.

$85  CEUs .8  HRS: 8
70032  Central  S  Dec 15-Dec 15  8:00 a.m.-5:00 p.m.
70086  North  Th  Jan 10-Jan 10  8:00 a.m.-5:00 p.m.
70089  Central  F  Jan 11-Jan 11  8:00 a.m.-5:00 p.m.
70091  North  S  Jan 12-Jan 12  8:00 a.m.-5:00 p.m.
70087  Central  Su  Jan 13-Jan 13  8:00 a.m.-5:00 p.m.
70088  Central  S  Jan 19-Jan 19  8:00 a.m.-5:00 p.m.
70090  Central  Su  Jan 27-Jan 27  8:00 a.m.-5:00 p.m.
70092  North  S  Feb 02-Feb 02  8:00 a.m.-5:00 p.m.
70093  Central  S  Feb 09-Feb 09  8:00 a.m.-5:00 p.m.
70094  Central  S  Feb 23-Feb 23  8:00 a.m.-5:00 p.m.
90242  North  S  Mar 02-Mar 02  8:00 a.m.-5:00 p.m.
90243  Central  F  Mar 08-Mar 08  8:00 a.m.-5:00 p.m.
90244  Central  S  Mar 23-Mar 23  8:00 a.m.-5:00 p.m.
90245  North  F  Apr 05-Apr 05  8:00 a.m.-5:00 p.m.
90247  Central  F  Apr 19-Apr 19  8:00 a.m.-5:00 p.m.
90246  Central  S  Apr 20-Apr 20  8:00 a.m.-5:00 p.m.
90249  Central  F  May 03-May 03  8:00 a.m.-5:00 p.m.
90248  North  S  May 11-May 11  8:00 a.m.-5:00 p.m.
90250  Central  S  May 18-May 18  8:00 a.m.-5:00 p.m.

Key to Days of Week

| M | Monday |
| T | Tuesday |
| W | Wednesday |
| Th | Thursday |
| F | Friday |
| S | Saturday |
| Su | Sunday |
First Responder Training (ECA)

EMSP 1005
This is an entry level course into emergency medical care. It will prepare students for the National Registry and Texas state certification as a First Responder. This course is also referred to as Emergency Care Attendant or ECA. A CPR card for the Healthcare Provider is required and this training is included in the course. The course also provides the skills and equipment training necessary to maintain basic life support for sick or injured patients. Individuals who deal with groups of people on a daily basis, such as day care employees, teachers, lifeguards, firefighters, police, etc. would also find this course useful. Upon successful completion of the course, students are eligible to test with the National Registry for certification as a First Responder (ECA). Currently certified participants may use the 56 training hours for ongoing continuing education for ECA, EMT or Paramedic recertification. Emphasis is on requirements of national and state accrediting agencies. Prerequisites: 18 years old, high school or GED. Textbook is required.

$595 CEUs 5.6 HRS: 56
70083 Central MTWTh
Feb 04-Feb 13 8:00 a.m.-5:00 p.m.

ITLS Provider

EMSP 1045
Intense skill development in emergency field management, systematic rapid assessment, resuscitation, packaging, and transportation of patients. Includes experience necessary to meet initial certification requirements. An ITLS card is issued upon completion. Prerequisites: Call 281-476-1862 for approval to register. Textbook required

$199 CEUs 1.6 HRS: 16
90241 Central SSu
Apr 06-Apr 07 8:00 a.m.-5:00 p.m.

PALS Provider

EMSP 1047
This course provides a system of protocols for management of the pediatric patient experiencing difficulties in medical and/or trauma related emergencies. The purpose of this course is to teach professional healthcare providers the knowledge and skills they will need to know and perform in an actual resuscitation of a child. The course is designed for healthcare providers who are responsible for the well being of infants and children. Prerequisites: Call 281-476-1862 for approval to register. Textbook required

$199 CEUs 1.6 HRS: 16
90240 Central SSu
Apr 13-Apr 14 8:00 a.m.-5:00 p.m.
EMS Operations

EMSP 2038
A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. Curriculum based on the National Emergency Medical Services Educational Standards. Practical field exercises are performed, some will require weekend participation. The students must meet the expected outcomes and terminal objectives of the class for completion. (EMSP 2238) Prerequisites: Department Chair approval, Call 281-476-1862. Note: One of 3 courses required for EMT-Basic Certification. Textbook will be used from EMT Basic class.

$336

CEUs 4.8  
HRS: 48

70198  
Central  
M  
Jan 14-May 10  
6:00 p.m.-10:00 p.m.

70215  
North  
TBA  
Jan 14-May 10  
-

70216  
North  
TBA  
Jan 14-May 10  
-

70217  
North  
TBA  
Jan 14-May 10  
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70199  
Central  
TBA  
Jan 16-May 05  
-

70200  
Central  
TBA  
Jan 16-May 05  
-

EMT Basic

EMSP 1001
This course provides the introduction to the level of Emergency Medical Technician (EMT) - Basic level of emergency care. All the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services are taught. The course includes American Heart Association Healthcare Provider CPR. Enrollment and successful completion of the EMT Basic Clinical is required for certification. (EMSP 1501) Prerequisites: Must be 18 by the class end date and have a high school diploma/GED to be eligible for certification. Note: Call 281-476-1862 for registration approval, dates and times. Attendance at the Sturday Skill Day and the Saturday Field Day is mandatory.

$379

CEUs 12.8  
HRS: 128

70197  
Central  
M  
Jan 14-May 10  
8:00 a.m.-12:00 p.m.

70213  
North  
MWTh  
Jan 14-May 10  
12:30 p.m.-3:00 p.m.

70201  
Central  
MW  
Jan 14-May 10  
6:00 p.m.-10:00 p.m.

70212  
North  
TTh  
Jan 15-May 10  
8:00 a.m.-12:00 p.m.

70214  
North  
TTh  
Jan 15-May 10  
6:00 p.m.-10:00 p.m.

Key to Days of Week

M  
Monday  

T  
Tuesday  

W  
Wednesday  

Th  
Thursday  

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Friday  

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Saturday  

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Sunday

To Register: North: 281.459.7119  •  South and Clear Lake: 281.922.3440  •  Central: 281.476.1838
Certified Nurse Aide  
NURA 1001  
Enter the field of nursing by becoming a Certified Nurse Aide. This class will teach you the skills, knowledge and abilities to care for residents of long-term care facilities. You will learn how to provide safety and preventive measures in the care of residents as well as how to function as a member of the health care team. You will be prepared for entry level employment in long-term care facilities, hospitals, and doctor's offices. After completion of the class, you will be eligible to take the State of Texas Certified Nurse Aide Certification Exam. Includes 24 hours of clinical practice (Three 8 hour days). This course of study prepares candidates to be certified. Candidates become “Certified” by passing the required certifying agency exam. Prerequisites: Current negative TB, Health Care Provider CPR. Background check is required & is an additional student expense. Note: No GED/HS diploma required. Students 16-17 are eligible for certification by the state agency, DADS. Parental wavier is required if under 18. Textbook and clinical scrubs are required. Registration after the first class meeting is not allowed. Physical requirements: Must be able to squat, bend and lift or assist with 100 pounds

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<th>Course</th>
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<tr>
<td>Certified Nurse Aide</td>
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<tr>
<td>South</td>
<td>Jan 12-Mar 09</td>
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<tr>
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<td>Jan 24-Feb 28</td>
<td>6:00 p.m.-10:00 p.m.</td>
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<td>Feb 07-Mar 19</td>
<td>8:00 a.m.-12:00 p.m.</td>
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<td>Mar 20-Apr 24</td>
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<td>Mar 22-May 24</td>
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<td>Mar 23-May 18</td>
<td>8:00 a.m.-5:00 p.m.</td>
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<td>South</td>
<td>Apr 29-Jun 03</td>
<td>6:00 p.m.-10:00 p.m.</td>
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<tr>
<td>Central</td>
<td>May 22-Jun 21</td>
<td>1:00 p.m.-5:00 p.m.</td>
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Key to Days of Week

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<td>Monday</td>
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EKG Technician  
ECRD 1011  
Learn the fundamentals of anatomy and physiology of the cardiovascular system and the role of the electrocardiograph in patient assessment. As an EKG Technician, you will perform diagnostic tests to assess the heart rhythm and rate in patients. The EKG technician is an integral part of the management of patients with heart disease and is employed by hospitals, medical/surgical clinics, and insurance companies. This class will prepare you to take the American Certification Agency for Healthcare Professionals Certification Exam for ECG Technician. Prerequisites: None Note: Textbook required.

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<td>Feb 09-May 18</td>
<td>9:00 a.m.-1:00 p.m.</td>
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<td>North</td>
<td>Mar 04-Apr 22</td>
<td>6:00 p.m.-10:00 p.m.</td>
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<td>Central</td>
<td>Apr 02-May 14</td>
<td>1:00 p.m.-5:00 p.m.</td>
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PHLEBOTOMY  
Phlebotomy Technician Basic  
PLAB 1023  
Students are involved in skill development to perform a variety of blood collection methods using proper techniques and universal precautions. This course includes vacuum collection devices, syringes, capillary skin puncture, blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology. Prerequisites: Proof of high school diploma/GED completion. Note: Must also enroll in the Phlebotomy Practicum. Textbook required.

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Phlebotomy Technician Basic</td>
<td>4.8</td>
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<tr>
<td>Central</td>
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<tr>
<td>Central</td>
<td>Mar 18-May 05</td>
<td>4:00 p.m.-7:00 p.m.</td>
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</table>
Phlebotomy Technician Practicum
PLAB 1064
This is a work-based learning experience with direct client care. This course enables the student to apply the theory, skills and concepts learned in the basic phlebotomy class in a supervised clinic or lab setting. Specific learning objectives are developed by the faculty. Prerequisites: Proof of high school diploma/GED completion. Proof of a current negative TB skin test and Hepatitis B vaccine. Background check is required and is an additional student expense. Note: Must also enroll be in Phlebotomy Technician Basic. Course begins after successful completion of Phlebotomy Technician Basic. Dates, times, and location are determined by instructor.

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<th>Course</th>
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<td>7:00 a.m.-4:00 p.m.</td>
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Clinical - Mammography Technologist
MAMT 2063
Students will apply mammography theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within the systems associated with the mammography work environment. Students will demonstrate legal & ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using mammography terminology. (MAMT 2363) Prerequisites: Successful completion of Mammography. Course approval is required, Call 281-476-1871. Note: As an additional student expenses, a physical, background and drug check, etc. are requirements. Must be ARRT registered or eligible to test. Note: No textbook required

<table>
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MEDICAL IMAGING
Anatomy/Positioning & Patient Assessment
MAMT 2037
This course will prepare the registered technologist to enter the advanced field of mammography. A mammographer uses specialized X-ray equipment to obtain diagnostic images and breast tissue biopsies. This specialized technologist is pivotal in the diagnosis of breast tissue abnormalities in both men and women. Students will learn to position patients and equipment to provide quality images. Effective communications with patients, physicians and other healthcare professionals will be demonstrated and practiced. Students will also develop an understanding of radiation protection, anatomy, pathology, ethics, and medicolegal issues. (MAMT 2333). Prerequisites: Approval Required. For approval and additional information, call 281-476-1871. Note: As an additional student expense, a physical, background and drug check are some of the requirements. Must be ARRT registered or eligible to test. Textbook is required

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Clinical I Computed Tomography
CTMT 2060
This is an advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practice experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional in a clinical setting. (CTMT 2360) Prerequisites: RADR 2340, CTMT 2332 Note: Textbook required

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Clinical II Computed Tomography
CTMT 2060
This is a continuation of CTMT 2360. It also provides an advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional in clinical setting. Prerequisites: CTMT 2360, CTMT 2336 Textbook required

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Computed Tomography Equipment and Methodology
CTMT 2036
The concepts and physical principles employed in computed tomography are discussed. The course material emphasizes interactions between X-rays and matter with concepts of radiation detectors and digital imaging. Current knowledge and theory of the biological effects of X-rays are explored, with an emphasis on how they relate to data acquisition, image production, and control and manipulation of image production. This course also provides skill development in the operation of computed tomographic equipment, focusing on routine protocols, image quality, quality assurance and radiation protection. Category A CE credit is pending approval by the ASRT. (CTMT 2336) Prerequisites: RADR 2340, and must have current national registration in X-ray (ARRT), Nuclear Medicine (NMTCB or ARRT) or Radiation Therapy (ARRT) Textbook required $269 CEUs 4.8 HRS: 48
70193 Central M Jan 14-May 10 7:00 p.m.-9:50 p.m.

Magnetic Resonance Imaging Clinical II
MRIT 2061
This course is designed to provide you specialized instruction and experience in the performance of the various procedures normally found in a magnetic resonance imaging facility. (MRIT 2361) Prerequisites: MRI Clinical I, and must have current national registration in X-ray (ARRT), Nuclear Medicine (NMTCB), or Radiation Therapy (ARRT), Call 281-476-1501 X1446 for approval to register. Note: NOT ASRT certified Textbook required $276 CEUs 9.6 HRS: 96
70205 Central TBA Jan 14-May 10 -

Principles of Magnetic Resonance Imaging
MRIT 2030
Focuses on the underlying scientific theory and practice leading to magnetic resonance imaging. Includes the concepts and scientific principles employed in magnetic resonance imaging techniques. Emphasis on principles of magnetism and interactions of living matter within magnetic fields. Category A CE credit is approved by the ASRT. (MRIT 2330) Prerequisites: Must have current national registration in X-ray (ARRT), Nuclear Medicine (NMTCB or ARRT) or Radiation Therapy (ARRT) Textbook required $269 CEUs 4.8 HRS: 48
70207 Central T Jan 15-May 10 7:00 p.m.-9:50 p.m.

Magnetic Resonance Imaging Clinical I
MRIT 2061
This course is designed to provide you specialized instruction and experience in the performance of the various procedures normally found in a magnetic resonance imaging facility. (MRIT 2360) Prerequisites: Sectional Anatomy for Medical Imaging and Principles of MRI, and must have current national registration in X-ray (ARRT), Nuclear Medicine (NMTCB), or Radiation Therapy (ARRT), Call 281-476-1501 X1446 for approval to register. Note: NOT ASRT certified Textbook required $276 CEUs 9.6 HRS: 96
70204 Central TBA Jan 14-May 10 -

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
**MEDICAL OFFICE**

AAPC Professional Medical Coding
HITT 1041
The AAPC’s Professional Medical Coding Curriculum is developed to present the latest information related to medical or insurance reimbursement. You will learn the theory of coding, gain an understanding of the coding fundamentals and then incorporate this learning by using the lab book to work coding reports. The CPC certification exam is included and will be administered the last class day. Prerequisite: Successful completion of Medical Office Professional or prior medical office/coding experience. Note: Includes AAPC textbooks, AAPC Membership and CPC exam. You must bring your own current CPT and ICD 9 and HCPCS Coding Manuals.

$1595  CEUs 9.0  HRS: 90
70080  Central  TTh
Jan 24-May 16  6:30 p.m.-9:30 p.m.

**Medical Office Professional**
MDCA 1021
This class will prepare you to work in a medical office setting and will provide a foundation for more advanced medical records careers. The content includes basic office procedures, medical records administration, medical terminology, and pathophysiology. This course is the prerequisite course for AAPC Medical Coding Curriculum for CPC Certification. Prerequisites: None. Textbook required

$1399  CEUs 9.0  HRS: 90
70084  Central  MW
Jan 28-May 15  6:30 p.m.-9:30 p.m.

**Applied Technologies & Trades**

**AUTO BODY COLLISION**

**Color Analysis and Paint Matching**
ABDR 2063
Learn color theory, color analysis, tinting, and advanced blending techniques for commercially acceptable paint matching. (ABDR 2353)

$293  CEUs 9.6  HRS: 90
70283  North  MTWThF
Jan 14-May 10  8:30 a.m.-9:20 a.m.
70284  North  S
Jan 19-May 05  8:00 a.m.-12:00 p.m.

**Major Collision Repair**
ABDR 2041
Students learn how to prepare vehicles for major repair processes. Topics include interpreting information from damage reports, planning repair sequences, selecting appropriate tools, and organizing removed parts for reinstallation. (ABDR 2541)

$379  CEUs 12.8  HRS: 128
70285  North  MTWThF
Jan 14-May 10  10:50 a.m.-12:20 p.m.
70286  North  MW
Jan 14-May 10  6:00 p.m.-10:00 p.m.

**Structural Analysis I**
ABDR 1041
Students learn the roughing and shaping procedures on automotive sheet metal necessary to perform body repairs. Topics include the alignment of component parts such as doors, hood, front-end assemblies, and deck lids. (ABDR 1441)

$336  CEUs 9.6  HRS: 96
70281  North  MTWThF
Jan 14-May 10  9:30 a.m.-10:40 a.m.
70282  North  TTh
Jan 15-May 10  6:00 p.m.-7:00 p.m.

**Vehicle Trim and Hardware**
ABDR 1015
Students learn the preparation and installation of vehicle trim and glass. (ABDR 1315)

$293  CEUs 6.4  HRS: 64
70279  North  MTWThF
Jan 14-May 10  7:30 a.m.-8:20 a.m.
70280  North  S
Jan 19-May 05  12:30 p.m.-4:30 p.m.

**Key to Days of Week**

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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
AUTOMOTIVE

Auto Electrical Diagnosis & Repair
AUMT 2021
Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. (AUMT 2321)

$293
70220 Central MTWThF
Jan 14-Mar 08 11:25 a.m.-2:50 p.m.
70221 Central MW
Jan 14-May 10 6:00 p.m.-9:00 p.m.

Auto Suspension & Steering Systems
AUMT 1016
The course focuses on the theory and operation of automotive suspension and steering systems, including tire and wheel probable diagnosis, component repair, and alignment procedures. It may be taught with manufacturer-specific focus. (AUMT 1316)

$293
70218 Central TTh
Jan 15-May 10 6:00 p.m.-9:00 p.m.

Auto Transmission and Transaxle
AUMT 2025
Study the operation and hydraulic principles of modern automatic transmissions and automatic transaxles. You will learn to diagnose, disassemble, and assemble with emphasis on the use of special tools and proper repair techniques. (AUMT 2425)

$336
70223 Central MTWThF
Jan 14-Mar 08 8:00 a.m.-11:15 a.m.
70224 Central MW
Jan 14-May 08 6:00 p.m.-10:00 p.m.

Automotive Brake Systems
AUMT 1010
Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, and anti-lock brake systems and parking brakes. (AUMT 1310)

$293
90359 Central MTWThF
Mar 18-May 10 8:00 a.m.-10:25 a.m.

Automotive Electronic Controls
AUMT 2011
A study of electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. (AUMT 2311)

$293
70219 Central MTWThF
Jan 14-Mar 08 11:25 a.m.-2:50 p.m.

Automotive Engine Performance Analysis I
AUMT 2017
Students will study the theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. (AUMT 2417)

$336
70222 Central MTWThF
Jan 14-Mar 08 8:00 a.m.-11:15 a.m.

CONSTRUCTION

Basic Construction Safety
CNBT 1010
Basic job construction safety in residential, commercial, and industrial construction. (CNBT 1210)

$226
70287 North MW
Jan 14-May 10 6:00 p.m.-6:50 p.m.

Construction Methods and Materials I
CNBT 1011
Introduction to construction materials and methods and their applications. (CNBT 1311)

$269
70288 North MW
Jan 14-May 10 7:00 p.m.-8:20 p.m.

Pipefitting 1: Introduction to Pipefitting
PFPB 1001
Instruction in to the orientation of the trade, pipefitting hand and power tools, oxyfuel cutting, ladders and scaffolds, and motorized equipment.

$300
70058 North TTh
Jan 29-Apr 16 6:00 p.m.-10:00 p.m.
Pipefitting 3B  
**PFPB 2032**  
Skills development in field routing and vessel trim, pipe hangers and supports, testing piping systems and equipment, stress relieving and aligning, and in-line specialties.  
**$300**  
CEUs 8.0  
HRS: 80  
70059  
North  
MW  
Jan 28-Apr 10  
6:00 p.m.-10:00 p.m.  

Sheetmetal I: 1B  
**MCHN 1001**  
An introduction to the materials, tools, and techniques used in the sheet metal industry. Review of trade math problems involving measurement of lines, area, volume, weight, and geometric figures. Introduction of types and uses of hand, layout, and cutting tools along with bending and forming machines. Practice of material types and properties along with the principles of layout and metal forming.  
**$300**  
CEUs 7.2  
HRS: 72  
70055  
North  
M  
Jan 07-May 20  
5:00 p.m.-9:00 p.m.  

Sheetmetal II: 2A  
**MCHN 1049**  
An introduction to various types of pipe and fittings. Emphasis on principals and type fittings for radial line development and factors that influence bend allowance.  
**$300**  
CEUs 7.2  
HRS: 72  
70056  
North  
T  
Jan 08-May 14  
5:00 p.m.-9:00 p.m.  

Sheetmetal III: Sheetmetal 3B  
**MCHN 1053**  
A continuation to the triangulation layout and fabrication of ductwork. Introduction to equipment and techniques of welding metal. Includes shielded metal arc welding and gas cutting methods. Application of field measurements for layout and installation of duct sections and offsets.  
**$300**  
CEUs 7.2  
HRS: 72  
70057  
North  
Th  
Jan 10-May 23  
5:00 p.m.-9:00 p.m.  

DIESEL  
**Basic Brake Systems**  
**DEMR 1017**  
Covers the basic principles of brake systems used on diesel powered equipment including repairs and troubleshooting.  
**$287**  
CEUs 9.6  
HRS: 96  
70289  
North  
TTh  
Jan 15-May 10  
7:30 a.m.-10:20 a.m.  

**Power Train I**  
**DEMR 1021**  
Covers the theory, inspection techniques and repair of power train used in diesel powered vehicles including clutches, transmissions, drive shafts and differentials.  
**$330**  
CEUs 9.6  
HRS: 96  
70290  
North  
TTh  
Jan 15-May 10  
10:30 a.m.-1:20 p.m.  

DRAFTING  
**Architectural Drafting-Residential**  
**DFTG 1017**  
This course focuses on architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structures with emphasis on light frame construction methods.  
**$336**  
CEUs 9.6  
HRS: 96  
70295  
North  
TTh  
Jan 15-May 10  
8:30 a.m.-11:20 a.m.  

**Basic Computer-Aided Drafting**  
**DFTG 1009**  
An introduction to computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, and using layers.  
**$336**  
CEUs 9.6  
HRS: 96  
70293  
North  
MW  
Jan 14-May 10  
8:30 a.m.-11:20 a.m.  
70294  
North  
TTh  
Jan 15-May 10  
6:00 p.m.-9:00 p.m.
**Machine Design Pro E**

DFTG 2006

Theory and practice of design. Projects in problem-solving, including press fit, bolted and welded joints, and transmission components. (DFTG 2406)

$336  CEUs 9.6  HRS: 96

70296  North  Th
Jan 17-May 10  6:00 p.m.-9:00 p.m.

**Pipe Drafting**

DFTG 2023

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. (DFTG 2423)

$336  CEUs 9.6  HRS: 96

70297  North  MW
Jan 14-May 10  6:30 p.m.-9:30 p.m.

**Technical Drafting**

DFTG 1005

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, and sections. (DFTG 1405)

$336  CEUs 9.6  HRS: 96

70292  North  MW
Jan 14-May 10  6:00 p.m.-9:00 p.m.
Jan 15-May 10  8:30 a.m.-11:20 a.m.

**ELECTRICAL/ELECTRONICS**

**Advanced Electricity**

HART 2031

Students will study the principles of motor operation, the theory of power distribution to motors, motor controls, motor protection, motor circuit troubleshooting, and the application of solid state devices. (HART 2431)

$332  CEUs 9.6  HRS: 96

70317  North  MWF
Jan 14-May 10  8:30 a.m.-10:20 a.m.

**Basic Electrical Theory**

ELPT 1011

Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current. Also covers electrical terminology, circuit analysis and mathematical formulas. (ELPT 1311)

$279  CEUs 6.4  HRS: 64

70230  Central  MW
Jan 14-May 10  10:00 a.m.-11:50 a.m.
Jan 14-May 10  6:00 p.m.-10:00 p.m.
Jan 15-May 10  8:00 a.m.-9:50 a.m.
Jan 15-May 10  10:00 a.m.-11:50 a.m.
Jan 15-May 10  1:00 p.m.-2:50 p.m.
Jan 15-May 10  6:00 p.m.-10:00 p.m.
Jan 16-May 10  6:00 p.m.-10:00 p.m.
Jan 17-May 10  6:00 p.m.-10:00 p.m.

**Commercial Wiring**

ELPT 1045

A study of commercial wiring methods. Includes over current protection, raceway panel board installation, proper grounding techniques, and associate safety procedures. (ELPT 1345)

$293  CEUs 6.4  HRS: 64

70236  Central  TTh
Jan 15-May 10  8:00 a.m.-9:50 a.m.
70237  Central  T
Jan 15-May 10  6:00 p.m.-10:00 p.m.
## Electrical Calculations I

**ELPT 1015**

Introduction to mathematical applications utilized to solve problems in the electrical field. Topics include fractions, decimals, percentages, simple equations, ratio and proportion, metric conversion, and applied geometry. (ELPT 1215)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEUs</th>
<th>HRS</th>
<th>Location</th>
<th>Dates</th>
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</thead>
<tbody>
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<td>32</td>
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<td>Jan 15-May 10</td>
<td>5:00 p.m.-5:50 p.m.</td>
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</table>

## Electrical Calculations II

**ELPT 2015**

Mathematical applications used to solve problems in the electrical field. Includes fractions, decimals, ratio and proportion, applied geometry, and utilization of right triangles to calculate electrical values. (ELPT 2215)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEUs</th>
<th>HRS</th>
<th>Location</th>
<th>Dates</th>
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<td>Jan 14-May 10</td>
<td>6:00 p.m.-6:50 p.m.</td>
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</tbody>
</table>

## Electrical Systems Design

**ELPT 2043**

Electrical design of commercial and/or industrial projects including building layout, types of equipment, placement, sizing of electrical equipment, and all electrical calculations according to the requirements of the National Electrical Code (NEC). (ELPT 2343)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEUs</th>
<th>HRS</th>
<th>Location</th>
<th>Dates</th>
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<td>Jan 14-May 10</td>
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</table>

## Motor Controls

**ELPT 1041**

A study of operating principles dealing with solid-state and conventional controls along with their practical applications. Includes braking, jogging, plugging, and safety wiring. (ELPT 1441)

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>HRS</th>
<th>Location</th>
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<tbody>
<tr>
<td>ELPT 1041</td>
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<td>Jan 14-May 10</td>
<td>7:00 p.m.-10:00 p.m.</td>
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## National Electric Code I

**ELPT 1025**

An introductory study of the National Electric Code (NEC). Emphasis will be on wiring design, protection, methods and materials. (ELPT 1325)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEUs</th>
<th>HRS</th>
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## National Electric Code II

**ELPT 2025**

In-depth coverage of the National Electrical Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring protection and methods. (ELPT 2325)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEUs</th>
<th>HRS</th>
<th>Location</th>
<th>Dates</th>
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## Residential Wiring

**ELPT 1029**

Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures. (ELPT 1429)

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<tr>
<th>Course Code</th>
<th>CEUs</th>
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<th>Dates</th>
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<td>ELPT 1029</td>
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</table>
HVAC/REFRIGERATION

AC & Refrigeration Codes
HART 2001
HVAC standards and concepts with emphasis on the understanding, and documentation of the codes and regulations required for the state mechanical contractors license and local codes. (HART 2301)

$269  CEUs 4.8  HRS: 48
70315  North  MW
Jan 14-May 10  1:00 p.m.-3:50 p.m.

Advanced AC Controls
HART 2034
Theory and application of electrical control devices, electromechanical controls, and/or pneumatic controls. (HART 2334)

$269  CEUs 4.8  HRS: 48
70316  North  MW
Jan 14-May 10  7:00 p.m.-10:00 p.m.

Basic Electricity for HVAC
HART 1001
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. (HART 1401)

$332  CEUs 9.6  HRS: 96
70310  North  MW
Jan 14-May 10  7:00 p.m.-10:00 p.m.

Commercial Air Conditioning: HVAC 4B
HART 2041
A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. (HART 2441)

$332  CEUs 9.6  HRS: 96
70318  North  TTh
Jan 15-May 10  8:30 a.m.-10:20 a.m.
70319  North  TTh
Jan 15-May 10  7:00 p.m.-10:00 p.m.

Commercial Refrigeration: HVAC 2B
HART 2042
Theory and practical application in the maintenance of commercial refrigeration; medium, and low temperature applications and ice machines. (HART 2442)

$332  CEUs 9.6  HRS: 96
70320  North  MW
Jan 14-May 10  10:30 a.m.-12:30 p.m.

Gas Electrical Heating
HART 1045
Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. (HART 1445)

$332  CEUs 9.6  HRS: 96
70314  North  MW
Jan 14-May 10  7:00 p.m.-10:00 p.m.

Preparation for EPA Recovery Certification
HART 1056
Prepatory course and testing for HVAC refrigerant recovery and recycling to meet requirements of EPA Section 608 of the Clean Air Act. (HART 1356)

Test card and study guide required

$269  CEUs 4.8  HRS: 48
90361  North  S
Feb 16-May 10  8:00 a.m.-11:50 a.m.

Refrigeration Principles: HVAC 1B
HART 1007
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety. (HART 1407)

$332  CEUs 9.6  HRS: 96
70311  North  TTh
Jan 15-May 10  12:00 p.m.-2:50 p.m.
70312  North  TTh
Jan 15-May 10  7:00 p.m.-10:00 p.m.

Residential Air Conditioning
HART 1041
A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. (HART 1441)

$332  CEUs 9.6  HRS: 96
70313  North  TTh
Jan 15-May 10  7:00 p.m.-10:00 p.m.
## NON-DESTRUCTIVE TESTING

### Digital Radiography I  
**QCTC 1091**

Students will read and interpret film images in a general context (degree of penetration, shape recognition, light and dark regions); identify discontinuities; identify from films weldment types and configurations.

**$630**  
**CEUs 4.0**  
**HRS: 40**  
70356  
Feb 04-Feb 08  
8:00 a.m.-5:00 p.m.

### Eddy Current Testing  
**NDTE 1040**

Students will be able to apply eddy current testing and procedures. (NDTE 1440)

**$336**  
**CEUs 9.6**  
**HRS: 96**  
70252  
Jan 19-May 05  
12:30 p.m.-3:30 p.m.  
Jan 19-May 05  
8:30 a.m.-11:30 a.m.

### Film Interpretation of Weldments  
**NDTE 1001**

Course designed to give clear insight into interpretation of radiographic images and evaluation of the quality of film. Mathematics involved requires knowledge of algebra, studies in such areas as simple stresses, physical principles, history of industrial radiography, general principles of examination of materials with penetrating radiation, interaction between penetrating radiation and matter, absorption, and scatter and related tables, and density calculations. (NDTE 1301)

**$293**  
**CEUs 6.4**  
**HRS: 64**  
70248  
Jan 14-May 10  
5:00 p.m.-6:55 p.m.

### Intermediate Ultrasonic: Flaw Detection & Sizing  
**NDTE 1054**

Basic theory and applications of the ultrasonic techniques of materials testing covering the theoretical material from the certification test for Ultrasonic Level I American Society of Non-Destructive Testing. (NDTE 1454)

**$336**  
**CEUs 9.6**  
**HRS: 96**  
70253  
Jan 15-May 10  
7:00 p.m.-10:00 p.m.

### Introduction to Corrosion  
**METL 1013**

An introduction to internal, external, and atmospheric corrosion including terminology, causes of common corrosion problems in industry, and general remedies such as cathodic protection, protective coatings, material selection, and chemical treatments. (METL 1313)

**$293**  
**CEUs 6.4**  
**HRS: 64**  
70245  
Jan 15-May 10  
5:00 p.m.-6:55 p.m.

### Introduction to Ultrasonics 1 & 2  
**NDTE 1005**

Students will learn the basic theory and applications of the ultrasonic techniques of materials testing. (NDTE 1405)

**$336**  
**CEUs 9.6**  
**HRS: 96**  
70249  
Jan 14-May 10  
2:00 p.m.-4:55 p.m.  
70250  
Jan 19-May 10  
8:30 a.m.-11:30 a.m.

### Liquid Penetrant & Magnetic Particle  
**NDTE 1010**

An introduction to the study of non-destructive testing in accordance with SNT-TC-1A of materials before and after they are welded. An integral part of the course is the interpretation of non-destructive testing in accordance with building codes in liquid. (NDTE 1410)

**$336**  
**CEUs 9.6**  
**HRS: 96**  
70251  
Jan 15-May 10  
7:00 p.m.-10:00 p.m.

### Metrology and Blueprint Reading  
**QCTC 1048**

Terminology, methodology, and practice of measurement systems and the calibration and use of basic measuring tools with techniques for interpreting blueprints. (QCTC 1448)

**$336**  
**CEUs 9.6**  
**HRS: 96**  
70256  
Jan 15-May 10  
7:00 p.m.-10:00 p.m.
Preparation for Certified Welding Inspector Exam
NDTE 2011
General principles of welding inspection including welding processes, terms and definitions, welding discontinuities, duties and responsibilities of inspectors, destructive and nondestructive testing, quality assurance/quality control, welding codes and blueprints, procedures, and case studies. An overview of welding tools and equipment, metallurgy, chemistry, and joint design. (NDTE 2411)

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<th>Course</th>
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<td>$336</td>
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<td>Jan 14-May 10 7:00 p.m.-10:00 p.m.</td>
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Quality Assurance
QCTC 1043
Information on quality assurance principles and applications; designed to introduce the student to the quality assurance profession. (QCTC 1343)

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<th>Course</th>
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<td>64</td>
<td>Jan 18-May 05 6:00 p.m.-10:00 p.m.</td>
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</table>

Standards and Codes
QCTC 2031
A study of philosophy and theory of standards, appropriate standard organizations and systems, integration to the application of standards criteria in society. Emphasis placed on the study of structural, mechanical and application of the ASME, AWS and API codes along with ASTM and MIL-STD. (QCTC 2331)

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<th>Course</th>
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<td>Jan 15-May 10 5:00 p.m.-6:55 p.m. 70258</td>
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Ultrasonic Thickness Testing I
QCTC 1091
Although introductory, this program offers in-depth coverage of ultrasonic theory and instrument operation for accurate thickness gauging. Lab training stresses procedural testing and proper recording of test results using state-of-the-art thickness gauges with waveform and digital display. This course satisfies the training hours needed for limited certification in accordance with SNT-TC-1A.  

<table>
<thead>
<tr>
<th>Course</th>
<th>CEUs</th>
<th>HRS</th>
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<td>Jan 07-Jan 08 8:00 a.m.-5:00 p.m. 70355</td>
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Welding Metallurgy I
METL 1001
A comprehensive study of refining properties, mechanical properties, and physical properties of ferrous and nonferrous materials including the theory of alloys, heat treatment, and testing. (METL 1405)

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<th>Course</th>
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<tbody>
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<td>Jan 15-May 10 2:00 p.m.-4:55 p.m. 70246</td>
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</table>

Welding Metallurgy II
METL 2035
An advanced course in the application of metallurgy principles to the processes and procedures pertaining to various metal compositions and fusions. Studies include the metallurgy and selection of filler metal groups, the nature of defects, metal fusion problems, thermal effects in metal fusion, and the welding of various kinds of steel and non-ferrous metals. (METL 2435)

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<th>Course</th>
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<tbody>
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<td>Jan 19-May 05 4:00 p.m.-10:00 p.m. 70247</td>
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TRUCK DRIVING
PTD Defensive Driving
NFND 0000
Required certification course for professional truck drivers. The course is for certification and insurance purposes only and cannot be utilized for traffic violations. This six hour course is to meet state requirements.

<table>
<thead>
<tr>
<th>Course</th>
<th>CEUs</th>
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<td>Mar 08-Mar 08 8:00 a.m.-3:00 p.m. 90227</td>
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<td>Apr 06-Apr 13 8:00 a.m.-11:00 a.m. 90226</td>
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<td>Apr 19-Apr 19 8:00 a.m.-3:00 p.m. 90225</td>
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</table>
To Register:
North: 281.459.7119  •  South and Clear Lake: 281.922.3440  •  Central: 281.476.1838

Professional Truck Driver One
CVOP 1013
General truck driving with hands-on skills development and instruction coordinated with the Department of Transportation. This course includes the required six-hour defensive driving course to meet state requirements.

$1085  
70060
Jan 07-Feb 14 7:00 a.m.-6:00 p.m.
Feb 18-Mar 28 7:00 a.m.-6:00 p.m.
Feb 23-May 19 7:00 a.m.-6:00 p.m.
Apr 01-May 09 7:00 a.m.-6:00 p.m.

Professional Truck Driver Two
CVOP 1040
A continuation of Professional Truck Driver One. General truck driving with hands-on skills development and instruction coordinated with the Department of Transportation. Instruction in the operation of a tractor-trailer combination in city and highway conditions, including control and maneuvering of the vehicle through various traffic situations in different conditions with numerous tractor-trailer combinations.

$965  
70062
Jan 07-Feb 14 7:00 a.m.-6:00 p.m.
Feb 18-Mar 28 7:00 a.m.-6:00 p.m.
Feb 23-May 19 7:00 a.m.-6:00 p.m.
Apr 01-May 09 7:00 a.m.-6:00 p.m.

WELDING

Advanced Gas Tungsten ARC Welding
GTAW
WLDG 2051
Advanced topics in GTAW welding, including welding in various positions and directions. (WLDG 2551)

$403  
70278
Jan 14-May 10
70329
Jan 14-May 10
70331
Jan 14-Mar 08
70274
Jan 15-May 10
70275
Jan 15-May 10
70303
Jan 15-May 10
70276
Jan 18-May 10
70333
Jan 14-May 10

Advanced Pipe Welding
WLDG 2053
Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. (WLDG 2553)

$403  
70278
Jan 14-May 10
70329
Jan 14-May 10
70331
Jan 14-Mar 08
70274
Jan 15-May 10
70275
Jan 15-May 10
70303
Jan 15-May 10
70276
Jan 18-May 10
70333
Jan 14-May 10

Key to Days of Week

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<tbody>
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<td>M Monday</td>
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<td>F Friday</td>
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</table>

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
### Advanced Shielded Metal Arc Welding
**SMAW**

**WLDG 2043**

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding with open V-groove joints in all positions. (WLDG 2543)

<table>
<thead>
<tr>
<th>$403</th>
<th>CEUs 12.8</th>
<th>HRS: 128</th>
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### Intermediate Pipe Welding

**WLDG 2006**

A comprehensive course on welding of pipe using the shielded metal arc welding (SMAW) process. Welds will be done using various positions. Topics covered include electrode selection, equipment setup and safe shop practices. (WLDG 2506)

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<th>CEUs 12.8</th>
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### Intermediate Welding using Multiple Processes

**WLDG 2013**

Students are given instruction using layout tools and blueprint reading with demonstrations in some of the following processes: shielded metal arc welding, gas metal arc welding, gas tungsten arc welding, etc. (WLDG 2513)

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<th>$403</th>
<th>CEUs 12.8</th>
<th>HRS: 128</th>
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### Introduction to Shielded Metal Arc Welding-SMAW

**WLDG 1028**

An introduction to the shielded metal arc welding process. Emphasis is placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction is provided in SMAW fillet welds in various positions. (WLDG 1528)

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### Introduction to Gas Metal ARC Welding (GMAW)

**WLDG 1030**

A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools and equipment. (WLDG 1530)

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### Introduction to Gas Tungsten ARC Welding GTAW

**WLDG 1034**

An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. (WLDG 1534)

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**To Register:** North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
Intro to Criminal Justice

CJSA 1022
This course covers the history and philosophy of criminal justice and ethical considerations; crime defined, its nature and impact, overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; and corrections. (CRIJ 1301) Prerequisite: Reading level 4. Note: Textbook required.

$269  CEUs 4.8  HRS: 48
70334  North  TTh
Jan 15-May 10  10:00 a.m.-11:20 a.m.
70335  North  W
Jan 16-May 10  6:30 p.m.-9:30 p.m.

Juvenile Justice System

CJSA 1048
This course is a study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. (CRIJ 1313) Prerequisite: Reading level 4.

$269  CEUs 4.8  HRS: 48
70339  North  TBA
Jan 14-May 10  -

Legal Aspects for Law Enforcement

CJSA 1010
This is a study of police authority; responsibilities; constitutional constraints; laws of arrest; search and seizure; police civil liability. (CRIJ 2323) Prerequisite: Reading level 4.

$269  CEUs 4.8  HRS: 48
70342  North  Th
Jan 17-May 10  8:30 a.m.-9:50 a.m.

Police Systems and Practices

CJSA 2002
This course covers exploration of the profession of police officer. Topics include: organization of law enforcement systems; the police role; police discretion; ethics; police community interaction; and current and future issues. (CRIJ 2328) Prerequisite: Reading level 4.

$269  CEUs 4.8  HRS: 48
70343  North  TBA
Jan 14-May 10  -
70345  North  TTh
Jan 15-May 10  12:30 p.m.-1:50 p.m.
**Criminal Investigations**  
CJLE 2045  
This is a study of investigative theory, the collection and preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences; and trial preparation. (CRIJ 2314) Prerequisite: Reading level 4. Note: Textbook required.  
$269  
70341  
CEUs 4.8  
HRS: 48  
Jan 14-May 10  
North  
MWF  

**EDUCATION**  
**Creative Writing Studies**  
NFND 0000  
Are you interested in writing and developing your own fiction, drama, poetry, or personal non-fiction stories? If so, consider enrolling in Creative Writing, English 2308, a supportive creative writing workshop, encouraging writers to express themselves and submit their work for publication. Students may specialize in one genre, or they may try two or more. Students practice tactfully critiquing the work of classmates. Topic considered in the class include invention, arrangement, editing, revision, marketing strategy and submission format. Literary theory and current literary examples are discussed. Instructor John Thornburg suggests, “Enjoy yourself and celebrate your humanity through creative writing!” (ENGL 2308) Prerequisite: ENGL 1302 or approval of dept. Note: Textbook required.  
$269  
70346  
CEUs 4.8  
HRS: 48  
Jan 14-May 10  
10:00 a.m.-11:20 a.m.  
Central  
TTh  
70347  
Jan 15-May 10  
6:00 p.m.-9:00 p.m.  
Central  
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**ENGLISH**  
**Advanced Composition**  
NFND 0000  
Advanced Composition is designed for non-native speakers who have taken ESOL 0352 and need to master the rhetorical modes for academic and professional English writing and reading situations and learn to recognize the different uses of language. This course does not apply toward the associate degree. (ESOL 0353) Prerequisite: Completion of ESOL 0352 with a grade of C or better or minimum score on standardized test of English language proficiency. Note: Textbook required.  
$269  
70376  
CEUs 4.8  
HRS: 48  
Jan 14-May 10  
6:30 p.m.-9:30 p.m.  
South  
M  
90374  
Mar 19-May 10  
8:30 a.m.-11:20 a.m.  
North  
TTh  
90381  
Mar 19-May 10  
8:30 a.m.-11:20 a.m.  
South  
TTh  
90375  
Mar 19-May 10  
6:30 p.m.-9:30 p.m.  
North  
TTh  

**Advanced Listening & Speaking**  
NFND 0000  
This course focuses on communication situations found in business and the workplace for students whose primary language is other than English. It emphasizes internal communication with employees and external communication with customers, clients, and suppliers. Covers problem-solving and decision-making communications, both written and oral. This course develops public and academic oral language skills through active participation in group activities. Rhetorical skills such as narration and description will be practiced. (ESOL 0313) Prerequisite: Completion of Listening & Speaking-Intermediate course or minimum score on standardized test of English language proficiency. Note: Textbook required.  
$269  
70366  
CEUs 4.8  
HRS: 48  
Jan 14-Mar 08  
8:30 a.m.-11:20 a.m.  
South  
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70367  
Jan 14-Mar 08  
10:40 a.m.-12:40 p.m.  
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70368  
Jan 15-May 10  
6:00 p.m.-10:00 p.m.  
North  
MW  
90369  
Mar 18-May 10  
8:30 a.m.-12:20 p.m.  
North  
MW  
90370  
Mar 18-May 10  
6:00 p.m.-10:00 p.m.
Advanced Reading
NFND 0000
Designed for students whose primary language is other than English. Exploration of various reference sources and practice suggested proofreading techniques to assist with on-the-job document production. This course continues development through reading comprehension, vocabulary building, and adapting reading rate for different purposes. (ESOL 0323) Prerequisite: Completion of Reading- Intermediate or minimum score on a standardized test of English language proficiency. Note: Textbook required.

$269 CEUs 4.8 HRS: 48
70352 North MW
Jan 14-Mar 08 8:30 a.m.-11:20 a.m.

70353 North MW
Jan 14-Mar 08 6:30 p.m.-9:30 p.m.

70371 South TTh
Jan 15-Mar 08 11:30 a.m.-2:20 p.m.

70372 South W
Jan 16-May 10 6:30 p.m.-9:30 p.m.

Advanced Writing & Grammar
NFND 0000
This course is for students whose primary language is other than English and who need to master the rhetorical modes for academic English writing situations such as persuasion, comparison-contrast, cause-effect, and definition. This course will introduce them to essays, short stories, and poetry. (ESOL 0333) Prerequisite: Minimum score on a standardized test of English language proficiency. Note: Textbook required.

$269 CEUs 4.8 HRS: 48
70361 North TTh
Jan 15-Mar 08 8:30 a.m.-12:20 p.m.

70362 North TTh
Jan 15-Mar 08 6:00 p.m.-10:00 p.m.

70374 South Th
Jan 17-May 10 6:00 p.m.-10:00 p.m.

90378 South MW
Mar 18-May 10 8:30 a.m.-11:20 a.m.

90379 South F
Mar 18-May 10 8:30 a.m.-10:30 a.m.

Communicating Clearly in English, Part 1
COMG 1007
This course is Part I of a comprehensive program to provide intermediate and advanced ESL students with the tools they need to communicate clearly in English, targeting pronunciation. This level emphasizes exploration of various reference sources and practices suggested proofreading techniques to assist with on-the-job document production. It is designed for advancing students into higher level English language skills. Prerequisite: Successful Completion of ESL Level 5, 6, 7 or have made the required score on the assessment test. Note: Textbook required.

$250 CEUs 4.8 HRS: 48
90324 South MW
Apr 15-May 09 9:00 a.m.-12:30 p.m.

English Communication Skills 1 with Computer Applications - NEW
COMG 1000
Learn to carry on simple conversations, ask and answer personal information questions; behave comfortably in social or work situations; read simple English material; write simple present-tense messages, and proceed through segments of daily life such as check writing, reading bills and notices and shopping in grocery stores. Also includes ten hours of computer lab time utilizing specialized software to help students learn and reinforce their English skills. Prerequisite: Pre-assessment required. Note: Textbook required.

$275 CEUs 4.8 HRS: 48
70160 North MTWTh
Jan 14-Feb 07 9:00 a.m.-12:00 p.m.

90329 North MTWTh
Apr 15-May 09 9:00 a.m.-12:00 p.m.
English Communication Skills 2 with Computer Applications - NEW
COMG 1000
Learn to carry on simple conversations; prepare a resume of work experience; understand conversations with school teachers, doctors and bank personnel, ask for clarifications as needed; behave comfortably in business-related situations; read newspapers with fifty percent comprehension; and understand televised news and weather broadcasts. Also includes 10 hours of computer lab time utilizing specialized software to help students learn and reinforce their English skills. Prerequisite: Pre-assessment required. Note: Textbook required.

$275 CEUs 4.8 HRS: 48
70161 North
Jan 14-Feb 07 9:00 a.m.-12:00 p.m.
Jan 25-Jan 25 9:00 a.m.-12:00 p.m.
Feb 11-Mar 07 9:00 a.m.-12:00 p.m.
Feb 22-Feb 22 9:00 a.m.-12:00 p.m.
Apr 15-May 09 9:00 a.m.-12:00 p.m.

English Communication Skills 3 with Computer Applications - NEW
COMG 1001
Extend your conversational skills to increase speaking proficiency. Introduction to short writing exercises in multiple tenses. Better understand U.S. culture through visual and audio means. Increase confidence in social and business settings. Be able to comprehend televised commentary to a great degree. Also includes 10 hours of computer lab time utilizing specialized software to help students learn and reinforce their English skills. Prerequisite: Pre-assessment required. Note: Textbook required.

$275 CEUs 4.8 HRS: 48
70163 North
Jan 14-Feb 07 9:00 a.m.-12:30 p.m.
Jan 25-Jan 25 9:00 a.m.-12:30 p.m.
Feb 11-Mar 07 9:00 a.m.-12:30 p.m.
Feb 22-Feb 22 9:00 a.m.-12:30 p.m.
Mar 18-Apr 11 9:00 a.m.-12:00 p.m.

English Communication Skills 4
COMG 1004
This is a continuation of Level 3. This course will provide dynamic communicative practice for students whose primary language is other than English, exposing students to the uses of language in a variety of situations. This level will provide the student with skills to summarize the main idea in writing. Prerequisite: Pre-assessment required. Note: Textbook and workbook required.

$250 CEUs 5.6 HRS: 56
70154 North MTWTh
Jan 14-Feb 07 9:00 a.m.-12:30 p.m.
Jan 25-Jan 25 9:00 a.m.-12:30 p.m.
Feb 11-Mar 07 9:00 a.m.-12:30 p.m.
Feb 22-Feb 22 9:00 a.m.-12:30 p.m.

English Communication Skills 4 with Computer Applications - NEW
COMG 1001
Learn to describe past activities; ask about and give information about past events; be able to ask and tell about future plans and activities. Also, prepare for a job interview; answer questions about skills and work experience; follow a map and interpret a simple map route. In addition, be able to describe an accident, give first-aid instructions and make a doctor’s appointment and call to report an absence from work. Also, includes ten hours of computer lab time utilizing specialized software to help students learn and reinforce their English skills. Prerequisite: Pre-assessment required. Note: Textbook required.

$275 CEUs 4.8 HRS: 48
90328 North MTWTh
Mar 18-Apr 11 9:00 a.m.-12:00 p.m.

English Communication Skills 5
COMG 1004
This level focuses on the improvement in reading and vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job or academic success. The emphasis is on recognition and comprehension of idioms, analogies, antonyms and synonyms, and context clues. The interpretation of factual material and opinions associated with job-related and daily life communications is the focus of this course. Prerequisite: Pre-assessment required. Note: Textbook and workbook required.

$250 CEUs 5.6 HRS: 56
70158 Central MTWTh
Jan 14-Feb 07 9:00 a.m.-12:30 p.m.
Jan 25-Jan 25 9:00 a.m.-12:30 p.m.
Feb 11-Mar 07 9:00 a.m.-12:30 p.m.
Feb 22-Feb 22 9:00 a.m.-12:30 p.m.
English Communication Skills 6
COMG 1005
This is a continuation of English Communication Skills Level 5. This level focuses on the improvement in reading and vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job or academic success. Prerequisite: Pre-assessment required. Note: Textbook and workbook required.

$250  CEUs 5.6  HRS: 56
70159  Central  MTWTh
Feb 11-Mar 07  9:00 a.m.-12:30 p.m.
F
Feb 22-Feb 22  9:00 a.m.-12:30 p.m.
90321  South  MTWTh
Mar 18-Apr 11  9:00 a.m.-12:30 p.m.

English Communication Skills 7
COMG 1005
Level 7 is designed for the student who needs to focus on comprehending challenging materials for the workplace or for academic success. This level will prepare the student with the skills to determine meaning from written text, identify word forms and variation in meaning, synonyms and antonyms, context clues, connotation and denotation and fact and opinion. It is designed for advancing students into higher level English language skills. Prerequisite: Pre-assessment required. Note: Textbook and workbook required.

$250  CEUs 5.6  HRS: 56
70156  South  MTWTh
Jan 14-Feb 07  9:00 a.m.-12:30 p.m.
F
Jan 25-Jan 25  9:00 a.m.-12:30 p.m.
90325  Central  MTWTh
Mar 18-Apr 11  9:00 a.m.-12:30 p.m.
90322  South  MTWTh
Apr 15-May 09  9:00 a.m.-12:30 p.m.

English Communication Skills 8
COMG 1007
This is a continuation of English Communication Skills Level 7 designed for the student who needs to focus on comprehending challenging materials, texts, or practical discussions for fluency in the English language. Prerequisite: Pre-assessment required. Note: Textbook and workbook required.

$250  CEUs 5.6  HRS: 56
70157  South  MTWTh
Feb 11-Mar 07  9:00 a.m.-12:30 p.m.
F
Feb 22-Feb 22  9:00 a.m.-12:30 p.m.
90326  Central  MTWTh
Apr 15-May 09  9:00 a.m.-12:30 p.m.

English Communication Skills 9
COMG 1007
This level is designed for advanced students who want to focus on the exploration of various reference sources and who would like to practice suggested proofreading techniques to assist them with on the job document production or for academic success. Prerequisite: Pre-assessment required. Note: Textbook and workbook required.

$250  CEUs 5.6  HRS: 56
90323  South  MTWTh
Mar 18-Apr 11  9:00 a.m.-12:30 p.m.

Intermediate Developmental Composition
NFND 0000
Intermediate Composition for Non-native Speakers is designed for non-native speakers who have taken ESOL 0351 and need to master the rhetorical modes for academic and professional English writing and reading situations. This course does not apply toward the Associate Degree. (ESOL 0352) Prerequisite: Completion of ESOL 0351 with a grade of C or better, or minimum score on standardized test of English language proficiency. Note: Textbook required.

$269  CEUs 4.8  HRS: 48
70375  South  M
Jan 14-May 10  6:30 p.m.-9:30 p.m.
90372  North  TTh
Mar 19-May 10  8:30 a.m.-11:20 a.m.
90380  South  TTh
Mar 19-May 10  11:30 a.m.-2:20 p.m.
90373  North  TTh
Mar 19-May 10  6:30 p.m.-9:30 p.m.

Key to Days of Week

M  Monday
T  Tuesday
W  Wednesday
Th  Thursday
F  Friday
S  Saturday
Su  Sunday
Intermediate Listening & Speaking
NFND 0000
Improvement in reading vocabulary/comprehension skills, as well as speaking, writing and listening skills for job success. Focus on recognition and comprehension of idioms, analogies, antonyms, and synonyms, and context clues. Interpretation of factual material and inferences associated with job-related communication. This course is designed for students with some English skills who want to increase their listening, speaking, and writing communication skills. (ESOL 0312) Prerequisite: Completion of Listening & Speaking-Introductory course or minimum score on standardized test of English language proficiency. Note: Textbook required.

$269 CEUs 4.8 HRS: 48
70364 Jan 14-Mar 08 South 11:30 a.m.-2:20 p.m. M
70365 Jan 14-Mar 08 South 8:30 a.m.-10:30 a.m. T
90366 Jan 15-May 10 North 6:00 p.m.-10:00 p.m. MW
90367 Mar 18-May 10 North 6:00 p.m.-10:00 p.m.

Intermediate Reading
NFND 0000
Designed for students whose primary language is other than English. Presentation of industry-related basic reading, writing, speaking and listening skills. Emphasis on high-frequency vocabulary (basic sight words) and phonics; refining oral written production and listening skills for enhanced job productivity; and increasing control of the English sound system to minimize on-the-job miscommunication or misperception due to foreign accent. This course continues language development through reading comprehension, vocabulary building, and paragraph organization. (ESOL 0322) Prerequisite: Completion of Reading-Introductory or minimum score on a standardized test of English language proficiency. Note: Textbook required.

$269 CEUs 4.8 HRS: 48
70350 Jan 14-Mar 08 North 8:30 a.m.-11:20 a.m. MMW
70369 Jan 14-Mar 08 South 11:30 a.m.-2:20 p.m. T Th
70351 Jan 14-Mar 08 North 6:30 p.m.-9:30 p.m. MW
70370 Jan 16-May 10 South 6:30 p.m.-9:30 p.m.

Intermediate Writing & Grammar
NFND 0000
Improvement in reading vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job success. Focus on recognition and comprehension of idioms, analogies, antonyms, synonyms, and context clues. This course introduces the development of controlled and guided paragraphs using a variety of organizational structures, logic patterns, and basic grammar. (ESOL 0332) Prerequisite: Minimum score on a standardized test of English language proficiency. Note: Textbook required.

$269 CEUs 4.8 HRS: 48
70359 Jan 15-Mar 08 North 8:30 a.m.-12:20 p.m. T Th
70360 Jan 15-Mar 08 North 6:00 p.m.-10:00 p.m. T Th
90377 Mar 18-May 10 South 11:30 a.m.-2:20 p.m. F

Introductory Composition
NFND 0000
Introduction to Developmental Composition for Non-Native Speakers This course is for ESOL students who need to master the rhetorical modes for academic English writing situations such as persuasion, comparison-contrast, cause-effect, and definition. This course will introduce them to essays, short stories, and poetry. This course does not apply toward any degree. (ESOL 0351)

$269 CEUs 4.8 HRS: 48
90370 Mar 18-May 26 North 8:30 a.m.-11:20 a.m. T Th
90379 Mar 19-May 10 South 11:30 a.m.-2:20 p.m. T Th
90371 Mar 19-May 10 North 6:30 p.m.-9:30 p.m.

Key to Days of Week

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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
Introductory Listening & Speaking
NFND 0000
This course provides on-the-job dynamic communicative practice for students whose primary language is other than English, exposing students to the uses of language in a variety of relevant job-related contexts. This course focuses on developing basic social and pre-academic speaking and listening skills which include pronouncing, describing, giving directions, and comprehending oral directions. (ESOL 0311) Prerequisite: Minimum score on a standardized test of English language proficiency. Note: Textbook required.
$269 CEUs 4.8 HRS: 48
70363 South MW
Jan 14-Mar 08 8:30 a.m.-11:20 a.m.
Jan 14-Mar 31 8:30 a.m.-10:30 a.m.
90364 North MW
Mar 18-May 10 8:30 a.m.-12:20 p.m.
Mar 18-May 10 6:00 p.m.-10:00 p.m.

Introductory Reading
NFND 0000
Designed for students whose primary language is other than English. Presentation of industry-related basic reading, writing, speaking and listening skills. Emphasis on high-frequency vocabulary (basic sight words) and phonics; refining oral written production and listening skills for enhanced job productivity; and increasing control of the English sound system to minimize on-the-job miscommunication or misperception due to foreign accent. The course is designed for the non-native speaker. It focuses on English language development through reading activities such as comprehension and vocabulary. (ESOL 0321) Prerequisite: Minimum score on a standardized test of English language proficiency. Note: Textbook required.
$269 CEUs 4.8 HRS: 48
70348 North MW
Jan 14-Mar 08 8:30 a.m.-11:20 a.m.
70368 South MW
Jan 14-Mar 08 6:30 p.m.-9:30 p.m.

Introductory Writing & Grammar
NFND 0000
Provides on-the-job communicative practice for students whose primary language is other than English, exposing students to the uses of language in a variety of relevant job-related contexts. This course helps students learn to comprehend and use the basic structures of English and perform simple writing tasks such as using complete sentences, filling out forms, writing invitations, and communicating through short notes. (ESOL 0331) Prerequisite: Minimum score on a standardized test of English language proficiency. Note: Textbook required.
$269 CEUs 4.8 HRS: 48
70357 North TTh
Jan 15-Mar 08 8:30 a.m.-12:20 p.m.
70358 North TTh
Jan 15-Mar 08 6:00 p.m.-10:00 p.m.
90376 South MW
Mar 18-May 10 8:30 a.m.-11:20 a.m.
Mar 18-May 10 8:30 a.m.-10:30 a.m.

LANGUAGES
Conversational Sign Language II
SLNG 1002
A continuation of American Sign Language (Conversational Sign Language I). Continue gaining skills and knowledge to pursue an interpreting career by being introduced to the ASL glossary for further development of vocabulary. Students will learn classifiers and their placement. There will be expressive and receptive use of directional verbs, negations and English to ASL sentences. Prerequisite: Conversational Sign Language I. Note: Textbook required.
$175 CEUs 1.8 HRS: 18
90356 South MW
May 06-May 22 6:00 p.m.-9:00 p.m.

Conversational Chinese
NFND 0000
A beginning Chinese course designed to develop skills of listening, speaking, reading and writing to the point where a student can communicate on a basic level with a sympathetic native speaker. Students will acquire basic vocabulary and structures of Chinese and develop an understanding of its cultural context. Prerequisite: None. Note: Textbook required.
$250 CEUs 4.2 HRS: 42
70172 South MW
Jan 28-Mar 06 6:00 p.m.-9:30 p.m.
90339 South TTh
Apr 02-May 09 6:00 p.m.-9:30 p.m.
Conversational French
NFND 0000
A beginning French course designed to develop skills of listening, speaking, reading and writing to the point where a student can communicate on a basic level with a sympathetic native speaker. Students will acquire basic vocabulary and structures of French and develop an understanding of its cultural context. Prerequisite: None. Note: Textbook required.
$250  CEUs 4.2  HRS: 42
70171  South  TTh
Jan 22-Mar 05  6:00 p.m.-9:30 p.m.

Conversational Portuguese
NFND 0000
A beginning Portuguese course designed to develop skills of listening, speaking, reading and writing to the point where a student can communicate on a basic level with a sympathetic native speaker. Students will acquire basic vocabulary and structures of Portuguese and develop an understanding of its cultural context. Prerequisite: None. Note: Textbook required.
$250  CEUs 4.2  HRS: 42
70173  South  TTh
Jan 22-Mar 05  6:00 p.m.-9:30 p.m.

Conversational Sign Language I
SLNG 1001
This course is designed as an introduction to American Sign Language through sign vocabulary, finger spelling and number signing. The class provides basic functional skills required for communication with the Deaf. It also presents an introduction to deaf culture with enhanced exposure offered through various guest speakers (hearing and deaf). Through mime, games, music and fun students will build and strengthen their expressive and receptive practical ASL skills. Prerequisite: No prior knowledge of sign language is required. Note: Textbook required.
$175  CEUs 3.0  HRS: 30
90355  South  MW
Apr 01-May 01  6:00 p.m.-9:00 p.m.

Spanish Conversation: Beginners
NFND 0000
A beginning Spanish series designed to develop skills of listening, speaking, reading and writing to the point where a student can communicate on a basic level with a sympathetic native speaker. Students will acquire basic vocabulary and structures of Spanish and develop an understanding of its cultural context. Prerequisite: None. Note: Textbook required. This level is not recommended for those with a native Spanish speaking background.
$250  CEUs 4.2  HRS: 42
70170  South  MW
Jan 28-Mar 06  6:00 p.m.-9:30 p.m.
90340  South  TTh
Apr 02-May 16  6:00 p.m.-9:00 p.m.

Spanish Conversation: Intermediate
NFND 0000
A continuation of Spanish Conversation: Beginners. Prerequisite: None. Note: Textbook required.
$250  CEUs 4.2  HRS: 42
90338  South  MW
Apr 01-May 08  6:00 p.m.-9:30 p.m.

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MENTAL HEALTH

Certified Anger Management Instructor/ Facilitator
PMHS 2000
As a group leader and instructor, this course will provide you with a framework for anger management group instruction, as well as some insight into aggression and frustration theory and the fight or flight concepts of human behavior. The goal of the anger instructor two-day program is to certify therapists, counselors, social workers, group facilitators, and training managers and others who provide helping services to anger addicts. Prerequisites: None. Note: Textbook required; additional print resources; online resources; other suggested materials.

$275  CEUs 1.6  HRS: 16
90353  North  S
Mar 23-Mar 30  8:00 a.m.-5:00 p.m.

Certified Domestic Violence Facilitator
PMHS 2000
As a group leader, this course will provide you with a framework for domestic violence and battering intervention group instruction. Interactive lessons and exercises cover important topics such as respect and accountability, maintaining positive relationships, good communication, parenting, and the role of religion in recovery. This course will count towards and give new instructors the needed amount of BIPP Battering Intervention training as well as count towards the continuing education requirement for current instructors. Prerequisites: None. Note: Textbook required; additional print resources; online resources; other suggested materials.

$275  CEUs 1.6  HRS: 16
70187  North  S
Jan 12-Jan 19  8:00 a.m.-5:00 p.m.

Current Trends and Ethics in Substance Abuse Treatment
PMHS 1005
This continuing education training focuses on the current trends and evidence-based treatments that are being implemented in the behavioral health and substance abuse counseling field. The course will also focus on and include three hours of ethics training to meet part of the DSHS, CEU requirements for LCDCs, LPCs, and LCSWs. Prerequisite: None. Note: Materials provided, online resources available.

$275  CEUs 1.6  HRS: 16
90354  North  S
Apr 06-Apr 13  8:00 a.m.-5:00 p.m.

Prevention and Intervention of Aggressive Behavior
VNSG 1036
This training focuses on prevention and offers proven strategies for safely defusing anxious, hostile, or violent behavior at the earliest possible stage. The course will also focus on current trends in hospital and mental health facilities as well as evidence based practices to help deal with disasters and crises in the health science professions. Prerequisite: None. Note: Textbook required; online resources available.

$275  CEUs 1.6  HRS: 16
70186  North  S
Feb 16-Feb 23  8:00 a.m.-5:00 p.m.

PARA EDUCATOR TRAINING

Para Educator Institute Training
CDEC 1032
The first two days of each institute will consist of training in four modules. On day three, participants will take the Consortium for the Advancement of Professional Excellence (C.A.P.E.) Para Educator’s Assessment of Competencies. Based on test results, participants will either receive certification or an opportunity to receive tutorial and re-test support. Prerequisite: High School Diploma or GED from Texas accredited institution. Note: Materials provided.

$195  CEUs 1.8  HRS: 18
70164  South  S
Jan 12-Jan 26  8:00 a.m.-3:30 p.m.
70167  South  S
Feb 09-Feb 23  8:00 a.m.-3:30 p.m.
90331  South  S
Apr 13-Apr 27  8:00 a.m.-3:30 p.m.
90334  South  S
May 04-May 18  8:00 a.m.-3:30 p.m.

ParaEducator Certification Re-take
NFND 0000
Paraprofessional certification re-take provided for those students needing to retake paraprofessional exam. Prerequisite: ParaEducator Training. Note: Materials provided.

$65  CEUs .6  HRS: 6
70029  South  S
Dec 15-Dec 15  8:00 a.m.-1:30 p.m.
70166  South  S
Jan 26-Jan 26  8:00 a.m.-1:30 p.m.
70169  South  S
Feb 23-Feb 23  8:00 a.m.-1:30 p.m.
90333  South  S
Apr 27-Apr 27  8:00 a.m.-1:30 p.m.
90336  South  S
May 18-May 18  8:00 a.m.-1:30 p.m.
ParaEducator Institute Training ISD  
CDEC 1032  
The first two days of each institute will consist of training in four modules. On day three, participants will take the C.A.P.E. Para Educator’s Assessment of Competencies. Based on test results, participants will either receive certification or an opportunity to receive tutorial and re-test support. This class is geared toward the districts within our service region. Prerequisite: High School Diploma or GED from Texas accredited institution.  
Note: Materials provided.  
$175  
CEUs 1.8  
HRS: 18  
70165  
Jan 12-Jan 26  
South  
S  
8:00 a.m.-3:30 p.m.  
70168  
Feb 09-Feb 23  
South  
S  
8:00 a.m.-3:30 p.m.  
90332  
Apr 13-Apr 27  
South  
S  
8:00 a.m.-3:30 p.m.  
May 04-May 18  
8:00 a.m.-3:30 p.m.  

STUDY SKILLS

Effective Study Skills  
NFND 0000  
Effective Study Skills (ESS) is a copyrighted, nationally published, and scientifically validated system for study developed by Houston sociologist James K. Semones. Taught to thousands of high school, college, and graduate students throughout the United States, this seminar will be taught in person by its author and developer. ESS is designed for learners 15 years of age and up. In one dynamic seminar, students are taught how to use a comprehensive, skill-based system to earn superior grades in school. Skills covered include how to read a textbook for maximum comprehension and retention, get the most out of class, take effective notes, manage time effectively, prepare for different types of exams in order to earn superior grades, conquer test anxiety, etc. The seminar also incorporates a confidential pretest to enable each participant to accurately pinpoint current skill levels and areas that need improvement. (Note: One or both parents may attend for free for each registered high school student.)  
Prerequisite: None. Note: Bring paper and two pens.  
$75  
CEUs .8  
HRS: 8  
90337  
Mar 02-Mar 02  
North  
S  
8:00 a.m.-5:00 p.m.  

TEST PREPARATION

GED Preparation Tutorial  
NFND 0000  
The longer GED Preparation series allows for a greater focus on subject matter than the traditional GED Review. Subject matter is covered at a slower pace and a more in-depth level than the GED Review. The series includes Mathematics, Social Studies/Science, and Language Arts. Take each course separately or as a series. Prerequisite: None. Note: Textbook and Casio FX-260 calculator are required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. Must be age 18 or older. If you are 16, you must have a court order from a judge; if age 17, parental or guardian consent is required.  
$395  
CEUs 9.6  
HRS: 96  
70174  
Jan 14-Mar 07  
Central  
MTWTh  
6:00 p.m.-9:00 p.m.  
70175  
Feb 09-Feb 23  
South  
MTWTh  
6:00 p.m.-9:00 p.m.  
Jan 14-Mar 07  
70176  
North  
MTWTh  
6:00 p.m.-9:00 p.m.  
90341  
Apr 01-May 23  
Central  
MTWTh  
6:00 p.m.-9:00 p.m.  
90342  
South  
MTWTh  
6:00 p.m.-9:00 p.m.  
Apr 01-May 23  
90343  
North  
MTWTh  
6:00 p.m.-9:00 p.m.  
Apr 01-May 23  

GED Preparation: Math  
NFND 0000  
This course is ideal for GED applicants who need more intense review in math including those who will be learning some mathematical concepts for the first time. The Math preparation includes test-taking techniques. Prerequisite: None. Note: Textbook and Casio FX-260 calculator are required; GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required; must be age 18 or older. If you are 16, you must have a court order from a judge; if age 17, parental or guardian consent is required.  
$165  
CEUs 3.6  
HRS: 36  
70177  
Jan 14-Jan 31  
Central  
MTWTh  
6:00 p.m.-9:00 p.m.  
70178  
Jan 14-Jan 31  
South  
MTWTh  
6:00 p.m.-9:00 p.m.  
70179  
Jan 14-Jan 31  
North  
MTWTh  
6:00 p.m.-9:00 p.m.  
90344  
Apr 01-Apr 18  
Central  
MTWTh  
6:00 p.m.-9:00 p.m.  
90345  
Apr 01-Apr 18  
South  
MTWTh  
6:00 p.m.-9:00 p.m.  
90346  
Apr 01-Apr 18  
North  
MTWTh  
6:00 p.m.-9:00 p.m.  
Apr 01-Apr 18  

GED Preparation: Language Arts
NFND 0000
For GED applicants who have yet to complete the Language Arts portion of the test. This course is ideal for GED candidates who need more intense preparation and practice in reading and writing. The Language Arts preparation includes test-taking practice. Prerequisite: None. Note: Textbook required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required; must be age 18 or older. If you are 16, you must have a court order from a judge; if age 17, parental or guardian consent is required.

$165
CEUs 3.6
HRS: 36

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<td>Central</td>
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<td>6:00 p.m.-9:00 p.m.</td>
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<td>Central</td>
<td>Apr 22-May 09</td>
<td>6:00 p.m.-9:00 p.m.</td>
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<td>Apr 22-May 09</td>
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| Su| Sunday |

GED Preparation: Social Studies/Science
NFND 0000
For GED applicants who have yet to complete the Social Studies and Science portions of the test. This course is ideal for GED candidates who need more intense tutoring and practice. Like the traditional GED Preparation class, test-taking preparation is included. Prerequisite: None. Note: Textbook required; GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required; must be age 18 or older. If you are 16, you must have a court order from a judge; if age 17, parental or guardian consent is required.

$120
CEUs 2.4
HRS: 24

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<th>Location</th>
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<td>Central</td>
<td>Feb 25-Mar 07</td>
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<td>Feb 25-Mar 07</td>
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<td>Central</td>
<td>May 13-May 23</td>
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<td>South</td>
<td>May 13-May 23</td>
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Are you ready to reinvent yourself? Make new friends? Learn a new skill or hobby? These new offerings are just the ticket. Find a class you like and encourage a friend to join you!

Choose from the following courses to take advantage of the Adult Learning Institute discounted prices:

- Ballroom Dance Lessons I & II $72
- Beaded Jewelry Basics $27
- Country & Western Dance I & II $72
- Golf – Beginning $63
- Golf – Intermediate $63
- Retirement Planning Today $63
- Scrapbooking Session 1: Basics $18
- Scrapbooking Session 2: Page Elements and Design $18
- Scrapbooking Session 3: Telling the Story $18
- Scrapbooking Session 4: Exciting Embellishments $18
- Scrapbooking Session 5: Bring on the Bling $18
- Tai Chi $81

ARTS and CRAFTS

Art Metals I
NFND 0000
This is a basic course in the fabrication and design of jewelry and metalsmithing. (ARTS 2341) Prerequisite: None.

- $289 CEUs 4.8 HRS: 48
- Jan 15-May 10 2:30 p.m.-5:20 p.m.

Basic Home Centerpieces
NFND 0000
Want to make your home even more beautiful? Add a special centerpiece, especially one you created yourself. This class teaches basic techniques to create centerpieces for your home. Prerequisite: None. Note: Material fee $32.

- $69 CEUs .3 HRS: 3
- Feb 06-Feb 06 6:00 p.m.-9:00 p.m.

Beaded Jewelry (Basic)
NFND 0000
Learn how to make your own double strand necklace and bracelet! We will be making a bracelet and a necklace. Beginners are welcome! See the continuing education registration office for a list of supplies needed. Prerequisite: None.

- $30 CEUs .3 HRS: 3
- Feb 27-Feb 27 6:00 p.m.-9:00 p.m.

Bow Making
NFND 0000
Come join us and learn the techniques to create beautiful florist's bows. We will also learn the Dior bow and a variety of other bow making tips and ideas. Prerequisite: None. Note: Materials included.

- $50 CEUs .3 HRS: 3
- Feb 27-Feb 27 6:00 p.m.-9:00 p.m.
Bridal and Floral Seminar
NFND 0000
This Seminar is designed for individuals who truly enjoy beautiful wedding work and new ideas. We will cover bowmaking techniques, and corsage and boutonniere ideas for the wedding party. You will be able to create a beautiful basic bouquet. Come enjoy this wonderful learning adventure! Prerequisite: None. Note: Materials included.

$100 CEUs .5 HRS: 5
90259 Central S
Apr 20-Apr 20 10:00 a.m.-3:00 p.m.

Gift Baskets
NFND 0000
Presenting beautiful gift baskets that are always a welcomed gift. They can be used for so many occasions! Come learn how to create themed gift baskets that suit any occasion. Holiday gifts, baby shower gifts, and fruit gifts. There are so many occasions to make someone happy with your very own creation. Prerequisite: None. Note: Materials fee $25.

$69 CEUs .3 HRS: 3
90265 Central W
Apr 10-Apr 10 7:00 p.m.-9:00 p.m.

Ceramics I
NFND 0000
Studio Course. An introduction to basic ceramic processes and an exploration of clay as an artistic medium. Includes mechanical (wheel-thrown) and hand-built techniques, and glazing and firing processes. (ARTS 2346) Prerequisite: ARTS 1312. Note: No textbook required; must be approved by the credit department.

$289 CEUs 9.6 HRS: 96
70379 Central MW
Jan 14-May 10 11:30 a.m.-2:20 p.m.
70380 Central MW
Jan 14-May 10 6:00 p.m.-9:00 p.m.

Sculpture I
NFND 0000
An exploration of various sculptural approaches in a variety of media, including additive and subtractive techniques. (ARTS 2326)

$289 CEUs 9.6 HRS: 96
70388 South TTh
Jan 15-May 10 11:30 a.m.-2:20 p.m.

Ceramics II
NFND 0000
Studio course. A continuation of ARTS 2346. Exploration of clay as an artistic medium, concentrating on combinations of mechanical and hand-built techniques. (ARTS 2347) Prerequisite: ARTS 2346. Note: No textbook required; Must be approved by the credit department.

$289 CEUs 9.6 HRS: 96
70381 Central MW
Jan 14-May 10 11:30 a.m.-2:20 p.m.
70382 Central MW
Jan 14-May 10 6:00 p.m.-9:00 p.m.

Corsages and Boutonnieres
NFND 0000
Special flowers honoring special people! We will learn how to create corsages for the wedding party, baby shower, or a special honoree. This is one learning experience you will not want to miss! Prerequisite: None.

$50 CEUs .3 HRS: 3
90261 Central W
Mar 27-Mar 27 6:00 p.m.-9:00 p.m.

CAKE DECORATING

Cupcake Camp
NFND 0000
Sign up for your favorite cupcake camp. Each camp theme will differ during the semester. Stop by the continuing education office for a supply list and project schedule. Prerequisite: None.

$39 CEUs .4 HRS: 4
70106 Central W
Jan 23-Jan 23 9:00 a.m.-1:00 p.m.
70107 North W
Jan 23-Jan 23 5:30 p.m.-9:30 p.m.

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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
Fondant Making Workshop
NFND 0000
With your instructors knowhow, you will learn how to make your desired flavor of marshmallow fondant such as chocolate, rum, cherry and more. You will also learn how to cover your cake with ease and precision by learning tips and tricks of the cake decorating trade. Tools and supplies include: large rolling pin, Wilton roll and cut mat, tapered spatula, and ingredients from your kitchen. Prerequisite: Wilton Cake Decorating Basics. Note: Students purchase own supplies.

$39
70108  
Feb 27-Feb 27  
9:00 a.m.-11:00 a.m.  
North  
W

70109  
Feb 27-Feb 27  
6:30 p.m.-8:30 p.m.  
Central  
W

90263  
Mar 07-Mar 07  
9:00 a.m.-11:00 a.m.  
North  
Th

90264  
Mar 07-Mar 07  
6:30 p.m.-8:30 p.m. 

Wilton Cake Decorating Basics (Wilton Course 1)
NFND 0000
This is the foundation for all Wilton Method Courses. Successful decorating begins with the basics of organizing the ingredients and supplies baking the cake and preparing for decorating, making the icing, and learning how to use the decorating tools properly. You will be introduced to basic cake decorating by learning the star, drop flower, piping gel transfers and be introduced to the rose. Prerequisite: None. Note: Students need to purchase Wilton textbook and Wilton Student Kit (available in SJC bookstore prior to class starting).

$49
70116  
Jan 28-Feb 06  
9:00 a.m.-11:00 a.m.  
North  
MW

70117  
Jan 28-Feb 06  
6:30 p.m.-8:30 p.m.  
Central  
MW

70118  
Jan 31-Feb 14  
9:00 a.m.-11:00 a.m.  
Central  
Th

70119  
Feb 28-Feb 28  
9:00 a.m.-11:00 a.m.  
North  
Th

90212  
Feb 11-Feb 20  
9:00 a.m.-11:00 a.m.  
Central  
MW

90275  
Feb 25-Mar 06  
6:30 p.m.-8:30 p.m.  
Central  
MW

90276  
Mar 07-Mar 07  
9:00 a.m.-11:00 a.m.  
North  
Th

90277  
Apr 04-Apr 25  
6:30 p.m.-8:30 p.m.  
North  
Th

90278  
May 02-May 13  
9:00 a.m.-11:00 a.m.  
North  
MW

90279  
May 02-May 23  
6:30 p.m.-8:30 p.m.  
North  
Th

Wilton Flowers and Cake Design (Cake Decorating Course 2)
NFND 0000
In this course you will learn to make beautiful flowers, such as the rose, rosebud, daffodils and violets, perfect for any occasion. Just as important as learning to make the flowers, you will learn the basic design principles to created impressive floral arrangements on your cake. To finish your cake you will learn the basket weave and reverse shell for a lovely finished cake. Prerequisite: Wilton Cake Decorating I. Note: Students need to purchase Wilton textbook and Wilton Student Kit (available in SJC bookstore prior to class starting).

$49
90274  
Feb 25-Mar 06  
6:30 p.m.-8:30 p.m.  
North  
MW

90275  
Feb 25-Mar 06  
6:30 p.m.-8:30 p.m.  
Central  
MW

90276  
Apr 04-Apr 25  
9:00 a.m.-11:00 a.m.  
North  
Th

90277  
Apr 04-Apr 25  
6:30 p.m.-8:30 p.m.  
North  
Th

Wilton Gum Paste and Fondant
NFND 0000
Learn how to create incredible lifelike flowers such as the carnation and daisy using the latest gum paste and fondant tools and techniques. You will also learn to cover your cake and cake board with fondant for an impressive display. Then you will finish off your cake using your choice of borders taught in class. Prerequisite: Wilton Cake Decorating I and II. Note: Students need to purchase Wilton textbook and Wilton Student Kit (available in SJC bookstore prior to class starting).

$49
90278  
May 02-May 23  
9:00 a.m.-11:00 a.m.  
Central  
Th

90279  
May 02-May 23  
6:30 p.m.-8:30 p.m.  
North  
Th

Key to Days of Week

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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
DANCE

**Ballet II**

**NFND 0000**

Continuation and progression of DANC 1341 with emphasis on development and refinement of barre and center technique. (DANC 1342) Prerequisite: Placement audition.

**$269**  
CEUs 9.6  
HRS: 96  
Jan 14-May 10  
1:30 p.m.-2:50 p.m.

**Ballet IV**

**NFND 0000**

This course offers further exposure to the theory, practice, and terminology of classical ballet with emphasis on expansion and refinement of the skills developed in Ballet III. (DANC 2342) Prerequisite: Placement audition.

**$269**  
CEUs 9.6  
HRS: 96  
Jan 14-May 10  
1:30 p.m.-2:50 p.m.

**Ballroom Dance Lessons I**

**NFND 0000**

Foxtrot, Swing, Waltz, Cha Cha Cha (6 week course). Partner required. Fun-easy-relaxing. Great exercise. Keep on dancing. Prerequisite: None.

**$80**  
CEUs 1.2  
HRS: 12  
Jan 24-Feb 14  
7:00 p.m.-9:00 p.m.

**Skip Feb 28**

**Ballroom Dance Lessons for Beginners II**

**NFND 0000**


**$80**  
CEUs 1.2  
HRS: 12  
Mar 21-Apr 25  
7:00 p.m.-9:00 p.m.

**Belly Dancing I**

**NFND 0000**

Using the ancient and sensual art of belly dancing you can tone your body and captivate imagination. This class will strive to be creative and aerobic along with stretching and toning all muscle groups. Prerequisite: None. Note: Students must purchase zills for $15.00-$20.00.

**$80**  
CEUs 1.2  
HRS: 12  
Jan 29-Mar 05  
5:30 p.m.-7:20 p.m.

**Belly Dancing 2**

**NFND 0000**

Belly Dancing 2 continues to build on the basic techniques learned in the Beginning Class. This class will focus on more complex movements and combinations of movement with transitions. Students should bring their zills and veil to every class.

A short routine will be taught which incorporates the movements taught during the course of the session. Prerequisite: Belly Dancing 1. Note: Bring zills and veils to each class.

**$80**  
CEUs 1.2  
HRS: 12  
Mar 28-May 02  
7:00 p.m.-9:00 p.m.

**Country & Western Dance I**

**NFND 0000**

Emphasis will be on mastering the basic steps and turns of the Texas 2-Step, Waltz, and Texas Polka. Partners are not required; everyone will be requested to change partners after each exercise or dance. Prerequisite: None.

**$80**  
CEUs 1.2  
HRS: 12  
Mar 28-May 02  
7:00 p.m.-9:00 p.m.

**Country & Western Dance II**

**NFND 0000**

Reviews basics of Texas 2-Step and Texas Polka adding many of the modern turns, spins and movements being seen in clubs and on television. Prerequisite: Country-Western Level 1 for Texas 2-Step and Texas Polka. Note: A partner is not required.

**$80**  
CEUs 1.2  
HRS: 12  
Mar 28-May 02  
7:00 p.m.-9:00 p.m.

**Modern Dance II**

**NFND 0000**

Continuation and progression of DANC 1345 with emphasis on floor and center work, rhythm, and movement combinations. (DANC 1346)

**$269**  
CEUs 9.6  
HRS: 96  
Jan 14-May 10  
10:00 a.m.-11:20 a.m.

**Modern Dance IV**

**NFND 0000**

Course will build upon and expand the technical skills developed in earlier Modern Dance courses as well as emphasize and enhance artistic aspects of movement. (DANC 2346)

**$269**  
CEUs 9.6  
HRS: 96  
Jan 14-May 10  
10:00 a.m.-11:20 a.m.
Wedding or Holiday Crash Dance Course
NFND 0000
Whether you are a bride or groom, parents of the wedding party, or just want to learn some basic skills for special events and holiday parties, this course is for you! Learn to dance to a mixture of different types of music, such as Big Band, Waltz and slow music. You will learn enough in this class to confidently get around the dance floor with anyone. No prior dance training is necessary to take this class. Prerequisite: None.

$50 CEUs .6 HRS: 6
70115 South Th
Jan 24-Mar 07 6:00 p.m.-7:00 p.m.
Skip Feb 28
90271 South Th
Mar 21-Apr 25 6:00 p.m.-7:00 p.m.

Zumba
NFND 0000
Zumba fuses hypnotic Latin rhythms and easy to follow moves to create a one of a kind fitness program. Our goal is simple: We want you to work out, love working out and to get hooked. Any age person will benefit and improve fitness levels. Prerequisite: None.

$80 CEUs 1.2 HRS: 12
90280 Central MW
Mar 25-May 01 6:00 p.m.-7:00 p.m.

FINANCIAL MANAGEMENT
Retirement Planning Today
NFND 0000
This is an objective education course that examines many aspects of personal finance and how they can work together to create an integrated successful retirement plan. Shows you how to access your financial situation and develop a personalized plan to achieve your financial and retirement goals. Prerequisite: None.

$70 CEUs .9 HRS: 9
70111 South Th
Jan 31-Feb 14 6:30 p.m.-9:30 p.m.

LIFE LONG LEARNING
Acting III - NEW
NFND 0000
This course includes the development of basic skills and techniques of acting for the purpose of exploring performance and its relationship to various acting environments. Emphasis is placed on acting choices that affect character and script analysis in regards to acting for the camera. A comparative study of stage acting vs. acting for the camera, using interdisciplinary approach of art, music, philosophy, and theater is included. Emphasis is also placed on methods of relaxation, communication, and the cybernetic approach to film/video acting. (DRAM 2351) Prerequisite: None.

$279 CEUs 8.0 HRS: 80
70399 Central M
Jan 14-May 10 5:00 p.m.-10:00 p.m.

Stagecraft II - NEW
NFND 0000
This is an advanced study of the theory and practical applications of theatre lighting, set design, construction techniques, and stage sound. Students are provided the opportunity to participate in actual production situations as members of stage crews. Workshop hours will be scheduled as required. (DRAM 2331)

$269 CEUs 4.8 HRS: 48
70398 South TTh
Jan 15-May 10 11:30 a.m.-12:50 p.m.

DIGITAL DESIGN

3-D Modeling & Rendering - NEW
ARTV 1045
The student will receive instruction in the techniques of three-dimensional (3-D) modeling utilizing industry standard software. This includes the creation and modification of 3-D geometric shapes, use of a variety of rendering techniques, camera, light sources, texture, and surface mapping. (ARTV 1345) Prerequisite: None.

$289 CEUs 9.6 HRS: 96
70390 South MW
Jan 14-May 10 2:30 p.m.-5:20 p.m.

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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
Motorcycle Rider Course-Experienced  
NFND 0000  
An experienced motorcycle riders course that offers street riding skills such as counter steering, turning and advanced braking. The Experienced Motorcycle Riders course is approved by the State for the purpose of dismissing traffic citations issued to motorcyclists. This course is approved for insurance discounts for three years. A special certificate is issued after successful completion of this course. Prerequisite: Student must have a valid driver's license or instructional permit. Student must be able to ride a bicycle. Note: Student must provide their own bike (minimum of 250 cc) and bike must pass a safety inspection. Helmet must be 3/4 or full helmet with face guard that is D.O.T. approved.  

$80  
CEUs .8  
HRS: 8  
70153  
North  
Feb 23-Feb 23  
7:30 a.m.-5:00 p.m.

North Campus  

Motorcycle Riders Course  
Upon successful course completion, certificate is issued for submission to the Texas Department of Public Safety (DPS). Motorcycles are furnished (250cc). Students must wear a helmet, over-the-ankle leather shoes/boots with heels, gloves, long sleeve shirt, long pants, glasses or face shield. Depending on student skill level and size of class, hours may vary. No refunds given after course begins. Prerequisite: Student must have a valid driver's license or instructional permit. Students must be able to ride a bicycle. Note: Motorcycle and helmet for class will be provided.  

No refunds given after course begins.  
$195  
CEU 1.9  
HRS: 19  
Meets Friday 6 p.m. - 9 p.m. Saturday and Sunday 7:30 a.m. - 3:30 p.m.

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MUSIC

College Choir  
NFND 0000  
The College Choir performs many styles of sacred and secular literature. (MUEN 1141) Prerequisite: None.  

$95  
CEUs 4.5  
HRS: 45  
70405  
Jan 14-May 10  
70406  
Jan 15-May 10  
70401  
Jan 15-May 10

Concert Band  
NFND 0000  
Membership is open to all students on the basis of audition and/or conference. Instruments may include all orchestra instruments. (MUEN 1122) Prerequisite: None.  

$95  
CEUs 4.8  
HRS: 48  
70401  
Jan 15-May 10  
70405  
Jan 14-May 10  
70406  
Jan 15-May 10
CONCERT CHOIR
NFND 0000
Membership is open to all students on the basis of audition. This group has a limited membership which performs serious and entertaining music throughout the semester. (MUEN 1143) Prerequisite: None.

$95  CEUs 4.8  HRS: 48
70400  Central  T
Jan 15-May 10  7:00 p.m.-10:00 p.m.

JAZZ ENSEMBLE
NFND 0000
Membership is open to all students on the basis of audition and/or conference. Instruments in the jazz ensemble include trumpets, trombones, saxophones, clarinets, flutes, piano, bass, guitar and drums. Performance literature represents many styles of music; big band jazz, swing, Latin jazz, and jazz/rock. The jazz ensemble meets three hours per week, with special rehearsals called as needed. (MUEN 1125)

$95  CEUs 4.5  HRS: 45
70402  South  M
Jan 14-May 10  6:00 p.m.-9:00 p.m.

SMALL INSTRUMENT ENSEMBLE
NFND 0000
Membership is open to all students on the basis of audition and/or conference. Instruments in the Small Instrumental Ensemble may vary from semester to semester. The Small Instrumental Ensemble meets three laboratory hours per week with special rehearsals called as needed. (MUEN 1131)

$95  CEUs 4.5  HRS: 45
70403  South  MW
Jan 14-May 10  1:00 p.m.-2:20 p.m.
70404  South  M
Jan 14-May 10  4:00 p.m.-6:50 p.m.

PAINTING/DRAWING

DRAWING I
NFND 0000
A beginning course investigating a variety of media, techniques and subjects, exploring perceptual and descriptive possibilities with consideration of drawing as a developmental process, as well as an end in itself. (ARTS 1316) Prerequisite: None.

$279  CEUs 9.6  HRS: 96
70383  South  MW
Jan 14-May 10  8:30 a.m.-11:20 a.m.
70384  South  MW
Jan 14-May 10  2:30 p.m.-5:20 p.m.
70387  South  MW
Jan 14-May 10  6:30 p.m.-9:30 p.m.
70385  South  TTh
Jan 15-May 10  8:30 a.m.-11:20 a.m.
70386  South  TTh
Jan 15-May 10  11:30 a.m.-2:20 p.m.

PAINTING II
NFND 0000
Continuation of Drawing I with emphasis on individual expression. (ARTS 2317) Prerequisite: ARTS 2316 or approval of department chair.

$279  CEUs 9.6  HRS: 96
70377  Central  TTh
Jan 15-May 10  11:30 a.m.-2:20 p.m.

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SCRAPBOOKING

Cardmaking Class & Crop  
NFND 0000
This fast-paced fun-filled four hour course will provide beginner through experienced paper crafters with an array of strategies and techniques to take their holiday projects to the next level. Using class ideas, participants can create holiday greeting cards and page enhancements for any occasion. With their own adhesive and paper crafting “stash” along with the suggested class kit (card stack and envelopes) participants will create six or more unique projects. Prerequisite: None.  
$20  CEUs .4  HRS: 4  
90260  South S  
Apr 20-Apr 20  9:00 a.m.-1:00 p.m.

Scrapbooking Session 1: The Basics of Scrapbooking  
NFND 0000
Basic scrapbooking tools, adhesives, supplies and organization trends related to getting started in scrapbooking. Prerequisite: None.  
$20  CEUs .2  HRS: 2  
70112  South Th  
Feb 28-Feb 28  7:00 p.m.-9:00 p.m.

Scrapbooking 2: Page Elements and Design  
NFND 0000
Scrapbooking page elements and design, pictures, paper, title/journaling, embellishments and color theory. Prerequisite: None.  
$20  CEUs .2  HRS: 2  
90267  South Th  
Mar 07-Mar 07  7:00 p.m.-9:00 p.m.

Scrapbooking Session 3: Telling the Story  
NFND 0000
An advanced look at tools, techniques, and trends related to page enhancements such as titles, lettering, stickers, embellishments, etc. Prerequisite: None.  
$20  CEUs .2  HRS: 2  
90268  South Th  
Mar 21-Mar 21  7:00 p.m.-9:00 p.m.

Scrapbooking Session 4: Exciting Embellishments  
NFND 0000
A comprehensive look at tools, techniques, and trends related to advanced page enhancements such as embossing, painting, chalking and stamping. Prerequisite: None.  
$20  CEUs .2  HRS: 2  
90269  South Th  
Mar 28-Mar 28  7:00 p.m.-9:00 p.m.

Scrapbooking Session 5: Bring on the Bling  
NFND 0000
Tools, techniques and trends related to adding dimension to projects and pages through the use of elements such as metal, fibers, chipboard, beads and brads and buttons. Prerequisite: None.  
$20  CEUs .2  HRS: 2  
90270  South Th  
Apr 04-Apr 04  7:00 p.m.-9:00 p.m.

SPORTS and RECREATION

Beginning Tennis  
NFND 0000
Prerequisites: None
This course introduces students to beginning skills and strategies in tennis. Lecture topics include history, rules, strategy (both singles and doubles), etiquette, proper care and selection of equipment, and proper time. (PHED 1101) Prerequisite: None.  
$183  CEUs 4.8  HRS: 48  
70417  Central  MW  
Jan 14-May 10  11:30 a.m.-12:50 p.m.  
70419  Central  M  
Jan 14-May 10  6:30 p.m.-9:30 p.m.  
70418  Central  TTh  
Jan 15-May 10  11:30 a.m.-12:50 p.m.

Fitness Walking  
NFND 0000
This course introduces students to walking as a lifetime fitness activity. Emphasis is placed on correct form and pacing to maintain working heart rate. Other topics covered are proper shoe selection, training principles for improved cardiovascular fitness, safety, and injury prevention. (PHED 1143) Prerequisite: None.  
$183  CEUs 4.8  HRS: 48  
70416  Central  MW  
Jan 14-May 10  1:00 p.m.-2:20 p.m.  
70414  Central  TTh  
Jan 15-May 10  10:00 a.m.-11:20 a.m.  
70415  Central  TTh  
Jan 15-May 10  11:30 a.m.-12:50 p.m.
Golf - Beginning
NFND 0000
Basic skills and strokes are stressed. Includes rules and etiquette of the game. Students must bring their own clubs and a few golf balls. Additional money will also be needed for purchase of golf balls at a driving range where some of the instruction will be conducted. First meeting on campus. Subsequent classes at the driving range.

$70 CEUs .8 HRS: 8
70110 Central
Feb 04-Feb 04 5:30 p.m.-6:50 p.m.
Feb 06-Feb 20 5:30 p.m.-6:50 p.m.

Golf - Intermediate
NFND 0000
Attention is given to proper stance, grip, swing, and game process. Supervised help in developing control and accuracy. Students must bring their own golf clubs and a few golf balls. Additional money will also be needed for purchase of balls at a driving range where some of the instruction will be conducted.

$70 CEUs .8 HRS: 8
90266 Central
Mar 18-Mar 18 5:30 p.m.-6:50 p.m.
Mar 20-Apr 03 5:30 p.m.-6:50 p.m.

Jogging
NFND 0000
Students cardiovascular and overall physical fitness are emphasized using a variety of methods and materials. (PHED 1114) Prerequisite: None.

$183 CEUs 4.8 HRS: 48
70409 Central
Jan 14-May 10 8:30 a.m.-9:50 a.m.
70408 Central
Jan 14-May 10 1:00 p.m.-2:20 p.m.
70407 Central
Jan 15-May 10 6:30 p.m.-9:30 p.m.

Self Defense for Women - NEW
NFND 0000
In this dynamic self-defense class, women of all ages will apply practical strategies to defend and protect themselves. Learn multiple ways to avoid a physical conflict and maximize your chance for survival. Prerequisite: None.

$90 CEUs 1.6 HRS: 16
70113 Central
Jan 15-Feb 19 6:00 p.m.-7:00 p.m.
Feb 26-Mar 19 6:00 p.m.-7:00 p.m.

Tai Chi
NFND 0000
Students will learn and practice the popular Yang-style short form of Tai Chi. Classes will include an explanation of the background of the art. Students should dress in loose-fitting, comfortable clothing, and be capable of mild exertion and slow, rhythmic movements. Prerequisite: None. Note: No textbook required; dress in loose-fitting clothing and be capable of mild exertion and slow, rhythmic movements. Beginners are welcome.

$60 CEUs 1.0 HRS: 10
70114 South
Jan 16-Mar 27 6:30 p.m.-7:30 p.m.

Weight Training
NFND 0000
Lectures, demonstrations and practice in the basic skills and techniques of weight training. (PHED 1123) Prerequisite: None.

$183 CEUs 4.8 HRS: 48
70410 Central
Jan 14-May 10 10:00 a.m.-11:20 a.m.
70413 Central
Jan 14-May 10 11:30 a.m.-12:50 p.m.
70411 Central
Jan 15-May 10 8:30 a.m.-9:50 a.m.
70412 Central
Jan 15-May 10 10:00 a.m.-11:20 a.m.
WELLNESS

Traditional Chinese Meditation Techniques for Relaxation

NFND 0000

This course will use traditional meditative techniques for Chinese culture, such as slow, rhythmic movement, deep breathing, meditative visualization, and acupressure-type self-massage to help students relax. These exercises are not physically demanding, but students should at least be capable of slow movement, standing, or sitting on the floor. Prerequisite: None. Note: Students should wear loose-fitting, comfortable clothes to class.

$40 CEUs .6 HRS: 6

70104 South T
Jan 15-Feb 19 6:15 p.m.-7:15 p.m.
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**To Register:** North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
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<td>To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838</td>
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Training and **Educational Solutions** for Workers and Employers

The Continuing & Professional Development division of San Jacinto College offers programs and courses for individuals to retain or advance in their jobs, or make career transitions. We provide training to companies and their employees to meet employers’ demands for a highly skilled workforce, while helping incumbent workers reach their potential.

No matter what your professional and educational goals, Continuing & Professional Development at San Jacinto College is your training connection for career success. Our courses are designed to provide practical skills and hands-on training in a targeted, time limited, training environment rather than a purely academic background. We stand ready to help you manage the rapid changes and new realities of today’s workplace.

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**Key to Days of Week**

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**Take Your Choice**

More than 1,500 courses offered from our credit schedule may be taken for non-credit. Contact the appropriate credit division for more information.
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How to Get Started:

Please review our list of available online courses. After selecting your course(s), please contact your nearest CPD Registration office to register. You must make payment for all CPD classes the same day you register. If you have questions about payment arrangements, please be sure to ask your Registration Specialist at the time of registration.

Once you have completed the registration process with San Jacinto College, you will need to click on the link for our online Instruction center at www.ed2go.com/sanjac. Locate the course title that you registered for and click Enroll Now. Once you have chosen the desired start date, you will need to click continue. If you have never taken an online class, please click “New Student” and follow the prompts to create a new login. Returning students will log in with their previous login and password.

After the log in process, please choose the “already paid” option as you have already made your required payments to San Jacinto College. You will then be given the option to click on the blue highlighted link to complete the orientation process. Once this has been completed, this will grant you access to the classroom.

When your class begins, return to the Online Instruction Center and simply click on the Classroom tab at the top of the page. To begin your studies, simply log in with the username and password you selected during orientation.

Requirements:

All courses require Internet access, email, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information on any of our Ed2Go classes.

Visit www.ed2go.com/sanjac to learn more and for complete course descriptions and offerings.

Call your nearest CPD office to register and pay for your Online Class!

Start Dates:

Jan. 16, Feb. 20, March 20, April 17, May 15
Administrative Assistant Fundamentals - ONLINE
NFON 0000
Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.
$109 CEU 2.4 HRS: 24
90140 North

Building Teams That Work - ONLINE
NFON 0000
Teams are becoming a staple in today's workplace. In this course, you'll learn the components of a successful team and the stages of its development. You'll master the skills you'll need to effectively manage projects, make decisions, and solve problems in a team setting. Plus, you'll have a chance to learn the pitfalls of unhealthy group interaction and minimize any of its effects on your team.
$109 CEU 2.4 HRS: 24
90141 North

Business Finance for Non-Finance Personnel - ONLINE
NFON 0000
Come and explore different business strategies and discover how decisions using those strategies affect the financial landscape in a business organization and at home. In this course, you'll learn about the basic business model and follow the flow of finances through business operations. You'll gain an understanding of business acumen and see how companies use basic financial statements to report important information about their financial wellbeing.
Note: Internet access, e-mail, and the Internet Explorer or Netscape or Firefox Web browser required.
$109 CEU 2.4 HRS: 24
90144 North

Constitutional Law: Bill of Rights - ONLINE
NFON 0000
Explore the fundamentals of Constitutional Law, with emphasis on the first ten amendments, (The Bill of Rights). The course will include a history of the Bill of Rights, important legal cases dealing with the amendments, and the challenges facing the maintenance of the freedoms guaranteed by the constitution in the modern world.
$109 CEU 2.4 HRS: 24
90148 North

Creating a Successful Business Plan - ONLINE
NFON 0000
Turn your business ideas into a solid plan for financing and long-term success.
$109 CEU 2.4 HRS: 24
90150 North

Customer Service: Fundamentals - ONLINE
NFON 0000
Become indispensable to any organization by understanding how to identify and meet customer needs.
$109 CEU 2.4 HRS: 24
90153 North

Distribution and Logistics Management - ONLINE
NFON 0000
Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational output.
$109 CEU 2.4 HRS: 24
90155 North

Employment Law Fundamentals - ONLINE
NFON 0000
Learn the basics of employment law so you can legally hire, evaluate, and manage employees.
$109 CEU 2.4 HRS: 24
90157 North

Fundamentals of Supervision and Management II - ONLINE
NFON 0000
Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.
$109 CEU 2.4 HRS: 24
90159 North

Fundamentals of Supervision and Management - ONLINE
NFON 0000
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.
$109 CEU 2.4 HRS: 24
90158 North
Get Paid to Travel - ONLINE
NFON 0000
Learn everything you need to start your new and exciting career as a professional tour director.
$109 CEU 2.4 HRS: 24
90183 North

Growing Plants for Fun and Profit - ONLINE
NFON 0000
An industry professional teaches you everything you need to prosper in the backyard nursery business.
$109 CEU 2.4 HRS: 24
90171 North

High Speed Project Management - ONLINE
NFON 0000
Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.
$109 CEU 2.4 HRS: 24
90161 North

Interpersonal Communication - ONLINE
NFON 0000
Communication is more than speaking, hearing, or even having a good vocabulary. This course explores strategies for success in everyday interpersonal communication. You'll explore clear examples of verbal and nonverbal habits, effective listening, self-concept, differences in cultural and gender conversation styles, and conflict management. You'll also gain practical strategies you can use today to improve communication at home, in social situations, and in the workplace. If you want to strengthen personal behavior and develop strategies for creating positive communication climates with family, friends, and business associates, you're sure to find this course invaluable.
$109 CEU 2.4 HRS: 24
90164 North

Introduction to Business Analysis - ONLINE
NFON 0000
Learn powerful techniques to improve your decision-making skills at work.
$109 CEU 2.4 HRS: 24
90142 North

Introduction to Criminal Law - ONLINE
NFON 0000
An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them.
$109 CEU 2.4 HRS: 24
90152 North

Introduction to Nonprofit Management - ONLINE
NFON 0000
Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors.
$109 CEU 2.4 HRS: 24
90165 North

Keys to Effective Communication - ONLINE
NFON 0000
Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.
$109 CEU 2.4 HRS: 24
90147 North

Leadership - ONLINE
NFON 0000
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.
$109 CEU 2.4 HRS: 24
90165 North
Managing Customer Service - ONLINE
NFON 0000
Customer service personnel interact with current and potential customers every day. But do they truly spend time finding out what customers really want and giving them the highest service possible? In this six-week online course, you'll discover dynamite methods for bringing out the best in your team, measuring customer service, and anticipating the needs of your reps and your customers. Learn how to attract and hire top-notch reps, succeed with teams, and minimize customer complaints. As an added bonus, you'll unlock the power of leading by example and setting new trends for customer service in your growing business.

$109 CEU 2.4 HRS: 24
90166 North

Manufacturing Fundamentals - ONLINE
NFON 0000
Learn the basic skills required to work in the manufacturing field. Discover the role of production design, process planning, and the heart of 13 different manufacturing processes. Understand why facility location and plant layout decisions are so vital and learn how job design helps you accomplish company goals and achieve worker satisfaction. Find out what makes up the physical work environment and learn how to characterize different types of production materials. Master product development concepts such as the voice of the customer (VOC), quality function deployment (QFD), and failure mode and effects analysis (FMEA). Learn how performance measurements and standardization improve manufacturing operations.

$109 CEU 2.4 HRS: 24
90167 North

Marketing Your Business on the Internet - ONLINE
NFON 0000
Find out how you can affordably market your business on the Internet from an e-commerce expert. In this practical, hands-on course, you'll learn little-understood secrets about the types of businesses that thrive on the Web. Then, you'll discover proven methods that will help you establish an Internet presence and build an online brand identity. You'll even learn several low-cost promotion strategies that you can use to drive visitors to your site.

$109 CEU 2.4 HRS: 24
90168 North

Mastery of Business Fundamentals - ONLINE
NFON 0000
Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

$109 CEU 2.4 HRS: 24
90145 North

Nonprofit Fundraising Essentials - ONLINE
NFON 0000
Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and foundation relations, major gifts, and planned giving.
Note: Internet access, email, and the Internet Explorer or Netscape or Firefox Web browser required.

$109 CEU 2.4 HRS: 24
90169 North

Principles of Sales Management - ONLINE
NFND 0000
Master the art of managing sales teams from a sales management professional.

$109 CEU 2.4 HRS: 24
90177 North

Professional Sales Skills - ONLINE
NFON 0000
Discover how to begin a successful and rewarding career in sales.

$109 CEU 2.4 HRS: 24
90178 North

Project Management Applications - ONLINE
NFON 0000
Experienced project manager teaches you tricks of the project management trade.

$109 CEU 2.4 HRS: 24
90172 North
**Project Management Fundamentals - ONLINE**

NFON 0000
Gain the skills you'll need to succeed in the fast-growing field of project management.

$109  CEU 2.4  HRS: 24
90173  North

**Purchasing: Fundamentals - ONLINE**

NFON 0000
Improve your company's bottom line by mastering the fundamentals of purchasing.

$109  CEU 2.4  HRS: 24
90174  North

**Real Estate Investing - ONLINE**

NFON 0000
Build and protect your wealth by investing in real estate.

$109  CEU 2.4  HRS: 24
90175  North

**Resume Writing Workshop - ONLINE**

NFON 0000
Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.

$109  CEU 2.4  HRS: 24
90176  North

**Selling, Effective - ONLINE**

NFON 0000
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

$109  CEU 2.4  HRS: 24
90179  North

**Start Your Own Consulting Practice - ONLINE**

NFON 0000
Find out how you can earn income by sharing your training or knowledge with others.

$109  CEU 2.4  HRS: 24
90149  North

**Start and Operate Your Own Home-Based Business - ONLINE**

NFON 0000
An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

$109  CEU 2.4  HRS: 24
90162  North

**Supply Chain Management Fundamentals - ONLINE**

NFON 0000
Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.

$109  CEU 2.4  HRS: 24
90180  North

**The Keys to Effective Editing - ONLINE**

NFON 0000
If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

$109  CEU 2.4  HRS: 24
90156  North

**Total Quality Applications - ONLINE**

NFON 0000
Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.

$109  CEU 2.4  HRS: 24
90181  North

**Total Quality Fundamentals - ONLINE**

NFON 0000
Learn the basics of total quality management.

$109  CEU 2.4  HRS: 24
90182  North

**Understanding the Human Resources Function - ONLINE**

NFON 0000
Learn to handle basic human resource functions to ensure the best possible results.

$109  CEU 2.4  HRS: 24
90163  North

**Worker's Compensation - ONLINE**

NFON 0000
Gain essential skills and a solid understanding of one of the fastest-growing areas in law.

$109  CEU 2.4  HRS: 24
90184  North

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
COMPUTERS & TECHNOLOGY-ONLINE

Requirements for all computer software courses
Internet access, email, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader). You must have your own personal copy of any software required in the course. Software must be installed and operational on your personal computer before the course begins.

DATABASE DEVELOPMENT, INTRODUCTION TO - ONLINE
NFON 0000
An experienced professional guides you through a structured approach to database design and development.
Note: You will need any type of computer, and a database management system, including Microsoft Access, Microsoft SQL Server, Oracle, PostgreSQL, or MySQL.

$109 CEU 2.4 HRS: 24
90056 North

A+ CERTIFICATION, BASIC - ONLINE
NFON 0000
The Basic CompTIA A+ Certification Prep course teaches you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, and input/output devices. You will learn how things work, how to configure everything, and how to troubleshoot in real world environments.
This course gives you the knowledge upon which you will base the rest of your CompTIA A+ certification studies for the exams that debuted in late 2009. Plus it helps you take that first step to becoming an excellent PC technician.
Note: It's recommended that you have a PC that you can take apart and put back together again. This can be anything from an ancient Intel 286 to a newer 486 or beyond. Because of the dangers of electro-static discharge (to the machine, not the student), we do not require you to tear apart your own primary computer.
This is, however, a class that trains you to be a hardware technician - having a machine to play with greatly helps your learning.

$159 CEU 2.4 HRS: 24
90041 North

ACCESS 2007, INTERMEDIATE - ONLINE
NFON 0000
In this course, you'll master the tools and techniques required to create user-friendly Access 2007 databases. You'll learn to design one-to-many and many-to-many databases and create queries, forms, and reports to reflect those relationships. You'll find out how to create a switchboard form, change database settings, and use macros to make a database easy and intuitive enough for even a computer novice to use.
Note: Microsoft Office Access 2007 software must be installed and fully operational before the course begins. Note: This course is not suitable for Macintosh users.

$109 CEU 2.4 HRS: 24
90044 North
Advanced A+ Certification - ONLINE
NFND 0000
The Advanced CompTIA A+ Certification Prep course focuses on fun technology. You will learn everything you need to know to select, install, and service video, sound, and portable computers. The course teaches networking, both wired and wireless, because every well-rounded tech needs to know it. You will learn about security, security, security. Plus you will learn my troubleshooting methodology, tried and true in countless computer crises. The Advanced course completes the three-course CompTIA A+ Certification Exam Prep cycle and prepares you for both the 2009 exams and for real life as a PC tech. Let's get to it!
Note: You should have a Windows 9x PC that you can experiment on. You will probably want to remove/install various devices, such as video, sound, and modems. Because of the dangers of electro-static discharge (to the machine, not the student), however, we do not require you to tear apart your own primary computer. This is a class that trains you to be a technician - having a machine to play with greatly helps your learning.
$159 CEU 2.4  HRS: 24
90039 North

Advanced Microsoft Excel 2007 - ONLINE
NFON 0000
You will learn to use the advanced analytical tools provided by Excel add-ins. You'll become skilled in the use of validation to protect the integrity of your worksheets from other, less experienced users. You will learn how to add functional and eye-catching controls to any worksheet and how to use scenarios and data tables to quickly perform multiple what-if analyses. You'll discover advanced techniques for PivotTables, such as creating calculated fields and calculated items. You'll become adept at consolidating and importing data from other sources, and you'll master the art of conditional formatting to highlight duplicate entries and other common worksheet problems. Learn how Excel 2007 table tools take the complexity out of table creation and management. As you become proficient at nesting functions within other functions, you'll be able to accomplish just about anything Microsoft Excel has to offer!
Note: Microsoft Office Excel 2007 software must be installed and fully operational before the course begins. Note: This course is not suitable for Macintosh users.
$109 CEU 2.4  HRS: 24
90046 North

Ajax Programming, Intro - ONLINE
NFON 0000
In this course, you'll learn each of the technologies that Ajax is composed of. We'll spend several lessons digging into JavaScript, a programming language essential to Ajax. You will discover the wonders of the Document Object Model (DOM), cascading style sheets (CSS), the XMLHttpRequest object, extensible markup language (XML), and PHP scripting. Together, these technologies are what give Ajax its power.
Note: Any code editor capable of developing HTML pages; alternatively, a plain text editor, such as Windows Notepad; access to multiple browsers, including Safari, Netscape Navigator, Google Chrome, and Opera; access to a Web server that supports JavaScript and PHP.
$109 CEU 2.4  HRS: 24
90047 North

CompTIA Network+Certification Prep - ONLINE
NFON 0000
This course will teach you everything you need to know to take and pass the challenging CompTIA Network+ certification exam and become an excellent network technician. You'll learn about topologies, the OSI Seven-Layer model, protocol suites, modern network operating systems, network hardware, cabling standards, remote connectivity, Internet connections, network troubleshooting, and more. This course will prepare you for the 2009 exam objectives (N10-004 and JK0-016). CompTIA Network+ certification also counts as one of the elective exams for the Microsoft Certified Systems Administrator (MCSA) certification.
$159 CEU 2.4  HRS: 24
90052 North

CompTIA Security+Certification Prep I - ONLINE
NFON 0000
The U.S. Department of Labor forecasts that computer security and related computer-support specialties will be among the fastest-growing occupations through 2012. CompTIA's Security+ certificate is widely regarded as the entry-level certificate for this fast-growing field. Getting that certificate requires passing CompTIA's challenging SY0-201 exam.
This course covers the key terminology and concepts needed to ace the exam, all in a condensed format for rapid reading. The course provides helpful study tools including crossword puzzles, games, and practice questions to aid with learning. All of the content is geared toward helping you pass the SY0-201 exam so you can leave the test center with your Security+ certificate in hand.
$159 CEU 2.4  HRS: 24
90053 North
**Computer Skills for the Workplace - ONLINE**

**NFON 0000**
This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. We'll focus on practical application for software most common to the workplace. Acquire skills and knowledge to send messages across the country via e-mail; use a spreadsheet to create a graph and paste it into a report; add and edit data in a database; understand the implications of file sizes, memory limitations, and network arrangements; and recognize the function and features of modern computer components.

*Note:*

$109 CEU 2.4 HRS: 24
90054 North

**Designing Effective Websites - ONLINE**

**NFON 0000**
These days, creating a website is so easy almost anyone can do it. But with all the competition on the Web, creating a site that's effective is more challenging than ever. To do that, you need to employ good design principles. Regardless of your current skills or level of knowledge, in this course you'll master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level!

We'll examine the tension between form and function, explore the six major stages of the Web site development process, and learn the basics of user-centered design. We'll also review the five basic steps to organizing information, find out how site design themes can be used for information delivery, and review Web page design considerations. Along the way, we'll talk about effective type of graphics and explore the idea of Web 2.0.

This course is a must for Web designers, giving the tips and tools that will help them establish a solid career.

$109 CEU 2.4 HRS: 24
90057 North

**Excel 2003, Advanced - ONLINE**

**NFON 0000**
In this practical and information-packed course, you'll learn how to use the additional analytical tools provided by Excel add-ins. You'll become skilled in the use of validation to protect the integrity of your worksheets from other, less experienced users. Impress your coworkers by learning how to add functional and eye-catching controls to any worksheet, and find out how to use scenarios and data tables to quickly perform multiple what-if analyses. You'll discover advanced pivot table techniques, like creating calculated fields and calculated items. You'll become adept at consolidating and importing data, and you'll master the art of conditional formatting to highlight duplicate entries and other common worksheet problems. And you'll become proficient at nesting functions within other functions to accomplish just about anything Microsoft Excel has to offer.

*Note: Microsoft Windows Vista, XP or 2000, Microsoft Excel 2003 or Microsoft Office 2003 (Student and Teacher Edition, Standard Edition, Small Business Edition, or Professional Edition are all acceptable - please be sure to install this software on your computer before the course begins.)*

$109 CEU 2.4 HRS: 24
90059 North

**Excel 2007 Intermediate - ONLINE**

**NFON 0000**
Master advanced features of Microsoft Excel 2007, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity. Learn how to create informative and eye-catching charts, as well as how to harness the power of Excel 2007's filtering techniques. Become adept at using Excel 2007 to gain further insight into your valuable data. Find out how to create macros that eliminate repetitive tasks, and set yourself apart from the casual Excel user by understanding VLOOKUP, INDEX & MATCH, and Excel's other time-saving functions.

*Note:*

$109 CEU 2.4 HRS: 24
90062 North

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**Key to Days of Week**

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Excel 2007, Introduction - ONLINE
NFON 0000
In this course you will learn how to fully format worksheets. You'll learn the secrets behind writing powerful mathematical formulas, using the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. You'll also learn the best ways to sort and analyze data, create custom charts and graphs, create 3-dimensional workbooks, build links between files, endow your worksheets with decision-making capabilities, and automate oft-repeated tasks with macros and buttons.
Note: Microsoft Windows Vista or XP, Microsoft Excel 2007 or Microsoft Excel Home and Student 2007 or Microsoft Office 2007 (the Home and Student Edition, Standard Edition, Small Business Edition, or Professional Edition of Microsoft Office 2007 are all acceptable.); please be sure to install the software on your computer before the course begins.

$109    CEU 2.4   HRS: 24
90063    North

Excel 2010, Intermediate - ONLINE
NFON 0000
Master charting, PivotTables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2010. Learn how to create informative, eye-catching charts and harness the power of Excel’s data analysis and filtering tools. In addition, you’ll find out how easy it is to create macros that let you manipulate data with the push of a button. You’ll also discover how to use Goal Seek and Solver and apply them to real-world problems. And you’ll set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and Excel’s other time-saving functions to your repertoire.
Note: Microsoft Windows 7, Vista, or XP, and Microsoft Excel 2010 or Microsoft Excel Home and Student 2010 or Microsoft Office 2010 (the Home and Student Edition or Standard Edition of Microsoft Office 2010 are acceptable.); please be sure to install the software on your computer before the course begins. This course is not suitable for Macintosh users or for users of older versions of Microsoft Excel.

$109    CEU 2.4   HRS: 24
90064    North

Excel 2010, Introduction - ONLINE
NFON 0000
You will learn dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You’ll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. In addition, you’ll get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons.
Note:

$109    CEU 2.4   HRS: 24
90065    North

Guiding Kids on the Internet - ONLINE
NFON 0000
This essential course for teachers, leaders, and parents will give you the confidence you need for helping children get the best from Internet access. Step-by-step instructions will lead you in discovering various kid-friendly Internet features. These include web page creation with easy-to-use templates and examples, kid-safe searches, fun resources for kids; and the many communication possibilities for schools, clubs, teacher networks, and even extended families. This course includes lessons for you, the adult, but also features printable instruction sheets that can be used directly with the young people you work with. The activities are informative, interactive, and fun; and, most importantly, will help you and your kids use the Internet to its fullest potential.

$109    CEU 2.4   HRS: 24
90091    North

Key to Days of Week

| M  | Monday   |
| T  | Tuesday  |
| W  | Wednesday|
| Th | Thursday |
| F  | Friday   |
| S  | Saturday |
| Su | Sunday   |
ILLUSTRATOR CS4, Intro - ONLINE  
NFON 0000  
Are you planning a career as a graphic artist? If so, this course is for you! Adobe Illustrator is the industry standard for creating vector image, graphics that artists can resize to fit on anything from a dome to a billboard, and it is the program of choice for drawing logos and designing type effects. In addition, it is an outstanding companion tool to Adobe Photoshop, and it is perfect for creating graphics for Flash sites. In this course, you will learn how to use a wide range of tools in Adobe Illustrator CS4, including the enhanced Recolor Artwork feature and the redesigned Gradient tool. By the end of the course, you will be a master at using Illustrator to further your career and express your own creativity.

Note: Adobe Illustrator CS4 for Windows and Windows XP or Vista or Adobe Illustrator CS4 for Mac and Mac OS X. Note: Illustrator software must be installed and fully operational before the course begins.

$109  CEU 2.4  HRS: 24  
90067  North

ILLUSTRATOR CS5, Introduction - ONLINE  
NFON 0000  
Prerequisites: Artistic ability is not required, just a desire to be creative. You should be familiar with your computer and know how to create and save files, how to make new folders on your hard drive, and how to download files from the Internet.

In this course, you will learn how to use a wide range of tools in Adobe Illustrator CS5. For instance, you will explore the enhanced Recolor Artwork feature, which helps you choose a harmonious color scheme for your image and completely alter the color palette of any image with just a few clicks. You will also see how the redesigned Gradient tool makes it easier to adjust colors directly on an image. You can even paint brushesstroke on your canvas, using brushes that look and work like the bristle brushes from an art supply store. In addition, you will learn how to draw and trace with the Pen tool and how to fine-tune the contours of any line. You'll also discover how to work with color, use shortcuts for applying color to images, and add special effects such as 3D to your drawings.

Note: Adobe Illustrator CS5 (Windows), Adobe CS5 Design Standard (Windows), Adobe CS5 Master Collection (Windows), InDesign CS5 (Mac), Adobe CS5 Design Standard (Mac), or Adobe CS5 Master Collection (Mac) (Adobe InDesign CS5.5 is also acceptable); software must be installed and fully operational before the course begins; Windows XP, Windows Vista, or Windows 7 (1.5GHz or faster processor, 512MB of RAM (1GB recommended), and QuickTime 7 software required for multimedia features).

$109  CEU 2.4  HRS: 24  
90068  North

InDesign CS4, Intro - ONLINE  
NFON 0000  
In this Adobe InDesign CS4 class, you'll get hands-on training in desktop publishing and come away knowing how to use this popular page layout software to design and create professional quality letterhead, newsletters, business cards, brochures, PDF files that play movies, and more.

Note:

$109  CEU 2.4  HRS: 24  
90070  North

InDesign CS5, Intermediate - ONLINE  
NFON 0000  
In this fun, hands-on course, you'll dig into advanced features that will take your InDesign projects to the next level. First, you'll design a graphics-packed two-page spread for a luxury spa. Then you'll work with tables, custom templates, and color sampling to produce a tent-card menu. After that, you'll learn about using an InDesign book workflow. Next, you will use a mail merge to create a photo cube invitation to an art gallery, complete with captions produced from your images' metadata. You’ll master everything from calibrating your monitor and using the Adobe Color Management System to working with printing tools and managing spot colors and mixed ink. For the grand finale, you're going to build and test an eBook, exported from InDesign as an EPUB file.

Note: Adobe InDesign CS5 (Windows), Adobe CS5 Design Standard (Windows), Adobe CS5 Master Collection (Windows), InDesign CS5 (Mac), Adobe CS5 Design Standard (Mac), or Adobe CS5 Master Collection (Mac) (Adobe InDesign CS5.5 is also acceptable); software must be installed and fully operational before the course begins; Windows XP, Windows Vista, or Windows 7 (1.5GHz or faster processor, 512MB of RAM (1GB recommended), and QuickTime 7 software required for multimedia features).

$109  CEU 2.4  HRS: 24  
90071  North

Key to Days of Week

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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
**InDesign CS₅, Intro - ONLINE**

NFON 0000
In this Adobe InDesign CS5 class, you'll get hands-on desktop publishing training and come away knowing how to use this popular page layout software to design and create professional-quality letterhead, business cards, brochures, PDF files that play movies, and more.

Note: Adobe InDesign for Windows, Adobe CS5 Design Premium for Windows, Adobe CS5 Master Collection for Windows, InDesign CS5 for Mac, Adobe CS5 Design Premium for Mac, or Adobe CS5 Master Collection for Mac (software must be installed and fully operational before the course begins); Windows XP, Windows Vista, or Windows 7 (1.5GHz or faster processor, 512MB of RAM (1GB recommended), and QuickTime 7 software required for multimedia features).

$109 CEU 2.4 HRS: 24
90072 North

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**Intermediate C# Programming - ONLINE**

NFON 0000
This course will show you how to write professional looking applications with many of the common GUI controls, such as buttons, labels, text boxes, check boxes, and radio buttons. You'll also learn how to put menus and toolbars into your program to make them easier to use. And later in the course, you'll find out how to make your program interact with sequential files, random access files, and databases.

Note: Microsoft Visual C# 2008 Express Edition.

$109 CEU 2.4 HRS: 24
90049 North

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**Intermediate CSS and XHTML - ONLINE**

NFON 0000
In this course, you'll take your CSS and XHTML skills to the next level and learn how to create professional-quality Web sites. You will learn to quickly build effective sites that are easy to maintain and modify. You'll discover the secrets to ensuring you keep total creative control over every aspect of a site. You'll master specific techniques for creating flexible, table-less page layouts that adapt to all Web browsers, screen resolutions, and user needs. And you'll learn how to build accessibility and search engine optimization into those page layouts.

Note: You'll need a simple text editor like Notepad in Windows or other Web development tool, as well as basic computer skills, and some familiarity with HTML and CSS.

$109 CEU 2.4 HRS: 24
90073 North

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**Intermediate Dreamweaver CS₄ - ONLINE**

NFON 0000
Take your Web design skills to the next level in this Intermediate Dreamweaver course! You will get hands-on practice in using the advanced features of Adobe Dreamweaver software as you explore pure CSS layout and learn how to incorporate multimedia elements such as Flash video and audio. You will discover the uses of XML and XSL and learn how to use standards-compliant Cascading Style Sheets to create Web pages that are easier to maintain and more search engine-friendly.

Note: Adobe Dreamweaver CS4 for either Mac or Windows and Windows ASIN: B001EUDIZE or Mac ASIN: B001EUIYWQ (software must be installed and fully operational before the course begins).

$109 CEU 2.4 HRS: 24
90075 North

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**Intermediate Dreamweaver CS₅ - ONLINE**

NFON 0000
You will get hands-on practice in using pure CSS layout and discover how to incorporate multimedia elements such as Flash video and audio. In addition, you will explore the use of XML and XSL.

Note: need Adobe Dreamweaver CS5 or CS5.5 for Windows, or Adobe Dreamweaver CS5 or CS5.5 for Macintosh; (software must be installed and fully operational before the course begins); Windows XP with Service Pack 3; Windows Vista Home Premium, Business, Ultimate, or Enterprise with Service Pack 1; or Windows 7; or Mac OS X v10.5.8 or v10.6.

$109 CEU 2.4 HRS: 24
90076 North

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**Intermediate Excel 2003 - ONLINE**

NFND 0000
Work faster and more productively by learning to use some of Excel 2003's most powerful tools.

$109 CEU 2.4 HRS: 24
90060 North

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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
**Intermediate JAVA Programming - ONLINE**

NFON 0000

Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional. Learn how to save data permanently on a disk by writing it to a sequential data file. See how to read the file to get the data back and process it. Organize information using multiple classes in Java's class hierarchy and inheritance. Explore some of the hundreds of classes that are built into the Java language. Find out how to create GUI applications in Java using tools like windows, menus, buttons, text boxes, check boxes, scroll bars, and other GUI tools.

Note: Java SE (Standard Edition) Development Kit (JDK) Version 5 or later, from Sun Microsystems (software must be installed and fully operational before the course begins).

$109  CEU 2.4  HRS: 24
90077  North

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**Intermediate Networking - ONLINE**

NFON 0000

Continue to build your knowledge of networks and networking, with detailed treatments of TCP/IP, how switches and routers operate, DNS, and more. You'll gain a full understanding of almost every aspect of networking technology, including hot topics such as virtual private networks, security, Internet connectivity, and cloud computing. Completion of this course and its prerequisite should serve as a springboard for a career in computer networking or training for CCNA Certification.

$109  CEU 2.4  HRS: 24
90097  North

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**Intermediate Oracle - ONLINE**

NFON 0000

PL/SQL is Oracle's procedural language extension to Structured Query Language (SQL). This course will give you the skills you need to write powerful and flexible programs using that language. You'll learn the building blocks and core features of PL/SQL, including expressions, various iterations, and built-in functions. Then, you'll begin building fully functional PL/SQL programs with procedures, packages, debugging routines, database structures, triggers, and cursor processing. By the time you finish this course, you will be able to store PL/SQL programs in a database and execute them.

$109  CEU 2.4  HRS: 24
90099  North

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**Intermediate PHP and MySQL - ONLINE**

NFON 0000

Learn how to create an interactive online store complete with an online catalog of products, allowing customers to browse the catalog to select items, place them in a shopping cart, and complete an order. In this six-week online course, you’ll see how to create a commercial online store using the PHP programming language and the MySQL database server.

Note: A PHP and MySQL development environment (the first lesson in the course walks through installing the Wampserver software, which provides a full PHP and MySQL development environment in one package.); note: Macintosh users can’t use the Wampserver software and must provide their own PHP and MySQL development environment.

$109  CEU 2.4  HRS: 24
90079  North

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**Intermediate Photoshop CS4 - ONLINE**

NFON 0000

Learn advanced techniques for using Adobe Photoshop CS4 to edit your images and photos. You’ll discover how to save every pixel in your original image. You’ll see how to use Smart Objects so you can crop an image or resize it and get it back to its original size months later. You’ll master tricks for warping Smart Objects and you’ll learn how to make adjustments to your images that you can tweak at any time to add shadows or embossing.

Note: Adobe Photoshop CS4 for Windows or Adobe Photoshop CS4 for Macintosh (software must be installed and fully operational before the course begins). In addition, you will need to have a program that extracts the example files from the Zip file provided with each lesson. If you wish to share your work with the instructor, you will need an online album in which to display your work. Instructions for this will be provided in the first lesson.

$109  CEU 2.4  HRS: 24
90078  North

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**Key to Days of Week**

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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838

69
Intermediate Visual Basic 2008 - ONLINE
NFON 0000
Gain in-demand VB skills writing sophisticated Windows programs that implement Structured Query Language to access and modify business databases. This course is ideal if you're a Visual Basic programmer and want to upgrade your programming skills or prepare yourself for an exciting new line of work.
Note: Required: Visual Basic 2008, free Express edition (software must be installed and fully operational before the course begins); Computer with Windows XP, Vista, Server 2003 or Server 2008; completion of Jeffrey Kent’s Introduction to Visual Basic 2008 online course (or equivalent experience); note: this course is not suitable for Macintosh users.
$109  CEU 2.4  HRS: 24
90080  North

Intro to Flash CS4 - ONLINE
NFON 0000
In this course, you will learn how to create animated, interactive movies in Flash CS4. You will develop a fully-functioning Flash application, complete with animation, graphics, and interactive buttons. You will become familiar with the Flash workspace, creating text and graphics, and animating objects on the Flash movie stage. You will also learn how to control digital media based on specific events, such as end-user mouse clicks. No course on Flash is complete without an introduction to ActionScript, Flash’s powerful programming language. So you will jump into ActionScript 3.0 by creating interactive buttons. You will also learn to write scripts that control movie flow as well as scripts that call to and load external videos, Web pages, and other Flash movie files.
$109  CEU 2.4  HRS: 24
90083  North

Intro to Dreamweaver CS5 - ONLINE
NFON 0000
Master skills ranging from using Cascading Style Sheets to creating standards-compliant pages. You will examine site planning strategies, learn principles of good Web design, and explore Dreamweaver’s best practices for maintaining Web sites once they’re online. By the time you are done, you will be using this powerful software tool with skill and confidence.
Note: Adobe Dreamweaver CS5 (software must be installed and fully operational before the course begins); Windows 7 / Vista / XP; Mac OS X 10.6 Snow Leopard, Mac OS X 10.5 Leopard, Mac OS X 10.4 Tiger.
$109  CEU 2.4  HRS: 24
90082  North

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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
Intro to PHP and MySQL - ONLINE
NFON 0000
Learn how to create an interactive Web site, allowing visitors to post and retrieve information provided by you or your site's visitors. During the course, you'll walk through the development of a complete content management system Web application step-by-step. You'll discover how you can allow your site's visitors to add new information to an online database, search through posted data, and create meaningful printed reports. By the end of this course, you'll have plenty of useful code templates that will help you create your very own dynamic, Web-based, content management system.
Note: PHP and MySQL development environment. During the first lesson in the course, you will be walked through the process of installing WAMP5 software, which provides a full PHP and MySQL development environment. You can download WAMP5 for free from http://www.wampserver.com/en/. You will also need Windows NT, Windows 2000, Windows XP, or Windows Vista (WAMP5 does not support either Windows 98 or Windows Me). Note: Macintosh users will not be able to use the WAMP5 software, and must provide their own PHP and MySQL development environment.
$109 CEU 2.4 HRS: 24
90086 North

Introduction to ASP.NET - ONLINE
NFON 0000
You'll begin this hands-on course by adding powerful controls to your Web pages, giving visitors the ability to interact with your Web site.
You'll find out how to connect to a database, read the information stored inside, and display it exactly the way you want. You'll find out how style sheets make it easy to give every page of your Web site the same clean, consistent, and professional look, and you'll learn how to create master pages to ensure that each page you create uses a common set of controls. Using ASP.NET's powerful membership features, you'll develop a true community-based Web site that allows users to register, log in, create and update profiles, and post messages to a forum. You'll explore the issue of Web security, and you'll discover some simple things you can do to protect your site and prevent the most common types of attacks.
$109 CEU 2.4 HRS: 24
90048 North

Introduction to Access 2007 - ONLINE
NFON 0000
In this practical and project oriented hands-on workshop, you'll learn how to create tables filled with fields and records. You'll build relationships between the tables to eliminate redundancies and slash data entry time. You'll discover how to achieve huge reductions in data entry errors by setting default values, creating validation rules, and building input masks. You'll find out how to make your database more user-friendly with custom data entry forms, smart lists, and other sophisticated controls. You'll learn how to retrieve exactly what you need from your database with powerful queries and reports, and you'll even start automating routine tasks with labor-saving macros.
$109 CEU 2.4 HRS: 24
90045 North

Introduction to C# Programming - ONLINE
NFON 0000
Learn the fundamentals of computer programming with C#, the in-demand and incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java. You'll first develop your understanding of programming fundamentals: input/output operations, decision making, and looping. Then, we'll explore the many benefits of object oriented programming, with plenty of vivid, real-life examples. Then, you'll gain hands-on experience with sequential data files, and you'll be able to build a professional-looking and intuitive Graphical User Interface (GUI) application on your very own computer.
$109 CEU 2.4 HRS: 24
90050 North

Introduction to C++ Programming - ONLINE
NFON 0000
Beginner programmers can learn object-oriented programming using C++. You will develop programs that have their own windows and controls, and you'll see how easy programming really is. By the end of the course, you'll be using Microsoft Visual C++ 2005 Express Edition to write real programs for Microsoft Windows.
$109 CEU 2.4 HRS: 24
90051 North
**Introduction to Crystal Reports 10 - ONLINE**

NFON 0000

This course will teach you how to transform the information that lies buried in your database or accounting program into clear, easy-to-understand documents. You will hone your Crystal Reporting skills as you get hands-on practice in extracting, sorting, and grouping your data. In addition, you will find out how to include totals for groups of figures or for the entire report. Next, you will master the art of building your reports and formatting your material to create a polished, professional look.

Whether you are new to Crystal Reports or want to enhance your skills, this course is ideal for you. By the time you are done, you will be able to produce anything from a quick meeting handout to an elaborate annual report—and you will never be intimidated by report-writing tasks again!

Note: You will need Crystal Reports XI, Crystal Reports 2008, or Crystal Reports 2011. (Software must be installed and fully operational before the course begins.)

$109  
90055  North

**Introduction to Java Programming - ONLINE**

NFON 0000

Start with the basics of program design and go on to write your own programs and integrate input and output, calculations, decision making, and loops. Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. Use the latest release of Java, from Sun Microsystems, the company that maintains and supports the language. Also use BlueJ, a graphical development environment designed especially for students. Both are free open-source products that you will download for use.

$109  
90089  North

**Introduction to Excel 2003 - ONLINE**

NFON 0000

In this course you will how to fully format worksheets. You'll learn the secrets behind writing powerful mathematical formulas, using the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. You'll also learn the best ways to sort and analyze data, create custom charts and graphs, create 3-dimensional workbooks, build links between files, endow your worksheets with decision-making capabilities, and automate oft-repeated tasks with macros and buttons.

Note: Microsoft Windows XP or 2000, Microsoft Excel 2003 or Microsoft Office 2003 (Student and Teacher Edition, Standard Edition, Small Business Edition, or Professional Edition are all acceptable - please be sure to install the software on your computer before the course begins.)

$109  
90061  North

**Introduction to Linux - ONLINE**

NFON 0000

Start with the basics of Linux - using its graphical environment to manipulate files and folders, create user accounts, and set up hardware devices. Then delve into the many free programs that come preinstalled on your Linux system, including the popular OpenOffice.org office productivity software. Next, learn the Linux multimedia programs that can play, rip, and burn CDs, as well as play DVDs and video files. After that, learn to connect to your ISP and use your ISP to read and send messages with the Linux email software. Finally, explore keeping in touch with friends and family by using common Internet Messaging hosts, as well as how to browse your favorite Web sites with the popular Mozilla Firefox Web browser.

$109  
90092  North

**Introduction to Microsoft Expression Web - ONLINE**

NFON 0000

Learn to create web sites using Microsoft Expression Web's professional templates. Also learn to build websites from scratch using CSS and HTML. Learn to add dynamic web pages using databases and ASP.NET.

Note: Expression Web version 3.0, Expression Web version 2.0, or Expression Web may all be used (software must be installed and fully operational before the course begins).

$109  
90085  North
**Introduction to Networking - ONLINE**  
NFON 0000  
Introduction to Networking explains computer networking basics in terms that you can easily understand, using concepts common to everyday, non-computing experience. A brief introduction to networking history provides context, explaining how networks have become so important to businesses and individuals. The course emphasizes networking fundamentals, explaining the software and hardware that makes networking possible. The course stresses understanding how and why networks work, rather than focusing on memorization of terms or numbers. Upon completion of the course, you will be capable of performing basic computer networking tasks, such as DSL connectivity or configuring connections to an Internet Service Provider. This course will give you the foundation you need to begin training for CCNA Certification or employment in a computer networking career.  
$109  
CEU 2.4  
HRS: 24  
90098  
North  

**Introduction to Perl Programming - ONLINE**  
NFON 0000  
Learn Perl, a powerful and easy-to-use scripting language used on PCs, servers, and on the Internet for a wide range of programming problems. Perl is also more portable and supported on a greater variety of computers than many other computing languages. Perl programming skills are especially valuable for Web developers, software developers, and system administrators. Note: You will need access to a computer on which you can run the course software - the Perl interpreter and the Apache Web Server. The course supplies all necessary software for Windows. The software is also available (for free) for many other systems, including Mac OS X and Linux, although you'll need to download, install, and configure it yourself if you are running on one of those systems.  
$109  
CEU 2.4  
HRS: 24  
90106  
North  

**Introduction to Outlook 2007 - ONLINE**  
NFON 0000  
In this course, you'll see what's new in Outlook 2007 and get up and running quickly with the most important aspects of the program, from basic e-mailing to automating your work with rules. You'll learn security basics and how to perform maintenance tasks, like backing up your data. You'll even create a Google Gmail account for class assignments and personal use.  
$109  
CEU 2.4  
HRS: 24  
90101  
North  

**Introduction to PC Security - ONLINE**  
NFON 0000  
This course will quickly bring you up to speed on the fundamentals of PC and network security. You'll understand and explore the many vulnerabilities of operating systems, software, and networks. Then, you'll get into the minds of hackers and crackers, developing an understanding of the exploits they use to access your computer without your knowledge. You'll find out why, where, and how viruses, worms, and blended threats are created. You'll be able to identify and work to prevent DoS, SYN flooding, and other network attacks. You'll learn a safe way to share files and data across the Internet through a virtual private network. And you'll be able to install and configure a firewall to build an impenetrable moat around your computer or network.  
$109  
CEU 2.4  
HRS: 24  
90104  
North  

**Introduction to PowerPoint 2007 - ONLINE**  
NFON 0000  
You'll find out how to create dazzling slide presentations consisting of slides that contain text, objects, animation, slide transitions, sounds, charts, outlines, media clips, clip art, and hyperlinks. You'll learn how to work with the new PowerPoint Ribbon, task panes, the clip organizer, and how to access Microsoft's Web site to download clip art and templates for your presentations. You'll see how to make global changes to your slides with the Slide Master. Finally, you'll discover how to save your presentations so you can share them online or copy them onto CDs. Note: Microsoft Windows Vista or XP, Microsoft PowerPoint 2007 or Microsoft Office Professional 2007 (please be sure to install this software on your computer before the course begins).  
$109  
CEU 2.4  
HRS: 24  
90115  
North  

**Introduction to QuickBooks 2010 - ONLINE**  
NFND 0000  
QuickBooks is designed for the small to mid-sized business owner who enjoys Quicken's ease of use but prefers a more traditional approach to accounting. Learn how this well-designed accounting program can make it a snap to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports. Note: QuickBooks Pro 2010 or QuickBooks Premier Edition 2010 (please be sure to install this software on your computer before the course begins).  
$109  
CEU 2.4  
HRS: 24  
90087  
North
**Introduction to Visual Basic 2008 - ONLINE**

NFON 0000

Visual Basic is the most widely used programming language for creating Windows applications. It's very easy to learn because, unlike other programming languages, Visual Basic uses keywords that closely resemble English.

Creating a Windows application ordinarily requires you to write lengthy and complex code. But Visual Basic 2008 relieves you of this task. It enables you to create an application and its components literally with the click of a button or menu item. It even writes all of the necessary code to get the application started for you. You can view and fine-tune the code, but it spares you a lot of the grunt work.

While the Visual Basic programming language helps you write a Windows application, you still need to write code and be able to plan your application. This course will show you how. You’ll learn the building blocks of programming, including using variables, control structures, and loops. You’ll find out how to use the large function library built into Visual Basic 2008, including the .NET Framework, as well as how to write and use your own functions. You’ll learn how to use the large and varied library of controls Windows offers. And you’ll learn how to access files and handle errors. Since Windows applications are event-driven and everything in Visual Basic 2008 is treated as a programmable object, you’ll also find out about event-driven and object-oriented programming, concepts important not just in Visual Basic, but also in other programming languages you may want to learn in the future.

$109  CEU 2.4  HRS: 24
90088  North

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**Introduction to Word 2007 - ONLINE**

NFON 0000

Learn to use the word processor PC Magazine ranked as one of the 'strongest and most intelligent programs ever written.' In this hands-on workshop, you'll learn how to add, move through, and edit text, move words from one part of your document to another, work on two or more documents simultaneously, change the size or appearance of text, change margins and tab settings, automatically center, right align, justify, and indent text; run the integrated grammar and spelling checker; use the thesaurus, and save, retrieve, copy, organize, and print your documents.

$109  CEU 2.4  HRS: 24
90133  North

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**Navigating the Internet - ONLINE**

NFON 0000

Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, email, and more.

$109  CEU 2.4  HRS: 24
90096  North

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**Keyboarding - ONLINE**

NFON 0000

Use the computer program FasType for Windows to learn the basic skills of touch-typing.

$109  CEU 2.4  HRS: 24
90090  North

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**MS Publisher Intro 2007 - ONLINE**

NFON 0000

Learn how to design, create, and publish a wide variety of stunning documents using Microsoft Publisher 2007. If you're looking for a quick, easy, and inexpensive way to produce professional brochures, newsletters, flyers, or even a Web site, Microsoft Publisher 2007 is your solution! This affordable and functionality-packed program can take you to levels of design expertise you never dreamed possible.

Note: Microsoft Windows Vista or XP, Microsoft Publisher 2007 or Microsoft Office 2007 (Small Business Edition or Professional Edition only. (Please be sure to install this software on your computer before the course begins.) This course is not suitable for Macintosh users.

$109  CEU 2.4  HRS: 24
90095  North
MS Publisher Intro 2010 - ONLINE
NFON 0000
In this hands-on, project-oriented class for beginners, you'll learn how to design, create, and publish a wide variety of stunning documents using Microsoft Publisher 2010. You'll find out how Publisher's built-in layouts and templates can help you quickly complete virtually any desktop publishing project. Then you'll see the many ways you can modify those templates in order to create impressive and truly original works of your own. You'll gain valuable experience in designing and publishing newsletters, brochures, and Web sites.
Note: Microsoft Windows Vista or XP, Microsoft Publisher 2007 or Microsoft Office 2007 (Small Business Edition or Professional Edition only; (please be sure to install this software on your computer before the course begins.)
$109 CEU 2.4 HRS: 24
90117 North

Microsoft Windows Certification Prep: Exam 70-270 - ONLINE
NFON 0000
$109 CEU 2.4 HRS: 24
90094 North

Ms Project 2007, Introduction - ONLINE
NFON 0000
Discover the basics of Microsoft Project 2007 so you can create a project schedule in no time flat. Once you construct a basic schedule, you'll learn how to enlarge and share it with clients and coworkers.
Note: Microsoft Project Standard 2007 (please be sure to install this software on your computer before the course begins.)
$109 CEU 2.4 HRS: 24
90093 North

Oracle, Introduction - ONLINE
NFON 0000
In this online course, you will learn how to create an Oracle database, build various database objects for the database, and write simple SQL statements that access the data from the database. This course will teach you how to write Data Definition Language statements to create, update, and delete database objects. You will learn how to execute Data Control Language statements to give or delete access rights to database objects. You will write Data Manipulation Language statements to insert, update, and delete records from a database. Finally, you will learn how to query the data and create finished reports.
$109 CEU 2.4 HRS: 24
90100 North

Outlook 2010, Introduction - ONLINE
NFON 0000
In this course, you'll learn your way around the new ribbon-based interface and get up and running quickly. Then you'll focus on the core skills you really need in order to work smarter and faster. First, you'll learn how to manage the flood of emails you receive, creating folders and archives so you can always find what you need. Then you'll discover how to keep track of your contacts and how to use Outlook's Calendar and Alert features. You'll also find out how to customize Outlook so it perfectly meets your needs, and you'll discover how to automate your work with rules. Note: You will need Microsoft Outlook 2010. (Software must be installed and fully operational before the course begins.)
$109 CEU 2.4 HRS: 24
90102 North

PC Security, Adv - ONLINE
NFON 0000
In this course you'll gain an understanding of the complex method of electronic breaking and entering. You'll learn the terms and programming behind the interaction between hardware and software when communicating through a network. You'll follow packets of data from one point to another through an entire network, and find out where the flaws exist for data loss and security breaches. You'll discover the role of the seven layers of the OSI model, and the dependencies of hardware and software interaction through packet transmission. And you'll find out how private data can quickly become public knowledge.
Note: You will need access to one or more networked computers that do not contain any data you consider sensitive.
$109 CEU 2.4 HRS: 24
90103 North

PC Troubleshooting, Introduction - ONLINE
NFON 0000
Intro to PC Troubleshooting takes you step by step through the typical hardware and operating system problems encountered by technicians, teaching troubleshooting techniques to decipher any problem, and giving you the skills you need to solve them. Once you've mastered the basics, the course launches into some of the more advanced and nasty problems that crop up in the PC, teaching you how to diagnose and fix those problems as well! Finally, Intro to PC Troubleshooting shows you how to maintain and optimize a Windows PC.
$109 CEU 2.4 HRS: 24
90105 North
Photoshop CS4 Introduction - ONLINE

NFON 0000
Learn to use Adobe Photoshop CS4 to edit images, process photos, and create original graphics. Whether you're a photographer, graphic artist, or just want to alter old family photos, Photoshop is the program for you! This hands-on, project-oriented course is filled with detailed, step-by-step instructions you'll have no trouble following as you master editing photos, creating basic paintings, and preparing your images for printing. Discover how to improve photographs by removing flaws, correcting for poor exposure, or adding new elements using the newest techniques Photoshop CS4 offers.

Note: Adobe Photoshop CS4 (Windows) or Adobe Photoshop CS4 (Mac), Adobe Photoshop CS4 Extended, or any version of Adobe Creative Suite CS4 that includes the Adobe Photoshop CS4 or Adobe Photoshop CS4 Extended software (software must be installed and fully operational on your computer before the course begins.)

$109  CEU 2.4  HRS: 24
90109  North

Photoshop CS5, Intermediate - ONLINE

NFON 0000
In this course, you'll become an expert at using layers, layer masks, and other advanced features that let you change images easily long after you create them (and long after the Photoshop "undo" command expires).

Non-destructive editing lets you work faster and reuse parts of images over and over. In these lessons, you'll learn how to save every single pixel in your original image so you never have to say, "I'm sorry, I tossed that information." In addition, you'll discover how to use Smart Objects so you can crop or resize an image and return it to its original size months afterward. (You'll even learn some clever tricks for warping Smart Objects!)

After that, you'll find out how to add shadows or embossing non-destructively. And if you want to design page layouts you can fill with different images, you'll learn how to create templates you can reuse.

Note: You will need Adobe Photoshop CS5 for Windows or Adobe Photoshop CS5 for Macintosh. This can be part of the Creative Suite in Standard or Extended editions or it can be a standalone version of either Standard or Extended. However, no features from the Extended version will be taught. Software must be installed and fully operational before the course begins. If you want to use the 30-day free trial software provided by Adobe, you will need to wait until the third week of the course to install it and actually begin working through the course. Otherwise, your trial will end before the last four lessons are released.

You can also obtain a one- or two-month subscription for the product at a cost of $49 per month. This allows you to use the demo for one month if you like and then buy a one-month subscription so you can take the course for its full length. In addition, you will need to have a program that extracts the example files from the Zip file provided with each lesson.

$109  CEU 2.4  HRS: 24
90111  North

Key to Days of Week

| M | Monday |
| T | Tuesday |
| W | Wednesday |
| Th | Thursday |
| F | Friday |
| S | Saturday |
| Su | Sunday |
Photoshop CS5, Introduction - ONLINE

NFON 0000
Adobe's Photoshop CS5 is a powerful software solution providing support and specialized editing tools for digital photographers and graphic artists. In this course, we'll focus on how to select and use the professional techniques most helpful to photographers. Designed for those with no image-editing experience, this class will take you from novice to accomplished photo editor. This course offers simple, step-by-step instructions for correcting flaws, enhancing the final product, adding text, and preparing images for email and the Web. Along the way, you'll learn how to use the tools that make this software so popular and unique in the world of digital image editing. Because this course is specifically targeted at photographers, you'll come away with a collection of useful techniques and quickly start seeing amazing results in your images!

Note: For students who have taken Photoshop for the Digital Photographer with CS3 or CS4

$109 CEU 2.4 HRS: 24
90112 North

Photoshop Elements 10 for the Digital Photographer - ONLINE

NFON 0000
You’ll learn to edit images on your computer, correct flaws, enhance your final product, create simple art projects, prepare images for email and the Web, and organize your images so you can keep track of them. It’s fun and easy, and you’ll see how Photoshop Elements 10 gives you room to grow while letting you achieve high-quality results right away.

Note: Adobe Photoshop Elements 10 for Windows/Mac (software must be installed and fully operational before the course begins); Windows 7 / Vista / XP, Mac OS X 10.6 Snow Leopard.

$109 CEU 2.4 HRS: 24
90116 North

PowerPoint 2010, Introduction - ONLINE

NFON 0000
In these lessons, you will learn how to use Microsoft PowerPoint 2010 to create professional-quality slide presentations that grab and hold your audience’s attention from start to finish. First, you will explore the latest features of PowerPoint, from the all-new File menu to the Backstage View. After that, you will find out how to create dazzling presentations formatted with themes and a variety of slide layouts. You will embellish your slides with text, objects, SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks, and you will discover that global changes are a snap with the Slide Master.

In addition, you will find out how to download an online image and insert it onto a slide. You will also discover how to edit clip art, images, WordArt, and shapes easily with the commands on the Ribbon. You will explore the printing interface in Backstage View, and find out how to view your presentations in the new Reading View.

You will also learn how to create a PowerPoint photo album with your digital pictures, and you will work with PowerPoint Web App, an online version of PowerPoint. Finally, you will add versatility to your PowerPoint skills as you learn to save presentations as PDF files and videos.

Note: Microsoft Windows 7, Vista, or XP with Service Pack 3; Microsoft PowerPoint 2010 or Microsoft Office Professional 2010 (please be sure to install this software on your computer before the course begins). Note: This course is not suitable for Macintosh users, nor for users of any older versions of Microsoft PowerPoint.

$109 CEU 2.4 HRS: 24
90112 North

QuickBooks 2011, Introduction to - ONLINE

NFON 0000
This course is perfect for beginners or experienced QuickBooks users. In these lessons, you will learn how to set up a chart of accounts, pay bills, invoice customers, create receipts, and reconcile your checking account. In addition, you will discover how to track your accounts payable and receivable, manage your assets, control inventory, and generate estimates and reports.

Note: You will need QuickBooks Pro 2011 or QuickBooks Premier Edition 2011 (please be sure to install this software on your computer before the course begins).

The Enterprise version of the software can also be used for this course. However, this course is not suitable for Macintosh users, or for users of QuickBooks Online or QuickBooks SimpleStart.

$109 CEU 2.4 HRS: 24
90116 North
QuickBooks 2012, Introduction - ONLINE

NFON 0000
Learn how QuickBooks accounting software makes it easy to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. QuickBooks is designed for small to midsized businesses that want to incorporate powerful, effective software with a traditional approach to accounting. Whether you're new to Quickbooks or have already used earlier versions of this accounting software program, this course will equip you to quickly and efficiently gain control over the financial aspects of your business.
Note: QuickBooks Pro 2012 or QuickBooks Premier Edition 2012; (please be sure to install this software on your computer before the course begins.) The Enterprise version of the software can also be used for this course; however this course is not suitable for Macintosh users, nor for users of QuickBooks Online or QuickBooks SimpleStart.
$109 CEU 2.4 HRS: 24
90119 North

QuickBooks Performing Payroll 2010 - ONLINE

NFON 0000
Preparing payroll in any small business can be a daunting task. Whether you have one employee or 20, the federal and state requirements are often the same. By using the payroll feature in QuickBooks 2010, you can create paychecks, pay tax liabilities, and generate dazzling payroll reports with little effort.
In this course, you'll learn the steps you need to follow to properly set up your payroll system in QuickBooks, steps such as accessing information on the Internal Revenue Service Web site, creating an entry for a new employee, tracking time and job cost data, and generating required forms and reports. Even if you're already using the QuickBooks' payroll feature, you'll gain a lot when we delve into troubleshooting and solving common problems and mistakes!
Note: Intuit's QuickBooks Pro 2010 for Windows (ASIN: B002KINCSW) or QuickBooks Premier 2010 for Windows (ASIN: B002KINBYM ); software must be installed and fully operational before the course begins.
$109 CEU 2.4 HRS: 24
90120 North

QuickBooks Performing Payroll 2011 - ONLINE

NFON 0000
In this course, you'll master all the steps for setting up your payroll system. You will learn how to access IRS information, create entries for new employees, and enter employee time and job cost data. And what about all those required forms and reports, from W-2s to Federal forms 940 and 941? No problem, they're a cinch when you have the power of QuickBooks on your side. In addition, you will get troubleshooting tips and solutions for common problems and mistakes. Whether you are new to QuickBooks or want to expand your skills, this course will teach you time-saving techniques that will make performing payroll a breeze.
Note: You will need Intuit's QuickBooks Pro 2011 for Windows or QuickBooks Premier 2011 for Windows. (Software must be installed and fully operational before the course begins.) The Macintosh, Simple-Start, and Online versions of QuickBooks are not supported in this course.
$109 CEU 2.4 HRS: 24
90121 North

Key to Days of Week

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SQL, Intermediate - ONLINE
NFON 0000

In this course, you will learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data. First, you will explore how to write and implement complex queries on multiple tables simultaneously and how to apply advanced filtering techniques. You will learn to create union queries that combine records from multiple queries, and you'll discover how to use union queries to exclude or include duplicate records. Next, you will master advanced techniques for updating various types of data stored in your tables. You will learn how to update a single field, multiple fields, multiple records, date fields, and calculated fields. And you will see how to update and set NULL values using an update statement. In addition, you will use advanced insertion techniques to add data to your tables and learn how to create, query, and modify temporary tables. You will also see how to implement techniques to handle duplicate values stored in a table and how to limit the results of a result set. And finally, you will discover how to use string functions to perform complicated searches on strings, how to implement date and time functions to insert and extract portions of a date, and how to create queries that accept input from users.

Note: Microsoft Access 2003 or later (software must be installed and fully operational before the course begins); you can download (after you download the trial and open it, do not complete the activation portion within the software until the first day of class) a free 60-day trial of Microsoft Access from the Microsoft web site: http://www20.buyoffice.microsoft.com/usa/product.aspx?sku=10234386&cache=-944519518&culture=en-us. Before downloading the Microsoft Access trial, be sure to refer to the system requirements on the site. Depending on your operating system, you may be required to install additional service packs which are available at the Microsoft Download Center: http://www.microsoft.com/downloads/en/default.aspx.

$109  CEU 2.4  HRS: 24
90123  North

SQL, Introduction to - ONLINE
NFON 0000

Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language. You'll learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques.


$109  CEU 2.4  HRS: 24
90124  North

Top Search Engine Positioning - ONLINE
NFON 0000

Learn how to achieve top search engine positioning in this highly-interactive, six-week course. Discover how search engines work and how important events have shaped the entire Search Engine Optimization (SEO) industry. Learn which search engines are used the most frequently, and which ones you must absolutely get your site listed in. Master important HTML tags and understand how to use them effectively and ethically. Explore exciting and free online tools that can help you choose the most popular keywords related to the topic of your Web site. Domain, folder, and file naming conventions are discussed along with content layout and its effect on search engine positions. The entire SEO cycle is covered in detail, from primary keyword selection through the post-submission analysis. By the end of this course, you will have the knowledge and the know-how to achieve top search engine positions.

$109  CEU 2.4  HRS: 24
90122  North
Web 2.0 Blogs, Wikis, and Podcasts - ONLINE
NFON 0000
In this course, you'll learn how to create, manage, and promote your own blog, wiki, and audio and video podcast using free software.
You'll begin by developing a plan for the content, setup, and long-term maintenance of a blog, and then put that plan into action. Next, you'll discover how you can use wikis to facilitate group collaboration. You'll practice editing a wiki, and then you'll create your own. After that, you'll learn how to record a professional-sounding audio podcast with a very simple recording tool you already have. Finally, you'll find out how to record a video podcast. You'll use pre-recorded video to learn the editing process, and then you'll apply what you've learned to your own video file. You'll edit it, add special effects, drop in a podcasting-safe music file, and then publish it online.
Note: This is a PC supported course; however, Mac users may still enroll.
$109 CEU 2.4 HRS: 24
90125 North

Web Pages, Creating - ONLINE
NFON 0000
Learn the basics of HTML so you can design, create, and post your very own site on the Web.
$109 CEU 2.4 HRS: 24
90126 North

Windows 7, Introduction - ONLINE
NFON 0000
If you're new to computers, or just new to Microsoft Windows 7, this course will get you up to speed fast. You will start with the absolute basics. Next, you'll find out how to type and edit text so you can easily create emails or documents. You'll also learn how to save and organize your work so it is always a snap to find your files. In addition, you will discover how to save and organize photos. After that, you'll pick up some tips that will help you search the Web like an expert using the Internet Explorer web browser that comes with Windows 7. You'll also learn how to use flash drives, CDs, and DVDs, and how to protect your system against viruses and other threats.
$109 CEU 2.4 HRS: 24
90127 North

Word 2007, Intermediate - ONLINE
NFON 0000
Learn Microsoft Word's more advanced features, which can make writing easier, faster, and more fun. You'll discover how to do desktop publishing, perform a mail merge, and use timesaving macros. You'll find out how to wrap text around graphic images and divide a page into columns and text boxes. You will learn about printing labels, making form letters, and creating an index, table of contents, and list of figures automatically. If you need to create long documents, you'll appreciate Word's ability to keep track of page numbers for your chapter headings or index entries.
Note: Microsoft Word 2007 or Microsoft Office 2007 (any edition) are all acceptable (software must be installed and fully operational before the course begins). Note: This course is not suitable for Macintosh users.
$109 CEU 2.4 HRS: 24
90132 North

Word 2010, Intermediate - ONLINE
NFON 0000
Learn Microsoft Word's more advanced features, which can make writing easier, faster, and more fun. You'll discover how to do desktop publishing, perform a mail merge, and use timesaving macros. You'll find out how to wrap text around graphic images and divide a page into columns and text boxes. You will learn about printing labels, making form letters, and creating an index, table of contents, and list of figures automatically. If you need to create long documents, you'll appreciate Word's ability to keep track of page numbers for your chapter headings or index entries.
$109 CEU 2.4 HRS: 24
90134 North

Word 2010, Introduction - ONLINE
NFON 0000
In this hands-on workshop, you will learn how to add, move through, and edit text; move words from one part of your document to another; work on two or more documents simultaneously; change the size or appearance of text; change margins and tab settings; automatically center, right align, justify, and indent text; run the integrated grammar and spelling checker; use the thesaurus; and save, retrieve, copy, organize, and print your documents.
$109 CEU 2.4 HRS: 24
90135 North
### GRANT WRITING & NON-PROFIT-ONLINE

#### A to Z Grant Writing - ONLINE
NFON 0000
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

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#### Writing Effective Grant Proposals - ONLINE
NFON 0000
Learn to prepare grant proposals that get solid results for your favorite organization or charity.

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### PERSON/PROF DEVELOPMENT-ONLINE

#### A Writer's Guide to Descriptive Settings - ONLINE
NFON 0000
Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.

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#### Adolescents, Understanding Them - ONLINE
NFON 0000
To know your kids is to love them. In this course, an experienced social worker will help you gain a deep understanding and appreciation of your adolescent’s development and behavior. You’ll uncover the secrets of the adolescent mind and gain valuable information on how they think, how they feel, how their identities develop, and what steps you can take to ensure that you are well prepared to meet the needs of the teens in your life.

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#### Beginner's Guide to Getting Published - ONLINE
NFON 0000
Do you know the five most common reasons why manuscripts are instantly rejected—often without even being read? Do you know how to correctly format and submit a manuscript? Do you know which publishing markets most fit your writing style? Can you write a query letter that publishers won’t be able to resist? If your goal is to become a published freelance writer of fiction or nonfiction for books or magazines, this comprehensive course will help you guide your work directly into the hands of an editor and onto the shelves of your favorite stores.

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Discover Digital Photography - ONLINE
NFON 0000
An informative introduction to the fascinating world of digital photography equipment.
$109 CEU 2.4 HRS: 24
90204 North

Fundamentals of Technical Writing - ONLINE
NFON 0000
Learn the skills you need to succeed in the well-paying field of technical writing.
$109 CEU 2.4 HRS: 24
90212 North

GED Preparation - ONLINE
NFON 0000
If you never finished high school, the GED® exam will serve as proof that you have acquired the equivalent of a high school education on your own.
If you are comfortable reading newspapers and you can add, subtract, multiply, and divide without a calculator, you're halfway there! This course will help you develop the additional reading and thinking skills you'll need to succeed in all five GED® test areas: Writing Skills, Social Studies, Science, Literature, and Math. After completion of this course, you should be well-equipped to take—and pass—the GED® test! Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.
$109 CEU 2.4 HRS: 24
90013 North

GMAT Preparation - ONLINE
NFON 0000
Applying to graduate business and management schools usually means taking the GMAT (Graduate Management Admission Test). Our GMAT Preparation Course is a must. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types. You'll review the more familiar questions and learn how to approach question types that may be new to you, like critical reasoning and data sufficiency. In the verbal lessons, we will discuss how to do your best on reading comprehension questions, sentence correction questions, critical reasoning questions, and the analytical writing assessment. In the quantitative lessons, we provide a comprehensive math review and techniques for tackling both problem solving and data sufficiency questions. You will practice on actual GMAT tests from previous years, which is the best way to prepare for any standardized test. Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.
$109 CEU 2.4 HRS: 24
90014 North

GRE Preparation Part 1 - ONLINE
NFON 0000
If you're planning to apply to graduate school, you'll likely have to take the GRE. This course is here to help! Part 1 takes you through all the question types on the verbal reasoning and analytical writing sections, including reading comprehension, text completion, sentence equivalence questions, and both essay tasks. You'll also gain pointers on time management, anxiety relief, scoring, and general standardized test-taking. Be prepared to excel on exam day to achieve your best potential score!
$109 CEU 2.4 HRS: 24
90016 North

GRE Preparation Part 2 - ONLINE
NFON 0000
Learn a variety of useful techniques for tackling the math section of the GRE (course 2 of 2).
$109 CEU 2.4 HRS: 24
90017 North

Genealogy Basics - ONLINE
NFON 0000
Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots.
$109 CEU 2.4 HRS: 24
90194 North
Get Assertive - ONLINE
NFON 0000
Are you tired of being intimidated and treated badly by others? Get the assertiveness training you need in order to be more confident and powerful with family members, friends, bosses, coworkers, professionals, service people, and even total strangers. Discover how you lose your power when you talk and what you can do to get it back. Learn how to deal with anger and criticism effectively. It's your turn to speak out!
Note: Internet access, email, and a web browser required.
$109  CEU 2.4    HRS: 24
90195  North

Get Funny - ONLINE
NFON 0000
Humor enhances everything you do, no matter whether you're looking to deliver better presentations, increase your marketability as a writer, deliver more hits to a website, or simply become friendlier and more outgoing. Whether! you're naturally funny or want to be, this hilarious course will help you sharpen your wit.
$109  CEU 2.4    HRS: 24
90196  North

Intermediate Braille Transcription - ONLINE
NFON 0000
Learn Literary Braille and prepare for the Library of Congress Braille Transcriber's Certification exam. Explore the 63 contractions that make up Grade II Braille.
$109  CEU 2.4    HRS: 24
90197  North

Introduction to Algebra - ONLINE
NFON 0000
Develop a rich understanding of the rudiments of algebra in a relaxed and supportive learning environment. This course will help you understand some of the most important algebraic concepts, including orders of operation, units of measurement, scientific notation, algebraic equations, inequalities with one variable, and applications of rational numbers. An emphasis on practical applications for your newfound skills will help you learn to reason in a real-world context. As a result, you will acquire a wide variety of basic skills that will help you find solutions to almost any problem. This unique and thought-provoking course integrates algebra with many other areas of study, including history, biology, geography, business, government, and more. By the time you finish this course, you will understand how algebra is relevant to almost every aspect of your daily life. Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Firefox Web browser required.
$109  CEU 2.4    HRS: 24
90187  North

Introduction to Internet Writing Markets - ONLINE
NFON 0000
A professional writer shows you how to make money writing on the Internet.
$109  CEU 2.4    HRS: 24
90198  North

Introduction to Stock Options - ONLINE
NFON 0000
Learn how stock options can protect your portfolio and help you profit in any type of market.
$109  CEU 2.4    HRS: 24
90208  North

LSAT Preparation Part 1 - ONLINE
NFON 0000
Taking both part 1 and part 2 will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning. We recommend that you practice on actual LSAT exams, which can be purchased from Law School Admission Council at www.lsac.org. You will also learn proven test-taking techniques. LSAT Preparation - Part 1 provides an overview of law school entrance procedures, a career in law and law school survival techniques. You will also participate in an intensive review of analytical reasoning questions, including techniques for drafting the three most helpful types of diagrams, and explanations for and interpretations of correct answer choices. You will also learn the outline format that law school admissions counselors favor for preparing the writing sample. Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.
$109  CEU 2.4    HRS: 24
90022  North

Key to Days of Week

| M  | Monday |
| T  | Tuesday |
| W  | Wednesday |
| Th | Thursday |
| F  | Friday  |
| S  | Saturday |
| Su | Sunday  |
LSAT Preparation Part 2 - ONLINE
NFON 0000
Taking both part 1 and part 2 will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning. We recommend that you practice on actual LSAT exams, which can be purchased from Law School Admission Council at www.lsac.org. You will also learn proven test-taking techniques. LSAT Preparation - Part 1 provides an overview of law school entrance procedures, a career in law and law school survival techniques. You will also participate in an intensive review of analytical reasoning questions, including techniques for drafting the three most helpful types of diagrams, and explanations for and interpretations of correct answer choices. You will also learn the outline format that law school admissions counselors favor for preparing the writing sample. Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.

$109 CEU 2.4 HRS: 24
90023 North

Learn to Buy and Sell on E-Bay - ONLINE
NFON 0000
Online auctions match buyers with sellers in a global marketplace for almost any item. If you've ever dreamed of working from home or just earning extra income by buying and selling goods online, our experienced instructors will guide you every step of the way. You'll learn how to create titles that get noticed, how to craft advertising copy that sells items quickly and for top dollar, and how to create and upload photos of the items you are selling. You'll also learn how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship any item hassle-free. If you're a buyer, you'll learn how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete effectively against other bidders. Prerequisite: None. Note: Internet access, e-mail, Internet Explorer, Netscape, or Mozilla Firefox required.

$109 CEU 2.4 HRS: 24
90192 North

Luscious, Low Fat, Lightning Quick Meals - ONLINE
NFON 0000
Would you like to make healthy meals that are fast, easy, and so good that your whole family enjoys them without realizing they're healthy? If so, then this is the cooking class for you! You'll find out just how simple it can be to prepare meals that are both delicious and nutritious. You'll learn the well-kept secrets of making lowered-fat recipes taste terrific. You'll see how you can get in and out of the kitchen quicker, and you'll explore a dietitian's tricks of the trade for getting reluctant family members to eat more healthfully. Get ready to discover over 50 exciting and easy lowered-fat recipes for tasty entrees, side dishes, desserts, and garnishes!

$109 CEU 2.4 HRS: 24
90200 North

Merrill Ream Speed Reading - ONLINE
NFON 0000
Are you struggling to keep up with a flood of email, articles, reports, and books? Save yourself hours of time and increase your productivity by learning to read faster and with better comprehension. Taught by acclaimed speed reading expert Dr. Merrill Ream, this course is a complete speed reading experience. Topics are presented in a logical progression with plenty of time to help you master the skills and techniques you'll need for lasting proficiency as a speed reader. Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.

$109 CEU 2.4 HRS: 24
90033 North

Music Made Easy - ONLINE
NFON 0000
Learn the fundamentals of music theory. Be able to read, write, and play simple music.

$109 CEU 2.4 HRS: 24
90202 North

Key to Days of Week

M  Monday
T  Tuesday
W  Wednesday
Th Thursday
F  Friday
S  Saturday
Su  Sunday
Personal Finance - ONLINE
NFON 0000
This course is designed to prepare you for a lifetime of worthwhile personal financial planning. The tools you will learn are useful, realistic, and easy to work into your regular routine. They will help you gain control over the financial impact of the choices you make. You'll learn to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance, and plan for your financial future. You'll develop a retirement savings plan, and you'll be better prepared to make large purchases and plan for taxes. You'll also learn the essentials of household bookkeeping and record-keeping requirements. And you'll discover the secret to understanding and controlling your credit rating to save money and increase your financial security. Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Firefox Web browser required.
$109 CEU 2.4 HRS: 24
90193 North

Photographing People with Your Digital Camera - ONLINE
NFON 0000
Learn to take beautiful pictures of adults, children, and babies.
$109 CEU 2.4 HRS: 24
90203 North

Pleasures of Poetry - ONLINE
NFON 0000
This course will help you create your best possible work, whether you are looking to be published or simply wish to craft beautiful poems for friends.
$109 CEU 2.4 HRS: 24
90206 North

Key to Days of Week

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Prepare for the GED Language Arts, Writing Test - ONLINE
NFON 0000
Worried about the GED® Language Arts, Writing test? Don't be! This course will help you prepare to take both parts of this two-part exam. You'll learn the basics of usage and mechanics of the English language and then find out how to apply that knowledge in order to edit passages for the multiple choice portion of the test. After covering the basics, you will then focus on the three kinds of questions that will be encountered on the multiple choice test: correction, revision, and construction shift. You'll then learn a step-by-step approach to writing that will give you the confidence you need to craft a winning essay! You'll understand all the elements of the essay, including how the essay is scored, and what types of topics you're likely to encounter. Lastly, you will apply your new editing skills and knowledge of usage and mechanics of the English language to proofread and evaluate your own essay. Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.
$109 CEU 2.4 HRS: 24
90011 North

Prepare for the GED Math Test - ONLINE
NFON 0000
Master the skills required to successfully pass Test 5 in the GED® test series. You'll start off with a review of math basics and begin building the foundation you'll need to solve the types of math problems commonly found on the test. In the process, you'll develop hands-on experience with fractions, decimals, percents, proportions, statistics, algebra, and geometry. Then, you'll get a chance to apply your knowledge by practicing with the same kind of questions you may encounter on the GED® test. By the time you finish this course, you'll be much more comfortable with your math skills, and you'll know how, when, and why to use each math concept you learn. Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.
$109 CEU 2.4 HRS: 24
90012 North

Research Methods for Writers - ONLINE
NFON 0000
Learn the most efficient and effective methods to conduct research for any writing project.
$109 CEU 2.4 HRS: 24
90207 North

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
SAT/ACT Preparation-Part 1 - ONLINE
NFON 0000
Making the decision to attend college is probably one of the most important decisions you’ll ever make, and your performance on college entrance exams is instrumental in determining your college choice. Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This course will prepare you for both tests. Both the ACT and the SAT contain verbal and math question types. SAT/ACT Preparation Part I will give you all the information you need to do well on the verbal questions of the ACT and the new SAT. The ACT verbal sections are called the Reading Test, the English Test, and the Science Test. The Reading Test and the English Test assess your knowledge of English usage, grammar, and reading comprehension. This course will provide you with a grammar and usage review specifically geared to the rules that you’ll be tested on in the ACT. You’ll also learn how to maximize your time on reading comprehension passages and the passages in the science test. Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.

$109  CEU 2.4  HRS: 24
90026  North

SAT/ACT Preparation-Part 2 - ONLINE
NFON 0000
Making the decision to attend college is probably one of the most important decisions you’ll ever make, and your performance on college entrance exams is instrumental in determining your college choice. Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This course will prepare you for both tests. Both the ACT and the SAT contain verbal and math question types. SAT/ACT Preparation Part 2 will give you all the information you need to do well on the math questions of the ACT and the SAT. The ACT math tests your knowledge of arithmetic, algebra, geometry, trigonometry, and basic statistics. This course provides you with a complete math review of all these subjects. We’ll also show you how to use your time wisely so that you finish as many math questions as possible in the 60 minutes the ACT gives you for the math test. Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.

$109  CEU 2.4  HRS: 24
90027  North

Secrets of Better Photography - ONLINE
NFON 0000
Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations.

$109  CEU 2.4  HRS: 24
90205  North

Secrets of the Caterer - ONLINE
NFON 0000
Do you love to cook and plan parties? Then start your own catering business and make money doing what you love! In this course, you learn foundational skills about catering and the basics of the catering business, including many delicious catering recipes! Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Firefox Web browser required.

$109  CEU 2.4  HRS: 24
90189  North

Stocks, Bonds, Investing: Oh, My! - ONLINE
NFON 0000
Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

$109  CEU 2.4  HRS: 24
90209  North

The Analysis and Valuation of Stocks - ONLINE
NFON 0000
Discover valuable techniques that show you step-by-step how to research and value stocks.

$109  CEU 2.4  HRS: 24
90210  North

The Craft of Magazine Writing - ONLINE
NFON 0000
If you’re a determined new writer, this class will provide you with the skills you need to get published.

$109  CEU 2.4  HRS: 24
90201  North

Travel Writing - ONLINE
NFON 0000
Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

$109  CEU 2.4  HRS: 24
90213  North
Winning Strategy for the Courtroom - ONLINE
NFON 0000
Learn what it takes to win in civil court from an attorney who has won hundreds of cases.
$109   CEU 2.4   HRS: 24
90214   North

Write Like a Pro - ONLINE
NFON 0000
A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story.
$109   CEU 2.4   HRS: 24
90215   North

Write Your Own Life Story - ONLINE
NFON 0000
Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.
$109   CEU 2.4   HRS: 24
90199   North

TEACHING PROFESSIONALS-ONLINE
An Introduction to Teaching ESL/EFL - ONLINE
NFON 0000
This course will show you innovative ways of teaching vocabulary and grammar, listening and speaking, and reading and writing. But more than that, it will give you a deeper understanding of who your students are and who you are as a teacher. So join us on this journey of becoming a more reflective and effective English language teacher! Prerequisite: None. Note: Internet access, email, and Internet Explorer necessary.
$109   CEU 2.4   HRS: 24
90001   North

Creating a Classroom Website - ONLINE
NFON 0000
You'll learn how students can use site builders to create their own websites in minutes. By the end of this course, you'll have your own published classroom website, and you'll feel energized by your great new teaching tool! Prerequisite: None. Note: Internet access, email, and Microsoft Internet Explorer or Mozilla Firefox Web browser required.
$109   CEU 2.4   HRS: 24
90002   North

Differentiated Instruction & Response to Intervention Connection - ONLINE
NFON 0000
Today's teachers are using two powerful approaches—Differentiated Instruction (DI) and Response to Intervention (RTI)—to help every child succeed academically. In this course, you'll learn how to put this “dynamic duo” to work in your own classroom teaching and lesson plans.
Case studies and examples will help you see how DI and RTI strategies work in the real world, and you'll get lots of ideas for hands-on activities you can start using right away in your own classroom. Throughout this course, you'll have opportunities to practice new techniques and exchange ideas with fellow educators and your instructor. You'll come away armed with powerful and easy-to-implement strategies that will benefit every student you teach.
Note: Internet access, email, and Internet Explorer required
$109   CEU 2.4   HRS: 24
90003   North

Differentiated Instruction in the Classroom - ONLINE
NFON 0000
Differentiated instruction (DI) is becoming a mainstay in classrooms across the country as educators are starting to see the ways that the traditional classroom setting limits their ability to reach diverse learners. Join us on this journey through 10 practical DI integration strategies! Count on at least three sample integration lessons on each strategy, and just think of all the ways that you can apply them to improve learning outcomes for your students.
Over the next six weeks, we'll talk about DI strategies ranging from multiple intelligences (MI) to flexible grouping, cubing, WebQuests, I-Searches, tiering, anchoring activities, and interest centers. Every lesson is packed with real-world examples that will help you put these strategies to use in your own classroom. We'll take a look at integration across different subjects, grade levels, and learning profiles as you gain helpful tips on bringing DI to your classroom.
This course is a must for today's teachers who often have to differentiate quickly, and with a minimum of resources. DI is an excellent launch pad for ramping up your creative classroom, and with the tips in these lessons, you'll be reaching your diverse learners in no time flat. Prerequisite: None. Note: Internet access, email, and Internet Explorer required.
$109   CEU 2.4   HRS: 24
90004   North
Empowering Students with Disabilities - ONLINE
NFON 0000
Teaching students with disabilities is a rewarding challenge, and this course gives you the tools you'll need to succeed. No matter what grade you teach—from preschool through high school—you'll learn powerful strategies you can put to work immediately in your classroom. In addition, you'll gain the knowledge you need to understand and cope with the most common disabilities you'll encounter.
You'll start by putting yourself in the shoes of students with special needs as you explore a wide variety of disabilities ranging from autism to cerebral palsy. Simulations and real-life stories will give you a firsthand look at what it's like to be a learner with special needs, and you'll see how common disabilities affect classroom behavior and learning.
Then comes the best part: solutions! In each lesson, you'll find dozens of tips for fostering the reading, writing, and math skills of students with special needs. In addition, you'll master techniques for helping these learners behave appropriately and make friends in your classroom. You'll also get the inside story on Individualized Education Programs (IEPs) and transition plans, and you'll learn the most effective ways to collaborate with parents and professionals.
By the end of this course, you'll feel confident in your ability to help any student who comes through your door. You'll also discover that while the challenges can be big when you're teaching students with disabilities, the victories are big as well. Prerequisite: None. Note: Internet access, email, and Internet Explorer, Netscape, or Mozilla Firefox required.

Enhancing Language Development in Childhood - ONLINE
NFON 0000
In this fun and user-friendly course for parents, teachers, and caregivers, you will discover how children learn to process language and how they become proficient speakers and thinkers. This course will help you enrich your child's life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way.
Note: Internet access, email, and Internet Explorer, Netscape, or Firefox Web browser required.

Homeschool with Success - ONLINE
NFON 0000
This course will help you discover what you need to know to homeschool your children. You'll see how to find the laws and regulations that govern your community and become familiar with the terminology the homeschool community uses. We'll discuss learning styles and how they affect homeschooling. We'll also talk about children that need extra attention, both special needs and gifted, and a variety of types of homeschooling so you can choose the one that best fits your family's lifestyle. You will discover how homeschooling gives you the opportunity to socialize your children as well as build long-lasting and productive relationships with peers and adults and teach valuable life skills at the same time. When you finish this course, you'll have lots of information and guidance to plot your homeschooling course for years to come! Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.

Integrating Technology in the K-5 Classroom - ONLINE
NFON 0000
In this professional development course for teachers, you'll learn the secrets of technology integration in the classroom, gaining the skills educators need to use tools such as wikis, podcasts, and blogs effectively. You'll discover simple ways to integrate technology to enhance your subject material and meet your course goals. We'll explore quick-and-easy, standards-based solutions for more interactive lesson plans, exciting WebQuests, and challenging assignments. We'll also unleash the power of Web resources, Word, Excel, and PowerPoint. Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.

Learning Materials, Creating K-12 - ONLINE
NFON 0000
This exciting program will show you how to create and self-publish work books, lab manuals, booklets, activity kits, visual aids, manipulatives, and other powerful instructional aids. You'll also learn how to profit from your ideas by offering the products you develop for sale through catalogs, stores, and trade shows.
Note: Internet access, email, and Internet Explorer required.
Microsoft PowerPoint 2007 in the Classroom - ONLINE

NFON 0000
First, you'll cover the basics of this MS Office program including creating slides, using templates, inserting text, changing background colors, creating WordArt titles, and adding slide transitions. Then you'll develop advanced skills such as inserting graphics, sound, video, custom animations, timed transitions, and hyperlinks. Prerequisite: None. Note: Internet access, email, and Internet Explorer, Netscape, or Mozilla Firefox required.

Note: Internet access, email, and Microsoft Windows Vista or XP, Microsoft PowerPoint 2007 or Microsoft PowerPoint Home and Student 2007 or Microsoft Office 2007 (the Home and Student Edition or the Standard Edition or the Professional Edition or the Small Business Edition are all acceptable). Please be sure to install the software on your computer before the course begins.

$109  CEU 2.4  HRS: 24
90024  North

Ready, Set, Read! - ONLINE

NFON 0000
Take this opportunity to find out how children really learn to read and write. Explore current research that cuts through the media messages about reading wars and the right way to teach children. Learn by reading stories about children, doing interactive assignments, and exploring the latest in parent and childcare information. You will see everyday children's play with a new eye as you understand how play can connect to literacy.

You'll learn how a child becomes literate from the moment of birth. First, you'll investigate the many things a child's growing mind must do to make sense of the written word and create writing. From there, you'll explore the development of reading and writing from infancy to the early school years. You'll know what problems to look for and how to assist a struggling reader. You will see how you can boost literacy growth during daily routines and child's play.

Gain confidence in your ability to guide a child's literacy development, and take pleasure in seeing how even the littlest events can lead to really big steps in reading and writing success. Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.

$109  CEU 2.4  HRS: 24
90025  North

Solving Classroom Discipline Problems - ONLINE

NFON 0000
Why do some teachers enjoy peaceful, orderly classrooms while others face daily discipline battles? The answer is that some teachers know the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Prerequisite: None.

Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.

$109  CEU 2.4  HRS: 24
90028  North

Teaching Preschool: A Year of Inspiring Lessons - ONLINE

NFON 0000
If you've been teaching preschoolers or are in the process of becoming a preschool teacher, you know what short attention spans preschoolers have. You've probably wondered how to structure your days to make the most of the way they learn. Up to now, crafting original and inspiring lesson plans may have been a daunting task, but not for much longer! In this course, you'll get equipped with a solid lesson plan template and lots of interchangeable activities to choose from—plenty of inspiration to take you and your students from September to May. You'll learn over 100 circle-discussion, art, literacy, fine and large motor skill, science, and music activities that you can take into your classroom right away. Then you can adopt the ideas just as they are or tweak them slightly to fit a variety of themes. Either way, you'll have ample material for crafting memorable, balanced, and engaging lesson plans. Whether you're already teaching or you're just investigating a career as an early childhood educator, you're sure to find the right mix of inspiration, motivation, and practical tips in this six-week course. Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.

$109  CEU 2.4  HRS: 24
90034  North
Teaching Smarter with Smart Board - ONLINE
NFON 0000
Using SMART Boards allows you to create multimedia lessons in the classrooms that engage learners and address their diverse needs. Prerequisite: None. Note: Internet access, email, Internet Explorer, Microsoft Internet Explorer, or Mozilla Firefox Web browser, Adobe Flash, and PDF required.
$109 CEU 2.4 HRS: 24
90038 North

The Classroom Computer - ONLINE
NFON 0000
If you're a teacher, this course will show you how to create an exciting and enriching experience for your students. You'll learn a wide variety of simple, field-tested, and easy to apply techniques that will make the most of the computer in your classroom.
In this course, your instructor will work with you to assess your knowledge of computer use and to help you set goals for yourself so that you achieve the highest level of personal benefit from this course.
Simple classroom management ideas will help you maximize your classroom time for learning. You'll also discover powerful ideas and interesting web sites that you can immediately use to enhance your language arts, math, science, and social studies curriculum.
You will discover pointers on using email and the Internet effectively to increase your students' understanding and learning in all content areas. Prerequisite: None. Note: Internet access, email, and Internet Explorer, Netscape or Mozilla Firefox required.
$109 CEU 2.4 HRS: 24
90035 North

The Creative Classroom - ONLINE
NFON 0000
Creativity will abound in your classroom as you tap your students' hidden talents. Learn how to use creativity to teach reading, writing, visual arts, performing arts, social studies, science, mathematics, and physical and health education. Develop creative new approaches to field trips, learning labs, activities, exercises, assignments, and evaluation methods. Think beyond the textbook and challenge your students by making your classroom a creative classroom! Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.
$109 CEU 2.4 HRS: 24
90036 North

Using the Internet in the Classroom - ONLINE
NFON 0000
Harness the power of the Internet to make your textbooks and lessons come alive! Teach your students how to locate and evaluate Internet resources. Improve the caliber and amount of discussion through the use of email and discussion boards. Learn how to safeguard your students and their personal information while they are using the Internet. The Internet can make teaching easier--this course will show you how.
$109 CEU 2.4 HRS: 24
90037 North

Writing & Language - ONLINE

Beginning Conversational French - ONLINE
NFON 0000
This course will teach you how to communicate easily and comfortably with those who speak French. You'll learn practical, common phrases that will make your trip to the many French-speaking regions of the world more pleasant. You'll learn dialogue specific to various settings, and you'll be surprised how easy it can be to speak another language!
Each lesson introduces a scenario, presented in short dialogues. You'll be able to practice and learn both sides of the conversation, so you'll easily understand and expect common responses. Every lesson also has cultural tips, which will make you more comfortable in a foreign setting. This course makes learning French fun and surprisingly easy. You'll be pleased with your quick progress, and you'll be prepared for your next trip! Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.
$109 CEU 2.4 HRS: 24
90010 North

Beginning Writer's Workshop - ONLINE
NFON 0000
Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.
$109 CEU 2.4 HRS: 24
90218 North

Business and Marketing Writing - ONLINE
NFON 0000
Write great marketing copy to improve your company's image and your chances of getting hired or promoted.
$109 CEU 2.4 HRS: 24
90143 North
### ESL, Grammar for - ONLINE
**NFON 0000**
This six-week online course includes in-depth analysis of English grammar for intermediate to advanced English as Second Language college students. Structure of Standard English is explored in order to prepare the learner for regular mainstream English classes. Topics include a review of all tenses, the use of modals, the adjective clause, the noun clause, the adverb clause, phrases, count and non-count nouns and some English terms. The course is designed to provide students ample opportunities to apply their knowledge to their particular areas of study throughout college and beyond. As one of the required courses in most college ESL programs to transfer to mainstream English or to transfer to a university, this course establishes a foundation for continuous learning and serves as a complement to other courses the student may be taking or will take. Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.

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$109

### ESL, Writing for - ONLINE
**NFON 0000**
This course will show you what English readers expect and how your writing can achieve your goals. You will learn about the entire writing process and its five stages: prewriting, outlining, writing, revising, and editing. In the first two stages, you will see how to generate and then focus your ideas. In the writing and revising stages, you will discover how to write clearly focused topic sentences and thesis statements, which will guide you in writing logical, unified paragraphs and essays. In the final stage, you will refine and perfect your work, making it free of grammatical and punctuation errors. Along the way, you will also gain important critical thinking skills and learn some techniques for writing concisely—something that is highly valued in English writing. When you finish this course, you will be able to write clearly, logically, and cohesively, and you will be able to apply what you have learned in any academic or work setting. Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.

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### Effective Business Writing - ONLINE
**NFON 0000**
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

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### Grammar Refresher - ONLINE
**NFON 0000**
Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. You'll explore the basics of English grammar—like sentence structure and punctuation—as well as more sophisticated concepts—like logic and clarity. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put what you learn into practice. Reacquaint yourself with old, forgotten rules, meet some new ones, and discover your own grammatical strengths. Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.

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### How to Make Money From Your Writing - ONLINE
**NFON 0000**

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### Instant Italian - ONLINE
**NFON 0000**
This dynamic course makes learning Italian fun and surprisingly easy. You’ll learn how to ask directions, book a room, order a meal, and much more—in Italian! Phonetic spellings of each word and phrase make mastering pronunciation a breeze. The course audio even lets you hear and practice Italian with a simple click of your mouse. Cultural notes are included throughout the course to help you better understand the Italian people and their way of life. This course will prepare you to speak basic Italian in a wide variety of settings and situations, and it promises to enrich your experiences while traveling in Italy. Benissimo! Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.

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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
**Mystery Writing - ONLINE**  
NFON 0000  
Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author.  
$109 CEU 2.4 HRS: 24  
90220 North

**Speed Spanish I - ONLINE**  
NFON 0000  
Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno! Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.  
$109 CEU 2.4 HRS: 24  
90032 North

**Speed Spanish II - ONLINE**  
NFON 0000  
Have you ever seen a non-native speaking Spanish fluently? Were you impressed? Would you like to become more conversational and more comfortable in Spanish-speaking situations? Now you can. Our Speed Spanish courses are unlike any other Spanish classes you may have ever taken. You'll see words, hear them pronounced properly, and be granted plenty of opportunities to practice your pronunciation. Then, you'll learn several clever recipes that you can use to glue the words together into sentences. Enroll in Speed Spanish II, and you'll see an immediate improvement in your Spanish fluency from the very first lesson. Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.  
$109 CEU 2.4 HRS: 24  
90030 North

**Speed Spanish III - ONLINE**  
NFON 0000  
Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series. In this advanced-level course, you'll learn the final six recipes that will serve as templates to help you create any Spanish sentence you want. Guided practice will include lots of new vocabulary, pronunciation, and speed drills, as well as in-depth study of Spanish parts of speech to help you speak and understand Spanish in a snap. The goal of this course is not just learning the recipes—it's also to help you use them spontaneously so that you'll never be at a loss for words! Prerequisite: None. Note: Internet access, email, Internet Explorer, Netscape, or Mozilla Firefox required.  
$109 CEU 2.4 HRS: 24  
90031 North

**Writeriffic: Creativity Training for Writers-ONLINE**  
NFON 0000  
Banish writer's block forever with these tricks from the published writer’s toolbox.  
$109 CEU 2.4 HRS: 24  
90217 North

**Writing for Children - ONLINE**  
NFON 0000  
Published children's author shows you how to touch the hearts of children by creating books for them.  
$109 CEU 2.4 HRS: 24  
90219 North
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General Information

How To Contact Us

Continuing & Professional Development (CPD) offices are located on each San Jacinto College campus:

Central Campus: 281-476-1838, Room C-1.128, Interactive Learning Center, 8060 Spencer Hwy., Pasadena, TX 77505

North Campus: 281-459-7119, Room N-12.212, Slovacek Student Center, 5800 Uvalde Road, Houston, TX 77049

South Campus: 281-922-3440, Room S-8.1052, Academic Administration Building, 13735 Beamer Road, Houston, TX 77089

Office hours at all campuses are:
Mon-Thurs: 8 a.m.-6:30 p.m.
Fri: 8 a.m.-4:30 p.m.

Información General

Para adquirir información en español sobre los programas, llame a los siguientes números:

Campo Central: 281-476-1838
Campo Norte: 281-459-7119
Campo Sur: 281-922-3440

y pida que se le envíe ésta información.

Registration Is Easy

You can register at any time for most Continuing and Professional Development (CPD) classes. There are normally no special registration days. Registration is accepted by telephone, fax, email, in person, or web/online (for those who have previously enrolled in credit or non-credit classes at San Jacinto College). Inquire early about any classes you are interested in taking since all classes have limited enrollment and some classes fill very quickly. Please register no later than three business days prior to the first class date. Unless otherwise stated in the course description, the minimum age for independent participation in CPD courses is 18 years.

For parking and security needs, please know your vehicle’s license plate number when you arrive for class.

Telephone Registration

Register by phone. Please have the student personal information and all course information when you call. For hours, see preceding How to Contact Us section.

Central Campus: 281-476-1838
North Campus: 281-459-7119
South Campus: 281-922-3440

Fax or Email Registration

Fax or email your completed registration form at any time. A blank registration form is located in this schedule. Fax and email access are available 24 hours a day.

Central Campus
Fax: 281-476-1833
North Campus
Fax: 281-459-7196
South Campus
Fax: 281-922-3422
Email: registration.cpd@sjcd.edu

In Person Registration

Visit our offices at the following locations. For hours, see preceding How to Contact Us section.

Central Campus: Interactive Learning Center, Room C-1.128, 8060 Spencer Hwy., Pasadena
North Campus: Slovacek Student Center Building, Room N-12.212, 5800 Uvalde Road, Houston
South Campus: Administration Bldg., Room S-8.1052, 13735 Beamer Road, Houston

Payment

To complete registration for a course, payment must be made at the time of class selection, regardless of method of enrollment. Non-payment will result in an automatic withdrawal from the selected class(es). The College accepts Visa, MasterCard, Discover, American Express and web checks. Debit cards without a Visa or Mastercard logo are accepted for in-person payment only. Payment may be made in person at the campus Business Office, or online at www.sanjac.edu by accessing the SOS system through the "My SanJac" link.
Web Registration

Access the San Jacinto College website at www.sanjac.edu. The SOS Login is located under the "My SanJac" link. If you have ever taken credit or non-credit classes at San Jacinto College, enter your User ID (Student Identification Number that begins with “G”) and your PIN (date of birth for first time Web Registrants).

If you have not taken classes before, call the campus that is offering your desired course and speak with a registration specialist. If you are currently admitted as a San Jacinto College student, you may access Web registration.

Step 1. Go to the SJC college homepage at www.sanjac.edu. Find the SOS Login located under the "My SanJac" link.

To log in:

Step 2. Enter your user ID–this is your nine-digit SJC student ID (GXXXXXXXX).

Step 3. Enter your six-digit PIN–initially this is your birth date: MMDDYY (e.g., 040458=April 4, 1988). If you have never claimed your account or set up a password for SOS, please click the highlighted text to claim your account. If you have claimed your account and set up your questions, please change your password using the Password Self Service system.

Step 4. When you use the SOS system for the first time, you will be taken to a page requiring you to change your PIN to an individual six-digit number. This number is confidential and should not be shared with anyone.

Step 5. Select “My Student Records, Registration and Financial Aid” and then follow the detailed directions under “My Registration.”

Step 6. When asked to select a term, select “Continuing Education 2012-13 June–August.”

Step 7. Be sure to check your schedule to ensure that all classes selected are at the campus or extension center location you desire.

Step 8. After you have selected your classes, click “Complete My Registration.”

Step 9. To complete your registration, select a payment method from the bottom of the page and follow the directions.

Student Web Payment Process

Prior to access to the SOS Login screen, you must be admitted and/or registered for your class(es).

• Access the San Jacinto college web site at www.sanjac.edu and go to the SOS Login located under the "My SanJac” link.

• First enter your User ID# (Student ID number G00XXXXXXXX)

• New student: If you have never claimed your account or set up a password for SOS, please click the highlighted text to claim your account. If you need assistance retrieving your login information, please contact Tech Support at 281-998-6137.

• Current student: You will need your student ID (G00XXXXXXXX” and your password to access SOS.

To Make a Payment on a Student Account:

Step 1. Select My Student Records, Registration and Financial Aid
Step 2. Select My Registration
Step 3. Select Step 6: review your change and make a payment.

Step 5. Select Student Account Suite (another webpage will open after selecting this option)

- CPD Students must make payment at the time of registration
- You can view the Refund Policy from this screen.
- Classes at least four weeks in length are eligible for a Convenient Payment Plan (CPP). Payment plans can be set up by selecting this payment option and entering your information by following the directions given.

Step 6. Select Make a Payment
Step 7: Select Pay (please verify the class fees before Pay)
Step 8: Select Payment Method then Select Go button
Step 9: Process Payment according to online directions. Please verify that all of your information is correct before you submit your payment.

• Once processed, please print out the confirmation page for your records.

If you should have any problems or questions, please contact your Continuing & Professional Development registration office or the campus business office.
**Convenient Payment Plan (CPP)**

Convenient Payment Plans are available to Continuing & Professional Development (CPD) students under the following guidelines:

1. The length of the Course Section must be a minimum of 30 calendar days.
2. Two plans are available: one for classes four to seven weeks in length, the other for classes 8-16 weeks in length.

   - There will be a $25 setup fee for the CPP payable with the first payment.
3. For a four to seven week class, the student will pay 50 percent plus the $25 set-up fee for the initial payment. One installment payment for the remaining 50 percent balance is due 30 days after the set-up date for the CPP.
4. For an 8-16 week class, the student will pay 50 percent plus the $25 set-up fee on the first payment; the first of two installment payments (each 25 percent of the remaining balance) is due 30 days after the set-up date. The second, final installment payment is due 60 days after the set-up date.

   - The student will be assessed a $25 late payment fee for failure to pay on or before the prescribed payment due dates.
5. A student will be limited to only one CPP during the same term.
6. A student will be limited to a maximum of two plans with a current balance.
7. Failure to make all payments may result in the CPP being forwarded to the collection agency of the College and subject to additional collection fees.

**Cancelled Classes**

If San Jacinto College cancels a class, a 100 percent refund is automatically processed for students who do not choose to transfer to another available class. CPD personnel will make every attempt to contact you in the event a class cancels using contact information you have furnished. Please make sure we have a valid daytime phone number on file for you. You may also inquire by calling your respective campus or by logging onto the SOS system on the College website: www.sanjac.edu.

**Transfer Requests**

Students may request one transfer into another available section prior to the first class of the course for which they are registered. Transfers are considered only on an available seat basis.

**Transcript Requests**

Most CPD courses earn Continuing Education Units (CEUs) which are reported as part of your permanent student record. You may request copies of your transcript in person or by mail by contacting one of the campus enrollment services offices. That office will need a completed Transcript Request Form and a copy of your photo ID. For questions call 281.998.6150.

**Screening Requirements for Classes with Clinicals**

A criminal background check is required before a student can participate in a clinical assignment. This is a requirement of all clinical facilities in the Houston/Gulf Coast Area, as mandated by JCAHO (Joint Commission on Accreditation of Healthcare Organizations).

   - The approximate cost of the screening is $50. Information on where to obtain this screening is available from the instructor.

**Linked Classes**

Classes labeled “Linked” are held with academic/credit classes but do not earn semester credit or transfer toward academic certificates or degrees. Enrollment into these courses is extremely limited and is on a space-available basis. Should the credit course completely fill, the concurrent/linked CPD course may be cancelled. Although CPD students in linked academic classes are TASP/THEA exempt, they are held to the same performance standards required for semester credit students. Additionally, the course costs may differ for the credit section.

   - Courses that are linked with academic courses will adhere to the stated CPD refund policy.

**Drops, Cancellations, and Transfers / Refund Policy**

Need to drop your class?

- A 100 percent refund is given if a withdrawal request is received before the class begins. No refund is given after the class begins.
- Courses that are linked with academic courses will adhere to the stated CPD refund policy.
- Withdrawal requests must come directly from the student or his/her designee. A Withdrawal/Transfer Request form will be completed by the person making the request (if the request is by telephone, the CPD registration staff will complete the form to include all pertinent information). The official receipt date is the day and time the request is received in the CPD office. All refunds are paid by check to the student regardless of the method or source of original registration payment. Please allow three to four weeks for the refund check to be processed and mailed to the address given at the time of registration. If there has been an address change, please provide the corrected address with your withdrawal request.

**Bookstore Questions?**

Please call any of the campus bookstores directly:

- Central: 281.476.1898
- North: 281.459.7111
- South: 281.922.3410
Emergency Closings

Providing a safe and secure environment for our students, faculty and staff is a top priority at San Jacinto College. In the event the College needs to be closed for any situation, such as inclement weather, students and employees should refer to email, text and messages, and the College website at www.sanjac.edu. In addition, local television and radio stations may also broadcast bulletins announcing campus closings in emergency situations. Students and employees are encouraged to sign up for the SJC Alert Me system to receive voice and text messages in the event of a College closure. SJC Alert Me will provide San Jacinto College with another communication tool to keep students, faculty, and staff informed during threatening situations and weather-related closings. In order to receive voice and text messages, you must provide your telephone and/or cell phone number. There is no cost to sign up for this notification service. However, when the system sends a message to your personal phone, you are responsible for any charges from your phone service provider associated with receiving voice or text messages. For more information, visit www.sanjac.edu/alert-me.

Logging In to the College's Online SOS System

Persons enrolling into their first class with San Jacinto College, or those that have not taken courses recently, are asked to claim your account (student ID or G number) before it can be used to access the College's online SOS system. Go to www.sanjac.edu and click on the My SanJac link at the top, to claim your account. Follow the instructions on each screen. For help, contact the College's Tech Support group at 281.998.6137.

IMPORTANT NOTICES

• Information contained in the schedule is subject to the policies and procedures of the San Jacinto College District and is subject to change without notice.
• All courses are taught in English, unless specified otherwise.
• Classes may be cancelled because of low enrollment.
• Instructors may be changed as conditions warrant.
• Room assignments and building locations may be changed as conditions warrant.
• Students must attend the class section for which they are registered.
• CPD staff and instructors provide information, not advice.
• San Jacinto College requires that its instructors not solicit business for personal gain in the classroom. Any business transaction resulting from a class is the responsibility of the student, not the College.
• Classes labeled “Linked” are held with academic/credit classes but do not earn semester credit or transfer toward academic certificates or degrees. Enrollment into these courses is extremely limited and is on a space-available basis. Should the credit course completely fill, the concurrent/linked CPD course may be cancelled. Although CPD students in linked academic classes are TASP/THEA exempt, they are held to the same performance standards required for semester credit students. Additionally, the course costs may differ for the credit section.
* Courses that are linked with academic courses will adhere to the stated CPD refund policy.
Students enrolling into “linked” classes should receive from the CPD Registration Office an informational form for their review. Please ask for this information when you choose to enroll into “linked” classes.
• ESL assessments will not be started after 6 p.m.
Please Complete ALL Unshaded Areas

<table>
<thead>
<tr>
<th>Student Information—REQUIRED</th>
<th>Demographics/Other Information</th>
</tr>
</thead>
</table>

**Name**

Last | First | Mi

San Jacinto College ID Number: G

**Or Social Security No.**

**CHECK ONE**

- [ ] Non-Hispanic
- [ ] Hispanic

**Home Address**

Street | Apt. No.

City | State | Zip code

**County or Country**

**Home Phone** ( )

**Work Phone** ( )

**Vetran Status**

**Are you a Veteran of the U.S. Armed Services**

**CHECK ONE**

- [ ] Yes
- [ ] No

**Gender**

M | F | Birth Date | MM | DD | YY

**Email**

Type of Disability:

(1) Academically Disadvantage
(2) Economically Disadvantaged
(3) Disability
(4) Limited English Skills
(5) Displaced Homemaker
(6) Single Parent

**Emergency Contact**

Name | Relationship | Phone No.

**Highest Grade or Degree Completed**

Grade 7, 8, 9, 10, 11, High School, Some college, Associates, Bachelors, Masters, or Doctorate

**Registration Information**

<table>
<thead>
<tr>
<th>Section No./CRN</th>
<th>Course Title</th>
<th>Start Date</th>
<th>Course Fee</th>
</tr>
</thead>
</table>

I certify that all information provided on this form is correct. I understand that this registration cannot be transferred to any other individual. If my tuition for a class(es) is being paid by a company or organization, I hereby give the College permission to release my grades and attendance records for that class(es).

**Signature**

**Date**

Important: Payment for classes, unless billed to your employer or sponsor, is due the same day registered and can be made online or at any campus business office. Enrollment into a class is not complete until payment is received.

**Registration Office and Fax Numbers:**

- **Central Campus**
  - Office Number: 281.476.1838
  - Fax Number: 281.476.1833
- **North Campus**
  - Office Number: 281.459.7119
  - Fax Number: 281.459.7196
- **South Campus**
  - Office Number: 281.922.3440
  - Fax Number: 281.922.3422

**Campus (circle one):**

- C
- N
- S

**Office Use Only**

<table>
<thead>
<tr>
<th>Staff ID</th>
<th>Date</th>
<th>Refund Request Date</th>
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**Transfer/Refund**

<table>
<thead>
<tr>
<th>From CRN</th>
<th>To CRN</th>
<th>Date</th>
<th>Staff ID</th>
</tr>
</thead>
</table>

**To Register:**

- North: 281.459.7119
- South and Clear Lake: 281.922.3440
- Central: 281.476.1838
San Jacinto College Community College District
Mission and Vision Statements

OUR MISSION
Our mission is to ensure student success, create seamless transitions, and enrich the quality of life in the communities we serve.

OUR VISION
San Jacinto College will be the leader in educational excellence and in the achievement of equity among diverse populations. We will empower students to achieve their goals, redefine their expectations, and encourage their exploration of new opportunities. Our passions are people, learning, innovation, and continuous improvement.

OUR VALUES
Integrity: Ethical and Professional
“We act in ways which instill confidence and trust.”

Excellence: In Everything We Do
“We achieve quality results in everything we do.”

Accountability: It’s Up to Us
“We take responsibility for our commitments and outcomes.”

Innovation: Lead the Way
“We apply our knowledge, skill, insight, and imagination to recognize opportunities, solve problems, and recommend new solutions.”

Sense of Community: Caring for Those We Serve and Ourselves
“We demonstrate genuine concern for the well-being of our students, our community, and ourselves.”

Student Success: Our Ultimate Measure
“We enable students to achieve their goals.”

Diversity: Celebrate the Differences
“We celebrate the diversity of ideas and cultures.”

Collaboration: We Work Together
“We work together for the benefit of the college.”

San Jacinto College Community College District
Mission and Vision Statements

Annual Security and Fire Safety Report
The San Jacinto College Community District is committed to assisting all members of the SJC community in providing for their own safety and security. The annual security compliance document is available on the San Jac Police Department website.

A hard copy of the San Jacinto College Annual Security and Fire Safety Report is available for review at each of the three campus police departments.

The website and report contain information regarding campus security and personal safety, including topics such as: crime prevention; College police law enforcement authority; crime reporting policies; disciplinary procedures; and other matters of importance related to security on our campuses. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by San Jacinto College; and on public property within, or immediately adjacent to and accessible from, the campuses.

This information is required by law and is provided by the San Jacinto College Police Department.

Accreditation Statement
San Jacinto Community College District is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the status of San Jacinto Community College District.

Equal Opportunity Statement
The San Jacinto College District is committed to equal employment opportunity for all employees and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. No person including students, faculty, staff, part-time, and temporary workers will be excluded from participation in, denied the benefits of, or be subjected to discrimination or harassment under any program or activity sponsored or conducted by the San Jacinto College District on the basis of the categories listed.
The Training Connection
Training and Educational Solutions for Workers and Employers

To register for training, call or visit:

Central Campus
8060 Spencer Hwy., Pasadena 77505
Building 1, Suite 128 (C-1.128)
Interactive Learning Center
281-476-1838

North Campus
5800 Uvalde Road, Houston 77049
Building 12, Suite 212 (N-12.212)
Slovacek Student Center
281-459-7119

South Campus
13735 Beamer Road, Houston 77089
Building 8, Suite 1052 (S-8.1052)
Academic Administration Building
281-922-3440

The Training Space @ Clear Lake
Bay Plaza, 711 West Bay Area Boulevard, Suite 125
Webster, 77598
281-922-3440

Hours are Monday – Thursday from 8 a.m. – 6:30 p.m. and Friday from 8 a.m. – 4:30 p.m.