ONLINE COURSES
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

Hours are Monday – Thursday from 8 a.m. – 6:30 p.m. and Friday from 8 a.m. – 4:30 p.m.
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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<th>Key to Days of Week</th>
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<th>Take Your Choice</th>
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<tr>
<td>More than 1,500 courses offered from our credit schedule may be taken for non-credit. Contact the appropriate credit division for more information.</td>
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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
**Online**

(www.Ed2Go.com/sanjac)

**Partnership with Education to Go**

*Online learning anytime, anywhere...just a click away!*

**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 your 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 user name 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:**

Sep 19, Oct 17, and Nov 14

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**BUSINESS & CAREERS**

**Accounting Fundamental II - ONLINE**
NFON 0000

*Prerequisites: None*

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

$109 CEU 2.4 HRS: 24

50198 North

**Accounting Fundamentals - ONLINE**
NFON 0000

*Prerequisites: None*

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

$109 CEU 2.4 HRS: 24

50199 North

**Administrative Assistant Applications - ONLINE**
NFON 0000

*Prerequisites: None*

Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant.

$109 CEU 2.4 HRS: 24

50200 North

**Administrative Assistant Fundamentals - ONLINE**
NFON 0000

*Prerequisites: None*

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

$109 CEU 2.4 HRS: 24

50201 North
BUILDING TEAMS THAT WORK-ONLINE
NFON 0000
Prerequisites: None
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
50202  North

CREATING A SUCCESSFUL BUSINESS PLAN-ONLINE
NFON 0000
Prerequisites: None
Turn your business ideas into a solid plan for financing and long-term success.
$109  CEU 2.4  HRS: 24
50208  North

DISTRIBUTION AND LOGISTICS MANAGEMENT-ONLINE
NFON 0000
Prerequisites: None
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
50213  North

EFFECTIVE SELLING-ONLINE
NFON 0000
Prerequisites: None
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
50241  North

EMPLOYMENT LAW FUNDAMENTALS-ONLINE
NFON 0000
Prerequisites: None
Learn the basics of employment law so you can legally hire, evaluate, and manage employees.
$109  CEU 2.4  HRS: 24
50214  North

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT II-ONLINE
NFON 0000
Prerequisites: None
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
50216  North

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT-ONLINE
NFON 0000
Prerequisites: None
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.
$109  CEU 2.4  HRS: 24
50215  North

HIGH SPEED PROJECT MANAGEMENT-ONLINE
NFON 0000
Prerequisites: None
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
50220  North

INTRODUCTION TO BUSINESS ANALYSIS-ONLINE
NFON 0000
Prerequisites: None
Learn powerful techniques to improve your decision-making skills at work.
$109  CEU 2.4  HRS: 24
50203  North

INTRODUCTION TO CRIMINAL LAW II-ONLINE
NFON 0000
Prerequisites: None
Step inside the day-to-day world of detectives, prosecutors and defense attorneys with this in-depth look at criminal procedure.
$109  CEU 2.4  HRS: 24
50209  North
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Code</th>
<th>Prerequisites: None</th>
<th>Description</th>
<th>Cost</th>
<th>CEU</th>
<th>HRS: 24</th>
<th>Location</th>
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<tr>
<td><strong>INTRODUCTION TO CRIMINAL LAW-ONLINE</strong></td>
<td>NFON 0000</td>
<td></td>
<td>An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them.</td>
<td>$109</td>
<td>CEU 2.4</td>
<td>24</td>
<td>North</td>
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<td><strong>KEYS TO EFFECTIVE COMMUNICATION-ONLINE</strong></td>
<td>NFON 0000</td>
<td></td>
<td>Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation.</td>
<td>$109</td>
<td>CEU 2.4</td>
<td>24</td>
<td>North</td>
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<td><strong>LEADERSHIP-ONLINE</strong></td>
<td>NFON 0000</td>
<td></td>
<td>Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.</td>
<td>$109</td>
<td>CEU 2.4</td>
<td>24</td>
<td>North</td>
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<td><strong>MANAGING CUSTOMER SERVICE-ONLINE</strong></td>
<td>NFON 0000</td>
<td></td>
<td>Customer service personnel interact with current and potential customers every day. 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.</td>
<td>$109</td>
<td>CEU 2.4</td>
<td>24</td>
<td>North</td>
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<td><strong>MANUFACTURING FUNDAMENTALS-ONLINE</strong></td>
<td>NFON 0000</td>
<td></td>
<td>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.</td>
<td>$109</td>
<td>CEU 2.4</td>
<td>24</td>
<td>North</td>
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<td><strong>MARKETING YOUR BUSINESS ON THE INTERNET-ONLINE</strong></td>
<td>NFON 0000</td>
<td></td>
<td>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.</td>
<td>$109</td>
<td>CEU 2.4</td>
<td>24</td>
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<td><strong>MASTERY OF BUSINESS FUNDAMENTALS-ONLINE</strong></td>
<td>NFON 0000</td>
<td></td>
<td>Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.</td>
<td>$109</td>
<td>CEU 2.4</td>
<td>24</td>
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<tr>
<td><strong>PHOTOGRAPHING PEOPLE WITH YOUR DIGITAL CAMERA-ONLINE</strong></td>
<td>NFON 0000</td>
<td></td>
<td>Learn to take beautiful pictures of adults, children, and babies.</td>
<td>$109</td>
<td>CEU 2.4</td>
<td>24</td>
<td>North</td>
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Professional Sales Skills-ONLINE
NFON 0000
Prerequisites: None
Discover how to begin a successful and rewarding career in sales.
$109 CEU 2.4 HRS: 24
50240 North

Project Management Applications-ONLINE
NFON 0000
Prerequisites: None
Experienced project manager teaches you tricks of the project management trade.
$109 CEU 2.4 HRS: 24
50234 North

Project Management Fundamentals-ONLINE
NFON 0000
Prerequisites: None
Gain the skills you'll need to succeed in the fast-growing field of project management.
$109 CEU 2.4 HRS: 24
50235 North

Purchasing: Fundamentals-ONLINE
NFON 0000
Prerequisites: None
Improve your company's bottom line by mastering the fundamentals of purchasing.
$109 CEU 2.4 HRS: 24
50236 North

Real Estate Investing-ONLINE
NFON 0000
Prerequisites: None
Build and protect your wealth by investing in real estate.
$109 CEU 2.4 HRS: 24
50237 North

Resume Writing Workshop-ONLINE
NFON 0000
Prerequisites: None
Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.
$109 CEU 2.4 HRS: 24
50238 North

Start Your Own Consulting Practice-ONLINE
NFON 0000
Prerequisites: None
Find out how you can earn income by sharing your training or knowledge with others.
$109 CEU 2.4 HRS: 24
50207 North

Start and Operate Your Own Home-Based Business-ONLINE
NFON 0000
Prerequisites: None
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
50221 North

Supply Chain Management Fundamentals-ONLINE
NFON 0000
Prerequisites: None
Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.
$109 CEU 2.4 HRS: 24
50242 North

Total Quality Fundamentals-ONLINE
NFON 0000
Prerequisites: None
Learn the basics of total quality management.
$109 CEU 2.4 HRS: 24
50243 North

Travel Writing-ONLINE
NFON 0000
Prerequisites: None
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
50177 North

Understanding the Human Resources Function-ONLINE
NFON 0000
Prerequisites: None
Learn to handle basic human resource functions to ensure the best possible results.
$109 CEU 2.4 HRS: 24
50222 North
Worker's Compensation-ONLINE
NFON 0000
Prerequisites: None
Gain essential skills and a solid understanding of one of the fastest-growing areas in law.
$109 CEU 2.4 HRS: 24
50244 North

A+ Certification, Intermediate - ONLINE
NFON 0000
Prerequisites: Successful completion of the Basic CompTIA A+ Certification Prep course.
The Intermediate CompTIA A+ Certification Prep course picks up where the Basic course left off, taking you right into the PC. You'll start with detailed information on installing and configuring hard drives and removable drives, and then spend the rest of the course knee-deep in Windows. You'll learn about the operating system from installation to operations, maintenance to troubleshooting. The course finishes with an in-depth look into installing, configuring, maintaining, and troubleshooting printers. This course takes you through the second of the three steps you need to become both a highly competent PC tech and a CompTIA A+ certified technician.
Note: Requirements include: 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), access to a PC running Windows 9x, and a PC running Windows 2000 or XP, so that you can learn the subtle (and not-so-subtle) differences between these two families of Windows. Although this course focuses on operating systems, you should have access to a hard drive that you can install, format, and partition, and to a couple of Plug and Play devices that you can practice installing. 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 (and definitely do not recommend that you format or partition your primary hard drive!).
$159 CEU 2.4 HRS: 24
50021 North

COMPUTERS & TECHNOLOGY

A+ Certification, Basic-ONLINE
NFON 0000
Prerequisites: A solid conceptual and practical knowledge of Windows 2000 or XP and preferably some experience with Windows 98 or ME.
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'll 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'll 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: Requirements include: 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).
It's also 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
50020 North
Advanced A+ Certification-ONLINE
NFND 0000
Prerequisites: Successful completion of the Basic CompTIA A+ Certification Prep and Intermediate CompTIA A+ Certification Prep courses.
The Advanced CompTIA A+ Certification Prep course focuses on fun technology. You'll 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'll learn about security, security, security. Plus you'll 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: Requirements include: 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). 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
50019  North

Access 2003, Introduction - ONLINE
NFON 0000
Prerequisites: Windows for the Desktop or equivalent knowledge.
Learn how to use Microsoft's powerful and award-winning database to store, locate, and print just about any type of important information. In this six-week online workshop, you'll learn how to create tables, relationships, custom data entry forms, queries, reports, mailing labels, and macros. You'll also learn how to merge the data in your Access tables with Microsoft Word form letters. Note: Requirements include: Internet access, email, the Microsoft Internet Explorer or Netscape or Firefox Web browser, and the Office Professional Edition 2003 (please be sure to install this software on your computer before the course begins).

$109  CEU 2.4  HRS: 24
50023  North

Access 2007, Intermediate - ONLINE
NFON 0000
Prerequisites: Successful completion of the online Intermediate Microsoft Access 2007 course or a similar course is recommended.
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: Requirements include: Microsoft Office Access 2007 software must be installed and fully operational before the course begins; Microsoft Windows XP or Windows Vista; 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). Note: This course is not suitable for Macintosh users.

$109  CEU 2.4  HRS: 24
50024  North

Advanced Microsoft Excel 2007 - ONLINE
NFON 0000
Prerequisites: Completion of the online Intermediate Microsoft Excel 2007 course or a similar course is recommended.
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 pivot 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: Requirements include: Microsoft Office Excel 2007 software to be installed and fully operational before the course begins; Microsoft Windows XP or Windows Vista; 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). Note: This course is not suitable for Macintosh users.

$109  CEU 2.4  HRS: 24
50026  North
Ajax Programming, Intro - ONLINE
NFON 0000
Prerequisites: None
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'll 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: Requirements include: Any code editor capable of developing HTML pages; alternatively, a plain text editor, such as Windows Notepad; Windows XP, Vista, or 7, and Mac OS X; 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); 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
50027 North

CompTIA Network+Certification Prep I - ONLINE
NFON 0000
Prerequisites: CompTIA recommends that you have A+ and Network+ certifications, and two years on-the-job networking experience, prior to preparing for this exam. We only require that you have substantial knowledge of TCP/IP networking.
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.
Note: Requirements include: 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).
$159 CEU 2.4 HRS: 24
50047 North

Computer Skills for the Workplace - ONLINE
NFON 0000
Prerequisites: None
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 email; 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: Microsoft Windows 95 or newer with any edition of Microsoft Office 2000 or newer (please make sure Microsoft Office is installed and operating before the course begins); Internet access, email, and the Microsoft Internet Explorer or Mozilla Firefox Web browser.
$109 CEU 2.4 HRS: 24
50048 North
DESIGNING EFFECTIVE WEBSITES - ONLINE
NFON 0000
Prerequisites: None
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 states of the website 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.

Excel 2003, Advanced-ONLINE
NFON 0000
Prerequisites: Completion of Intermediate Microsoft Excel 2003 Online course (or equivalent experience).
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. You'll become proficient at nesting functions within other functions to accomplish just about anything Microsoft Excel has to offer.

Note: Requirements include: 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), 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).

Dreamweaver CS3, Introduction-ONLINE
NFON 0000
Prerequisites: At least one year of experience using a computer, the ability to install programs on your computer and work with files.
Uncover the secrets of effective page layout—secrets that ensure your sites reach and impress your audience. Master the techniques for producing fully functioning sites, learning how to insert and format text, images, hyperlinks, tables, and a variety of media formats. And finally, see how Dreamweaver makes it a snap to upload sites to a Web server and maintain them once they're online. Along the way, we'll answer the five questions that guarantee success for any website project. If you have no Web design experience, you'll love how easy Dreamweaver makes it to learn HTML, the language that drives the Internet.
Note: Requirements include: Adobe Dreamweaver CS3 (please be sure to install this software on your computer before the course begins); Microsoft Windows Vista or XP or Macintosh OS X; at least one year of experience using a computer; the ability to install programs on your computer and work with files; 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).

Excel 2007, Introduction - ONLINE
NFON 0000
Prerequisites: Windows for the Desktop or equivalent knowledge
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 three-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. Must also have 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).

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
**Excel 2007 Intermediate - ONLINE**  
NFON 0000  
**Prerequisites: Intro to Excel 2007**  
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: Must have Internet access, email, and the Microsoft Internet Explorer or Mozilla Firefox Web browser.  
$109 CEU 2.4 HRS: 24  
50066 North

**Excel 2010, Intermediate - ONLINE**  
NFON 0000  
**Prerequisites: Excel 2010 Introduction**  
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: Must have 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 is acceptable). Please be sure to install the software on your computer before the course begins. You will also need 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).  
Note: Illustrator software must be installed and fully operational before the course begins.  
$109 CEU 2.4 HRS: 24  
50088 North

**Illustrator CS3, Intro-ONLINE**  
NFON 0000  
**Prerequisites: None**  
In this course, you’ll learn how to draw and trace with the Pen tool, use the new and amazing Recolor Artwork command, enhance your project with color, and bring your projects to life with interesting type. Note: Adobe Illustrator CS3 for Windows and Windows XP or Vista or Adobe Illustrator CS3 for Mac and Mac OS X; Internet access; email; and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Note: Illustrator software must be installed and fully operational before the course begins.  
$109 CEU 2.4 HRS: 24  
50089 North

**Illustrator CS4, Intro-ONLINE**  
NFON 0000  
**Prerequisites: Basic computer skills**  
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 images—graphics that artists can resize to fit on anything from a dome to a billboard—and it’s the program of choice for drawing logos and designing type effects. In addition, it’s an outstanding companion tool to Adobe Photoshop, and it’s perfect for creating graphics for Flash sites. In this course, you’ll 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’ll be a master at using Illustrator to further your career and express your own creativity.  
Note: Must have Adobe Illustrator CS4 for Windows and Windows XP or Vista or Adobe Illustrator CS4 for Mac and Mac OS X; 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). Note: Illustrator software must be installed and fully operational before the course begins.  
$109 CEU 2.4 HRS: 24  
50089 North
InDesign CS3, Intro-ONLINE
NFON 0000
Prerequisites: None
Receive hands-on desktop publishing training 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: Must have Adobe InDesign CS3 Windows and Windows XP (SP2 or SP3) or Vista. Adobe InDesign CS3 Mac and Mac OS X Tiger (10.4.2 or later), Leopard (10.5.x), or Mac OS X Intel; Internet access, email, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash Player and Adobe Reader 9 plug-ins (two free and simple downloads you obtain at www.adobe.com/downloads/ by clicking Get Adobe Flash Player and Get Adobe Reader).

InDesign CS4, Intro-ONLINE
NFON 0000
Prerequisites: None
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: Internet access, email, and the Internet Explorer, Netscape, or Firefox Web browser required.

InDesign CS5, Intro - ONLINE
NFON 0000
Prerequisites: None
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: Must have 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); 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).

Intermediate Access 2003-ONLINE
NFON 0000
Prerequisites: Successful completion of Introduction to Microsoft Access 2003 (or equivalent experience creating basic tables, queries, forms, and reports).
In this six-week online course, you'll see how to design the tables that most businesses need to manage customers, products, orders, receipts, invoices, and mailing labels. You'll pick up many tools and techniques for designing professional-looking forms that make data entry quick and easy. You'll also learn how to create forms that automatically do much of the work for you, such as calculating totals and applying sales tax. You'll create reports to print mailing labels, invoices, and receipts for orders. And you'll see how to make the finished product easy to use with simple one-click access to all the main features of the database.
Note: Must have 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). This course is not suitable for Macintosh users, nor for users of any of the 2007 versions of Microsoft Access.

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
**Intermediate C# Programming - ONLINE**
NFON 0000  
*Prerequisites: Introduction to C# Programming course (or equivalent experience)*

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: Must have Microsoft Visual C# 2008 Express Edition, Microsoft Windows XP or Vista, 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).

$109  CEU 2.4  HRS: 24  
50035  North

**Intermediate CSS and XHTML - ONLINE**
NFON 0000  
*Prerequisites: Successful completion of "Introduction to CSS and XHTML" course, or prior experience with HTML and Web publishing is recommended.*

In this course, you'll take your CSS and XHTML skills to the next level and learn how to create professional-quality websites. 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. 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).

$109  CEU 2.4  HRS: 24  
50096  North

**Intermediate Dreamweaver CS3 - ONLINE**
NFON 0000  
*Prerequisites: None*

Examine pure CSS layout and learn how to incorporate multimedia elements such as Flash video and audio. Discover the uses of XML and XSL. In this new intermediate-level Dreamweaver class, you'll learn to harness the power of this industry-standard Web design tool. During this hands-on training, you'll learn how to use standards-compliant Cascading Style Sheets to create Web pages that are easier to maintain and more search engine-friendly.

Note: Internet access, email, and the Internet Explorer, Netscape, or Firefox Web browser required.

$109  CEU 2.4  HRS: 24  
50097  North

**Intermediate Dreamweaver CS4 - ONLINE**
NFON 0000  
*Prerequisites: Completion of Introduction to Dreamweaver CS4 online course (or equivalent experience); the ability to install programs on your computer and work with files.*

Take your Web design skills to the next level in this Intermediate Dreamweaver course! You'll 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'll 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: Must have 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); Windows XP or later or Mac OS X 10.4 Tiger or later; 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).

$109  CEU 2.4  HRS: 24  
50098  North

**Intermediate Excel 2003 - ONLINE**
NFND 0000  
*Prerequisites: None*

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

$109  CEU 2.4  HRS: 24  
50064  North
**Intermediate JAVA Programming-ONLINE**  
NFON 0000  
Prerequisites: Completion of Introduction to Java Programming (or equivalent experience)  
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: Must have 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); Windows XP, Windows Vista, Mac OS X, or Linux; 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).  
$109  
CEU 2.4  
HRS: 24  
50099  
North

**Intermediate Networking-ONLINE**  
NFON 0000  
Prerequisites: Successful completion of Introduction to Networking course (or equivalent experience)  
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  
50129  
North

**Intermediate Oracle-ONLINE**  
NFON 0000  
Prerequisites: Successful completion of Introduction to Oracle course (or equivalent experience)  
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  
50131  
North

**Intermediate PHP and MySQL-ONLINE**  
NFON 0000  
Prerequisites: Intro to PHP and MySQL - ONLINE or equivalent knowledge  
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: Must be familiar with 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). Must have 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). 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  
50101  
North
Intermediate Photoshop CS4-ONLINE
NFON 0000
Prerequisites: Introduction to Photoshop CS2, CS3, or CS4. You need to know how to create a new file folder and locate files on your hard drive. 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: Must have Adobe Photoshop CS4 for Windows or Adobe Photoshop CS4 for Macintosh (software must be installed and fully operational before the course begins). 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). 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
50100  North

Intro to CS5 Flash-ONLINE
NFON 0000
Prerequisites: None
In this course, you’ll learn how to create animated, interactive movies in Adobe Flash CS5. You’ll create a full-blown Flash application, complete with animated text and graphics and interactive buttons. You’ll start by exploring the Flash workspace, creating text and graphics, and animating objects on the Flash movie stage. Next, you’ll look in detail at the anatomy of a Flash movie—how to use the Flash timeline, layers, and frames to control objects and timing on the stage. While creating your first Flash movie, you’ll learn how to format and embed external digital media and how to make them appear or play at specific times. You’ll also learn how to control digital media based on specific events, such as end user mouse clicks. By the end of the course, you’ll know how to create and publish Flash movies and applications.
Note: Must have Adobe Flash Pro CS5 Windows or Adobe Flash Pro Mac or Adobe Flash Pro CS5 Windows Upgrade or Adobe Flash Pro Mac Upgrade or any Adobe Creative Suite bundle containing Adobe Flash CS5 is acceptable (software must be installed and fully operational before the course begins); student discounts are available through specific schools; Microsoft Windows Vista or Windows 7 (the upgrade version will run on Windows XP), or Mac OS 10.x; Internet access, email, the Microsoft Internet Explorer, Apple Safari 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).
$109  CEU 2.4  HRS: 24
50107  North

Intro to Dreamweaver CS4-ONLINE
NFON 0000
Prerequisites: Basic computer skills including file management
Learn to use Adobe Dreamweaver CS4 to design, create, and maintain user-friendly websites that are full of professional-quality Web pages. You’ll find out how to insert and format text, work with image files, and see exactly how hyperlinks work. We’ll also take a short tour of Dreamweaver’s Flash tools, work with tabular data, and get a handle on frames—getting clear on when to use them and when not to. You’ll master the basics of Cascading Style Sheets (CSS) and even pick up a little HTML.
Note: Must have Adobe Dreamweaver CS4 (software must be installed and fully operational before the course begins); Windows Vista / XP; Mac OS X 10.5 Leopard, Mac OS X 10.4 Tiger; 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).
$109  CEU 2.4  HRS: 24
50104  North

Intro to Dreamweaver CS5 - ONLINE
NFON 0000
Prerequisites: Creating Web Pages and Introduction to CSS and XHTML, or similar coding experience is required prior to taking this course.
Master skills ranging from using Cascading Style Sheets to creating standards-compliant pages. You’ll examine site planning strategies, learn principles of good Web design, and explore Dreamweaver’s best practices for maintaining websites once they’re online. By the time you’re done, you’ll be using this powerful software tool with skill and confidence.
Note: Must have 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; Internet access, email, the Microsoft Internet Explorer and 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).
$109  CEU 2.4  HRS: 24
50105  North
**Intro to Flash CS4-ONLINE**
NFON 0000

*Prerequisites: None*

In this course, you'll 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. Then, you will learn the anatomy of a Flash movie, including how to use the Flash timeline, layers, and frames to control objects and timing on the stage. You'll learn how to format and embed external digital media and how to make them appear or play at specific times. You will also look at 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'll 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
50106  North

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**Introduction to ASP.NET-ONLINE**
NFON 0000

*Prerequisites: Windows for the desktop*

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 website 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 ASPNET's powerful membership features, you'll develop a true community-based website 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
50030  North

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**Introduction to Access 2007-ONLINE**
NFON 0000

*Prerequisites: Windows for the Desktop or equivalent knowledge*

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
50025  North

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**Intro to PHP and MySQL-ONLINE**
NFON 0000

*Prerequisites: Basic computer and internet skills including file management. Prior HTML coding experience is helpful, but not required.*

Learn how to create an interactive website, 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: Should be familiar with 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 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); 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). 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
50109  North

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**Introduction to C# Programming-ONLINE**
NFON 0000

*Prerequisites: None*

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
50036  North

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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
**INTRODUCTION TO C++ PROGRAMMING-ONLINE**
NFON 0000  
*Prerequisites: None*  
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  
50037  
North

**INTRODUCTION TO CSS AND XHTML-ONLINE**
NFON 0000  
*Prerequisites: None*  
Learn how to create state-of-the-art websites using modern CSS and XHTML techniques. Take your existing HTML skills to the next level and start building sites like the pros. If you want to survive and excel in the fast-paced world of Web publishing, you're going to need to keep up with ever-evolving standards. The new standard for Web developers is to use CSS and XHTML. This course will provide you with the foundation you'll need to master two critical and fast-growing new Web languages. If you're a Web developer, why not begin your transition to CSS and XHTML today?  
$109  
CEU 2.4  
HRS: 24  
50051  
North

**INTRODUCTION TO CRYSTAL REPORTS 10-ONLINE**
NFON 0000  
*Prerequisites: Database management skills*  
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'll hone your Crystal Reporting skills as you get hands-on practice in extracting, sorting, and grouping your data. In addition, you'll find out how to include totals for groups of figures or for the entire report. Next, you'll master the art of building your reports and formatting your material to create a polished, professional look. Whether you're new to Crystal Reports or want to enhance your skills, this course is ideal for you. By the time you're done, you'll be able to produce anything from a quick meeting handout to an elaborate annual report—and you'll 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.) You will also need Microsoft Windows XP, Vista, or 7. You will need Internet access, email, and 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).  
$109  
CEU 2.4  
HRS: 24  
50065  
North

**INTRODUCTION TO DATABASE DEVELOPMENT-ONLINE**
NFON 0000  
*Prerequisites: None*  
An experienced professional guides you through a structured approach to database design and development.  
Note: 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), 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  
50055  
North

**INTRODUCTION TO Excel 2003-ONLINE**
NFON 0000  
*Prerequisites: Windows for the Desktop or equivalent knowledge.*  
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 three-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), Internet access, email, and the Microsoft Internet Explorer or Mozilla Firefox Web browser.  
$109  
CEU 2.4  
HRS: 24  
50115  
North

**INTRODUCTION TO Java Programming-ONLINE**
NFON 0000  
*Prerequisites: None*  
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  
CEU 2.4  
HRS: 24  
50115  
North

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
Introduction to Linux-ONLINE
NFON 0000
Prerequisites: None
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 Linux's 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 websites with the popular Mozilla Firefox Web browser.

$109 CEU 2.4 HRS: 24
50117 North

Introduction to MS PowerPoint 2003-ONLINE
NFON 0000
Prerequisites: None
In this highly interactive hands-on class, you'll learn how to create dazzling multimedia presentations for just about any audience. You'll be able to create and display slides filled with formatted text, video, audio, animation, special effects, charts, outlines, video clips, images, and links to the Web. You'll learn how to work with task panes and the clip organizer, and how to access the Design Gallery Live and Template Gallery websites to download clip art and templates for your presentations. You'll even be able to save your presentations in HTML, so they can be shared with others over the Web.

Note: Microsoft Windows XP or 2000, Microsoft PowerPoint 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), 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).

$109 CEU 2.4 HRS: 24
50108 North

Introduction to Networking-ONLINE
NFON 0000
Prerequisites: None
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
50130 North

Introduction to Outlook 2007-ONLINE
NFON 0000
Prerequisites: None
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 emailing 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
50134 North
**Introduction to PC Security-ONLINE**
NFON 0000

Prerequisites: A familiarity with general PC terminology, an understanding of Windows and an ability to locate programs and change settings (or completion of Introduction to Windows XP)

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.

Note: Must have 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](http://www.adobe.com/downloads) by clicking Get Adobe Flash Player and Get Adobe Reader).

$109 CEU 2.4 HRS: 24
50137 North

**Introduction to Perl Programming-ONLINE**
NFON 0000

Prerequisites: None

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: Must have 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](http://www.adobe.com/downloads) by clicking Get Adobe Flash Player and Get Adobe Reader). In addition, you'll 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
50139 North

**Introduction to PowerPoint 2007-ONLINE**
NFON 0000

Prerequisites: None

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: Must have 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), 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](http://www.adobe.com/downloads) by clicking Get Adobe Flash Player and Get Adobe Reader).

$109 CEU 2.4 HRS: 24
50150 North

**Introduction to QuickBooks 2010-ONLINE**
NFND 0000

Prerequisites: Basic computer and internet skills including file management

QuickBooks is designed for the small to medium-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: Must have QuickBooks Pro 2010 or QuickBooks Premier Edition 2010 (please be sure to install this software on your computer before the course begins); Microsoft Windows Vista or XP; 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](http://www.adobe.com/downloads) by clicking Get Adobe Flash Player and Get Adobe Reader).

$109 CEU 2.4 HRS: 24
50110 North
**Introduction to Visual Basic 2008 - ONLINE**

NFON 0000

*Prerequisites: None*

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
50114  North

**Introduction to Windows XP-ONLINE**

NFON 0000

*Prerequisites: None*

Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more.

$109  CEU 2.4  HRS: 24
50183  North

**Introduction to Word 2007-ONLINE**

NFON 0000

*Prerequisites: None*

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
50188  North

**Introduction to the Internet-ONLINE**

NFON 0000

*Prerequisites: None*

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
50102  North

**Keyboarding-ONLINE**

NFON 0000

*Prerequisites: None*

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

$109  CEU 2.4  HRS: 24
50116  North

**MS Publisher Intro 2003 - ONLINE**

NFON 0000

*Prerequisites: None*

Learn how Microsoft's comprehensive, yet easy-to-use, desktop publishing package can help you create and publish a wide variety of stunning documents. This hands on, project oriented course will give you valuable experience in designing, developing, and publishing newsletters, websites, and brochures. And if you’re new to graphic design, you’ll receive plenty of expert guidance in selecting and using images, colors, and layouts.

Note: Must have Microsoft Windows XP or 2000, Microsoft Publisher 2003 or Microsoft Office 2003 (Small Business Edition or Professional Edition only - please be sure to install this software on your computer before the course begins), 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). This course is not suitable for Macintosh users, nor for users of any of the 2007 versions of Microsoft Publisher.

$109  CEU 2.4  HRS: 24
50127  North

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
**MS Publisher Intro 2007 - ONLINE**  
NFON 0000  
**Prerequisites: None**  
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 website, 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: Must have 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.) 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). This course is not suitable for Macintosh users.  
$109  
CEU 2.4  
HRS: 24  
50128  
North

**Ms Project 2007, Introduction-ONLINE**  
NFON 0000  
**Prerequisites: Basic Project Management Skills. You will receive a brief overview.**  
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: Internet access, email, and Microsoft Windows Vista or XP, Microsoft Project Standard 2007 (please be sure to install this software on your computer before the course begins).  
$109  
CEU 2.4  
HRS: 24  
50125  
North

**Oracle, Introduction-ONLINE**  
NFON 0000  
**Prerequisites: None**  
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  
50132  
North

**Outlook 2010, Introduction-ONLINE**  
NFON 0000  
**Prerequisites: None**  
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.) You will also need Microsoft Windows XP, Windows Vista, or Windows 7, as well as Internet access, email, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. In addition, you will need 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).  
$109  
CEU 2.4  
HRS: 24  
50135  
North
PC Security, Adv-ONLINE
NFON 0000
Prerequisites: Successful completion of online Introduction to Networking course (or equivalent experience). You must be familiar with PC and networking terminology and have at least a basic knowledge of how networks function.

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. You will also need Internet access, email, and the Netscape or Firefox or Internet Explorer Web browser.

$109 CEU 2.4 HRS: 24
50136 North

Photoshop CS3, Introduction-ONLINE
NFON 0000
Prerequisites: None

Receive step-by-step instructions on creating and editing photos and graphics. You’ll be editing your own photographs to remove red-eye, wrinkles and blemishes, get rid of dust and scratches, and correct image exposure.

Note: Must have Internet access, email and Adobe Photoshop CS3 installed on your computer.

$109 CEU 2.4 HRS: 24
50142 North

Photoshop CS3 Intermediate-ONLINE
NFON 0000
Prerequisites: Photoshop CS3 - Intro and be able to make selections, use the clone stamp tool and healing brushes, and do elementary color correction.

Learn the secrets of professional image editing from a 2006-2007 Photoshop Hall of Fame nominee. This course, for the student who already knows the Photoshop toolset, explores new and better ways to create images and edit photos. Students will explore the sophisticated layers features that allow users to combine images in amazing ways.

Note: Adobe Photoshop CS3 and Windows XP or Windows Vista or Adobe Photoshop CS3 Mac and Mac OS X should be installed on your computer before the course begins.

$109 CEU 2.4 HRS: 24
50141 North

Photoshop CS4 Introduction-ONLINE
NFON 0000
Prerequisites: None

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: Must have 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
50143 North
Photoshop CS5 for the Digital Photographer II - ONLINE
NFON 0000
Prerequisites: Students should feel comfortable acquiring digital images, either with a digital camera, using images scanned onto CDs, or scanning film prints. Basic computer skills are required.

If you know the basics of this powerful program, you're ready to master advanced skills including building collages, doing detailed editing, and restoring old photos. In these lessons, you'll explore a wide range of options including portrait editing, image distortion, and filters. In addition, you'll learn how to make the most of Adobe's award-winning layers option by combining images with layers and combining layered work with CS5's tabbed windows feature—a great tool for multi-image work. You'll also see how and when to use raw images, and you'll discover when to use JPEGs for outstanding prints and projects. You'll be amazed with the new HDR options and the dynamic results.

Note: In addition to Internet access for classroom participation, students will need Adobe's Photoshop CS5 installed and functioning to take full advantage of the course.

$109  CEU 2.4  HRS: 24
50144  North

Photoshop CS5, Intermediate - ONLINE
NFON 0000
Prerequisites: Photoshop CS5, Introduction-Online

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 the 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 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 simple templates you can reuse. Note: you will need Adobe Photoshop CS5 for Windows or Macintosh. This can be part of the Creative Suite in Standard or Extended editions or it can be a stand-alone 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. 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 the 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
50145  North

Photoshop CS5, Introduction - ONLINE
NFON 0000
Prerequisites: None

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
50146  North

Photoshop Elements 10 for the Digital Photographer - ONLINE
NFON 0000
Prerequisites: If you're a novice with no photo-editing experience or you want to upgrade skills you learned in an earlier version of Elements, this course is for you.

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: Must have 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; Internet access; email; and the Internet Explorer or Netscape or Firefox Web browser; Note: This course is written for the Windows version of the software. Mac students are welcome, but will need to make standard Windows/Mac keystroke conversions—many of which are included in the course material. Teaching staff has Mac software and equipment available and can help troubleshoot with Mac students to complete course material if necessary.

$109  CEU 2.4  HRS: 24
50147  North

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
**PowerPoint 2010, Introduction - ONLINE**  
NFON 0000  
**Prerequisites:** None

In these lessons, you'll 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'll explore the latest features of PowerPoint, from the all-new File menu to the Backstage View. After that, you'll find out how to create dazzling presentations formatted with themes and a variety of slide layouts. You'll embellish your slides with text, objects, SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks, and you'll discover that global changes are a snap with the Slide Master. In addition, you'll find out how to download an online image and insert it onto a slide. You'll also discover how to edit clip art, images, WordArt, and shapes easily with the commands on the Ribbon. You'll explore the printing interface in Backstage View, and find out how to view your presentations in the new Reading View. Finally, you'll add versatility to your PowerPoint skills as you learn to save presentations as PDF files and videos.

Note: Must have 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); 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).

$109  
$24  
50151 North

**QuickBooks 2011, Introduction to - ONLINE**  
NFON 0000  
**Prerequisites:** Basic computer skills

This course is perfect for beginners or experienced QuickBooks users. In these lessons, you'll learn how to set up a chart of accounts, pay bills, invoice customers, create receipts, and reconcile your checking account. In addition, you'll 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); Microsoft Windows 7, Vista, or XP; 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). 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  
$24  
50153 North

**QuickBooks Performing Payroll 2010 - ONLINE**  
NFON 0000  
**Prerequisites:** Basic QuickBooks skills

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 website, 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: Must have 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); Microsoft Windows 2000, XP, Vista, or version 7; 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).

$109  
$24  
50154 North
QuickBooks Performing Payroll 2011 - ONLINE
NFON 0000
Prerequisites: Introduction to QuickBooks 2011
In this course, you'll master all the steps for setting up your payroll system. You'll 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'll get troubleshooting tips and solutions for common problems and mistakes. Whether you're 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.)
You will also need Microsoft Windows 2000, XP, Vista, or version 7; 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). The Macintosh, Simple-Start, and Online versions of QuickBooks are not supported in this course.
$109 CEU 2.4 HRS: 24
50155 North

SQL, Intermediate - ONLINE
NFON 0000
Prerequisites: SQL Introduction
In this course, you'll learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data. First, you'll explore how to write and implement complex queries on multiple tables simultaneously and how to apply advanced filtering techniques. You'll 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'll master advanced techniques for updating various types of data stored in your tables. You'll learn how to update a single field, multiple fields, multiple records, date fields, and calculated fields. And you'll see how to update and set NULL values using an update statement. In addition, you'll use advanced insertion techniques to add data to your tables and learn how to create, query, and modify temporary tables. You'll 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'll 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: Must have 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: www20.buyoffice.microsoft.com/usa/product. 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: www.microsoft.com/downloads/en/default.aspx. Any Windows Operating System; 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).
Note: This course is not suitable for Macintosh users.
$109 CEU 2.4 HRS: 24
50166 North

SQL, Introduction to-ONLINE
NFON 0000
Prerequisites: None
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.
Note: Must have 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). any type of computer with a Windows Operating System, and any desktop (standalone, not required to run over a server) Database Management System (DBMS) that supports the execution of Structured Query Language (SQL). Examples include Microsoft Access, SQL Server Personal Edition, SQL Server Desktop Engine (MSDE), SQL Server Evaluation Edition and Developer Edition, Oracle Personal Edition. Or any client/server (required to run over a server) database management system that is connected to a server and supports the execution of Structured Query Language. Examples include MySQL, Sybase, PostgreSQL, Microsoft SQL Server, SQL Server Enterprise Edition and Standard Edition.
$109 CEU 2.4 HRS: 24
50167 North
**Top Search Engine Postioning-ONLINE**  
NFON 0000  
**Prerequisites:** Completion of the 'Creating Web Pages' course or equivalent HTML experience  
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 website. 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.  
Note: Must have 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).  
$109  
CEU 2.4  
HRS: 24  
50159  
North  

**Web 2.0 Blogs, Wikis, and Podcasts-ONLINE**  
NFON 0000  
**Prerequisites:** Basic computer and internet skills including file management.  
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 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: Must have Microsoft Windows XP or Vista; 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).  
$109  
CEU 2.4  
HRS: 24  
50181  
North  

**Windows 7, Introduction - ONLINE**  
NFON 0000  
**Prerequisites:** None  
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's always a snap to find your files. In addition, you'll 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  
50182  
North  

**Web Pages, Creating -ONLINE**  
NFON 0000  
**Prerequisites:** None  
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  
50180  
North  

**What's New In Microsoft Office 2007-ONLINE**  
NFON 0000  
**Prerequisites:** This course assumes a basic knowledge of Word, Excel, PowerPoint and Access 2003, but all tasks are taught using simple explanations in an easy step-by-step format.  
In this course, you'll learn how to use the new features of Microsoft Office 2007. In each program, we'll take a quick tour that shows you how to perform the most common everyday tasks. You'll work with a flyer, a budget, a funding presentation, and an inventory database—all things you might need to produce in real life. And as you start to feel at home with the ribbon and tabs, you'll find that underneath that shiny new dashboard, many "nuts and bolts" of the programs aren't really all that different than before!  
Note: Must have Microsoft Office 2007 (Word, Excel, PowerPoint, and Access) SP1, (software must be installed and fully operational before the course begins); Microsoft Windows XP or Vista; Internet access to obtain clip art and templates is recommended but not absolutely necessary; 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).  
$109  
CEU 2.4  
HRS: 24  
50183  
North  

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
**Word 2003, Advanced-ONLINE**  
NFON 0000  
*Prerequisites: None*  
Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more.  
$109 CEU 2.4 HRS: 24  
50184 North

**Word 2003, Intermediate-ONLINE**  
NFON 0000  
*Prerequisites: None*  
Take advantage of Word 2003's publishing capabilities to create eye-catching documents.  
$109 CEU 2.4 HRS: 24  
50185 North

**Word 2003, Introduction-ONLINE**  
NFON 0000  
*Prerequisites: None*  
Learn how to create and modify documents with the world's most popular word processor.  
$109 CEU 2.4 HRS: 24  
50186 North

**Word 2007, Intermediate - ONLINE**  
NFON 0000  
*Prerequisites: Word 2007 Introduction*  
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  
50187 North

**Word 2010, Intermediate-ONLINE**  
NFON 0000  
*Prerequisites: Microsoft Word 2010*  
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  
50189 North

**Word 2010, Introduction-ONLINE**  
NFON 0000  
*Prerequisites: Microsoft Windows 7 or Vista or XP, Microsoft Word 2010 or Microsoft Office 2010 Home & Student or Microsoft Office 2010 Home & Business or Microsoft Office 2010 Professional; 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).*  
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  
50190 North

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
**INTRODUCTION TO NONPROFIT MANAGEMENT-ONLINE**
NFON 0000
*Prerequisites: None*
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
50229 North

**NONPROFIT FUNDRAISING ESSENTIALS - ONLINE**
NFON 0000
*Prerequisites: None*
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, Netscape, or Firefox Web browser required.

$109 CEU 2.4 HRS: 24
50228 North

**WRITING EFFECTIVE GRANT PROPOSALS-ONLINE**
NFON 0000
*Prerequisites: None*
Learn to prepare grant proposals that get solid results for your favorite organization or charity.

$109 CEU 2.4 HRS: 24
50219 North

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**HEALTHCARE**

**CERTIFICATE IN ISSUES IN OXYGENATION-ONLINE**
NFON 0000
*Prerequisites: None*
Ensuring adequate oxygenation is fundamental to the nursing care of many types of patients - from those with common colds to those recovering from coronary artery bypass grafting. This certificate program will provide a holistic and collaborative approach to the care of patients with disorders of oxygenation. Certified CNE hours awarded. Note: Internet access, email, and the Internet Explorer, Netscape, or Firefox Web browser required. Accreditation: ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation.

$225 CEU 1.5 HRS: 15
50041 North

**COMPLEMENTARY & ALTERNATIVE MEDICINE CERTIFICATE-ONLINE**
NFON 0000
*Prerequisites: None*
Enhance your professional marketability by gaining a broad understanding of alternative health care options. Certified CNE hours awarded.
Note: Internet access, email, and the Internet Explorer, Netscape, or Firefox Web browser required. Accreditation: ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation.

$215 CEU 3.2 HRS: 32
50038 North

**END OF LIFE CARE CERTIFICATE - ONLINE**
NFON 0000
*Prerequisites: Internet access, email, and the Internet Explorer, Netscape, or Firefox Web browser required. Accreditation: ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation.*
The U.S. population is aging at a rapid rate, and the number of individuals, young and old, who are living with debilitating, chronic, or terminal illnesses is also increasing. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing, new jobs are being developed, and new services created. If you work as a healthcare professional with this population, the program will provide continuing professional education and additional understanding of this special area and stay current with emerging trends. Certified CNE hours are awarded.

$205 CEU 2.6 HRS: 26
50039 North

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*To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838*
**EXPLORE A CAREER AS ADMINISTRATIVE MEDICAL ASSISTANT - ONLINE**
NFON 0000  
**Prerequisites:** none  
Learn what it takes to have a successful career as an administrative medical assistant in the exciting and high-demand world of healthcare.  
$109  
CEU 2.4  
HRS: 24  
50071  
North

**EXPLORE A CAREER AS A PHARMACY TECHNICIAN - ONLINE**
NFON 0000  
**Prerequisites:** High school diploma or GED  
Health care is a booming field these days, and pharmacy technicians are in high demand. In this course, you’ll explore your career opportunities as you gain the skills that can help you land an entry-level position as a pharmacy clerk or technician. You’ll discover the meanings of key pharmaceutical terms, learn about common categories of drugs and how they work, review the laws that govern pharmacy dispensing, and master the simple math that every pharmacy tech needs to know. You’ll also take a look at the many job settings and career paths open to you if you become a pharmacy technician. In addition, you’ll explore the steps you can take to boost your career by getting certified. By the time you’re done, you’ll be prepared to start your career in this popular and rapidly-growing field.  
Note: Internet access, email, and the Internet Explorer, Netscape, or Firefox Web browser required.  
$109  
CEU 2.4  
HRS: 24  
50245  
North

**EXPLORE A CAREER IN MEDICAL TRANSCRIPTION - ONLINE**
NFON 0000  
**Prerequisites:** None  
Take your first step toward a lucrative career as a medical transcriptionist! You’ll learn how to transcribe the most common medical reports used in both inpatient and outpatient settings. We’ll review a lot of the grammar you might have forgotten since high school and apply it to the reports. You’ll have the opportunity to listen to real dictation and transcribe it on your computer using the same tools real transcriptionists use. We’ll also look at how you can further your education to take advantage of the new job markets available to transcriptionists and position yourself for the future in this exciting field. By the end of the course, you’ll know the basics of the major reports and key clinical points of major disease processes.  
$109  
CEU 2.4  
HRS: 24  
50072  
North

**GERONTOLOGY CERTIFICATE-ONLINE**
NFON 0000  
**Prerequisites:** None  
With the population aging at a rapid rate, the number of individuals over 65 will more than double by the year 2020. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing. The Certificate in Gerontology represents a specialization in the field of gerontology. It is designed to enhance the knowledge and skills of healthcare professionals who work with older adults.  
ACCREDITATION: ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation. Certified CNE hours awarded  
Note: Internet access, email, and the Internet Explorer, Netscape, or Firefox Web browser required.  
$228  
CEU 4.0  
HRS: 40  
50040  
North

**HANDLING MEDICAL EMERGENCIES-ONLINE**
NFON 0000  
**Prerequisites:** None  
Medical emergencies occur suddenly and with little warning. Would you know how to confidently react if someone needed your help? This course will identify common medical emergencies affecting children and adults, help you recognize signs and symptoms, and show you how to render appropriate care.  
$109  
CEU 2.4  
HRS: 24  
50084  
North

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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
**Health and Healing Naturally, Introduction-ONLINE**
NFON 0000

*Prerequisites: None*

A naturally designed course for anyone who wants to learn how to promote wellness, balance and health in their daily lives. Students will gain a basic understanding of the field of natural health.

$109 CEU 2.4 HRS: 24
50113 North

**Human Anatomy & Physiology II-Online**
NNFO 0000

*Prerequisites: Human Anatomy and Physiology*

Cover more advanced topics than were discussed in Human Anatomy & Physiology. Start learning basic histology - the study of different body tissues. Then learn about the senses of sight, sound, taste, smell and touch. Understand about the organs that receive these senses and how the brain makes interprets them. Study the important topic of cellular metabolism - the chemical reactions that occur in cells. Learn about the classes of chemicals called acids, bases, and salts and their significance in the body. The next focus is the human life span. By the end of the course, you will have a greater appreciation of the complexity and wonder of the human body.

Note: Internet access, email, and the Internet Explorer, Netscape, or Firefox Web browser required.

$109 CEU 2.4 HRS: 24
50087 North

**Human Anatomy and Physiology ONLINE**
NFON 0000

*Prerequisites: None*

This course is a focus on the structure and function of the human body. You'll gain an understanding of basic chemistry, the human cell, and the anatomy of the body's organ systems and the jobs that they do. You'll also learn how our organ systems work together to allow us to process sensations, think, communicate, grow, move, reproduce, and stay alive. In addition, we'll talk about different disorders, recent advances in medicine, and ways to take care of our bodies.

$109 CEU 2.4 HRS: 24
50086 North

**Medical Math - ONLINE**
NFON 0000

*Prerequisites: None*

Master medical calculations in an engaging environment! In these fun and practical lessons, you'll gain the medical math skills you need to do anything from calculating dosages to using scientific formulas. You'll begin with a review of fractions, decimals, and percentages, and then cover the measurement systems and conversions used in the medical field. Before long, you'll be doing real-world dosage calculations for oral, parenteral, and intravenous medications. You'll also learn basic statistics with applications to the medical field. Whether you're new to medical math or want to enhance your skills, this course will give you the confidence you need to perform calculations with ease.

Note: Internet access, email, and the Internet Explorer, Netscape, or Firefox Web browser required.

$109 CEU 2.4 HRS: 24
50122 North

**Medical Terminology: A Word Association Approach-ONLINE**
NFON 0000

*Prerequisites: None*

Prepare for your career in the health care profession. This course teaches medical terminology according to each body system. Multiple graphics, study tips, and unusual facts make for a most enjoyable course.

$109 CEU 2.4 HRS: 24
50123 North
**PAIN ASSESSMENT AND MANAGEMENT CERTIFICATE - ONLINE**
NFON 0000

**Prerequisites: None**

Pain assessment and management is a crucial part of compassionate and effective patient care. Scientific advancements in the understanding of the mechanisms of pain, multidisciplinary methods of assessment and management, and the improvement of medications to treat pain have contributed to the wealth of knowledge in this area. If you work with patients who are in pain, this program will help you increase the accuracy of your pain assessment skills and become more effective in your pain management strategies. ACCREDITATION: ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation. Certified CNE hours awarded.

Note: Internet access, email, and the Internet Explorer, Netscape, or Firefox Web browser required. Accreditation: ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation.

$189  CEU 2.4  HRS: 24
50043  North

** PERINATAL ISSUES CERTIFICATE-ONLINE**
NFON 0000

**Prerequisites: None**

The demand for knowledgeable providers to meet the needs of childbirthing women, newborns, and families is dramatically increasing; new jobs are being developed and new services created. This program will keep healthcare professionals who work with this population (or would like to) current with emerging trends in this specialized area. Certified CNE hours awarded.

Note: Internet access, email, and the Internet Explorer, Netscape, or Firefox Web browser required. Accreditation: ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation.

$110  CEU 1.4  HRS: 14
50044  North

**SPANISH FOR THE MEDICAL PROFESSIONAL - ONLINE**
NFON 0000

**Prerequisites: None**

New to the Spanish language or just want a refresher, this fun and simple course will give you the basic tools you need to bridge the communication gap. With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it’s more crucial than ever for health professionals to your resume can broaden your career horizons. Starting with the basics of Spanish pronunciation, you'll move right into simple words for everyday topics including colors, numbers, phrases, family names and words for asking questions. You will discover how to ask about pain, symptoms, medical histories, insurance and patient's feelings. You'll also learn how to talk about body parts, diets and medical care and treatment. By the end of the course, you will have a strong foundation in basic medical Spanish that you can build on for years to come.

Note: Internet Access required

$109  CEU 2.4  HRS: 24
50161  North

**SPIRITUALITY, HEALTH & HEALING NATURALLY - ONLINE**
NFON 0000

**Prerequisites: None**

A naturally designed course for anyone who wants to learn how to promote wellness, balance and health in their daily lives. Students will gain a basic understanding of the field of natural health.

Note: Internet access, email, and the Internet Explorer, Netscape, or Firefox Web browser required.

$179  CEU 2.5  HRS: 25
50045  North

**VETERINARY ASSISTANT II: CANINE REPRODUCTION-ONLINE**
NFON 0000

**Prerequisites: None**

This course is the definite guide to the principles of sound dog breeding practices leading to the production of healthy puppies. If you are a veterinary assistant or preparing to become one, this course will help you to understand the essential facts so you can knowledgeably converse with clients on the complexities of canine reproduction. This course covers every essential facet of dog breeding, including assessing the health of candidates, common reproductive problems, determining pregnancy, finding out why a pregnancy fails, postpartum complications, caring for puppies, and more.

$109  CEU 2.4  HRS: 24
50032  North
Veterinary Assistant III: Practical Skills-ONLINE
NFON 0000
Prerequisites: None
Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner. Taught by a practicing veterinarian, this course includes exciting videos and interactive graphics that will put you right in the hospital. You'll learn restraint techniques and examination procedures, as well as how to collect and interpret blood and urine samples, assist in surgery, perform basic hygiene, take radiographs, and administer medications and vaccines.
$109 CEU 2.4 HRS: 24
50033 North

Veterinary Assistant, Become One-ONLINE
NFON 0000
Prerequisites: None
Do you like animals? Would you like to prepare for a career as a veterinary assistant? This course, taught by a practicing veterinarian and college instructor, will give you the information you need to counsel veterinary clients on pet nutrition, vaccinations, worms, fleas, first aid, euthanasia, and alternative medicine. You will also get a taste of how a veterinary hospital ticks as a small business by focusing on billing, workplace safety, and marketing through client education programs.
$109 CEU 2.4 HRS: 24
50031 North

Everyday Math-ONLINE
NFON 0000
Prerequisites: None
You'll get valuable hands-on experience and advice on using a calculator; determining the proper amount to pay in tips, discounts, and taxes; managing your income and expenses; checking your bills and bank statements for errors and overcharges; comparing investment vehicles; shopping for the best loans; buying a home; determining the right amount of paint, carpet, or tile for your next home improvement project; converting from one type of currency to another; calculating the chances that something will happen; interpreting a graph; comparing test results; understanding a statistical survey; and more.
$109 CEU 2.4 HRS: 24
50062 North

GED Preparation-ONLINE
NFON 0000
Prerequisites: None
Want to pass the GED? This course will help you develop the skills you'll need to succeed.
$109 CEU 2.4 HRS: 24
50077 North

GMAT Preparation-ONLINE
NFON 0000
Prerequisites: None
Discover powerful test-taking techniques and methods for improving your score on the GMAT.
$109 CEU 2.4 HRS: 24
50081 North

GRE Preparation Part 1-ONLINE
NFON 0000
Prerequisites: None
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
50082 North

GRE Preparation Part 2-ONLINE
NFON 0000
Prerequisites: None
Learn a variety of useful techniques for tackling the math section of the GRE (course 2 of 2).
$109 CEU 2.4 HRS: 24
50083 North

PERSONAL/PROFESSIONAL DEVELOPMENT

Achieving Success with Difficult People-ONLINE
NFON 0000
Prerequisites: None
Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.
$109 CEU 2.4 HRS: 24
50212 North

Discover Digital Photography-ONLINE
NFON 0000
Prerequisites: None
An informative introduction to the fascinating world of digital photography equipment.
$109 CEU 2.4 HRS: 24
50231 North

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Genealogy Basics-ONLINE</td>
<td>NFON 0000</td>
<td>Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots.</td>
</tr>
<tr>
<td>Get Assertive-ONLINE</td>
<td>NFON 0000</td>
<td>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.</td>
</tr>
<tr>
<td>Get Funny - ONLINE</td>
<td>NFON 0000</td>
<td>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.</td>
</tr>
<tr>
<td>Growing Plants for Fun and Profit-ONLINE</td>
<td>NFON 0000</td>
<td>An industry professional teaches you everything you need to prosper in the backyard nursery business.</td>
</tr>
<tr>
<td>Intro to Stock Options-ONLINE</td>
<td>NFON 0000</td>
<td>Learn how stock options can protect your portfolio and help you profit in any type of market.</td>
</tr>
<tr>
<td>Introduction to Algebra-ONLINE</td>
<td>NFON 0000</td>
<td>Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.</td>
</tr>
<tr>
<td>Introduction to Journaling-ONLINE</td>
<td>NFON 0000</td>
<td>Discover how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity.</td>
</tr>
<tr>
<td>LSAT Preparation Part 1-ONLINE</td>
<td>NFON 0000</td>
<td>Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (course 1 of 2).</td>
</tr>
<tr>
<td>LSAT Preparation Part 2-ONLINE</td>
<td>NFON 0000</td>
<td>Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers (course 2 of 2).</td>
</tr>
<tr>
<td>Learn to Buy and Sell on E-Bay-ONLINE</td>
<td>NFON 0000</td>
<td>Auction pros teach you how to work from home or earn extra income by buying and selling goods online.</td>
</tr>
</tbody>
</table>
**Luscious, Low Fat, Lightning Quick Meals-ONLINE**  
**NFON 0000**  
**Prerequisites: None**  
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 lower-fat recipes taste terrific. You'll see how you can get in and out of the kitchen quicker, and you'll explore a diettian'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  
50120 North

**Merrill Ream Speed Reading-ONLINE**  
**NFON 0000**  
**Prerequisites: None**  
Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.  
$109  
CEU 2.4  
HRS: 24  
50165 North

**Personal Finance-ONLINE**  
**NFON 0000**  
**Prerequisites: None**  
Protect your assets and discover how best to achieve all your financial goals.  
$109  
CEU 2.4  
HRS: 24  
50073 North

**Pleasures of Poetry-ONLINE**  
**NFON 0000**  
**Prerequisites: None**  
This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends.  
$109  
CEU 2.4  
HRS: 24  
50148 North

**Prepare for the GED Math Test-ONLINE**  
**NFON 0000**  
**Prerequisites: None**  
Master the skills you'll need to successfully pass Test 5 in the GED test series.  
$109  
CEU 2.4  
HRS: 24  
50076 North

**SAT/ACT Preparation-Part 1-ONLINE**  
**NFON 0000**  
**Prerequisites: None**  
So, you've decided you're going to college. Now you just need to take the entrance exams! This course will prepare you to take the verbal question types on both the ACT and the SAT. SAT/ACT Preparation Part I is designed to prepare you for the reading, English, and science sections of the ACT and the critical reading and writing sections of the SAT. You'll refresh your knowledge of verbal topics and learn techniques that can help you relieve test-taking anxiety.  
$109  
CEU 2.4  
HRS: 24  
50157 North

**SAT/ACT Preparation-Part 2-ONLINE**  
**NFON 0000**  
**Prerequisites: None**  
You've decided you're going to college. Now you have to sit through the entrance exams! This course will prepare you to fly through the math questions on both the ACT and the SAT. You'll refresh your knowledge of math subjects and learn techniques to help you move through the tests more quickly. We'll review arithmetic, algebra, geometry, trigonometry, and statistics as well as the Student Produced Response questions on the SAT. We'll practice techniques and approaches using similar exam questions and fully explain and interpret the correct and incorrect answers. Taking both courses in this two-part series will prepare you for question types on each test using test-taking techniques pioneered by Scott Hatch in 1980 and taught to thousands of college-bound students around the world.  
$109  
CEU 2.4  
HRS: 24  
50158 North

**Secrets of Better Photography-ONLINE**  
**NFON 0000**  
**Prerequisites: None**  
Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations.  
$109  
CEU 2.4  
HRS: 24  
50232 North
Stocks, Bonds, Investing: Oh, My!-ONLINE
NFON 0000
Prerequisites: None
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
50169 North

The Analysis and Valuation of Stocks-ONLINE
NFON 0000
Prerequisites: None
Discover valuable techniques that show you step-by-step how to research and value stocks.
$109 CEU 2.4 HRS: 24
50170 North

Teaching Professionals

An Introduction to Teaching ESL/EFL-ONLINE
NFON 0000
Prerequisites: None
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!
Note: Internet access, email, and Internet Explorer required.
$189 CEU 2.4 HRS: 24
50029 North

Creating a Classroom Website-ONLINE
NFON 0000
Prerequisites: None
You'll also 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!
Note: Internet access, email, and the Microsoft Internet Explorer or Mozilla Firefox Web browser required.
$109 CEU 2.4 HRS: 24
50049 North

Differentiated Instruction & Response to Intervention Connection-ONLINE
NFON 0000
Prerequisites: None
Note: Internet access, email, and Internet Explorer
$109 CEU 2.4 HRS: 24
50054 North

Differentiated Instruction in the Classroom-ONLINE
NFON 0000
Prerequisites: None
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.
$109 CEU 2.4 HRS: 24
50055 North

Empowering Students with Disabilities - ONLINE
NFON 0000
Prerequisites: None
This course gives you the tools to teach students with disabilities in order to succeed. Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs. You will discover ways to help these learners behave appropriately and make friends in your classroom.
Note: Internet access, email, and Internet Explorer
$109 CEU 2.4 HRS: 24
50058 North

Enhancing Language Development in Childhood-ONLINE
NFON 0000
Prerequisites: None
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.
$109 CEU 2.4 HRS: 24
50059 North
HOMESCHOOL with Success - ONLINE
NFON 0000
Prerequisites: None
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!
Note: Internet access, email, and Internet Explorer, Netscape, or Firefox Web browser required.
$109 CEU 2.4 HRS: 24
50085 North

INTEGRATING TECHNOLOGY in the K-5 Classroom-ONLINE
NFON 0000
Prerequisites: None
Join us for an exciting and fun-filled tour of the technology-friendly classroom. Educational technology is advancing at an astounding rate, offering today's busy teacher quick and easy solutions for more interactive lesson plans, exciting WebQuests, and challenging assignments. Discover the power and creativity that technology can bring to your classroom as we look at basic integration, subject-specific activities, and smart ways to make your integration seamless. Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.
$109 CEU 2.4 HRS: 24
50095 North

Microsoft PowerPoint 2007 in the Classroom-ONLINE
NFON 0000
Prerequisites: None
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. Note: Internet access, email, and Internet Explorer, Netscape, or Firefox Web browser required.
$109 CEU 2.4 HRS: 24
50124 North

Ready, Set, Read!-ONLINE
NFON 0000
Prerequisites: None
Learn what the newest research says about how children really learn to read and write and become a powerful guide to literacy development when you work with young children. Gain confidence in your ability to help a child's literacy development, and take pleasure in seeing how even the littlest events can be really big steps in reading and writing success.
$109 CEU 2.4 HRS: 24
50156 North

Solving Classroom Discipline Problems-ONLINE
NFON 0000
Prerequisites: None
Why do some teachers enjoy peaceful, orderly classrooms while other teachers face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers continually rate this course one of the most valuable they have ever taken.
$109 CEU 2.4 HRS: 24
50160 North

Teaching Preschool: A Year of Inspiring Lessons - ONLINE
NFON 0000
Prerequisites: None
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.
Note: Internet access, email, and Internet Explorer, Netscape, or Firefox Web browser required.
$109 CEU 2.4 HRS: 24
50171 North

Teaching Smarter with Smart Board-ONLINE
NFON 0000
Prerequisites: None
Using SMART Boards allows you to create multimedia lessons in the classrooms that engage learners and address their diverse needs. Note: Internet access, email, and the Internet Explorer or Microsoft Internet Explorer or Mozilla Firefox Web browser Adobe Flash and PDF required.
$109 CEU 2.4 HRS: 24
50172 North
**THE CLASSROOM COMPUTER-ONLINE**
NFON 0000
*Prerequisites: None*
Discover how the classroom computer can ignite a desire for learning in your students! You'll discover a wide variety of simple, field-tested techniques guaranteed to unleash the power of the computer throughout your curriculum.

$109  
50175  
North

**THE CREATIVE CLASSROOM-ONLINE**
NFON 0000
*Prerequisites: None*
Creativity will abound in your classroom as you tap into your students' hidden talents. Learn creative new approaches to learning labs, activities, exercises, assignments, field trips, and evaluation methods. Think beyond the textbook and challenge your students by making your classroom a creative classroom!

$109  
50176  
North

**USING THE INTERNET IN THE CLASSROOM-ONLINE**
NFON 0000
*Prerequisites: None*
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. The Internet can make teaching easier--this course will show you how.

$109  
50178  
North

**WRITING & LANGUAGE**

**A WRITER'S GUIDE TO DESCRIPTIVE SETTINGS-ONLINE**
NFON 0000
*Prerequisites: None*
Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.

$109  
50197  
North

**BEGINNING CONVERSATIONAL FRENCH-ONLINE**
NFON 0000
*Prerequisites: None*
Discover how easy it can be to learn common words and phrases for both leisure and business.

$109  
50074  
North

**BEGINNING WRITER'S WORKSHOP-ONLINE**
NFON 0000
*Prerequisites: None*
Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

$109  
50194  
North

**BUSINESS AND MARKETING WRITING-ONLINE**
NFON 0000
*Prerequisites: None*
Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

$109  
50034  
North

**ESL, GRAMMAR FOR-ONLINE**
NFON 0000
*Prerequisites: None*
If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed.

$109  
50060  
North
**ESL, Writing for -ONLINE**  
NFON 0000  
*Prerequisites: None*  
Learn how to write in English more effectively to succeed in college and at work.  
$109 CEU 2.4  HRS: 24  
50061 North

**Effective Business Writing-ONLINE**  
NFON 0000  
*Prerequisites: None*  
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.  
$109 CEU 2.4  HRS: 24  
50205 North

**Fundamentals of Technical Writing-ONLINE**  
NFON 0000  
*Prerequisites: None*  
Learn the skills you need to succeed in the well-paying field of technical writing.  
$109 CEU 2.4  HRS: 24  
50174 North

**Grammar Refresher-ONLINE**  
NFON 0000  
*Prerequisites: None*  
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.  
$109 CEU 2.4  HRS: 24  
50218 North

**Instant Italian-ONLINE**  
NFON 0000  
*Prerequisites: None*  
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!  
$109 CEU 2.4  HRS: 24  
50094 North

**Mystery Writing-ONLINE**  
NFON 0000  
*Prerequisites: None*  
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  
50196 North

**Speed Spanish I-ONLINE**  
NFON 0000  
*Prerequisites: None*  
Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.  
$109 CEU 2.4  HRS: 24  
50164 North

**Speed Spanish II-ONLINE**  
NFON 0000  
*Prerequisites: None*  
Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency.  
$109 CEU 2.4  HRS: 24  
50162 North

**Speed Spanish III-ONLINE**  
NFON 0000  
*Prerequisites: None*  
Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series.  
$109 CEU 2.4  HRS: 24  
50163 North

**The Craft of Magazine Writing-ONLINE**  
NFON 0000  
*Prerequisites: None*  
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  
50121 North

**Write Like a Pro-ONLINE**  
NFON 0000  
*Prerequisites: None*  
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  
50191 North
**Writeriffic 2: Advanced Creativity Training for Writers-ONLINE**
NFON 0000

*Prerequisites: None*

$109  CEU 2.4  HRS: 24
50192  North

**Writeriffic: Creativity Training for Writers-ONLINE**
NFON 0000

*Prerequisites: None*

Banish writer's block forever with these tricks from the published writer's toolbox.

$109  CEU 2.4  HRS: 24
50193  North

**Writing Great Technical Documents-ONLINE**
NFON 0000

*Prerequisites: None*

Learn how to write great technical documents from an award-winning technical writer.

$109  CEU 2.4  HRS: 24
50173  North

**Writing for Children-ONLINE**
NFON 0000

*Prerequisites: None*

Published children's author shows you how to touch the hearts of children by creating books for them.

$109  CEU 2.4  HRS: 24
50195  North
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, 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 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.

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.

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.

* 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.
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The following questions are used by the state to help provide support for our programs. Although not required, your cooperation in answering them is appreciated.

**RACE**
(Select all that apply)
(Mark with an X)

- (1) White
- (2) Black or African American
- (3) Asian or Pacific Islander
- (4) American Indian or Alaskan Native
- (5) Native Hawaiian
- (6) Not reported

**Home Address**
Street
Apt. No.
City
State
Zip code
County or Country

**Home Phone** ( )

**Work Phone** ( )

**Additional Information**
(Optional—Mark all that apply)

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

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.

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

**Registration Information**

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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: 281.476.1838, Fax: 281.476.1833
- North Campus: 281.459.7119, Fax: 281.459.7196
- South Campus: 281.922.3440, Fax: 281.922.3422

**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.”

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.