# Course Descriptions

# Continuing Education

# Spring 2012

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# Course Descriptions

## Corporate College

### ACNT 1002 – Accounting Fundamentals

This course is taught online. Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Focus on fundamental accounting concepts and their application to transaction analysis. Prepare and analyze financial statements for businesses. 2.4 CEUs – Fee $120

### ACNT 1002 – AC: Accounting I

This course is a part of the Accounting Clerk Certificate. Focus on fundamental accounting concepts and their application to transaction analysis. Prepare and analyze financial statements for businesses. 3.6 CEUs – Fee $170

### ACNT 1041 – AC: Accounting II

This course continues from Accounting I and is a part of the Accounting Clerk Certificate. Introduction to cost behavior, budgeting, responsibility accounting, cost control, product costing, break even analysis, incremental analysis, and decision-making and planning. 3.6 CEUs – Fee $170

### ACNT 1041 – Accounting Fundamentals II

This course is taught online. While it is true that accounting professionals are scarce, those with corporate accounting experience are even rarer. This course will build on the knowledge you gained in the online Accounting Fundamentals course (or another introductory accounting course) to provide you with a solid understanding of corporate accounting practices. Introduction to cost behavior, budgeting, responsibility accounting, cost control, product costing, break even analysis, incremental analysis, and decision-making and planning. 2.4 CEUs – Fee $120

### ACNT 1007 – Accounting for Non-Accountants

You don't need to be an accountant to understand the differences between debits and liabilities. This course is geared for those who must use accounting reports, but are not accountants. An examination of accounting fraud. Provides exposure to forensic techniques used in accounting. .8 CEUs – Fee $65

### ACNT 1031 – Tax Preparation – Individual

Gain insight and knowledge into the Federal Individual Tax Return. A study of the federal tax law for preparation of individual income tax returns. 4.8 CEUs – Fee $265

### BMGT 1004 – Intro to Business Analysis

This course is taught online. Give yourself an employment advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective business decisions. The days of making critical business decisions by instinct or coin toss are long gone. If you are planning a career in business, you cannot afford to miss this course! Interpreting data for effective problem solving and recommending corrective action. Emphasizes structured approaches to critical thinking and problem solving in the workplace. 2.4 CEUs – Fee $120

### BMGT 1010 – Fundamentals of Supervision

This course is taught online. If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. Supervisory tasks, leadership and motivational skills, communication processes, organizational design, and effective solution strategies. 2.4 CEUs – Fee $120

### BMGT 1010 – Supervision Skills

Have you recently been promoted? Has your job description changed so that you are now supervising others? This course will benefit you and help you to avoid

common mistakes. Supervisory tasks, leadership and motivational skills, communication processes, organizational design, and effective solution strategies. 1.6 CEUs – Fee $105

### BMGT 1018 – Fundamentals/Supervision II

This course is taught online. What does a supervisor or a manager need to know? Have you ever felt technically prepared for a supervisor's role, yet felt defeated by all of the people issues that seem to arise? You are not alone; many people feel the same way. A study of the role of the supervisor. Exploration of managerial functions as applied to leadership, counseling, motivation and human skills. 2.4 CEUs – Fee $120

### BMGT 1019 – Team Building

Principles of building and sustaining teams in organizations. Includes team dynamics, process improvement, trust and collaboration, conflict resolution, and the role of the individual in the team. 2.4 CEUs – Fee $120

### BMGT 1020 – Leadership

This course is taught online. Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don't hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life. Concepts and skills of leadership in the work setting. Introduces leadership and motivational theories and leadership styles. Includes evaluation of leadership performance. 2.4 CEUs – Fee $120

### BMGT 1020 – Leading Change

Concepts and skills of leadership in the work setting. Introduces leadership and motivational theories and leadership styles. Includes evaluation of leadership performance. 1.6 CEUs – Fee $105

### BMGT 1021 – Project Management Fundamentals

This course is taught online. There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. Methods for planning and controlling projects. Includes project management concepts and models, critical path, analysis of time/cost benefits, and resource utilization. 2.4 CEUs – Fee $120

### BMGT 1021 – Intro to Project Management

Methods for planning and controlling projects. Includes project management concepts and models, critical path, analysis of time/cost benefits, and resource utilization. 1.6 CEUs – Fee $105

### BMGT 1024 – Six Sigma: Applications

This course is taught online. Learn how to effectively apply the elements and methods of Six Sigma. Understand how more than 25 tools and methods relate to the DMAIC (define, measure, analyze, improve, and control) model. Determine the relationship of basic statistics to Six Sigma and learn about the Six Sigma business case including strategic planning, the voice of the customer (VOC), quality function deployment (QFD), benchmarking, and financial investment methods. Principles and elements of total quality management. 2.4 CEUs – Fee $120

### BMGT 1024 – Six Sigma: Fundamentals

This course is taught online. Learn how to effectively apply the fundamentals of total quality. Understand what quality is and learn about the history of the quality movement. Discover the role of customers in quality and determine the major elements of a quality system. Master key concepts such as the cost of nonquality, variation, and total employee involvement (TEI). Increase your value to your company by learning about various motivational models, leadership, and teamwork. Principles and elements of total quality management. 2.4 CEUs – Fee $120

### BMGT 1036 – Purchasing Fundamentals

This course is taught online. Discover and master the fundamentals of purchasing by understanding your strategic and tactical roles as a purchasing practitioner.

Improve your company's bottom-line profitability by learning and implementing key concepts such as negotiation, supplier sourcing and qualification, outsourcing and make-or-buy analysis. Learn the basics of supplier partnerships, capital budgeting and green buying. Materials management concepts, planning, pricing and negotiations, product commodity purchase analysis, measurement, appraisal, and legal and ethical considerations. 2.4 CEUs – Fee $120

### BMGT 1052 – Supply Chain Management

Procedures/methods of evaluating vendors, supplier certification, and partnering between buyers and suppliers. 4 CEUs Fee $225

### BMGT 1053 – Ethics in the Workplace

Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility. 1.6 CEUs – Fee $105

### BMGT 2002 – Procurement Training

Intensive training in the specific concepts and skills related to the processes by which a firm or organization contracts to purchase or sell goods and services. This course was designed to be repeated multiple times if content varies. 1.6 CEUs – Fee $105

### BUSG 1005 – Managing Customer Service

This course is taught online. As a manager, you probably interact with customer service personnel every day. But are you empowering your organization with quality customer service suggestions? In this six-week online course, you'll discover the dynamite methods for bringing out the best in your team, measuring customer service, and learning what you need to do to anticipate the needs of your reps and your customers. As an added bonus, you'll unlock the power of leading by example and setting new trends for customer service in your growing business. The process of providing service to a diverse customer base. 2.4 CEUs – Fee $120

### COMG 1003 – AC: Business English & Math

Be more effective and get your numbers right! This course is a part of the Accounting Clerk Certificate. Addresses essential listening, speaking, reading, writing, and computational skills required by business and industry. Improvement of communication skills related to successful job performance. 3.6 CEUs – Fee $170

### ETWR 1005 – Effective Business Writing

This course is taught online. Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don't let small gaps in your business writing skills prevent you from reaching your full potential! It doesn't matter whether you're a clerical worker, an engineer, or an executive. Introduces elements of grammar, composition, basic writing and editing skills for technical writing. Focuses on the use of technical terms, graphics, and formatting technical documents. 2.4 CEUs – Fee $120

### ETWR 1005 – Fundamentals of Technical Writing

This course is taught online. Do you have a knack for explaining complex subjects in a way that makes them easy to understand? If so, you should consider entering the well-paying field of technical writing. This course will teach you the skills you need to succeed as a technical writer. Introduces elements of grammar, composition, basic writing and editing skills for technical writing. Focuses on the use of technical terms, graphics, and formatting technical documents. 2.4 CEUs – Fee $120

### ETWR 1005 – Technical Writing

Introduces elements of grammar, composition, basic writing and editing skills for technical writing. Focuses on the use of technical terms, graphics, and formatting technical documents. 1.6 CEUs – Fee $89

### SPNL 1001 – Spanish for Healthcare

Many of our clients and patients speak Spanish and are comfortable with their native tongue. Healthcare can be stressful enough without being able to communicate effectively. Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or a physician's office. 3.6 CEUs – Fee $170

### SPNL 1091 – Spanish for Business

Do your customers speak Spanish? Would your customers feel more comfortable if you could use some Spanish when completing a transaction? This this course is for you. Development of Spanish oral and written communication skills related to the business environment including a review of basic Spanish grammar. 3.6 CEUs – Fee $170

### HRPO 1000 – Human Resource Fundamentals

Whether you work in Human Resources or you must work with Human Resources, this course can benefit you. Introduction to the theory, practice, and law of human resource management. 1.6 CEUs – Fee $105

### HRPO 1000 – Understanding Human Resource

This course is taught online. No matter what role we play in an organization, we are all affected by human resources. This course is designed to help people without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. Introduction to the theory, practice, and law of human resource management. 2.4 CEUs – Fee $120

### HRPO 1004 – Employment Law Fundamentals

This course is taught online. Learn the basics of employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist, or corporate executive. Overview of laws and legal issues related to employment practice. This course was designed to be repeated multiple times if content varies. 2.4 CEUs – Fee $120

### HRPO 1007 – Performance Evaluation

Assessment evaluation theories and how they apply to human performance. 1.6 CEUs – Fee $105

### HRPO 2008 – Behavioral Interviewing

Competency-based interviewing and selection techniques. 1.6 CEUs – Fee $105

### MRKG 1032 – Effective Selling

This course is taught online. Steps of the selling process to include one or more of the following: prospecting, approach, presentation, handling objections, closing, and follow-up. 2.4 CEUs – Fee $120

## Personal Interest

### AED 107N – Shopping Corpus Christi

Did you know that Corpus Christi is a shopper's paradise? It is! But even if you have lived here many years, you might not know where the best values can be found. Join us while we discover the best places to shop for value, economy, and customer service. Fee $31

### AED 112 – Genealogy Basics

This course is taught online. Tracing your family's history is a fascinating journey. Who will you discover? Genealogy Basics will help you understand the genealogy research process and the way we interpret the information we find. This course guides you through the search process for family names using several subscription-based Web sites, which you can access while you're enrolled in the class. Fee $120

### AED 113N – Get Funny

This course is taught online. The ability to create humor is a skill many people don't have, yet wish they did. If you're interested in learning how to come up with jokes or witticisms on the fly, punch up dull material for an audience, or make a living as a comedy writer, this course will get you going. Fee $120

### AED 114N – Intro to Natural Health and Healing

This course is taught online. Would you like to learn more about natural health but don't know where to start? If so, then this is the course for you! We'll discuss the various stages of health and illness, and you'll discover that true health means wholeness of the mind, body, and spirit. You'll start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health. We'll also explore naturopathy, which seeks ways for the body to heal itself. Fee $120

### AED 115N – Explore Careers in Energy

From solar panels to wind energy to the latest 'shale,' join us for a day to find the career in the exciting energy field that fits you. Determine your career path and what you need to make that first step. Fee $55

### AED 656N – Spanish, Beginning

Need to read, write, and speak Spanish? This course is for you. Learn the basics of Spanish through an integrated system of listening, speaking, reading, and writing. Fee $205

### AED 657N – Spanish, Intermediate

Have you completed Spanish, Beginning? Are you ready for the next level? Learn Spanish in an integrated format combining listening, speaking, reading, and writing. Fee $205

### AED 658N – Spanish Conversation

If you need to speak and understand oral Spanish, this class is for you. If you are already taking another Spanish course, but need that extra help in speaking and listening, sign up! Learn to understand and speak Spanish using correct pronunciation and grammar. Fee $205

### CHEF 100N – Secrets of the Chefs

Tired of fixing the same old meals? Not sure what spices go together? Want to learn how to make flavors pop? Learn the techniques that the pros use and what will bring them running to your dinner table. Fee $145

### ENGL 100N – Journaling/Creative Writing

One of the best outlets we have in this complicated and stressful world is journaling. Learn how to organize your thoughts into something creative. Who knows where this 'hobby' will lead? Fee $85

### ENGL 101N – Writing Children's Books

Are you the next J. K. Rowling? Or would you just like to write stories for your own children/grand children? Children's books have unique components and an understanding of their development can help make your story a success. Fee $145

### ENGL 103N – Pleasures of Poetry

This course is taught online. If you want to write poetry, this course will help you to create your best possible work. You'll learn the formal elements of the craft, become aware of how particular forms work, and explore many avenues for possible poetry topics. Interactive exercises will help you to create at least one poem with formal

elements, and you'll receive instruction and commentary in a constructive and nurturing environment. If you're serious about becoming a published poet, you'll also learn how to prepare a manuscript for publication and where to send it for the best possible results. Fee $120

### HALT 1008 – Basic Landscape Design

Nothing says "Welcome" better than a well-landscaped entrance. Turn your green thumb into a profession. A study of the skills required in treatment, remediation, and disposal processes of solid waste, hazardous materials, and hazardous waste. Emphasizes the technologies applicable in the field. 3 CEUs – Fee $175

### ITSW 100N – Social Networking Sites

This will be the best 4 hours you ever spent learning how to 'tweet' and post to someone's wall in Facebook. These tools are not just to keep up with your family and friends, but can be a business tool as well. Fee $45

### VTHT 100N – Pet Grooming

Proper pet grooming can come at a premium. You can learn to do this for your pets or for someone else's. Learn the proper techniques in cutting, shaving, and bathing pets. And learn how to keep a pet calm throughout the process. Fee $285

### ARTS 102N – Crafting 1

Proper pet grooming can come at a premium. You can learn to do this for your pets or for someone else's. Learn the proper techniques in cutting, shaving, and bathing pets. And learn how to keep a pet calm throughout the process. Fee $73

### ARTS 103N – The Art of Feng Shui

This ancient Chinese art will help you create spaces that direct positive energies. The words literally mean wind and water which are thought to promote the health and good fortune of those occupying a particular space. Learn how to develop good feng shui in your spaces. Fee $110

### ARTS 105N – Drawing for the Beginner

This course is taught online. Have you always been interested in drawing, but never really knew how to get started? If so, then this is definitely the course for you! Gain a solid foundation and understanding of the basics to drawing and become the artist you've always dreamed you could be! Fee $120

### MUSC 101N – Music Made Easy

This course is taught online. If you enjoy music and would like to know more about what makes it work, this is the course for you. You'll gain a complete understanding of rhythm, melody, and harmony, and you'll be able to recognize pitches on the musical staff and on the keyboard. Fee $120

### PHTC 1091 – Digital Photography I

Learn to about and how to use digital cameras. Real photographs are preferred in advertising and other venues. Even professional photographers are using digital cameras. Good photography is required in many fields from forensic science to web development. 4.2 CEUs – Fee $175

### PHTC 1091 – Digital Photography II

A continuation of Digital Photography I with the addition of using software to make your pictures perfect. 4.2 CEUs – Fee $175

### BNKG 101N – Stock Options, Intro

This course is taught online. Learn how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. This course will teach you how to protect your portfolio and profit in a down market, an up market, or even a flat market. Learn to leverage your investment dollars for potential profits that surpass those possible with stocks. Fee $120

### BNKG 102N – Keys to Money Management

If you're interested in discovering how most wealthy people amassed their fortunes, this is the course for you. Contrary to popular opinion, most of us don't achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. If you're serious about accumulating a sizable nest egg and living the life of your dreams, this course will supply you with the knowledge and skills you'll need to succeed. Fee $120

### BNKG 103N – Personal Finance

This course is taught online. Do you have clear financial goals? Do you know if you have enough money to buy a car or house, if you can afford to take a cut in pay in order to go back to school, if you will have enough money to retire? Fee $120

### BNKG 104N – Stocks, Bonds, and Investing

This course is taught online. Looking for a good solid class in the basics of stocks, bonds, finance, and investing? Haven't the slightest clue how to prepare for retirement, pay for college, or even manage your personal finances? Wish you had some guidance to put your finances into clear and understandable perspective? And do you wish you could do it all without having to pay a broker or a financial advisor? Well, look no further. The class you need is right here! Fee $120

### BNKG 105N – Where Does All My Money Go?

This course is taught online. Ever get frustrated that you never seem to get ahead? Are you and your family constantly arguing about money? Do you ever wonder where your money went last month? Do you have trouble saving money? Do you wish you had financial security? Want to work on paying down your debt but don't know where to find the money? Fee $120

### BNKG 106N – Financial Peace

Do you worry about your next electric bill? Is your budget a nightmare? Do you have a budget? Learn some simple steps to bring about Financial Peace. Fee $130

### EDTC 101N – A+ Tutoring

Whether it is Math, Science, or English - we have the ability to help your child do his/her best. Experienced teachers will give children that one on one attention, peer tutoring groups, and other innovative teaching methods to help your children develop good study habits that just might take them through to a college degree. This course is designed for tutoring and enrichment. Fee $145

### CK 147N – Kids Keyboarding

Get the tools so that next term paper is flawless. Learn the proper posture, home row keys, and techniques to improve speed and accuracy. Please bring a flash drive to save your work. Fee $50

### EDUC 100N – Homeschooling with Success

This course is taught online. Homeschooling can be a bit of a mystery if you're new to the topic. In this course, we'll start at the beginning, delving into the history of homeschooling and examining its status today in all 50 states. You'll see how to find the laws and regulations that govern your community--and you might be surprised to learn that homeschooling is legal and growing all around you. As you discover what you need to know to homeschool your children, you'll also become familiar with the terminology the homeschool community uses. Fee $120

### ESL 100N – US Citizenship Preparation

This course is designed to prepare beginning and intermediate level adult students for the immigration and naturalization process. Emphasis is placed upon U.S. history, civics and life skills. Fee $145

### COMG 1011 – ESL/Reading & Writing at Work

Learn to read and write in English to fill out job applications and do better at work. Designed to be repeated with varying content for speakers of languages other than English, exposing students to the uses of language in industry specific job related contexts. 2.0 CEUs – Fee $105

### COMG 1015 – ESL/Speaking & Listening at Work

Learn to Speak and Listen better in English to improve on-the-job communication. Designed to be repeated with varying content. Skill development in pronunciation and use of job-related vocabulary. Includes non-verbal communication techniques. 2.0 CEUs – Fee $105

### DANC 100N – Learn to Dance

There are many forms of exercise, but one of the most fun forms is dance - and the opportunities to dance abound. Get your coordination by learning. Fee $61

### PHED 104N – Golf, Beginning

Learn to play the sport that gets you out in the fresh air and encourages walking. Golf is one of the few sports that you can play for many years. In this course, you will learn the basics of the golf swing, how the various clubs are used, and the rules of the game. Classes held at the Gabe Lozano course. There is a $5 fee for each bucket of balls. Fee $100

### PHED 105N – Swim to Stay Fit

If swimming is your exercise of choice, this is the course for you. There are only 8 available slots, so register early. Swim your laps with the advice and direction of a trained instructor. Appropriate swimming attire is required. Fee $125

### PHED 106N – Water Exercise

Water exercise will keep the pressure off your joints and you won't even realize you're sweating. Water can be its own resistance in this popular way to increase and maintain fitness. Appropriate swimming attire required. Fee $125

### PHED 108N – Tennis

Whether you are a beginner or you already have that ace serve, practice makes perfect and we could all use a few pointers. Join us as we improve our game. Students will need to bring a racket and 3 pack of balls. Fee $115

### PHED 109N – Yoga

Yoga can help with strength, flexibility, balance, and stress. Learn the basic moves in a relaxed atmosphere to de-stress your way to a better you. Fee $75

### PHED 110N – Tai Chi for Relaxation

Tai Chi has been recommended for decreasing stress and anxiety. This ancient Chinese martial art has evolved into slow, controlled, continuous movement that can improve strength, flexibility, and balance. Join us to learn how to live in the moment. Fee $65

### GERS 100N – Assisting Aging Parents

This course is taught online. Are your parents in their golden years? Learning how to help parents or other loved ones through their transition can prepare us for our own. This compassionate and comprehensive class will give you the tools, techniques, and insights for this passage. Growing older is a part of life. Some aspects are joyful, some bittersweet, some frustrating, some frightening. You will learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources to help. Fee $120

### HPRS 100N – Lose Weight and Keep It Off

This course is taught online. Do you want to lose weight and keep it off? Now you can! In this comprehensive course, you'll discover how to establish a healthy approach to weight loss and weight maintenance. You'll master how to set and achieve weight-loss and weight-maintenance goals that make sense for you. Fee $120

### LGLA 100N – Why You Should Have a Will

This course is NOT taught by an attorney, so do not expect a lot of legalese. Learn what should be in a will and what should NOT be in a will and the problems that can be associated with not having a will. When you finish this course, you should be able to make a list of those things that you want in YOUR will. Fee $40

### ITNW 1007 – SEP: Internet, Beginning (Age 55+)

If you have successfully completed POFI 1004, SEP: Windows, or you are familiar with a computer, this course may be your next step. Learn to access the World Wide Web and get the most out of your searches. Introduction to the Internet including email, home page, and how to perform basic research to address company/business needs. Fee $4

### ITSC 1012 – SEP: Beginning Computers (Age 55+)

Have you just received a new computer? Would you like to do more than play solitaire? This is the first course in learning the computer. Computer systems and their uses in today's business communities. Fee $4

### SEPX 101N/102N/103N – Senior Swim (A, B, or C) Age 55+

The physical aspects of health include mobility, stamina, strength, and flexibility. Get all four in one course without the stress on joints and tendons received in regular exercise classes. Water temperature is maintained at recommended levels. Students MUST have completed a Health History and provided a doctor's release a minimum of once a year in order to participate in this course. Fee $10

### SEPX 104N – Playing Cards Age - 55+

Has it been a while since you played Pinochle? Have you ever played Hearts or Spades? Playing cards is fun, sociable, and a great way to keep your mind sharp. Join us for a refresher or to learn for the first time. Fee $4

### SEPX 105N – Train the Trainer – Computers - Age 55+

Have you thought about becoming a computer instructor? If you have good computer skills and would like to teach in our Senior Education Computer Program, this is the course for you. Be advised that not all applicants may be accepted. Fee $4

### SEPX 106N – Jewelry Making - Age 55+

Jewelry always makes a good gift even if it is for yourself. Learn to make pieces that will accent any fashion statement and do to it on a budget! Various jewelry making techniques will be taught. Fee $4

### SEPX 107N – A Balancing Act - Age55+

As we become more mature, we have a tendency to lose three things: strength, flexibility, and balance. This course will help you maintain and improve your balance which may minimize the possibility of falling. Join us for a fun-filled class that will also improve our balance. Fee $4

### SEPX 108N – Where There's a Will, There's a Way – Age 55+

Although you may be gone, your will can create a legacy that will last a long time. Learn the parts of a will, why it is so important, and what steps you can take to create your legacy. Fee $4

### SEPX 109N – The Great Outdoors – Age 55+

We are fortunate to have great weather a good part of the year which gives us opportunity for two great activities: Birding and Gardening. Come join this class to get the best of both! Fee $4

### SEPX 110N – Crimes and Trials – Age 55+

Seems like there is always another CRIME OF THE CENTURY. But have you ever wondered why a judge did something or how a jury came to a certain decision? Here's your chance to find out AND ask all those burning questions you have had for years. Fee $4

### SEPX 111N – Protect Against Fraud and Scam – Age 55+

Seniors can be the most vulnerable when it comes to fraud and scams. Have you received an email about helping someone get their money? Of course you have. Learn how to protect yourself and your assets in this course. Fee $4

## Industry

### DFTG 1000 – AutoCAD Refresher

Are you a little out-of-practice with AutoCAD? Our instructor will help you get back on track. A supplemental course to Basic Computer-Aided Drafting using an alternative computer-aided drafting (CAD) software. 2.4 CEUs – Fee $145

### DFTG 1014 – AutoCAD, Beginning

Introduction to computer aided drafting. Emphasis is on setup, creating and modifying geometry, storing and retrieving predefined shapes; placing, rotating and scaling objects, adding text and dimensions, using layers, coordinate plot/print to scale. Topics include CAD equipment selection and interface; software selection and installation; creating, editing and plotting of line drawings for architectural, electrical, circuit, mechanical, or interior design; `create/modify graphic elements, storing and retrieving predefined components; and adding text and dimensions. 2.0 CEUs – Fee $115

### DFTG 1050 – AutoCAD, Intermediate

The next step in computer aided drafting. Emphasis is placed on creating working drawings such as orthographic and isometrics with advance dimensioning. Also, mesh modeling and plot/print to scale is included. A course in creating, storing, and retrieving predefined components and adding text and dimensions to drawings. 2.0 CEUs – Fee $115

### DFTG 2004 – AutoCAD, Advanced

The final step in computer aided drafting includes external referencing and creating presentation drawings with wire frame, solid modeling, rendering, and animation. Two- and three-dimensional drawings using three-dimensional display options and specifying user-defined coordinate systems. 2.0 CEUs – Fee $115

### DFTG 2008 – Revit

REVIT is one of the newest AutoCAD packages. Computer Aided Drafting (CAD) package and knowledge necessary to perform specific operations in a particular occupational setting. 4.0 CEUs – Fee $225

### ARCE 1042 – Reading Specs

Study of ordinances, codes, and legal documents as they relate to specifications and drawing. Discussion of owner-architect-contractor responsibilities, duties, and legal relationships. 4.8 CEUs – Fee $265

### IEIR 1020 – Basic Electrical Skills

A study of electricity and its use in a process control system and the production process. Topics include the conversion of electricity to mechanical, fluid, or thermal energy. 4.8 CEUs – Fee $265

### ELPT 1001 – National Electrical Codes

Includes minimum requirements for approval of electrical installation specified by the National Electrical Code (NEC). Examination of all aspects of electrical installation from the standpoint of safety for personnel and equipment. 9.8 CEUs – Fee $445

### ELPT 1003 – PLC Training

Basic hardware and software applications for industrial Programmable Logic Controllers (PLC). Includes power supplies, discrete Input/Output (IO) modules, programming devices, processors, basic logic elements, timers, and counters. 1.6 CEUs – Fee $105

### ELMT 2051 – Power Generator Fundamentals

Electrical power production including identification and function of power plan equipment. Topics include the introduction of power plant operations to include basic power plant cycles, basic power plant systems, boilers, turbines, generators, field devices and instrumentation, control and electrical systems. 6.4 CEUs – Fee $345

### INMT 1000 – LEAN (Manufacturing)

Study of principles of lean manufacturing; including a systematic approach to reducing costs and lead-time. 4.0 CEUs – Fee $225

### INMT 1005 – Basic Industrial Mechanics

Basic mechanical skills and repair techniques common to most fields of industrial maintenance. Topics include precision measuring instruments and general safety rules common in industry, including lock-out/tag-out. 4.8 CEUs – Fee $265

### PFPB 1001 – Basic Pipe Fitting: Installation and Rigging

Fundamentals of pipe fabrication, calculating fitting take-off, and installation. Includes valve identification and installation, basic rigging applications and identification of rigging hardware, safety procedures, trade math applications, and process pipe blueprint reading. 3.2 CEUs – Fee $153

### AED 115N – Explore Careers in Energy

From solar panels to wind energy to the latest 'shale,' join us for a day to find the career in the exciting energy field that fits you. Determine your career path and what you need to make that first step. Fee $55

### FPTA 1007 – Incident Command System

Preparation of the firefighter for functioning within an incident management system. Topics include the management system components, functions, responsibilities, and procedures. 1.6 CEUs – Fee $81

### FPTA 1016 – Live Fire – Fire Extinguisher

An introduction to the selection and use of portable fire extinguishers. .8 CEUs – Fee $75

### FPTA 1029 – Hazmat Tech Refresher

Recognition and identification of hazardous materials. Includes risk assessment and use of chemical information resources. 1.6 CEUs – Fee $105

### FIRS 1030 – Live Fire – Fire Brigade

Basic firefighting skills required for industrial fire brigade personnel. 1.6 CEUs – Fee $105

### EPCT 1000 – HF/HCL Treatment

Training for Awareness/Operations personnel as mentioned in the Code or Federal Regulations, 29 CFR 1910.120, Subpart Q. 1.6 CEUs – Fee $120

### EPCT 1059 – HAZWOPER

A refresher course covering the requirements for Hazardous Waste Operations and Emergency Response as found in OSHA 29 CFR-1910.120. 1.6 CEUs – Fee $105

### EPCT 2037 – NIMS Site Management

Research techniques required to perform site assessment. Emphasis on the American Society of Testing Materials (ASTM) and Comprehensive Environmental Response Compensation Liability Act (CERCLA) Super Fund Standards. 3.2 CEUs – Fee $185

### TECM 1013 – Math for the Energy Industry

Get the math skills you need to be successful in the energy field. Math skills applicable to business and industry for successful on-the-job performance. 2.4 CEUs – Fee $120

### TECM 1013 – Math for Manufacturing

To work in just about any area of manufacturing, you have to have good basic math skills. Sharpen your skills with us in this short course. Math skills applicable to business and industry for successful on-the-job performance. 2.4 CEUs – Fee $145

### PTAC 2046 – Process Troubleshooting

Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems. 4.8 CEUs – Fee $265

### OSHT 1015 – Safety and Accident Prevention

Recognize and evaluate hazards in the workplace and implement control measures including engineering, administrative, and personal protective equipment. 2.4 CEUs – Fee $145

### OSHT 2011 – Regulatory Safety

Explores the major safety issues that affect the work place, including general safety awareness, loss control and regulatory compliance. 1.6 CEUs – Fee $105

### SRVY 1001 – Surveying Basics

An overview of the surveying profession. The history of surveying and its impact on the world. Review of the mathematics used in surveying. Introduction to basic surveying equipment with emphasis on measurements. Instruction on surveying procedures and the limitation of errors. Calculation to determine precision and error of closure. 4.8 CEUs – Fee $265

## Computer Training

### ITSW 1022 – MS Excel, Beginning

MS Excel is one of Microsoft's most versatile programs. From lists to financial reports, MS Excel can do it all. Instruction in terminology, program parameters, display characteristics, formatting features, mathematical functions, and printing. Textbook required. 1.6 CEUs – Fee $90

### ITSW 1037 – MS PowerPoint, Beginning

Everyone uses PowerPoint, from churches to candidates. Learn how to create dynamic presentations to accent your next lecture or speech. Introduction to computerized presentation graphics that leads the participant through planning, design, and production of business graphics and charts. Presentation files are produced utilizing multimedia software. Textbook required. 1.6 CEUs – Fee $90

### ITSW 1053 – MS Access, Beginning

If you need to manage data or you need to create forms and utilize the data from those forms, Microsoft Access will work for you. An introduction to database concepts including: Program parameters, data dictionary, optional field characteristics calculations, constant default values, data entry form design, database organization and report generation. Textbook required. 1.6 CEUs – Fee $90

### ITSW 1058 – Adobe Acrobat 9, Intro

This course is taught online. Everybody knows what a PDF document is, right? It's a file that you print. If that's all you've seen Acrobat do, you're in for a huge surprise! In this course, you'll discover how to bring together a wide range of content from dozens of programs that you can reuse and customize in Acrobat 9 Pro. Need to change some text? No problem. Create a new file? That's easy. Add a page from this file and an image from that file? Not a big deal. This software allows you to do all that and more! Computer applications and knowledge necessary to perform specific operations in a particular occupational setting. This course was designed to be repeated multiple times to improve student proficiency. 2.4 CEUs – Fee $120

### ITSW 1058 – Crystal Reports 10, Intro

This course is taught online. Discover the secret techniques pros use to produce handsome reports that clearly convey almost any type of information to any type of audience. This class will help you unleash the hidden power of Crystal Reports to present database or accounting information in a way that unmistakably communicates the points you want to make. Computer applications and knowledge necessary to perform specific operations in a particular occupational setting. This course was designed to be repeated multiple times to improve student proficiency. 2.4 CEUs – Fee $120

### ITSW 2047 – MS Access for Professional Use

This course is taught online. Create queries and reports and make Access database applications easier to use by building a switchboard. Secure the database by making it password protected. Students will need a basic understanding of Access to complete this class. Students will need a copy of Office. a 30-day trial is available. Textbook included. Advanced concepts of relational database management, hierarchical models, network models, relational models, table merging, relational capabilities, report generation, security features, data file transfer, graphics support, and macro commands. 1.6 CEUs – Fee $215

### GRPH 1001 – Adobe InDesign CS5, Intro

This course is taught online. 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. You'll discover that you don't need to be a designer or an artist to produce beautiful documents! Production of business forms, reports, catalogs, lists and other printed matter. Includes page formatting and text manipulation. 2.4 CEUs – Fee $120

### INEW 1000 – ASP.Net, Intro

Learn how to use Microsoft's Visual Web Developer to create exciting, interactive, and polished Web sites with ASP.NET. 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. Server side web programming concepts to implement solutions for

common web programming tasks. Includes Basic ASP.NET web controls, user management and authentication, and development of database-driven web applications. 2.4 CEUs – Fee $120

### ITSE 1000 – C++ for the Absolute Beginner

This course is taught online. Learn how to use Microsoft's Visual Web Developer to create exciting, interactive, and polished Web sites with ASP.NET. 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. Fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. 2.4 CEUs – Fee $120

### ITSE 1003 – C# for the Absolute Beginner

This course is taught online. 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. Basic programming concepts and techniques. Topics include familiarization with and utilization of computer systems; developing logic; preparing top-down design of problems; and creating programs. 2.4 CEUs – Fee $120

### ITSE 1003 – Programming, Intro

This course is taught online. Take your first steps toward a career as a computer programmer! In this course, you'll learn to use Just BASIC, a free Windows programming language, to create stand-alone applications for professional or personal use. Basic programming concepts and techniques. Topics include familiarization with and utilization of computer systems; developing logic; preparing top-down design of problems; and creating programs. 2.4 CEUs – Fee $120

### ITSE 1055 – Java Programming, Intro

If you want to learn computer programming but don't have any prior experience, you'll enjoy a tour of Java, one of the most widely used computer languages in the world. It’s a breeze to learn in a friendly and supportive environment. Introduction to scripting languages including the use of basic data types, control structures, regular expressions, input/output, and textual analysis. 2.4 CEUs – Fee $120

### ITSE 1055 – PHP & MySQL Programming, Intro

This course is taught online. Learn how to create an interactive Web site, allowing visitors to post and retrieve information provided by you or your site's visitors. In this six-week online course, you'll see how to create dynamic Web pages using the PHP programming language and the MySQL database server. Introduction to scripting languages including the use of basic data types, control structures, regular expressions, input/output, and textual analysis. 2.4 CEUs – Fee $120

### IMED 1002 – Creating Web Pages

This course is taught online. Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor's patient guidance, you'll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, and tables. Web site creation with graphic elements. Includes use of Web authoring software and study of websites and browsers. 2.4 CEUs – Fee $120

### IMED 1002 – Dreamweaver CS5, Intro

This course is taught online. If you want to design professional-quality Web sites, this is the class for you! In these step-by-step lessons, you'll build an in-class Web site using Adobe Dreamweaver CS5?and in the process, you’ll discover how to plan a Web site from the ground up. Web site creation with graphic elements. Includes use of Web authoring software and study of websites and browsers. 2.4 CEUs – Fee $120

### IMED 1040 – Designing Effective Websites

This course is taught online. These days, creating a Web site 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! Publishing, design, and layout techniques for websites. 2.4 CEUs – Fee $120

### ARTC 1000 – Adobe Illustrator

Take your graphics to a whole new level - Adobe Illustrator is the premier product to create and enhance graphics. Computer applications and knowledge necessary to perform specific operations in a particular occupational setting. Textbook required. 2.0 CEUS – Fee $120

### ARTC 1004 – Flash CS5, Intro

This course is taught online. Take your graphics skills to a whole new level by adding Flash to your designer toolkit! In this course, you'll learn how to create animated, interactive movies in Adobe Flash CS5. Plan, develop and evaluate a multimedia project using digital authoring software. Emphasis on interactive design and user interface issues. Develop streaming web-based multimedia presentations including animation, sound, and graphics. 2.4 CEUs – Fee $120

### ITSC 1012 – SEP: Beginning Computers (Age 55+)

Have you just received a new computer? Would you like to do more than play solitaire? This is the first course in learning the computer. Computer systems and their uses in today's business communities. 2.0 CEUs – Fee $4

### ITSC 2032 – MS Office Tips & Tricks

Take MS Office to a whole new level and get the most out of this powerful software program. Utilize packaged software to prepare business applications. 1.6 CEUs – Fee $105

### ITNW 1007 – SEP: Internet, Beginning (Age 55+)

If you have successfully completed POFI 1004, SEP: Windows, or you are familiar with a computer, this course may be your next step. Learn to access the World Wide Web and get the most out of your searches. Introduction to the Internet including email, home page, and how to perform basic research to address company/business needs. 2.0 CEUs – Fee $4

## Finance

### BNKG 101N – Stock Options, Intro

This course is taught online. Learn how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. This course will teach you how to protect your portfolio and profit in a down market, an up market, or even a flat market. Learn to leverage your investment dollars for potential profits that surpass those possible with stocks. Fee $120

### BNKG 102N – Keys to Money Management

If you're interested in discovering how most wealthy people amassed their fortunes, this is the course for you. Contrary to popular opinion, most of us don't achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. If you're serious about accumulating a sizable nest egg and living the life of your dreams, this course will supply you with the knowledge and skills you'll need to succeed. Fee $120

### BNKG 103N – Personal Finance

This course is taught online. Do you have clear financial goals? Do you know if you have enough money to buy a car or house, if you can afford to take a cut in pay in order to go back to school, if you will have enough money to retire? Fee $120

### BNKG 104N – Stocks, Bonds, and Investing

This course is taught online. Looking for a good solid class in the basics of stocks, bonds, finance, and investing? Haven't the slightest clue how to prepare for retirement, pay for college, or even manage your personal finances? Wish you had some guidance to put your finances into clear and understandable perspective? And do you wish you could do it all without having to pay a broker or a financial advisor? Well, look no further. The class you need is right here! Fee $120

### BNKG 105N – Where Does All My Money Go?

This course is taught online. Ever get frustrated that you never seem to get ahead? Are you and your family constantly arguing about money? Do you ever wonder where your money went last month? Do you have trouble saving money? Do you wish you had financial security? Want to work on paying down your debt but don't know where to find the money? Fee $120

### BNKG 106N – Financial Peace

Do you worry about your next electric bill? Is your budget a nightmare? Do you have a budget? Learn some simple steps to bring about Financial Peace. Fee $130

### BNKG 1002 – Principles of Banking

Get a start on a career in banking. An introduction to the fundamentals of negotiable instruments and contemporary issues and developments within the industry. 3.0 CEUs – Fee $175

### BNKG 1004 – Tellers

Development of skills to operate a teller window. Principles of banking operations, bank security, practical knowledge of teller equipment, and customer transactions. 3.0 CEUs – Fee $145

### BNKG 1051 – New Account Training

If you are interested in becoming a New Accounts Executive, this course is for you. Characteristics and benefits of bank/financial products and services. Emphasis on the personal selling process and quality customer service. Application of personal selling, cross-selling, and related product benefits to individual customer needs. 4.8 CEUs – Fee $265

## Workforce Training

### BTND 1091 – Bartending

If you enjoy all sorts of people and thrive in the night life, then becoming a bartender may be the career for you. Enjoy the salary and tips with a career that can be full-time or part-time. In this course, you will learn about equipment, mixology, wines, and the rules and regulations to which you must adhere as a bartender or mixologist. 3.6 CEUs – Fee $160

### CDEC 1009 – Home-Based Childcare

Are you considering offering childcare in your home? Did you know that there are rules/regulations in regards to listed and registered home-based childcare. Determine if this is the right fit for you. The pre-service training

required of all new employees in Texas regulated child care facilities. 2.4 CEUs – Fee $120

### COMG 1011 – ESL/Reading & Writing at Work

Learn to read and write in English to fill out job applications and do better at work. Designed to be repeated with varying content for speakers of languages other than English, exposing students to the uses of language in industry specific job related contexts. 2.0 CEUs – Fee $105

### COMG 1015 – ESL/Speaking & Listening at Work

Learn to Speak and Listen better in English to improve on-the-job communication. Designed to be repeated with varying content. Skill development in pronunciation and use of job-related vocabulary. Includes non-verbal communication techniques. 2.0 CEUs – Fee $105

### CVOP 100N – Prerequisite Transportation

This course covers the Drug Screen, Physical, and Moving Violations Record. .1 CEUs – Fee $175

### CVOP 1013 – Professional Truck Driver I

Overview of the State of Texas Class A Commercial Driver's License written test. Includes preparation for mastery of the Commercial Driver's License written examination, general truck driving skills with hands-on component, and instruction coordinated with the Department of Transportation. 16.0 CEUs – Fee $2,855

### EDTC 1002 – Substitute Teacher

An exploration of the role of the substitute, identification of student needs, behavior modification and classroom management, teaching methodologies, school personnel relationships, mandated state standards, and growth and development of students. 1.2 CEUs – Fee $70

### EHKP 1034 – Introduction to Interior Decorating

Study of design of useful interior environments for all types of facilities. Includes a history of interior design, the elements of principle design, use of color and textiles, appropriate furniture choices, a master plan, and maintenance and housekeeping considerations. 2.4 CEUs – Fee $145

### FCTR 1015 – Fundamentals of Cake Decorating

One of the great small business ventures is creating beautiful cakes for purchase. From part-time to full-time, your creative ideas can brighten someone else's celebration. Instruction in the basic art of icing a cake. Topics include drop flowers, flower decorations, writing, sugar molds, roses, and seasonal cakes. 2.4 CEUs – Fee $120

### FCTR 1016 – Event Planning

A study of menu design, use of ice sculptures and ice displays, floral and lighting design, use of props for theme parties, table service, party floor plan, budgeting decor costs, and client presentation techniques using various media. 3.0 CEUs – Fee $175

### FLMC 1092 – Introductory Screenwriting

Screenwriting involves a lot more than just dialogue. Learn the details including describing scenes, where the characters are located, and their movements during a scene. In this course, you will take a concept, develop it, and put the full scene down on paper. 2.4 CEUs – Fee $145

### FMKT 1005 – Basic Floral Design

There is art and theory when it comes to floral design. Principles of floral design and design methods. Includes basic design styles, principles, and elements of design, proper care of cut flowers, positioning of skeletal flowers and filler, cutting and wiring stems, and use of various mechanical aids. A $50 floral fee is required on the first day of class. Students must furnish their own floral tools. Exact type and kind will be explained on the first day of class. 1.6 CEUs – Fee $100

### FMKT 1005 – Intermediate Floral Design

Increase your skills in Floral Design. Learn to develop designs with themes in mind. Principles of floral design and design methods. Includes basic design styles, principle and elements of design, proper care of cut flowers, positioning of skeletal flowers and filler, cutting and wiring stems, and use of various mechanical aids. A $50 floral fee is required on the first day of class. Students must furnish their own floral tools. Exact type and kind will be explained on the first day of class. 1.6 CEUs – Fee $100

### HALT 1008 – Basic Landscape Design

Nothing says "Welcome" better than a well-landscaped entrance. Turn your green thumb into a profession. A study of the skills required in treatment, remediation, and disposal processes of solid waste, hazardous materials, and hazardous waste. Emphasizes the technologies applicable in the field. 3.0 CEUs – Fee $175

### PHTC 1091 – Digital Photography I

Learn to about and how to use digital cameras. Real photographs are preferred in advertising and other venues. Even professional photographers are using digital cameras. Good photography is required in many fields from forensic science to web development. 4.2 CEUs – Fee $175

### PHTC 1091 – Digital Photography II

A continuation of Digital Photography I with the addition of using software to make your pictures perfect. 4.2 CEUs – Fee $175

### IFWA 100N – Food Handlers Permit

Common food safety and sanitation practices that should be utilized in food establishments. Topics include keys to providing safe food, food safety hazards, standards for the food safety handler, purchasing and receiving safe food, storing food safely, keeping food safe during preparation and service, proper cleaning and sanitizing, and developing an Integrated Pest Management (IPM) program. .2 CEUs – Fee $40

### RSTO 1041 – Food Manager Certification

This course is the 15 hour certification program for owners and operators of establishments which prepare and serve food to the public. Topics include methods of proper food storage, techniques for sanitary food service preparation, employee sanitation, pest control, accident prevention, housekeeping management, sanitation regulations and standards, and facility conditions which contribute to outbreaks of food-borne disease. 1.5 CEUs – Fee $115

### RSTO 2041 – Food Manager Recertification

This recertification course is designed for owners and operators of establishments that prepare and serve food to the public. Specified topics include categories of food contamination, factors that contribute to food-borne illness, and introduction to HACCP. All students must show evidence of successful completion of the 15 hour Basic Food Service Manager Certification course. .7 CEUs – Fee $85

### TRVM 1033 – Travel Agency, Introduction

Focus on the varied responsibilities of employment positions within a travel agency. Topics include the travel agency as a business, domestic air travel, ARC functions, accommodations and ground transportation. 2.4 CEUs – Fee $145

### UPHL 1091 – Upholstery I

Learn the basics of upholstery. Topics include: Choosing proper padding and fabric, removing old upholstery, making patterns for new upholstery, installing correct base, cutting and fitting foam cushions, use of tools, tufting seats and backs, hand and machine care, and finishing the work. A supply list will be made available on the first day of class. 3.6 CEUs – Fee $225

### UPHL 1091 – Upholstery 2

This class is designed for students who have completed Upholstery 1. Work on more detailed projects, such as frame-up construction, springing, padding, diamond tufting, and whole piece reconstruction. Students will still need to bring their own projects, but no additional tools will be needed unless specified after the course begins. 2.4 CEUs – Fee $145

### VTHT 1001 – Veterinary Assistant Intro

Survey of the profession of veterinary technology with emphasis on basic techniques, handling and care of animals, and ethical and professional requirements. 4.8 CEUs – Fee $265

### VTHT 100N – Pet Grooming

Proper pet grooming can come at a premium. You can learn to do this for your pets or for someone else's. Learn the proper techniques in cutting, shaving, and bathing pets. And learn how to keep a pet calm throughout the process. Fee $285

### VTHT 101N – Pet Sitting Business

If you love animals, pet sitting may be your ticket to a little extra cash. From lunchtime walks to 3-week vacations, pet owners have a variety of needs as do their pets. Learn to ask the right questions and what to do in an emergency so that you can become a trusted substitute when the owner is not available. 1.6 CEUs – Fee $110

## Health Care

### ECRD 1011 – Electrocardiography

Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities. 5.0 CEUs – Fee $225

### EMSP 1019 – CPR for Healthcare Providers

Designed for healthcare providers and professional rescuers. Lifesaving skills of respiratory (choking and near-drowning) and cardiac emergencies involving adults, children and infants. This course was designed to be repeated multiple times to improve student proficiency. .7 CEUs – Fee $50

### EMSP 1047 – Pediatric Life Support

Theory and skills necessary for the management of pediatric emergencies as specified by the American Heart Association guidelines. This course was designed to be repeated multiple times to improve student proficiency. 1.6 CEUs – Fee $105

### EMSP 2035 – Advanced Cardiac Life Support

Theory and skills necessary for the management of a cardiovascular emergencies as specified by the American Heart Association (AHA) guidelines. This course was designed to be repeated multiple times to improve student proficiency. 1.6 CEUs – Fee $105

### GERS 100N – Assisting Aging Parents

This course is taught online. Are your parents in their golden years? Learning how to help parents or other loved ones through their transition can prepare us for our own. This compassionate and comprehensive class will give you the tools, techniques, and insights for this passage. Growing older is a part of life. Some aspects are joyful, some bittersweet, some frustrating, some frightening. You will learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources to help. Fee $120

### GERS 1004 – Activity Director in Long Term Care Facilities

Role of the activity director in long term health care facilities. Includes study of history, regulations, communications, advocacy, ethics, service delivery, and volunteer management. This course, when combined with "Long Term Care Activity Directing II" and "Practicum-Gerontology" meets the State requirements to be qualified as an activity director in Texas. 9.6 CEUs – Fee $410

### HITT 1005 – Medical Terminology I

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. 4.8 CEUs – Fee $195

### HITT 1013 – Insurance Coding

Provides skills and knowledge in the health information field for ICD-9 and CPT coding of insurance forms for reimbursement of medical services. 4.8 CEUs – Fee $195

### HITT 1013 – Medical Coding

This course is taught online. Take your first step toward a lucrative career as a medical coder! In this course, you'll learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure. This knowledge will help prepare you to work almost anywhere in the medical field: doctors' offices, clinics, public health facilities, hospitals, labs, nursing homes, insurance agencies, or even the comfort of your own home. An overview of skills and knowledge in ICD and CPT coding of insurance forms for reimbursement of medical services. 2.4 CEUs - Fee $120

### HITT 1041 – Coding and Classification

Basic coding rules, conventions, and guidelines using clinical classification systems. 4.8 CEUs – Fee $196

### HPRS 1005 – Medical Law/Ethics

Introduction to the relationship between legal aspects and ethics in health care, with emphasis on the ethical and legal responsibilities of health care professionals. 2.4 CEUs – Fee $115

### HPRS 1006 – Medical Terminology – Word Association

This course is taught online. This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is

provided for each root term. A study of medical terminology, word origin, structure, and application. 2.4 CEUs - Fee $120

### HUWC – Health Unit Clerk/Coordinator

Introduction to the health unit coordinator profession. Topics include instruction in medical charts and forms, medical law and ethics, safety/risk management, and physician order transcription for unit clerks in health care facilities. Includes a faculty supervised practicum. 10.0 CEUs – Fee $440

### MDCA 1000 – Basic Medical Assistant Technology

This course is taught online. Introduction to medical office operations, equipment, procedures, and human relations skills. 2.4 CEUs - Fee $120

### MLAB 1001 – Introduction to Clinical Laboratory Science

An introduction to clinical laboratory science, including quality control, laboratory math, safety, laboratory equipment, laboratory settings, accreditation, certification, professionalism, and ethics. 4.8 CEUs – Fee $265

### MRMT 1002 – Medical Transcription

This course is taught online. Take your first step toward a lucrative career as a medical transcriptionist! In this course, 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. This knowledge will help prepare you to work almost anywhere in the medical field: doctors' offices, clinics, public health facilities, and hospitals. Fundamentals of transcription of medical data including medical terminology, ethical and legal considerations, medical history and physical records, radiology, operative reports, pathology, discharge procedures, and autopsies. 2.4 CEUs - Fee $120

### MRMT 1007 – Medical Transcription I

Fundamentals of medical transcription with hands-on experience in transcribing actual physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. 4.8 CEUs – Fee $265

### NURA 1001 – Nurse Aide for Health Care

Preparation for entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team. 7.2 CEUs – Fee $310

### NURA 1013 – Medication Administration Aide

Instruction in preparation and administration of designated medications by non-licensed nursing personnel employed in licensed health care agencies including the responsibilities associated with such administration. 14 CEUs – Fee $565

### NURA 1041 – Medication Administration Aide Update

Intensive training in an identified area(s) to meet continuing education and/or review/update requirements associated with professional licensure or certification. This course was designed to be repeated multiple times to improve student proficiency. .7 CEUs – Fee $50

### NURA 1060 – Clinical Nursing Assistant/Nurse Aide

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Enroll in NURA 1001 and NURA 1060 at the same time. 7.2 CEUs – Fee $390

### PLAB 1023 – Phlebotomy

Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology. 4.8 CEUs – Fee $220

### PLAB 1061 – Phlebotomy Clinical 100

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 10.0 CEUs – Fee $440

### POFM 1027 – Medical Insurance

Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues. 4.8 CEUs – Fee $220

### PTHA 100N – Become a Physical Therapist

Prepare for a rewarding career as a valued member of the physical therapy team while learning all about the human body, specific disorders, and the way physical therapists treat these disorders. You'll get training in physical therapy terminology and communication skills. And by the end of the course, you'll know the legal and ethical issues that are becoming increasingly important for every physical therapy aide to understand. 2.4 CEUs – Fee $120

### SPNL 1001 – Spanish for Healthcare

Many of our clients and patients speak Spanish and are comfortable with their native tongue. Healthcare can be stressful enough without being able to communicate effectively. Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or a physician's office. 3.6 CEUs – Fee $170

## Real Estate

### RELE 1002 – Principles of Real Estate I

Principles of Real Estate (Tex Specific) (0111) Overview of licensing as a real estate broker or salesperson in Texas. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Fulfills at least 30 of 60 hours of required instruction for salesperson license. 3.0 CEUs – Fee $165

### RELE 1004 – Real Estate Appraisal

Real Estate Appraisal (Texas Specific) (0211)The central purposes and functions of an appraisal in Texas, social and economic determinants of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. 3.0 CEUs – Fee $165

### RELE 1008 – Real Estate Investment

Real Estate Investment (0911) Characteristics of real estate investments. Includes techniques of investment analysis, time-valued money, discounted and non-discounted investment criteria, leverage, tax shelters, depreciation, and applications to property tax. 3.0 CEUs – Fee $165

### RELE 1012 – Law of Contracts

Law of Contracts (Texas Specific) (1200) Elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms, and owner disclosure requirements. 3.0 CEUs – Fee $165

### RELE 1016 – Property Management

Property Management (Texas Specific) (0811)The role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act. 3.0 CEUs – Fee $165

### RELE 1020 – Real Estate Finance

Real Estate Finance (Texas Specific) (0411) Monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, Community Reinvestment Act, and the state housing agency. 3.0 CEUs – Fee $165

### RELE 1039 – Principles of Real Estate II

Principles of Real Estate II (Tex Specific) (0112) A continuing overview of licensing as a broker or salesperson in Texas. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing, discrimination, housing credit discrimination, and community reinvestment. Fulfills at least 30 of 60 hours of required instruction for salesperson license. 3.0 CEUs – Fee $165

### RELE 1058 – Real Estate Review

A review of updated information for the real estate examination. .7 CEUs – Fee $75

### RELE 1091 – Advanced Marketing

This course provides additional marketing study to include staging, showing properties, marketing yourself, finding listings & marketing technology. 3.0 CEUs – Fee $165

### RELE 2000 – Mandatory CE 7 hours

Intensive training in an identified area(s) to meet continuing education and/or review/update requirements associated with professional licensure or certification. This course was designed to be repeated multiple times to improve student proficiency. .7 CEUs – Fee $75

### RELE 2002 – Law of Agency

Law of Agency (Texas Spec) (1111)Law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or

buying representation procedures, and the disclosure of an agency. 3.0 CEUs – Fee $165

### RELE 2003 – Mandatory CE 16 hours

Provides mandatory continuing education as required by the Texas Real Estate Commission. Includes updates on the profession and legal topics. 1.6 CEUs – Fee $110

### RELE 2006 – Real Estate Inspection

Different types of building systems and materials used in the design and construction of real property in Texas; residential construction and commercial building systems and materials; different structural building systems with emphasis on wood-related products, concrete and concrete masonry, brick, stone, and steel units. Seller disclosure notices will be addressed along with inspector and client agreements, tools and procedures, and electro-mechanical systems. 3.0 CEUs – Fee $165

### RELE 2032 – Real Estate Brokerage

A study of law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria. 3.0 CEUs – Fee $165

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