



Orthopedic Technician

# CONTINUING EDUCATION WORKFORCE DEVELOPMENT

Alvin Community College and Pearland Center

## Spring 2012

[CE@alvincollege.edu](mailto:CE@alvincollege.edu)

ALVIN COMMUNITY COLLEGE

[AlvinCollege.edu](http://AlvinCollege.edu)

## How to Register:

REGISTRATION IS ONGOING, CLASSES BEGIN THROUGHOUT THE SEMESTER

### PAYMENT POLICY

All payments will be made at the Business Office Cashier window located in the ESC Center in Building A on the main ACC campus.



#### Walk IN Locations:

ACC Campus, Bldg H, Rm H103  
3110 Mustang Road  
Alvin, TX 77511

Pearland Center (PC)  
2319 N. Grand Blvd.  
Pearland, TX 77581



**Online Registration:** Now available for select CEWD classes. Must have current email address.

Credit Card at the time of registration. To learn more go to [www.alvincollege.edu/cewd](http://www.alvincollege.edu/cewd)



**Phone IN:** 281-756-3787

Only for courses not available for online registration.

**Fax IN:** Credit Cards Only

Complete registration form & fax to: 281-756-3952



#### Mail IN:

For both ACC and PC courses mail complete registration form to:  
Department of Continuing Education  
Alvin Community College  
3110 Mustang Rd., Alvin, TX 77511-4898

### Spring Hours

**Alvin Campus:** Monday – Friday 8:00 AM – 5:00 PM

**Pearland Campus:** Monday – Friday 8:00 AM – 5:00 PM

**Classes must have sufficient enrollment five working days prior to beginning of class. One-day classes must have sufficient enrollment three working days prior to beginning of class.**

**The Department of Continuing Education** at Alvin Community College is taking the lead in preparation for tomorrow's jobs by offering curriculum and classroom activities relevant to the workplace. The Department also stresses the importance of a well-rounded community. Courses of special interest, senior adults, GED and many more activities are included in each schedule.

#### Customized & Corporate Training

Customized training programs work with business, industry, governmental and non-profit agencies to deliver timely, cost effective, quality, performance-based training. Professional trainers conduct short-term training to accommodate identified needs. Customized training includes: computer training, technical training, employee growth programs, continuous process improvement and English as a Second Language. Visit with our Workforce Development team to learn more about our training opportunities.

#### Computer & Software Training

Our services are designed to meet the customized training needs of area businesses and individuals. Program offerings include basic, intermediate and advanced courses as well as specialized training in Microsoft Certification, the Internet and other software. Training for companies is customized to meet specific needs.

#### Certificate Programs

Certificate programs offered through Continuing Education include Bank Teller Training, Certified Nurse Assistant, Dental Assistant, Massage Therapy, Medication Administration, Phlebotomy, Clinical Medical Assistant, Real Estate, Truck Driver Training, Industrial Electrical Technology, Fire Safety Certification, Welding and Web Design.

#### Special Interest Program

The Special Interest Program offers courses for personal and professional advancement designed to broaden an individual's personal, professional, cultural and recreational interests. Course offerings are revised and new courses are added continuously to reflect changing community needs and interests. The programming is categorized by arts and crafts; computers; dance; fitness and recreation. Additionally, Continuing Education includes education and training that supports personal objectives. Call us for information on our variety of special interest courses.

#### Continuing Education Mission

The mission of the Continuing Education Workforce Development department is to provide programs that incorporate current and new technical courses, training partnerships with business and industry, and other opportunities for individuals to acquire and upgrade skills or seek personal enrichment.

**Department of Continuing Education Workforce Development**  
Alvin Community College  
3110 Mustang Rd., Alvin, TX 77511-4898



#### SERVICES FOR STUDENTS WITH DISABILITIES:

Voice 281-756-3531 TDD 281-756-3845

ACC complies with ADA and 504 Federal guidelines by affording equal access to individuals who are seeking an education. Students who have a disability and would like classroom accommodations must register with the Office of Disability Services, 281-756-3533. Instructors are not able to provide accommodations until the proper process has been followed.

## How to Contact Us:

Program Coordinator	Program	Contact Information
Suzanne Jerabeck	GED	281-756-3995 <a href="mailto:sjerabeck@alvincollege.edu">sjerabeck@alvincollege.edu</a>
Dana Yesland	English as a Second Language Foreign Language	<a href="mailto:dyesland@alvincollege.edu">dyesland@alvincollege.edu</a>
Susan Priest	CPR Health & Medical Courses	281-756-5613 <a href="mailto:spriest@alvincollege.edu">spriest@alvincollege.edu</a>
Gayland Capps	Workforce Training Coordinator	<a href="tel:281-756-3905">281-756-3905</a> <a href="mailto:gcapps@alvincollege.edu">gcapps@alvincollege.edu</a>
Valerie Bell	CDL Driver Training	<a href="mailto:vbelle@alvincollege.edu">vbelle@alvincollege.edu</a>
Mike Padgett	Computer Courses	281-756-3904 <a href="mailto:mpadgett@alvincollege.edu">mpadgett@alvincollege.edu</a>
Bonnie Thibodaux	Certified Nurse Aide	281-756-3581 <a href="mailto:bthibodaux@alvincollege.edu">bthibodaux@alvincollege.edu</a>
Leigh Davis	Dental Assistant	281-756-3820 <a href="mailto:ldavis@alvincollege.edu">ldavis@alvincollege.edu</a>
Dr. Stacy Ebert	Massage Therapy Health & Fitness	281-756-3806 <a href="mailto:sebert@alvincollege.edu">sebert@alvincollege.edu</a>
Shaunelle Smith	TSTC Manufacturing Programs	281-412-9482 <a href="mailto:ssmith@alvincollege.edu">ssmith@alvincollege.edu</a>
JoAnn Jones	Phlebotomy	<a href="mailto:jjones@alvincollege.edu">jjones@alvincollege.edu</a>
Stacey Chambless	Real Estate Salesperson Professional Inspector Electrician License Renewal Fire Safety Personal Enrichment	281-756-3994 <a href="mailto:schambless@alvincollege.edu">schambless@alvincollege.edu</a>
Laura Bell	Welding	281-756-3672 <a href="mailto:lbelle@alvincollege.edu">lbelle@alvincollege.edu</a>
Raymond Ruiz	Motorcycle Safety	<a href="mailto:rpr@comcast.net">rpr@comcast.net</a>
Rhonda Myers	Special Interest Senior Adult Home School	281-756-3729 <a href="mailto:rmyers@alvincollege.edu">rmyers@alvincollege.edu</a>
Cyndy Fussell	Karate	<a href="mailto:cyndyfussell@att.net">cyndyfussell@att.net</a>
Joy Weiner	Workforce Training Coordinator	281-756-3907 <a href="mailto:jweiner@alvincollege.edu">jweiner@alvincollege.edu</a>

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## Adult Education

### GED Comprehensive Preparation

This GED Comprehensive Preparation class readies the student to take and pass the GED test. Instruction focuses on the five (5) content areas of the GED test: reading, writing, science, social studies, and math. Includes GED practice tests. Textbook (Complete GED Preparation by Steck-Vaughn - ISBN 978-1-419-05399-3) and official GED calculator (Casio fx-260 Solar Fraction) required. Online registration WILL NOT be available for students under the age of 18 as they must meet certain criteria prior to registration. Call the GED office at 281/756-3554 for details.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEADED 0020 AC01	01/30/2012 - 03/01/2012	09:00AM - 12:00PM	MTWTH	A222	D Jozwiak
CEADED 0020 AC02	01/31/2012 - 04/12/2012	06:00PM - 09:00PM	TTH	A222	D Ewing
CEADED 0020 AC03	01/19/2012 - 04/23/2012	09:00AM - 12:00PM	MTWTH	A222	D Jozwiak

#### PEARLAND CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEADED 0020 PC01	01/31/2012 - 03/29/2012	08:30AM - 11:00AM	TWTH	P516	M Leverich
CEADED 0020 PC02	03/31/2012 - 04/12/2012	06:00PM - 09:00PM	TTH	P516	D Ewing

Fee(s): Tuition IN \$145.00 Tuition OD \$165.00 Other Fees \$9.00

### GED Math Preparation

The GED Math Preparation class smoothes the way for the GED candidate to take the GED math test. The instruction is specially designed for the student who needs more intensive review and practice in numbers and operations, measurement and data analysis, algebra, and geometry. Includes GED practice test. Steck-Vaughn GED Mathematics textbook (ISBN 0-7398-2835-5), Steck-Vaughn GED Mathematics Exercise Book (ISBN 0-7398-3603-X), and official GED calculator (Casio fx-260 Solar Fraction) required.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEADED 0030 AC01	02/13/2012 - 03/07/2012	12:30PM - 03:30PM	MW	A222	S Jerabeck
CEADED 0030 AC02	03/19/2012 - 04/16/2012	06:00PM - 09:00PM	MW	A222	S Jerabeck

#### PEARLAND CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEADED 0030 PC01	02/18/2012 - 04/21/2012	09:00AM - 12:00PM	S	P516	S Jerabeck
CEADED 0030 PC02	03/19/2012 - 04/16/2012	06:00PM - 09:00PM	MW	P516	S Jerabeck

Fee(s): Tuition IN \$57.00 Tuition OD \$77.00 Other Fees \$7.00

### GED Writing Preparation

This GED Writing Preparation class readies the GED candidate to take the GED writing test. The instruction is specifically designed for the student who needs more intense preparation and practice in organization, sentence structure, usage, and mechanics. Includes GED practice test. Steck-Vaughn GED Language Arts Writing Textbook and GED Language Arts Writing Exercise Book required.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEADED 0040 AC01	02/14/2012 - 03/08/2012	12:30PM - 03:30PM	TTH	A222	S Jerabeck
CEADED 0040 AC02	03/20/2012 - 04/12/2012	06:00PM - 09:00PM	TTH	A222	S Jerabeck

#### PEARLAND CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEADED 0040 PC01	02/13/2012 - 03/07/2012	06:00PM - 09:00PM	MW	P516	S Jerabeck

Fee(s): Tuition IN \$57.00 Tuition OD \$77.00 Other Fees \$7.00

## English as a Second Language

### Conversational English (ESL)

Beginning/Intermediate level conversation class is designed specifically for speakers of languages other than English. Students will learn the proper use of English for pronunciation, personal communication and communication for school and work. Bring a friend and practice English together!

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CECOMG 1091 AC01	01/10/2012 - 03/08/2012	06:30PM - 08:00PM	TTH	TBA	I Mills

#### PEARLAND CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CECOMG 1091 PC01	01/10/2012 - 03/08/2012	06:30PM - 08:00PM	TTH	TBA	D Yesland

Fee(s): Tuition IN \$120.00 Tuition OD \$140.00 Other Fees \$42.00

### ESL Writing

Beginning/Intermediate level writing class designed specifically for speakers of languages other than English. Students will learn the proper use of English for writing personal and professional communications, resumes, and emails for work and school.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CECOMG 1091 01	01/09/2012 - 03/07/2012	06:30PM - 08:00PM	TBA	TBA	D Yesland

Fee(s): Tuition IN \$120.00 Tuition OD \$140.00 Other Fees \$40.00

## Learn Microsoft Office Applications in one-day classes.

Call 281.756.3904 to learn more.



## Banking

### Teller Training

If you are interested in becoming a teller in a bank, credit union, or other financial institution, then register for this popular course. You will learn the important skills and information needed to be a successful bank teller. The curriculum includes the following: the importance of the tellers role, identify basic qualifications of the successful teller, describe standard procedures for receiving and paying out cash, identify standard parts of a check, describe comparison of genuine and counterfeit currency, define the term 'negotiation' and apply it, cite recommended procedures to employ during emergency situations, identify the attitudes that make up good customer service relations and conduct cross selling.

#### PEARLAND CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEBNKG 1004 PC01	01/23/2012 - 02/29/2012	06:00PM - 09:00PM	MW	P506	K McAuliffe
CEBNKG 1004 PC02	04/16/2012 - 05/23/2012	06:00PM - 09:00PM	MW	P507	K McAuliffe

Fee(s): Tuition IN \$275.00 Tuition OD \$295.00 Other Fees \$5.00

## Parking Information



A temporary parking permit is required for on-campus (ACC) non-credit courses (excluding one-day classes). Students must pick up permits before attending the first class at Campus Police, room H132. **Students must bring a course payment receipt to obtain a permit.** Students taking CE courses at the Pearland Center do not need a parking permit.

## How Do I Register Online?

1. [www.AlvinCollege.edu](http://www.AlvinCollege.edu)
2. Click Continuing Ed & Career Training
3. Click CE Online Registration
4. No need to Log In! Choose a Topic Code and Location
5. Select a course by clicking box next to course
6. Submit



Call 281.756.3787 for more info

## COUPON

**ACC** ALVIN COMMUNITY COLLEGE  
CONTINUING EDUCATION  
WORKFORCE DEVELOPMENT

# 10% Off

## any Workforce Training class!

Bring this coupon to H103 when you register to receive 10% off any Workforce Training class. Coupon cannot be combined with any other forms of financial assistance, used for online registration, or used towards books or fees.

*(Does not include TSTC classes)*

Expires 5/31/12. Call 281.756.3787 for more details.

**CEWD**
**FIRE INSPECTOR CERTIFICATION**
**Fire Inspector I**

One in a series of three courses required for Fire Inspector certification. Meets the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Inspector I. Demonstrate competencies set forth in the TCFP curriculum for Fire Inspector I. TEXTBOOK REQUIRED.

**Alvin CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEFIRT 1008 01	01/30/2012 - 03/01/2012	06:00PM - 10:00PM	MWTHS	H112	Faculty

Fee(s): Tuition IN \$350.00 Tuition OD \$370.00 Other Fees \$9.00

**Fire Inspector II**

One in a series of three courses required for Fire Inspector certification. This course meets the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Inspector II. Demonstrates competencies set forth in the TCFP curriculum for Fire Inspector II. TEXTBOOK REQUIRED.

**Alvin CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEFIRT 1040 01	03/05/2012 - 04/05/2012	06:00PM - 10:00PM	MWTHS	H112	Faculty

Fee(s): Tuition IN \$225.00 Tuition OD \$245.00 Other Fees \$9.00

**Plan Examiner I**

One in a series of three courses required for Fire Inspector certification. This course meets the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Plan Examiner I. Demonstrate competencies set forth in the TCFP curriculum for Plan Examiner I. TEXTBOOK REQUIRED.

**Alvin CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEFIRT 1002 01	04/11/2012 - 04/21/2012	06:00PM - 10:00PM	MWTHS	H112	Faculty

Fee(s): Tuition IN \$175.00 Tuition OD \$195.00 Other Fees \$7.00

**FIRE INSTRUCTOR CERTIFICATION**
**NFPA-1041 Instructor I**

Instructor courses are based upon National Fire Protection Association (NFPA) standards and meet or exceed the job performance requirements in NFPA 1041. The target audience for these courses includes the Department of Defense, Industrial Brigade, and/or municipal personnel. The Fire Instructor I & II courses will provide the tools necessary to obtain certification through the Texas Commission on Fire Protection (TCFP) and/or State Firemen's and Fire Marshals' Association of Texas (SFFMA). These courses are designed around classroom lectures, group activities, and individual presentations. TEXTBOOK REQUIRED.

**Alvin CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEFIRT 2005 01	05/14/2012 - 05/24/2012	06:00PM - 10:00PM	MWTHS	H112	W Gerber

Fee(s): Tuition IN \$300.00 Tuition OD \$320.00 Other Fees \$9.00

**INDUSTRIAL ELECTRICAL TECHNICIAN/PROGRAMMABLE LOGICS-**
**(CLASSES MUST BE TAKEN IN THE ORDER LISTED)**
**OSHA Safety**

Covers Introduction to OSHA; OSH Act; Inspections, Citations, and Penalties; Walking and Working surfaces; Means of Egress and Fire Protection; Flammable and Combustible Liquids; Personal Protective Equipment; Permit-Required Confined Spaces; Lockout & Tagout; Materials Handling; Machine Guarding; Welding, Cutting, and Brazing; Electrical & Safety-Related Work Practice; Hazard Communication; Introduction to Industrial Hygiene/Blood borne Pathogens; Recordkeeping; Ergonomics; Safety & Health Programs. Upon satisfactory completion of requirements, students will receive an OSHA general industry safety & health 30-hour course completion card.

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEOSHT 2011 PC02	02/27/2012 - 03/08/2012	06:00PM - 10:00PM	MTWTH	P400	S Guillory

Fee(s): Tuition IN \$720.00 Tuition OD \$740.00 Other Fees \$5.00

**Basic Industrial Electricity**

Theory and application of electrical energy with emphasis on industrial and commercial systems. Includes AC and DC theory, electrical generation, transmission, distribution and switching, and single phase and three phase motor principles.

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEEECT 1005 PC02	03/19/2012 - 04/12/2012	06:00PM - 10:00PM	MTWTH	P400	L Salehi

Fee(s): Tuition IN \$1,300.00 Tuition OD \$1,320.00 Other Fees \$5.00

**Electric Motors**

DC and AC motors. Emphasis on the theory of magnetism, motors, and principles of operation; includes operating characteristics, application, selection, installation, maintenance, and troubleshooting. Also includes NEC regulations covering installation of electrical motors.

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEEEIR 1023 PC02	04/16/2012 - 05/03/2012	06:00PM - 10:00PM	MTWTH	P400	L Salehi

Fee(s): Tuition IN \$1,020.00 Tuition OD \$1,040.00 Other Fees \$5.00

**Motor Controls (Introductory)**

General principles and fundamentals of electrical controls and control components including starters, troubleshooting techniques, various protective devices, schematics, and diagrams.

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEIEIR 1010 PC02	05/07/2012 - 05/29/2012	06:00PM - 10:00PM	MTWTH	P400	L Salehi

Fee(s): Tuition IN \$1,170.00 Tuition OD \$1,190.00 Other Fees \$5.00

**Motor Controls (Intermediate)**

Operating principles of solid-state and conventional controls along with their practical application. Includes braking, jogging, plugging, safety interlocks, wiring and schematic diagram interpretations.

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEELPT 1041 PC02	05/30/2012 - 06/26/2012	06:00PM - 10:00PM	MTWTH	P400	L Salehi

Fee(s): Tuition IN \$1,310.00 Tuition OD \$1,330.00 Other Fees \$5.00

**Programmable Logic Controls**

Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls.

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEELPT 2019 PC02	06/27/2012 - 07/25/2012	06:00PM - 10:00PM	MTWTH	P400	L Salehi

Fee(s): Tuition IN \$1,550.00 Tuition OD \$1,570.00 Other Fees \$5.00

**Industrial Automation**

Electrical control systems, applications, and interfacing utilized in industrial automation.

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEELPT 2049 PC02	07/26/2012 - 08/21/2012	06:00PM - 10:00PM	MTWTH	P400	L Salehi

Fee(s): Tuition IN \$1,450.00 Tuition OD \$1,470.00 Other Fees \$5.00

**CONSTRUCTION ELECTRICIAN -**
**(CLASSES MUST BE TAKEN IN THE ORDER LISTED)**
**OSHA Safety**

Covers Introduction to OSHA; OSH Act; Inspections, Citations, and Penalties; Walking and Working surfaces; Means of Egress and Fire Protection; Flammable and Combustible Liquids; Personal Protective Equipment; Permit-Required Confined Spaces; Lockout & Tagout; Materials Handling; Machine Guarding; Welding, Cutting, and Brazing; Electrical & Safety-Related Work Practice; Hazard Communication; Introduction to Industrial Hygiene/Blood borne Pathogens; Recordkeeping; Ergonomics; Safety & Health Programs. Upon satisfactory completion of requirements, students will receive an OSHA general industry safety & health 30-hour course completion card.

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEOSHT 2011 PC01	02/14/2012 - 02/27/2012	09:00AM - 01:00PM	MTWTH	P400	Faculty

Fee(s): Tuition IN \$720.00 Tuition OD \$740.00 Other Fees \$5.00

**Blueprint Reading**

Emphasis on accurate/efficient interpretation of symbols/graphic language required to produce working drawings.

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEDFTG 1022 PC01	02/28/2012 - 03/12/2012	09:00AM - 01:00PM	MTWTH	P400	Faculty

Fee(s): Tuition IN \$770.00 Tuition OD \$790.00 Other Fees \$5.00

**Electrical Code**

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.

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEELPT 1001 PC01	03/14/2012 - 04/09/2012	09:00AM - 01:00PM	MTWTH	P400	Faculty

Fee(s): Tuition IN \$1,038.00 Tuition OD \$1,058.00 Other Fees \$5.00

**Commercial Wiring**

Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEELPT 1045 PC01	04/10/2012 - 05/10/2012	09:00AM - 03:30PM	MTWTH	P800	Faculty

Fee(s): Tuition IN \$2,535.00 Tuition OD \$2,555.00 Other Fees \$5.00

**Services for Students with Disabilities**

The College has special services and equipment to assist students with a documented disability. Students requesting special accommodations should notify the Office of Admissions and Academic Advising at least 30 – 45 days prior to the beginning of a semester.



Call 281.756.3531 or TDD number 281.756.3845 for assistance.

## COMPUTER TRAINING

### Using QuickBooks

This course provides an introduction to the popular QuickBooks Accounting software. This course teaches the use of the software and not accounting skills. Topics include setting up companies and accounts, cash receipts and requires knowledge of the Windows XP environment.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEACNT 1010 01	01/17/2012 - 02/02/2012	06:30PM - 09:30PM	TTH	H124	R Ruiz
CEACNT 1010 02	03/20/2012 - 04/05/2012	01:00PM - 04:00PM	TTH	H124	R Ruiz

#### PEARLAND CAMPUS

CEACNT 1010 PC01	02/06/2012 - 02/22/2012	06:30PM - 09:30PM	MW	P100	R Ruiz
CEACNT 1010 PC02	04/16/2012 - 05/02/2012	09:00AM - 12:00PM	MW	P100	R Ruiz

Fee(s): Tuition IN \$120.00 Tuition OD \$140.00 Other Fees \$57.00

### Introduction to Computers

Anyone who is new to computers should start with this course. In this course, you will learn computer terminology, computer hardware and software, and operating systems. You will learn about files and folders, working with Windows, and the Internet. You will also learn about computer networks. Everything in this 'hands-on' course is explained in a way that everyone can understand. Students will receive training materials first day of class.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEITSC 1012 01	02/28/2012 - 03/08/2012	01:00PM - 04:00PM	TTH	H124	R Ruiz
CEITSC 1012 02	03/20/2012 - 03/29/2012	09:00AM - 12:00PM	TTH	H124	R Ruiz
CEITSC 1012 03	04/10/2012 - 04/19/2012	06:30PM - 09:30PM	TTH	H124	R Ruiz

#### PEARLAND CAMPUS

CEITSC 1012 PC01	01/23/2012 - 02/01/2012	09:00AM - 12:00PM	MW	P100	R Ruiz
CEITSC 1012 PC02	02/27/2012 - 03/07/2012	01:00PM - 04:00PM	MW	P100	R Ruiz
CEITSC 1012 PC03	04/16/2012 - 04/25/2012	06:30PM - 09:30PM	MW	P100	R Ruiz

Fee(s): Tuition IN \$105.00 Tuition OD \$125.00 Other Fees \$57.00

### Using GIMP Image Editor

This course will introduce the student to the popular GIMP Image Editor; PhotoShop's open source (free) competitor. GIMP stands for Graphic Image Manipulation Program and is one of the best free programs available on the internet. It will allow you to modify images at the pixel level, which means you can modify any image from removing "red eye" to producing your own original digital artwork. Download the program; install it; use tools like brushes, masks, color correctors, erasers, lassos, layers...the list is too great to continue here. The student will be shown how to use the most common image adjusting tools and many examples of things that can be done with this amazing program.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEARTC 1000 01	03/20/2012 - 03/29/2012	06:30PM - 09:30PM	TTH	H124	R Ruiz

Fee(s): Tuition IN \$105.00 Tuition OD \$125.00 Other Fees \$57.00

### Introduction to WebPage Design

This course is designed to introduce the student to web page design techniques and tools. The student will examine and use inexpensive and readily available online software to design and implement a website. While designing the website, students will be exposed to the HTML programming language and how to employ it to make web pages that are cross platform compatible. Students will receive training materials in class.

#### PEARLAND CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEIMED 1002 PC01	03/26/2012 - 04/04/2012	01:00PM - 04:00PM	MW	P100	R Ruiz

Fee(s): Tuition IN \$105.00 Tuition OD \$125.00 Other Fees \$55.00

### Introduction to Open Office

This course will introduce the student to a free, open source integrated business software package that incorporates word processing, spreadsheet, presentation, and database capabilities. It is not strictly a MS Office imulator, but rather a capable alternative in its own right. It will do many of the things that MS Office will do and is used by many individuals and companies and organizations that find the price of proprietary or "big box" software prohibitive. The student will be introduced to many features of all the components of Open Office. The student will also be shown how to download and install the software.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEITSW 1021 01	02/28/2012 - 03/08/2012	06:30PM - 09:30PM	TTH	H124	R Ruiz

Fee(s): Tuition IN \$105.00 Tuition OD \$125.00 Other Fees \$57.00

### Using Microsoft Excel 2010

Students will learn to create, edit, format, and create formulas, and print spreadsheets using the new features of Excel 2010. Other tools and techniques include moving and copying data, charts and graphs, and using functions to analyze data and solve problems. This course covers introductory and intermediate features of Excel. Students will receive training materials in class.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEITSW 1046 01	01/31/2012 - 02/09/2012	01:00PM - 04:00PM	TTH	H124	R Ruiz
CEITSW 1046 03	04/10/2012 - 04/19/2012	01:00PM - 04:00PM	TTH	H124	R Ruiz

Fee(s): Tuition IN \$105.00 Tuition OD \$125.00 Other Fees \$57.00

### Using Microsoft Excel 2007

Students will learn to create, edit, format, and create formulas, and print spreadsheets using the new features of Excel 2007. Other tools and techniques include moving and copying data, charts and graphs, and using functions to analyze data and solve problems. This course covers introductory and intermediate features of Excel. Students will receive training materials in class.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEITSW 1046 02	02/21/2012 - 03/01/2012	09:00AM - 12:00PM	TTH	H124	R Ruiz

#### PEARLAND CAMPUS

CEITSW 1046 PC01	01/23/2012 - 02/01/2012	01:00PM - 04:00PM	MW	P100	R Ruiz
CEITSW 1046 PC02	03/19/2012 - 03/28/2012	09:00AM - 12:00PM	MW	P100	R Ruiz

Fee(s): Tuition IN \$105.00 Tuition OD \$125.00 Other Fees \$57.00

### Advanced Microsoft Excel 2007

This course is a continuation of Using Microsoft Excel 2007 for students who need to enhance their skills. Topics will include linking spreadsheets, using database functions, conducting data analysis, using pivot tables and pivot charts, and creating macros.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEITSW 2049 01	02/07/2012 - 02/16/2012	06:30PM - 09:30PM	TTH	H124	R Ruiz
CEITSW 2049 02	02/14/2012 - 02/23/2012	01:00PM - 04:00PM	TTH	H124	R Ruiz
CEITSW 2049 03	04/10/2012 - 04/19/2012	09:00AM - 12:00PM	TTH	H124	R Ruiz

#### PEARLAND CAMPUS

CEITSW 2049 PC01	03/26/2012 - 04/04/2012	06:30PM - 09:30PM	MW	P100	R Ruiz
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Fee(s): Tuition IN \$105.00 Tuition OD \$125.00 Other Fees \$55.00

### Using Microsoft Outlook 2010

Students will learn to use electronic mail; track events with a calendar; use task list effectively; manage address books and contacts; maintain a journal; and integrate with other Microsoft Office applications. Students will receive training materials in class.

#### PEARLAND CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEITSW 1030 PC02	04/16/2012 - 04/25/2012	01:00PM - 04:00PM	MW	P100	R Ruiz

Fee(s): Tuition IN \$105.00 Tuition OD \$125.00 Other Fees \$55.00

### Using Microsoft Outlook 2007

Students will learn to use electronic mail; track events with a calendar; use task list effectively; manage address books and contacts; maintain a journal; and integrate with other Microsoft Office applications. Students will receive training materials in class.

#### PEARLAND CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEITSW 1030 PC03	01/23/2012 - 02/01/2012	06:30PM - 09:30PM	MW	P100	R Ruiz

Fee(s): Tuition IN \$105.00 Tuition OD \$125.00 Other Fees \$55.00

### Using Microsoft Word 2010

Introducing MS Word 2010. Students will learn to create, edit, format, and print documents using new features of Word 2007. Other tools and techniques include the use of tables and graphics in documents. Students will also learn to use find-and-replace, spell check, auto-text, and other features of this very powerful word processing software. This course will cover basic and intermediate features of Microsoft Word. Students will receive training materials in class.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEPOFI 1024 01	04/24/2012 - 05/03/2012	09:00AM - 12:00PM	TTH	H124	R Ruiz

#### PEARLAND CAMPUS

CEPOFI 1024 PC01	02/06/2012 - 02/15/2012	01:00PM - 04:00PM	MW	P100	R Ruiz
CEPOFI 1024 PC02	02/27/2012 - 03/07/2012	06:30PM - 09:30PM	MW	P100	R Ruiz

Fee(s): Tuition IN \$105.00 Tuition OD \$125.00 Other Fees \$57.00

### Using Microsoft Word 2007

Students will learn to create, edit, format, and print documents using new features of Word 2007. Other tools and techniques include the use of tables and graphics in documents. Students will also learn to use find-and-replace, spell check, auto-text, and other features of this very powerful word processing software. This course will cover basic and intermediate features of Microsoft Word. Students will receive training materials in class.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEPOFI 1024 02	01/17/2012 - 01/26/2012	01:00PM - 04:00PM	TH	H124	R Ruiz

Fee(s): Tuition IN \$105.00 Tuition OD \$125.00 Other Fees \$57.00

## Register Early!

ACC requires a minimum number of students to hold our classes.

Must have a current email address for online registration.

To register please come by or go online to [www.AlvinCollege.edu](http://www.AlvinCollege.edu)

**ONE DAY CLASSES**
**MS Access 2007 in a Day**

This course teaches the basic functions and features of Access 2007. Students will learn how to plan and create a database, work with tables, create queries and forms, filter records, and generate reports. Students will receive training materials in class.

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEITSW 1053 PC10	04/27/2012 - 04/27/2012	09:00AM - 04:30PM	F	P100	R Ruiz
Fee(s):	Tuition IN \$66.00	Tuition OD \$86.00	Other Fees \$55.00		

**MS Excel 2010 in a Day**

Introducing MS Excel 2010. Students will learn to create, edit, format, and create formulas, and print spreadsheets using new features in Excel 2007. Other tools and techniques include moving and copying data, charts and graphs, and using functions to analyze data and solve problems. This course covers introductory and intermediate features of Excel. Students will receive training materials in class.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEITSW 1046 10	02/24/2012 - 02/24/2012	09:00AM - 04:30PM	F	H124	R Ruiz

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEITSW 1046PC10	02/17/2012 - 02/17/2012	09:00AM - 04:30PM	F	P100	R Ruiz
Fee(s):	Tuition IN \$66.00	Tuition OD \$86.00	Other Fees \$55.00		

**MS Excel 2007 in a Day**

Students will learn to create, edit, format, and create formulas, and print spreadsheets using new features in Excel 2007. Other tools and techniques include moving and copying data, charts and graphs, and using functions to analyze data and solve problems. This course covers introductory and intermediate features of Excel. Students will receive training materials in class.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEITSW 1046 11	01/27/2012 - 01/27/2012	09:00AM - 04:30PM	F	H124	R Ruiz

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEITSW 1046 PC11	01/20/2012 - 01/20/2012	09:00AM - 04:30PM	F	P100	R Ruiz
Fee(s):	Tuition IN \$66.00	Tuition OD \$86.00	Other Fees \$55.00		

**MS PowerPoint 2007 in a Day**

Students will learn to plan, create, edit, and include graphics and special effects, and run slide shows of the presentations created in class using new features in PowerPoint 2007. Techniques taught in this class are both basic and intermediate levels. Students will receive training materials in class.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEITSW 1041 10	04/20/2012 - 04/20/2012	09:00AM - 04:30PM	F	H124	R Ruiz

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEITSW 1041 PC10	04/03/2012 - 04/03/2012	09:00AM - 04:30PM	F	P100	R Ruiz
Fee(s):	Tuition IN \$66.00	Tuition OD \$86.00	Other Fees \$55.00		

**Microsoft Word 2010 in a Day**

Introducing MS Word 2010. Students will learn to create, edit, format, and print documents using new features in Word 2007. Other tools and techniques include the use of tables and graphics in documents. Students will also learn to use find-and-replace, spell check, auto-text, and other features of this very powerful word processing software. This course will cover basic and intermediate features of Microsoft Word. Students will receive training materials in class.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEPOFI 1024 11	02/10/2012 - 02/10/2012	09:00AM - 04:30PM	F	H124	R Ruiz

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEPOFI 1024 PC10	02/03/2012 - 02/03/2012	09:00AM - 04:30PM	F	P100	R Ruiz
Fee(s):	Tuition IN \$66.00	Tuition OD \$86.00	Other Fees \$55.00		

**Microsoft Word 2007 in a Day**

Students will learn to create, edit, format, and print documents using new features in Word 2007. Other tools and techniques include the use of tables and graphics in documents. Students will also learn to use find-and-replace, spell check, auto-text, and other features of this very powerful word processing software. This course will cover basic and intermediate features of Microsoft Word. Students will receive training materials in class.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEPOFI 1024 12	03/30/2012 - 03/30/2012	09:00AM - 04:30PM	F	H124	R Ruiz

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEPOFI 1024 PC11	03/23/2012 - 03/23/2012	09:00AM - 04:30PM	F	P100	R Ruiz
Fee(s):	Tuition IN \$66.00	Tuition OD \$86.00	Other Fees \$55.00		

To learn more about all of the ACC Continuing Education Workforce Development programs stop by H103 or go to [www.alvincollege.edu/CEWD](http://www.alvincollege.edu/CEWD)


**Health & Medical**
**Medication Administration for the Nurse Aide**

Texas Department of Aging and Disability Services approved course. Instruction in preparation and administration of designated medications by non-licensed nursing personnel employed in licensed health care agencies including responsibilities associated with such administration. Certified nurse aides must be employed in a Medicare/Medicaid skilled nursing facility, Mental Health Mental Retardation (MHMR) facility, correctional institution, or licensed personal care facility. Certified nurse aides MUST be employed in one of the above mentioned facilities on the first day of class and maintain employment during the course. Individuals in a licensed personal care facility are not required to be Certified Nurse Aides. However, they will be required to show proof of 90 days of employment. **PREREQUISITES: STUDENTS MUST BE 18 YEARS OLD AND SUBMIT A HIGH SCHOOL DIPLOMA OR GED AT TIME OF REGISTRATION. MUST BE A CERTIFIED NURSE AIDE LISTED ON THE TEXAS NURSE AIDE REGISTRY. REGISTRATION MUST BE COMPLETE 5 BUSINESS DAYS PRIOR TO CLASS DATE. TEXTBOOK(S) REQUIRED. No class on March 13 or March 15, 2012.**

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CENURA 1013 02	01/12/2012 - 05/22/2012	06:00PM - 10:00PM	TTH	H125	D Ives
Fee(s):	Tuition IN \$560.00	Tuition OD \$580.00	Other Fees \$71.00		

**Medication Aide Update for Nurse Aide For the Nurse Aide**

Fulfillment of the annual education renewal requirements for the Certified Medication Aide. Topics include review and update of medication aide training rules, medication administration and related responsibilities. **TARDINESS IS NOT ACCEPTABLE. REGISTRATION MUST BE COMPLETE 3 DAYS PRIOR TO CLASS DATE.** Texas Department of Aging and Disability Services recommend taking the Update class 90 days prior to permit expiration.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CENURA 1041 02	02/04/2012 - 02/04/2012	09:00AM - 04:30PM	S	H125	D Ives
CENURA 1041 03	03/03/2012 - 03/03/2012	09:00AM - 04:30PM	S	H125	D Ives
CENURA 1041 04	04/14/2012 - 04/14/2012	09:00AM - 04:30PM	S	H125	D Ives
CENURA 1041 05	05/05/2012 - 05/05/2012	09:00AM - 04:30PM	S	H125	D Ives
Fee(s):	Tuition IN \$50.00	Tuition OD \$70.00	Other Fees \$5.00		

**Nurse Refresher Update for RNs and LVNs**

Current nursing practice designed for inactive RNs and LVNs or nurses who have been out of practice for 4 years or more and choose to return to nursing care. Online theory/didactic content, on-campus skills lab, and clinical component prepare the nurse to return to practice. The course meets all requirements established by the board of Nursing for the State of Texas to reenter nursing. Student will need to pay for and clear a drug screen and a criminal background check prior to start of clinical. The course consists of 6 weeks online theory, on-campus Skills Lab (March 31, 2012), and 80 hours of precepted bedside patient care in area hospitals/clinical sites under direct RN/LVN supervision. Clinical placements, course completion occurs on first registration/first serve basis. Do not get 'Temporary Permit' before start of online course. Hepatitis series must be current along with all other vaccinations. **TEXTBOOK(S) REQUIRED.** Prerequisites: RN/LVN in good standing with the Board of Nursing (BON) Texas or out of state with Board approval or fulfilling requirement for stipulation from BON.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CERNNG 1006 01	03/19/2012 - 05/25/2012	TBA	TBA	Online	J Bennett
Fee(s):	Tuition IN \$1,100.00	Tuition OD \$1,120.00	Other Fees \$97.00		

**On-Line Medical Courses**
**Medical Coding and Billing: Outpatient**

Outpatient Medical Coders assist healthcare professionals by capturing details of care including clinical management, morbidity and mortality stats, and diagnostic intervention. The course presents application of basic coding rules, principles, and guidelines utilizing various medical coding systems. Medical codes provide the details for reimbursement and facilitate clinical care and research. The curriculum is designed to prepare you for work in outpatient medical facilities, insurance companies, and government agencies as a medical coder or as a medical coding and billing specialist and be fully trained to use medical records to accurately code outpatient diagnosis and procedures and complete the billing or reimbursement process. ACC's Medical Coding is online allowing student to set schedule and pace. Students may take up to one year to complete the course. Textbooks covering the content at the time the course is started are included. Shipping is extra. Additional textbook purchase is optional. Financial aid may be available for those who qualify. Access to an internet-ready computer is required throughout the entire course. If student requires an extension beyond one year, a charge will be incurred.

**INTERNET**

Course No.	Date(s)	Time	Day	Room	Instructor
CEHMED 1000 IN	01/04/2012 - 01/03/2013	TBA	TBA	Online	S Priest
Fee(s):	Tuition IN \$2,400.00	Tuition OD \$2,420.00	Other Fees \$55.00		

**Medical Coding and Billing: Inpatient and Outpatient**

Inpatient/Outpatient Medical Coders and Billers assist healthcare professionals by capturing details of care including clinical management, morbidity and mortality stats, and diagnostic intervention. The course presents application of basic coding rules, principles, and guidelines utilizing various medical coding systems. Medical codes provide details for reimbursement. Inpatient coders use different coding guidelines and separate sets of procedural codes to code records for longer inpatient visits. These records are generally more complex than outpatient records, increasing the time spent on each report. Outpatient coders use procedural codes and code short-visit medical records. Coding these records in often faster-paced and increases the number of reports the coder can work on in a day. Inpatient/Outpatient Medical Coding is online allowing the student to set schedule and pace. Students may take up to one year to complete the course. Textbooks covering the online material are included. Shipping is extra. Additional textbook purchase may be published during year of enrollment. The student has the option to purchase these to be current or complete with them. The cost of those additional books is \$495. Financial aid may be available for those who qualify. Access to an internet-ready computer is required throughout the entire course. If student must extend beyond a year, a charge of \$150 for a 4 month extension will be incurred.

**INTERNET**

Course No.	Date(s)	Time	Day	Room	Instructor
CEHMED 1100 IN	01/04/2012 - 01/03/2013	TBA	TBA	Online	S Priest
Fee(s):	Tuition IN \$2,600.00	Tuition OD \$2,620.00	Other Fees \$55.00		

**Medical Transcription Editor**

Medical Transcriptionists transfer dictated medical records to written documents. Medical Transcription Editor incorporates voice recognition software with traditional audible transcription for the most current of training experiences. Examples of documents include the physician's dictation of medical histories and physicals, discharge summaries, consultations and pathology reports. Students train online over a one year period. After completing the course, students are prepared to test nationally for certification. Students enrolling in this course receive 24/7 access to the course for an entire year, Medical and Reference books, medical transcription equipment (foot pedal and software), professional tech support, and flexibility in scheduling. Students also receive the online program in a textbook format. Approximately 10 months to complete the program when averaging 20-25 hours per week. Transcription companies hire Medical Transcriptionists independently. Some Medical Transcriptionists work from home. If a student extends beyond one year, a charge of \$100 for a 4 month extension will be incurred. Students may start this course at any time of the year, not just on the start date listed in the schedule.

**INTERNET**

Course No.	Date(s)	Time	Day	Room	Instructor
CEHMED 2000 IN	01/04/2012 - 01/03/2013	TBA	TBA	Online	S Priest

Fee(s): Tuition IN \$2,600.00 Tuition OD \$2,620.00 Other Fees \$55.00

**Medical Administrative Assistant**

Medical Administrative Assistants (MAA) plays an integral role in the operations of doctor's offices and clinics. The medical administrative assistant is often responsible for managing the day-to-day operations of the medical facility; updating and organizing medical records; scheduling and coordinating appointments; verifying patient insurance; completing and submitting insurance claims; preparing correspondence between medical providers and patients; and providing quality customer service to patients. MAAs are needed in almost every area of health care including doctor's offices, dental offices, hospitals, outpatient clinics, insurance companies, and many other medical facilities. Access to an internet-ready computer is required throughout the entire course.

**INTERNET**

Course No.	Date(s)	Time	Day	Room	Instructor
CEHMED 3000 IN	01/04/2012 -07/04/2012	TBA	TBA	Online	S Priest

Fee(s): Tuition IN \$1,900.00 Tuition OD \$1,920.00 Other Fees \$55.00

**CPR**

**CPR/AHA Basic Life Support for Healthcare Providers**

This American Heart Association's BLS course teaches healthcare professionals the importance of early CPR and defibrillation; performing basic steps of CPR; relieving choking, using an AED; and the role of each link in the chain of survival. This course is for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings. Textbook for review prior to course available in college bookstore (281-756-3681).

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEEMSP 1019 02	01/07/2012 - 01/07/2012	09:00AM - 03:00PM	S	H125	S Priest
CEEMSP 1019 03	01/24/2012 - 01/24/2012	03:00PM - 09:00PM	T	H125	S Priest
CEEMSP 1019 04	02/11/2012 - 02/11/2012	09:00AM - 03:00PM	S	H125	S Priest
CEEMSP 1019 05	02/23/2012 - 02/23/2012	03:00PM - 09:00PM	TH	H125	S Priest
CEEMSP 1019 06	03/08/2012 - 03/08/2012	03:00PM - 09:00PM	TH	H125	S Priest
CEEMSP 1019 07	03/24/2012 - 03/24/2012	09:00AM - 03:00PM	S	H125	S Priest
CEEMSP 1019 08	04/10/2012 - 04/10/2012	03:00PM - 09:00PM	T	H125	S Priest
CEEMSP 1019 09	04/21/2012 - 04/21/2012	09:00AM - 03:00PM	S	H125	S Priest
CEEMSP 1019 10	05/16/2012 - 05/16/2012	03:00PM - 09:00PM	W	H125	S Priest

Fee(s): Tuition IN \$80.00 Tuition OD \$100.00 Other Fees \$5.00

**Certified Nurses Aide**

**DAY PROGRAM**

**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 and acute care facilities. Topics include residents' 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. PREREQUISITES: Completed CNA application packet including CPR certification, TB skin test and background check. COREQUISITE: Concurrently enrolled in corresponding sections for CENURA-1060 (Nurse Aide Clinical) and CENURA-2005 (Nurse Aide Skills Lab).

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CENURA 1001 10	01/09/2012 - 01/31/2012	08:00AM - 12:00PM	MTWTH	H131	B Thibodaux
CENURA 1001 11	02/27/2012 - 03/26/2012	08:00AM - 12:00PM	MTWTH	H131	B Thibodaux

Fee(s): Tuition IN \$468.00 Tuition OD \$488.00 Other Fees \$24.00

**Nurse Aide for Health Care - Clinical**

Clinical bedside care of long-term residents and/or acute care patients to promote the continuity of care for Certified Nursing Assistants. Prerequisite: CPR Certified. Corequisites: Concurrently enrolled in corresponding sections for CENURA-1001 and CENURA-2005

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CENURA 1060 10	01/21/2012 - 02/04/2012	07:00AM - 07:00PM	S	TBA	B Thibodaux
CENURA 1060 11	03/03/2012 - 03/24/2012	07:00AM - 07:00PM	S	TB	B Thibodaux

Fee(s): Tuition IN \$204.00 Tuition OD \$224.00 Other Fees \$27.00

**Nurse Aide for Health Care - Skills Lab**

Upgrading current skills and instruction in recently developed techniques needed for effective patient care. Corequisite: Concurrently enroll in corresponding sections for CENURA-1001 (Nurse Aide for Healthcare) and CENURA-1060 (Nurse Aide Clinical).

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CENURA 2005 10	02/01/2012 - 02/06/2012	08:00AM - 12:00PM	WTHM	H131	B Thibodaux
CENURA 2005 11	03/27/2012 - 03/29/2012	08:00AM - 12:00PM	TWTH	H131	B Thibodaux

Fee(s): Tuition IN \$113.00 Tuition OD \$133.00 Other Fees \$5.00

**EVENING PROGRAM**

**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 and acute care facilities. Topics include residents' 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. PREREQUISITES: Completed CNA application packet including CPR certification, TB skin test and background check. COREQUISITE: Concurrently enrolled in corresponding sections for CENURA-1060 (Nurse Aide Clinical) and CENURA-2005 (Nurse Aide Skills Lab).

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CENURA 1001 03	01/09/2012 - 01/31/2012	06:00PM - 10:00PM	MTWTH	H131	B Thibodaux
CENURA 1001 04	02/27/2012 - 03/26/2012	06:00PM - 10:00PM	MTWTH	H131	B Thibodaux

Fee(s): Tuition IN \$468.00 Tuition OD \$488.00 Other Fees \$24.00

**Nurse Aide for Health Care - Clinical**

Clinical bedside care of long-term residents and/or acute care patients to promote the continuity of care for Certified Nursing Assistants. Prerequisite: CPR Certified. Corequisites: Concurrently enrolled in corresponding sections for CENURA-1001 and CENURA-2005.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CENURA 1060 03	01/21/2012 - 02/04/2012	07:00AM - 07:00PM	S	TBA	B Thibodaux
CENURA 1060 04	03/03/2012 - 03/24/2012	07:00AM - 07:00PM	S	TBA	B Thibodaux

Fee(s): Tuition IN \$204.00 Tuition OD \$224.00 Other Fees \$27.00

**Nurse Aide for Health Care - Skills Lab**

Upgrading current skills and instruction in recently developed techniques needed for effective patient care. Corequisite: Concurrently enroll in corresponding sections for CENURA-1001 (Nurse Aide for Healthcare) and CENURA-1060 (Nurse Aide Clinical).

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CENURA 2005 03	02/01/2012 - 02/06/2012	06:00PM - 10:00PM	WTHM	H131	B Thibodaux
CENURA 2005 04	03/27/2012 - 03/29/2012	06:00PM - 10:00PM	TWTH	H131	B Thibodaux

Fee(s): Tuition IN \$113.00 Tuition OD \$133.00 Other Fees \$5.00

**Clinical Medical Assistant**

**Externship-Clinical Medical Assistant (Continuation of Fall 2011 Program)**

The externship/clinical component for the ongoing program of the Clinical Medical Assistant training. Assignment to appropriate medical clinic/facility to utilize skills, knowledge and techniques gained in theory portions of the Clinical Medical Assistant program. Students will comply with the rules/protocol for varying facilities including possible need for background checks, drug screens, special clothing and additional requirements by the clinical facilities. Must enroll simultaneously in CEHPRS 1006, CEMDCA 1000, CEMDCA 1091, and CEMDCA 1060. Student must pass CEHPRS 1006, CEMDCA 1000, and CEMDCA 1091 to advance to CEMDCA 1060 (clinical). Externships generally run 1 to 4 months depending on student availability. Students have up to one year from the start date of the course to complete the externship.

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEMDCA 1060 PC01	02/28/2012 - 08/28/2012	TBA	TBA	TBA	A Hadley

Fee(s): Tuition IN \$1,200.00 Tuition OD \$1,220.00 Other Fees \$47.00

**Basic Medical Assistant Technology**

Introduction to medical office operations, equipment, procedures, and human relations skills. Perform the procedures for rooming a patient. Learn to take vital signs, perform treatments, position patient for procedures, collecting and testing specimens, take EKGs, and locate information regarding medications. Must enroll simultaneously in CEHPRS 1006, CEMDCA 1000, and CEMDCA 1091. Student must pass CEHPRS 1006, CEMDCA 1000, and CEMDCA 1091 to advance to CEMDCA 1060 (Externship-clinical). Maximum number of absences: 2 classes for course series. TEXTBOOKS REQUIRED.

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEMDCA 1000 PC02	03/03/2012 - 03/31/2012	09:00AM - 04:30PM	S	TBA	A Hadley

Fee(s): Tuition IN \$400.00 Tuition OD \$420.00 Other Fees \$100.00

**Essentials of Medical Terminology**

Define, pronounce, and spell medical terms with the use of medical references as resource tools; use terms in context; build and analyze medical terms; examine word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols. Use medical terminology in written and spoken communication. Define medical terminology found in medical records. Must enroll simultaneously in CEHPRS 1006, CEMDCA 1000, CEMDCA 1091 and CEMDCA 1060. Student must pass CEHPRS 1006, CEMDCA 1000, and CEMDCA 1091 to advance to CEMDCA 1060 (externship).

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEHPRS 1006 PC02	04/07/2012 - 04/28/2012	09:00AM - 04:30PM	S	TBA	A Hadley

Fee(s): Tuition IN \$400.00 Tuition OD \$420.00 Other Fees \$5.00

**Advanced Medical Assistant Technology**

The continuation course to Basic Medical Assistant Technology. Identify anatomy and function of the human body and body systems, use proper techniques and safety concepts to administer oral and injectable medications, demonstrate first aid for musculoskeletal injuries, instruct patients in preventive health practices, and assist the physician/primary care providers with examination of the patient. Must enroll simultaneously in CEHPRS 1006, CEMDCA 1000, CEMDCA 1091, and CEMDCA 1060. Student must pass CEHPRS 1006, CEMDCA 1000, and CEMDCA 1091 to advance to CEMDCA 1060 (clinical).

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEMDCA 1091 PC02	05/05/2012 - 07/28/2012	09:00AM - 04:30PM	S	TBA	A Hadley

Fee(s): Tuition IN \$800.00 Tuition OD \$820.00 Other Fees \$5.00

## Dental Assistant

### DAY PROGRAM

#### Dental Health Safety and Emergency Management

The Dental Health Safety and Emergency Management course prepares dental assistant students to respond proactively to dental emergencies, to control infection, prevent disease, adhere to OSHA Standards, and safely manage hazardous materials. Students address maintenance of emergency kits, and will learn to take patient vital signs and collect patient medical/dental histories. \*\*This is a first section course in the Dental Assistant Program.

*A completed application, orientation meeting and background check is required for admission and registration.*

ALVIN CAMPUS					
Course No.	Date(s)	Time	Day	Room	Instructor
CEDNTA 1013 02	01/10/2012 - 02/23/2012	09:00AM - 12:00PM	TTH	H116	L Davis
Fee(s):	Tuition IN \$380.00	Tuition OD \$400.00	Other Fees \$55.00		

#### Dental Science and General Anatomy

The Dental Science and General Anatomy course presents the study of dental terminology, morphology, histology, and oral embryology. Students learn the basic of structure and function of human anatomy with special emphasis on the head and neck. It prepares dental assistant students to apply fundamentals of general and dental anatomy to informed decision-making, and to professional communication with colleagues and patients. \*\*This is a first section course in the Dental Assistant Program.

*A completed application, orientation meeting and background check is required for admission and registration. TEXTBOOK REQUIRED.*

ALVIN CAMPUS					
Course No.	Date(s)	Time	Day	Room	Instructor
CEDNTA 1011 02	01/10/2012 - 03/29/2012	01:30PM - 04:00PM	TTH	H116	L Davis
Fee(s):	Tuition IN \$390.00	Tuition OD \$410.00	Other Fees \$35.00		

#### Chairside Assisting

An introduction to pre-clinical chair side assisting procedures, instrumentation, infection and hazard control protocol, and equipment safety and maintenance. The Chairside Assisting course prepares dental assistant students to chart oral cavity structures, dental pathology and restorations, and to assist a dentist with basic dental procedures including examinations, pain control, amalgam restorations, and cosmetic restorations. Students will develop the ability to educate patients about preventive dentistry, brushing, and flossing techniques and dental procedures using lay terminology. TEXTBOOK REQUIRED.

\*\*This is a first section course for the Dental Assistant Program.

*A completed application, orientation meeting and background check is required for admission and registration.*

ALVIN CAMPUS					
Course No.	Date(s)	Time	Day	Room	Instructor
CEDNTA 1015 02	01/13/2012 - 04/27/2012	08:30AM - 02:30PM	F	H116	D Hartley
Fee(s):	Tuition IN \$420.00	Tuition OD \$440.00	Other Fees \$85.00		

#### Professionalism in the Dental Office

This second level course prepares dental assistant students for professional success in a dental practice or in another dental health care environment. It is a pre-requisite course prior to the clinical visits. Students develop professional appearance and image, while learning life skills for their personal management. The course instructs on the lessons of working within ethical guidelines and legal frameworks, in preparation for entering the dental workforce. Dental assistant students will develop and customize their resumes, learn the importance of job search and lay out an on-going professional development plan. \*\*This is a second section course for the ongoing Dental Assistant Program.

*Current enrollment in the Dental Assistant Program is necessary for registration.*

ALVIN CAMPUS					
Course No.	Date(s)	Time	Day	Room	Instructor
CEDNTA 1002 02	03/01/2012 - 06/28/2012	09:00AM - 12:30PM	TH	H116	L Davis
Fee(s):	Tuition IN \$390.00	Tuition OD \$410.00	Other Fees \$33.00		

#### Dental Radiology

The Dental Radiology course prepares dental assisting students to operate x-ray units and expose bitewing, periapical, extra oral, and occlusal radiographs. Emphasis is placed on protection against x-ray hazards. Students also process, mount, and evaluate radiographs for diagnostic value. The history of radiology theory will be presented including physics, radiation protection, the operation of radiographic equipment, darkroom procedures, and exposure techniques. Specific safety and universal/standard precautions for the radiology lab will be practiced. TEXTBOOK REQUIRED.

\*\*This is a second section course for the ongoing Dental Assistant Program.

*Current enrollment in the Dental Assistant Program is necessary for registration.*

ALVIN CAMPUS					
Course No.	Date(s)	Time	Day	Room	Instructor
CEDNTA 1005 02	04/02/2012 - 10/01/2012	09:00AM - 12:00PM	M	H116	M Abraham
Fee(s):	Tuition IN \$516.00	Tuition OD \$536.00	Other Fees \$75.00		

#### Intermediate Dental Assisting Applications

The Intermediate Dental Assisting course prepares dental assistant students to handle and prepare dental materials such as liners, bases, cements, amalgam, resin restorative materials, gypsum products, and impression materials. Students will develop the necessary skills to utilize these materials. They will also learn to take alginate impressions on manikins and clean removable appliances. An in-depth study of assisting techniques with emphasis on four-handed dentistry, utilization of tray set-ups for specific procedures. \*\*This is a second section course for the ongoing Dental Assistant Program.

*Current enrollment in the Dental Assistant Program is necessary for registration.*

ALVIN CAMPUS					
Course No.	Date(s)	Time	Day	Room	Instructor
CEDNTA 1042 02	05/04/2012 - 06/15/2012	08:00AM - 03:00PM	F	H116	M Lopez
Fee(s):	Tuition IN \$390.00	Tuition OD 410.00	Other Fees \$75.00		

#### Dental Office Management and Procedures

This course prepares dental assistant students to manage telephones, personal relations, appointments, recall systems, appointment scheduling and inventory. Students also develop the skills needed to process accounts receivable, accounts payable, collection, and third party reimbursements. \*\*This is a third section course for the ongoing Dental Assistant Program.

*Current enrollment in the Dental Assistant Program is necessary for registration.*

ALVIN CAMPUS					
Course No.	Date(s)	Time	Day	Room	Instructor
CEDNTA 1052 02	04/30/2012 - 09/24/2012	01:00PM - 03:30PM	M	H116	L Davis
Fee(s):	Tuition IN \$350.00	Tuition OD \$370.00	Other Fees \$30.00		

### EVENING PROGRAM (Continuation of Fall 2011 Program)

#### Professionalism in the Dental Office

This second level course prepares dental assistant students for professional success in a dental practice or in another dental health care environment. It is a prerequisite course prior to the clinical visits. Students develop professional appearance and image; while learning life skills for their personal management. The course instruct on the lessons of working within ethical guidelines and legal frameworks, in preparation for entering the dental workforce. Dental assistant students will develop and customize their resumes, learn the importance of job search and lay out an on-going professional development plan. \*\*This is a second section course for the ongoing Dental Assistant Program.

*Current acceptance into the Dental Assistant Program is necessary for enrollment.*

ALVIN CAMPUS					
Course No.	Date(s)	Time	Day	Room	Instructor
CEDNTA 1002 01	01/11/2012 - 05/30/2012	06:30PM - 09:30PM	W	H116	L Davis
Fee(s):	Tuition IN \$390.00	Tuition OD 410.00	Other Fees \$33.00		

#### Dental Radiology

The Dental Radiology course prepares dental assisting students to operate x-ray units and expose bitewing, periapical, extra oral, and occlusal radiographs. Emphasis is placed on protection against x-ray hazards. Students also process, mount, and evaluate radiographs for diagnostic value. The history of radiology theory will be presented including physics, radiation protection, the operation of radiographic equipment, darkroom procedures, and exposure techniques. Specific safety and universal/standard precautions for the radiology lab will be practiced. TEXTBOOK REQUIRED.

\*\*This is a second section course for the ongoing Dental Assistant Program.

*Current enrollment in the Dental Assistant Program is necessary for registration.*

ALVIN CAMPUS					
Course No.	Date(s)	Time	Day	Room	Instructor
CEDNTA 1005 01	02/21/2012 - 08/14/2012	06:30PM - 09:30PM	T	H116	M Abraham
Fee(s):	Tuition IN \$516.00	Tuition OD \$536.00	Other Fees \$75.00		

#### Intermediate Dental Assisting Applications

The Intermediate Dental Assisting course prepares dental assistant students to handle and prepare dental materials such as liners, bases, cements, amalgam, resin restorative materials, gypsum products, and impression materials. Students will develop the necessary skills to utilize these materials. They will also learn to take alginate impressions on manikins and clean removable appliances. An in-depth study of assisting techniques with emphasis on four-handed dentistry, utilization of tray set-ups for specific procedures. \*\*This is a second section course for the ongoing Dental Assistant Program.

*Current enrollment in the Dental Assistant Program is necessary for registration.*

ALVIN CAMPUS					
Course No.	Date(s)	Time	Day	Room	Instructor
CEDNTA 1042 01	02/23/2012 - 05/31/2012	06:30PM - 09:30PM	TH	H116	M Lopez
Fee(s):	Tuition IN \$390.00	Tuition OD \$410.00	Other Fees \$75.00		

#### Practicum - Dental Assisting

This course allows the student experience, as outlined in the learning plan, to apply the theory, concepts, and skills involving specialized materials, equipment, procedures, rules, regulations, and laws as dictated under the Texas State Board of Dental Examiners. Interactions among clinical sites and patient, the student will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, appropriate written and verbal communication skills using the terminology found in the dental field. Supervision is provided by the clinical coordinator and professional affiliates.

\*\*This is a third section course for the ongoing Dental Assistant Program.

*Current enrollment in the Dental Assistant Program is necessary for registration.*

ALVIN CAMPUS					
Course No.	Date(s)	Time	Day	Room	Instructor
CEDNTA 1064 01	04/30/2012 - 08/15/2012	TBA	TBA	TBA	M Abraham
Fee(s):	Tuition IN \$488.00	Tuition OD \$508.00	Other Fees \$146.00		

Give them something to smile about...

## Train to be a Dental Assistant

According to the U.S. Department of Labor, dental assisting is expected to be one of the fastest growing occupations over the next few years. ACC's Dental Assistant program is helping meet this demand by training individuals interested in the field of dental health and preparing them to work in all areas of a dental office.

**Leigh Davis, Dental Program Coordinator**

**281.756.3820**

or email [ldavis@alvincollege.edu](mailto:ldavis@alvincollege.edu).



## Aesthetic Laser Program

### Aesthetic Laser Technician

The Aesthetic Laser Procedures training is offered to help meet the workforce need aesthetic laser facilities. The course prepares the student to test and achieve the Texas recognized designation as a Certified Laser Hair Removal Provider (CLHRP). State regulation of laser hair removal providers is going to require them to be certified. Regulation information can be found at <http://www.dshs.state.tx.us/radiation/laserhair.shtm>. The Aesthetic Laser Procedure course is a semester long, 100 contact-hour course. It will prepare the student for employment in a growing field where lasers are being used to remove unwanted hair, reduce wrinkles, tighten skin and other aesthetic procedures. Student receive training in the classroom, lab and during a 20-hour practicum (clinical experience in treatment facility).

#### PEARLAND CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CELOTT 1071 02	01/30/2012 - 05/02/2012	06:00PM - 10:00PM	MW	H108	S Ebert
Fee(s):	Tuition IN 1,400.00	Tuition OD \$1,420.00	Other Fees \$509.00		

## Massage Therapy

### DAY PROGRAM (Continuation of Fall 2011 Program)

#### Hydrotherapy

This is a 20 hour course that will cover the theory and use of hydrotherapy and the incorporation of various therapeutic modalities that can be used in massage therapy. The students will study will study the history and terminology of hydrotherapy and learn the various forms of application and mechanisms governing functional responses of the body. The students will gain an understanding of the effects and benefits of hydrotherapy treatments and also become familiar with equipment utilization.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEMSSG 1005 01	03/05/2012 - 04/02/2012	09:00AM - 12:00PM	MW	H108	S Hill
Fee(s):	Tuition IN \$140.00	Tuition OD \$160.00	Other Fees \$28.00		

#### Kinesiology

This is a 50 hour course dedicated to the study of applied anatomy and kinesiology. The course will cover the scientific based medical principles towards the analysis, preservation and enhancement of human movement in various settings and populations. The students will gain an integrated understanding of anatomy, physiology, the associated biomechanics and movements of muscles and joints, and the neurological components of body position and reflex systems.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEMSSG 2013 01	03/27/2012 - 07/17/2012	09:00AM - 12:00PM	T	H108	S Ebert
Fee(s):	Tuition IN \$350.00	Tuition OD \$370.00	Other Fees \$5.00		

#### Pathology

This is a 40 hour course dedicated to understanding disease and infection as well as its counterpoint, health and wellness, including the concept of preventive healthcare as related to massage therapy. The student will learn to identify contraindications as related to massage therapy and define common indications for massage therapy. The students will analyze the etiology of various conditions and disorder of each major body system; understand psychological and emotional states of disease and gain a basic understanding of pharmacology as it relates to massage.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEMSSG 2014 01	04/05/2012 - 07/12/2012	09:00AM - 12:00PM	TH	H108	S Ebert
Fee(s):	Tuition IN \$280.00	Tuition OD \$300.00	Other Fees \$5.00		

### Fundamentals of Massage Therapy II

This 75 hour course is a continuation of Fundamentals of Massage Therapy I. This course will help the student refine their technique as well as give exposure to different techniques including, but not limited to, myofascial release, eastern influenced techniques, and chair massage.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEMSSG 2011 01	04/16/2012 - 07/16/2012	09:00AM - 12:00PM	MW	H108	S Hill
Fee(s):	Tuition IN \$525.00	Tuition OD \$545.00	Other Fees \$5.00		

### EVENING PROGRAM

#### Massage Therapy Fundamentals I - Swedish Massage

This is a 128 hour course taught by a licensed massage therapy instructor. The course work will include instruction regarding the history and significance of massage therapy, massage therapy tools and products, client preparation and draping, the effects and benefits of massage therapy, contraindications, and the practical application of the techniques involved in the manipulation of soft tissue. The majority of the course hours are dedicated to the study and practical application of Swedish massage therapy techniques. Prerequisites: HS Diploma/GED and completed program application packet and have approval to register from program coordinator, Dr. S Ebert. CPR Certification required prior to internship. TEXTBOOK REQUIRED.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEMSSG 1011 11	02/06/2012 - 07/25/2012	06:00PM - 09:00PM	MW	H108	S Hill
Fee(s):	Tuition IN \$960.00	Tuition OD \$980.00	Other Fees \$26.00		

### Human Health & Hygiene

This is a 23 hour course dedicated to the study of health, hygiene, first aid, and universal precautions. Recognized methods of sanitation and the prevention of disease are addressed in terms of their affect on the massage therapist and client. Students will gain an understanding of personal hygiene and personal care, including the benefits of therapeutic exercise and physical development of the massage practitioner. Prerequisites: HS Diploma/GED and completed program application packet and have approval to register from program coordinator, Dr. S Ebert. TEXTBOOK REQUIRED.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEMSSG 1009 11	02/07/2012 - 04/03/2012	06:00PM - 08:30PM	T	H108	S Ebert
Fee(s):	Tuition IN \$173.00	Tuition OD \$193.00	Other Fees \$7.00		

### Human Anatomy & Physiology

This is a 78 hour course with 52 hours dedicated to the study of anatomy and 26 hours dedicated to the study of physiology. The course work will include an in-depth study of the human body. Initially the course will help develop a basic understanding of the medical terminology and organization of the body. The course will continue with a more detailed look into each of the systems and their intricate anatomy and functions. TEXTBOOK REQUIRED.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEMSSG 1013 11	02/09/2012 - 08/09/2012	06:00PM - 09:00PM	TH	H108	S Ebert
Fee(s):	Tuition IN \$563.00	Tuition OD \$583.00	Other Fees \$9.00		

## Orthopedic Technology - (Continuation of Fall 2011 Program)

### Clinical Skills for Orthopedic Technician

Clinical skills needed to apply casts, splints, or braces for an orthopedic patient in an acute or clinic setting. The student will meet all training requirement for the National Association of Orthopedic Technologists. Graduates will be eligible to take the optional examination for Certification of Orthopaedic Technologists (OTC) offered by the National Board for Certification of Orthopaedic Technologists after one year of full-time employment as an Orthopedic Technician. Student must enroll simultaneously in HPRS 1091-Fundamentals of Orthopedic Technician and HPRS 1091-Clinical Skills for Orthopedic Technician, and MDCA 1060-Externship. Student must pass the first two courses to advance to MDCA 1060 (externship). Prerequisites: Must be 18 years old; pass Math/English entrance exam on 1st day of class.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEHPRS 1091 02	01/07/2012 - 05/05/2012	09:00AM - 04:30PM	S	H112	R Jones
Fee(s):	Tuition IN \$1,000.00	Tuition OD \$1,020.00	Other Fees \$95.00		

### Externship for Orthopedic Technician

Clinical exernship in greater metropolitan area including orthopedic offices, clinics, and acute care facilities. Placement based on student's availability. Must successfully complete HPRS 1091-01 and HPRS 1091-02 to advance to MDCA 1060 (externship). An estimate on the length of externships is 4-6 weeks depending on student and site availability. The student will have up to three months from the start date of the Externship period to complete the externship. Students must comply with specific site protocol (e.g., background checks, drug screens, and immunizations) at student expense.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEMDCA 1060 01	05/07/2012 - 11/05/2012	TBA	TBA	TBA	R Jones
Fee(s):	Tuition IN \$1,000.00	Tuition OD \$1,020.00	Other Fees \$47.00		

## Phlebotomy

### Phlebotomy

Skill development in the performance of a variety of blood collection methods using proper techniques and universal 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, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology. This class must be taken concurrently with CEPLAB 1060 (Clinical-Phlebotomy). There will be four on-campus meeting dates.

#### PEARLAND CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEPLAB 1023 PC01	01/12/2012 - 04/26/2012	05:30PM - 07:30PM	TH	P100	J Jones
Fee(s):	Tuition IN \$570.00	Tuition OD \$590.00	Other Fees \$5.00		

### Clinical Phlebotomy

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. This class must be taken concurrently with CEPLAB 1023 (Phlebotomy Theory Online class).

#### PEARLAND CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEPLAB 1060 PC01	01/12/2012 - 04/26/2012	TBA	TBA	TBA	J Jones
Fee(s):	Tuition IN \$60.00	Tuition OD \$80.00	Other Fees \$27.00		

## Physical Therapy Aide / Occupational Therapy Aide / Non-Certified Radiology Technician Online/Hybrid Courses

### Basics of Medical Assisting

This is an online course. This course is an introduction to medical office operations, equipment, procedures, and human relation skills.

#### INTERNET

Course No.	Date(s)	Time	Day	Room	Instructor
CEPOFM 1091 IN	01/18/2012 - 04/11/2012	TBA	TBA	Online	S Ebert
Fee(s):	Tuition IN \$120.00	Tuition OD \$140.00	Other Fees \$37.00		

### Essentials of Human Anatomy and Physiology

This is an online course. It is an overview of the structure and functions of the human body. This course will cover all the body systems with emphasis on the neurological, muscular and skeletal systems.

#### INTERNET

Course No.	Date(s)	Time	Day	Room	Instructor
CECIT 1000 IN	01/18/2012 - 04/11/2012	TBA	TBA	Online	S Ebert
Fee(s):	Tuition IN \$240.00	Tuition OD \$260.00	Other Fees \$37.00		

### Introduction to Occupational Therapy

This course is designed to prepare students for employment as an Occupational Therapy Aide. Students will learn medical terminology, body mechanics, reporting, charting, coding, patient interaction skills, and the use of equipment and techniques to aide in the administration of occupational therapy assessment and implementation of procedures for physical function. There will also be emphasis on the roles and functions of the occupational therapy aide in current health care environments including moral, legal, and ethical issues. This is a hybrid course, with lecture online and on 3-hour lab each Wednesday evening from 6:00PM - 9:00PM for 12 weeks. (Labs are mandatory).

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEOTHA 1001 HY01	01/18/2012 - 04/11/2012	TBA	TBA	Online	S Ebert
Fee(s):	Tuition IN \$720.00	Tuition OD \$740.00	Other Fees \$37.00		

### Introduction to Physical Therapy

This course is designed to prepare students for employment as a Physical Therapy Aide. Students will learn medical terminology, body mechanics, reporting, charting coding, patient interaction skills, and the use of equipment and techniques to aide patients in rehabilitation. This is a hybrid course with lecture online and one 3-hour lab each Wednesday evening from 6:00PM - 9:00PM for 12 weeks. (Labs are mandatory).

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEPTHA 1009 HY01	01/18/2012 - 04/11/2012	TBA	TBA	Online	S Ebert
Fee(s):	Tuition IN \$720.00	Tuition OD \$740.00	Other Fees \$37.00		

### Introduction to Radiology

An overview of the historical development of radiography, basic radiation protection and procedures, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the profession and the health care system. This is a hybrid course, with lecture online and one 3-hour lab each Wednesday evening from 6:00PM - 9:00PM for 12 weeks. (Labs are mandatory).

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CERADR 1001 HY01	01/18/2012 - 04/11/2012	TBA	TBA	Online	R Boone
Fee(s):	Tuition IN \$240.00	Tuition OD \$260.00	Other Fees \$37.00		

### Radiographic Image Evaluation I

Scientific process of radiographic image evaluation. Analyze the positioning and technical qualities of a radiographic image. This is a hybrid course with lecture online and one 3-hour lab each Wednesday evening from 6:00PM - 9:00PM for 12 weeks. (Labs are mandatory).

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CERADR 1002 HY01	01/18/2012 - 04/11/2012	TBA	TBA	Online	R Boone
Fee(s):	Tuition IN \$480.00	Tuition OD \$500.00	Other Fees \$37.00		

## Veterinary Assistant Program

### Veterinary Assistant

This is a 120 hour course that will prepare the student for the duties of a veterinary assistant: feeding and watering animals; sterilizing lab and surgical equipment; providing post-operative care; administration of medications; preparation of samples for lab examination; and work closely with veterinarians and veterinary technicians.

#### PEARLAND CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEVTH 1001 PC02	01/24/2012 - 05/17/2012	06:00PM - 09:45PM	TTH	TBA	S Ebert
Fee(s):	Tuition IN \$1,680.00	Tuition OD \$1,700.00	Other Fees \$405.00		

## Real Estate Programs

### PROFESSIONAL INSPECTOR

#### Foundations

This course will provide one with a sound introduction to the components, materials and mechanics of footings and foundations that an inspector would encounter and evaluate. This course will also provide one with a solid understanding of the foundation inspection process, strategies and specifically, the Texas Code Check will be presented throughout the course.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CERELE 2005 06	01/16/2012 - 01/28/2012	06:00PM - 10:00PM	MTWTHS	D249	B McMurty
Fee(s):	Tuition IN \$265.00	Tuition OD \$285.00	Other Fees \$9.00		

#### Report Form & Writing

This course will cover the required use of report form REI 7A-1; allowed reproductions; allowed changes; exceptions from use of the form; a review of generally accepted technical writing techniques for inspections and a software demonstration in the IT lab.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CECBFM 1091 02	02/06/2012 - 02/09/2012	06:00PM - 10:00PM	MTWTH	D249	R Ballard
Fee(s):	Tuition IN \$145.00	Tuition OD \$165.00	Other Fees \$7.00		

#### Framing Systems

This course will provide one with a sound introduction to the components, materials and mechanics of framing that an inspector would encounter and evaluate. This course will also provide one with a solid understanding of framing inspection processes, strategies and specifically the Texas Code Check will be represented throughout the course. Inspection tools, checklist and procedures will also be introduced.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CERELE 2005 07	02/20/2012 - 03/03/2012	06:00PM - 10:00PM	MTWTHS	D249	B McMurty
Fee(s):	Tuition IN \$265.00	Tuition OD \$285.00	Other Fees \$9.00		

#### Roofing Systems

This course will provide you with a sound introduction to the components, materials and mechanics of roofing that you will encounter and evaluate as a home inspector. This course will also provide a solid understanding of inspection processes, strategies and standards of practice that will help define the scope of inspections. Specifically the Texas National Code check is represented throughout the course. The material available is sufficient to allow the home inspector to perform a visual inspection of a building's roof and flashing. This course will help you learn and retain the key concepts of home inspection and form a set of best practices for conducting inspections.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CERELE 2005 08	04/16/2012 - 04/21/2012	06:00PM - 10:00PM	MTWTHS	D249	B McMurty
Fee(s):	Tuition IN \$240.00	Tuition OD \$260.00	Other Fees \$7.00		

#### Building Enclosures

This course will cover a review of foundation and roofing relation; cladding; windows and glazing; weather barriers; vapor barriers; insulation; energy codes; ingress & regress; and onsite fieldwork.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CERELE 2005 05	03/19/2012 - 03/24/2012	06:00PM - 10:00PM	MTTHS	D249	R Ballard
Fee(s):	Tuition IN \$165.00	Tuition OD \$185.00	Other Fees \$7.00		

## Medical Programs starting January 2012!

### Occupational Therapy Aide

Work under the supervision of the occupational therapist and occupational therapy assistant to help provide rehabilitative services to persons with mental, physical, emotional, or developmental impairments as well as office management skills, including training in electronic health records.

### Physical Therapy Aide

Help to aid the physical therapist and physical therapist assistant in providing treatments as well as office management skills, including training in electronic health records.

### Non-Certified Radiological Technician

Perform radiographic diagnostic imaging under the supervision of a doctor. You will also develop office management skills, including training in electronic health records.

Call 281.756.3787 for more info or  
Register Online at [www.AlvinCollege.edu/CEWD](http://www.AlvinCollege.edu/CEWD)



**REAL ESTATE SALESPERSON**

**Real Estate Principles I**

An overview of real estate ethics of practice, titles to and conveyance of real estate, legal descriptions, law of agency, deeds encumbrances and liens, distinctions between personal and real property, closing procedures and real estate mathematics. Also includes federal, state, and local laws relating to housing discrimination. TEXTBOOK REQUIRED.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CERELE 1002 01	01/30/2012 - 02/09/2012	06:00PM - 09:45PM	MTWTH	B228	B Hodges
Fee(s):	Tuition IN \$145.00	Tuition OD \$165.00	Other Fees \$7.00		

**Real Estate Law of Agency**

A study of 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 procedures, and the disclosure of an agency. TEXTBOOK REQUIRED.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CERELE 2002 01	03/19/2012 - 03/29/2012	06:00PM - 09:45PM	MTWTH	B228	B Hodges
Fee(s):	Tuition IN \$145.00	Tuition OD \$165.00	Other Fees \$7.00		

**Real Estate Appraisal**

Case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. Learning Outcomes: explain the functions of an appraisal; identify the three approaches to the appraisal process; describe both social and economic determinants of value, write reports that illustrate final correlations; and examine case studies as related to the appraisal process. TEXTBOOK REQUIRED.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CERELE 1004 01	02/20/2012 - 03/01/2012	06:00PM - 09:45PM	MTWTH	B228	J Meyer
Fee(s):	Tuition IN \$145.00	Tuition OD \$165.00	Other Fees \$7.00		

**Real Estate Marketing**

A study of real estate professionalism and ethics, characteristics of successful salespersons; time management; psychology of marketing; listing procedures; advertising; negotiating and closing financing; and the Deceptive Trade Practice Act. TEXTBOOK REQUIRED.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CERELE 1022 01	04/16/2012 - 04/26/2012	06:00PM - 09:45PM	MTWTH	B228	B Hodges
Fee(s):	Tuition IN \$145.00	Tuition OD \$165.00	Other Fees \$7.00		

**Real Estate Law of Contracts (Texas Specific)**

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. TEXTBOOK REQUIRED.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CERELE 1012 01	05/07/2012 - 05/17/2012	06:00PM - 09:45PM	MTWTH	B228	B Hodges
Fee(s):	Tuition IN \$145.00	Tuition OD \$165.00	Other Fees \$7.00		

**Electrical License Renewal**

**NEC Changes/TX Law/Safety #6899**

Electrical licensing requirements and state laws and rules that regulate the conduct of licensed electricians. Includes review of the latest edition of the National Electrical Code including notable Code revisions. This four-hour course is required is required prior to license renewal and may be repeated multiple times to improve student proficiency. THE MAIN TOPIC IS: Commercial Building Calculations and will cover the TDLR Texas Law and NFPA 70e Standard for Electrical Safety in the workplace.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEELPT 2000 01	12/08/2011 - 12/08/2011	05:45PM - 09:45PM	TH	D242	E Wind Jr
CEELPT 2000 02	01/12/2012 - 01/12/2012	05:45PM - 09:45PM	TH	D242	E Wind Jr
CEELPT 2000 03	02/09/2012 - 02/09/2012	05:45PM - 09:45PM	TH	D242	E Wind Jr
CEELPT 2000 04	03/08/2012 - 03/08/2012	05:45PM - 09:45PM	TH	D242	E Wind Jr
Fee(s):	Tuition IN \$60.00	Tuition OD \$80.00	Other Fees \$5.00		

**Truck Driving**

**CDL Driver Training**

This 286 hour Truck Driving Course prepares students for entry level employment in the industry. This course provides classroom instruction with emphasis on rules, regulations and techniques. Behind-the-wheel driving range activities, public street and highway driving are also included. Opportunities are available for students to meet with recruiters from the trucking industry. Students are able to take Commercial Driver License written and driving examinations at the Department of Public Safety as a class activity. Upon successful course completion and obtaining the CDL, students will receive a certification of completion.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CECVOP 1012 01	01/13/2012 - 03/02/2012	08:00AM - 04:30PM	MTWTFH	H112	V Bell
CECVOP 1012 02	02/10/2012 - 04/05/2012	08:00AM - 04:30PM	MTWTFH	H112	V Bell
Fee(s):	Tuition IN \$3,620.00	Tuition OD \$3,640.00	Other Fees \$188.00		

**Welding**

**Welding – Job Training**

This course will enable students the opportunity to learn a skill for a rewarding career. The course will cover a minimum of four techniques: torch cutting procedures, basic S.M.A.W., intermediate S.M.A.W. and advanced arc welding. Please contact the Welding Department at 281-756-3672 for further information regarding the scheduling of classes and course information. Financial assistance is available for those that qualify.

**Introduction to Stick Welding**

An introduction to basic stick welding and torch cutting methods. This course is designed for the farmer, rancher, artist, or handyman that needs to safely perform the most basic welding operation. It is also intended for the entry level student who may decide to pursue further education and a career in welding. TEXTBOOK PROVIDED.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEWLDG 1003 01	01/23/2012 - 03/27/2012	06:00PM - 10:00PM	MT	D124	L Bell
Fee(s):	Tuition IN \$610.00	Tuition OD \$630.00	Other Fees \$94.00		

**Introduction to TIG Welding**

An introduction to the principles and safe use of GTAW equipment. Welding instruction and lab exercise on various joint designs using the TIG process. TEXTBOOK PROVIDED.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEWLDG 1034 01	01/23/2012 - 03/27/2012	06:00PM - 10:00PM	MT	D124	L Bell
Fee(s):	Tuition IN \$610.00	Tuition OD \$630.00	Other Fees \$103.00		

**Safety Education**

**Concealed Handgun License in One Day**

This course is designed for persons desiring qualification to obtain a permit to carry a concealed handgun. Course topics meet the requirements of the State of Texas. State law requires passage of a written test and demonstration of proficiency with the handgun. Necessary training materials and equipment are provided. Students may use personal handguns with instructor's approval. Minimum age: 21 years. Student should register a minimum of 5 days in advance of the course date. Tuition fee includes photographs, notarizing of required documents, target, and ammunition. After successful completion of license class, student will mail packet along with the required fee for the license to Texas Department of Public Safety. THIS IS NOT A CLASS FOR SOMEONE WHO DOES NOT KNOW HOW TO SAFELY OPERATE AND FIRE A HANDGUN. It is recommended a student bring own handgun (unloaded) to class as student is more familiar with using their own equipment.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEHGUN 0601 02	01/07/2012 - 01/07/2012	08:00AM - 06:00PM	S	N111	R Phillips
CEHGUN 0601 03	02/04/2012 - 02/04/2012	08:00AM - 06:00PM	S	N111	R Phillips
CEHGUN 0601 04	03/03/2012 - 03/03/2012	08:00AM - 06:00PM	S	N111	R Phillips
CEHGUN 0601 05	04/14/2012 - 04/14/2012	08:00AM - 06:00PM	S	N111	R Phillips
CEHGUN 0601 06	05/05/2012 - 05/05/2012	08:00AM - 06:00PM	S	N111	R Phillips
Fee(s):	Tuition IN \$85.00	Tuition OD \$105.00	Other Fees \$45.00		

**Concealed Handgun Renewal in One Day**

This class meets state requirements to RENEW your Concealed Carry License. Tuition fee includes photographs, notarizing of required documents, target, and ammunition. It is recommended a student bring own handgun (unloaded) to class as student is more familiar with using their own equipment.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEHGUN 0701 02	01/07/2012 - 01/07/2012	08:00AM - 01:00PM	S	N111	R Phillips
CEHGUN 0701 03	02/04/2012 - 02/04/2012	08:00AM - 01:00PM	S	N111	R Phillips
CEHGUN 0701 04	03/03/2012 - 03/03/2012	08:00AM - 01:00PM	S	N111	R Phillips
CEHGUN 0701 05	04/14/2012 - 04/14/2012	08:00AM - 01:00PM	S	N111	R Phillips
CEHGUN 0701 06	05/05/2012 - 05/05/2012	08:00AM - 01:00PM	S	N111	R Phillips
Fee(s):	Tuition IN \$63.00	Tuition OD \$83.00	Other Fees \$45.00		

**Motorcycle Safety**

The course discusses the mental strategies required for the safe operation of a motorcycle and presents the proper use of protective gear; hands-on training with the controls; smooth starts and stops; shifting gears; braking; turning; and evasive maneuvers. Successful completion of the class requires the participant be present for the entire class; pass a written test and a skill evaluation while on the motorcycle. Motorcycles and helmets are provided. Proper protective gear is required (helmet, eyeprotection, long sleeves, long pants, full-fingered gloves, over-the-ankle footwear). This class meets state licensure requirements.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CEMCSE 1000 15	01/07/2012 - 01/08/2012	07:30AM - 04:30PM	SSU	H127	R Ruiz
CEMCSE 1000 16	01/14/2012 - 01/15/2012	07:30AM - 04:30PM	SSU	H127	R Ruiz
CEMCSE 1000 17	01/21/2012 - 01/22/2012	07:30AM - 04:30PM	SSU	H127	R Ruiz
CEMCSE 1000 18	01/28/2012 - 01/29/2012	07:30AM - 04:30PM	SSU	H127	R Ruiz
CEMCSE 1000 19	02/04/2012 - 02/05/2012	07:30AM - 04:30PM	SSU	H127	R Ruiz
CEMCSE 1000 20	02/11/2012 - 02/12/2012	07:30AM - 04:30PM	SSU	H127	R Ruiz
CEMCSE 1000 21	02/18/2012 - 02/19/2012	07:30AM - 04:30PM	SSU	H127	R Ruiz
CEMCSE 1000 22	02/25/2012 - 02/26/2012	07:30AM - 04:30PM	SSU	H127	R Ruiz
CEMCSE 1000 23	03/01/2012 - 03/02/2012	07:30AM - 04:30PM	THF	H127	R Ruiz
CEMCSE 1000 24	03/03/2012 - 03/04/2012	07:30AM - 04:30PM	SSU	H127	R Ruiz
CEMCSE 1000 25	03/10/2012 - 03/11/2012	07:30AM - 04:30PM	SSU	H127	R Ruiz
CEMCSE 1000 26	03/24/2012 - 03/25/2012	07:30AM - 04:30PM	SSU	H127	R Ruiz
CEMCSE 1000 27	03/29/2012 - 03/30/2012	07:30AM - 04:30PM	THF	H127	R Ruiz
CEMCSE 1000 28	03/31/2012 - 04/01/2012	07:30AM - 04:30PM	SSU	H127	R Ruiz
CEMCSE 1000 30	04/21/2012 - 04/22/2012	07:30AM - 04:30PM	SSU	H127	R Ruiz
CEMCSE 1000 31	04/26/2012 - 04/27/2012	07:30AM - 04:30PM	THF	H127	R Ruiz
CEMCSE 1000 32	04/28/2012 - 04/29/2012	07:30AM - 04:30PM	SSU	H127	R Ruiz
CEMCSE 1000 33	05/05/2012 - 05/06/2012	07:30AM - 04:30PM	SSU	H127	R Ruiz
CEMCSE 1000 34	05/12/2012 - 05/13/2012	07:30AM - 04:30PM	SSU	H127	R Ruiz
CEMCSE 1000 35	05/19/2012 - 05/20/2012	07:30AM - 04:30PM	SSU	H127	R Ruiz
CEMCSE 1000 36	05/24/2012 - 05/25/2012	07:30AM - 04:30PM	THF	H127	R Ruiz
CEMCSE 1000 37	05/26/2012 - 05/27/2012	07:30AM - 04:30PM	SSU	H127	R Ruiz
Fee(s):	Tuition IN \$175.00	Tuition OD \$195.00			

## Physical Fitness & Recreation

### Yoga: Introduction/Intermediate Mixed Levels

Classes will start as a beginner level and progress to an intermediate level. Each class consists of pranayama (breath techniques), meditation and hatha yoga (body movement). Class ends with relaxation. Yoga is a non-competitive, non-judgmental form of mind/body exercise that develops strength, stamina, flexibility, tones the muscle, improves balance, and reduces stress and tension.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEPREC 1400 01	01/05/2012 - 02/23/2012	05:15PM - 06:30PM	TTH	H109	J Bethscheider
CEPREC 1400 02	02/28/2012 - 04/26/2012	05:15PM - 06:30PM	TTH	H109	J Bethscheider

Fee(s): Tuition IN \$150.00 Tuition OD \$170.00 Other Fees \$2.00

### Karate Ages 5 - 12 Yrs (White Belts Only)

This beginner (white belts only) course is primarily for students ages 5 - 12 with little or no experience. The class teaches the art, sport, self-discipline and self-confidence aspects of American Karate. Students are required to purchase a Gi (uniform) by the third week of class (\$35 CASH ONLY). All instructors are certified through the American Society of Karate. Note: To advance in rank, students are required to compete in tournaments. No classes during Spring Break (March 12 - 16, 2012).

#### Session I

##### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEPREC 1101 AC01	01/19/2012 - 03/29/2012	06:00PM - 07:00PM	TH	ACC Gym	C Fussell
CEPREC 1101 MM01	01/18/2012 - 03/28/2012	06:00PM - 07:00PM	W	Mary Marek Elem	C Fussell

Fee(s): Tuition IN \$60.00 Tuition OD \$80.00 Other Fees \$7.00

#### Session II

##### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEPREC 1101 AC02	04/05/2012 - 05/24/2012	06:00PM - 07:00PM	TH	ACC Gym	C Fussell
CEPREC 1101 MM02	04/04/2012 - 05/23/2012	06:00PM - 07:00PM	W	Mary Marek Elem	C Fussell

Fee(s): Tuition IN \$48.00 Tuition OD \$68.00 Other Fees \$7.00

### Karate 5 - 12 Yrs (Yellow - Red Belts)

This advanced class is for yellow - red belt Karate students. Students will learn the art, sport, self-discipline and self-confidence aspects of American Karate. Students are required to purchase a Gi (uniform) by the third week of class (\$35 CASH ONLY). All instructors are certified through the American Society of Karate. Note: To advance in rank, students are required to compete in tournaments. No classes during Spring Break (March 12 - 16, 2012).

#### Session I

##### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEPREC 1121 AC01	01/19/2012 - 03/29/2012	07:00PM - 08:00PM	TH	ACC Gym	C Fussell
CEPREC 1121 MM01	01/18/2012 - 03/28/2012	07:00PM - 08:00PM	W	Mary Marek Elem	C Fussell

Fee(s): Tuition IN \$60.00 Tuition OD \$80.00 Other Fees \$7.00

#### Session II

##### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CEPREC 1121 AC02	04/05/2012 - 05/24/2012	07:00PM - 08:00PM	TH	ACC Gym	C Fussell
CEPREC 1121 MM02	04/04/2012 - 05/23/2012	07:00PM - 08:00PM	W	Mary Marek Elem	C Fussell

Fee(s): Tuition IN \$48.00 Tuition OD \$68.00 Other Fees \$7.00

### Belly Dancing

This course will take you step-by-step through the mechanics of muscle isolation and locks. This includes basic hip, chest, and arm techniques. You will begin to travel across the dance floor as you belly dance. The Middle Eastern dance is an exotic yet graceful form of dance. Isolation of the hips and midsection including undulations, locks, and shimmies are the most popular moves. Beautiful chest and arm gestures are an ideal technique to develop. Strong flexible midsection muscles are important to control the duration and power of specific moves. It is an exciting dance in which women use their natural curvatures to interpret rhythms of instruments with the most emphasis on percussion. Every woman should finish each class feeling confident in her own body.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 1590 01	01/18/2012 - 03/28/2012	06:00PM - 07:00PM	W	C227	T Charles
CESPIN 1590 02	04/04/2012 - 06/06/2012	06:00PM - 07:00PM	W	C227	T Charles

Fee(s): Tuition IN \$100.00 Tuition OD \$120.00 Other Fees \$7.00

### Zumba

Zumba fuses hypnotic Latin rhythms and easy-to-follow moves to create a one-of-a-kind fitness program that will make you want to workout. Free Zumba class will be offered on Thursday, January 5th from 6:30PM - 7:30PM in room C227. Regular session starts on Tuesday, January 17th.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 1576 01	01/17/2012 - 02/02/2012	06:30PM - 07:30PM	TTH	C227	A Simsen
CESPIN 1576 02	02/09/2012 - 02/28/2012	06:30PM - 07:30PM	TTH	C227	A Simsen
CESPIN 1576 03	03/06/2012 - 03/29/2012	06:30PM - 07:30PM	TTH	C227	A Simsen
CESPIN 1576 04	04/05/2012 - 04/24/2012	06:30PM - 07:30PM	TTH	C227	A Simsen
CESPIN 1576 05	05/01/2012 - 05/17/2012	06:30PM - 07:30PM	TTH	C227	A Simsen

Fee(s): Tuition IN \$40.00 Tuition OD \$60.00 Other Fees \$7.00

## Special Interest

### American Sign Language - Beginner

This course will cover the beginning levels of American Sign Language. Students will study deaf history, culture, vocabulary, and ASL grammar. This course encompasses the study of technologies for the Deaf. TEXTBOOK REQUIRED: Learning American Sign Language by Tom Humphries and Carol Padden.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 0110 01	01/12/2012 - 05/03/2012	05:30PM - 08:30PM	TH	TBA	M Gray

Fee(s): Tuition IN \$295.00 Tuition OD \$315.00 Other Fees \$9.00

### Digital Photography

Digital Photography-learn the basics: point and shoot with interchangeable lenses, photo software, shoot stories and ideas, and learn about composition with a digital camera. Students need to bring their digital camera to class. Help will be given to those still undecided on choice of camera. The last class will be held outdoors.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 2000 01	01/24/2012 - 01/31/2012	06:30PM - 08:30PM	T	TBA	J Loyd
CESPIN 2000 02	03/20/2012 - 03/27/2012	06:30PM - 08:30PM	T	TBA	J Loyd
CESPIN 2000 03	05/22/2012 - 05/29/2012	06:30PM - 08:30PM	T	TBA	J Loyd

#### PEARLAND CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 2000 PC01	01/28/2012 - 01/28/2012	08:30AM - 12:30PM	S	P506	J Loyd
CESPIN 2000 PC02	03/24/2012 - 03/24/2012	08:30AM - 12:30PM	S	P506	J Loyd
CESPIN 2000 PC03	05/26/2012 - 05/26/2012	08:30AM - 12:30PM	S	P506	J Loyd

Fee(s): Tuition IN \$60.00 Tuition OD \$80.00 Other Fees \$7.00

### Voice-Over Workshop

You don't be an actor to get voice-over jobs, but it certainly doesn't hurt! Learn an exciting way to turn voice-overs into a thriving full or part-time business. This 2-hour workshop introduces the Voice-Over business, discuss the industry's opportunities and income potential. We will demonstrate Tony Award Nominated Composer and Commercial producer Dan Levine's method for finding work, which is actually the ONLY way to get voice-over work. You will step up to the microphone to do some practice recording, and best of all, hear the results!

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 1014 01	03/05/2012 - 03/05/2012	07:00PM - 09:00PM	M	H127	Faculty

Fee(s): Tuition IN \$45.00 Tuition OD \$65.00 Other Fees \$5.00

### Just ONCE Piano for Busy People

In just a few hours, learn enough secrets of the trade to give you years of musical enjoyment. While regular piano teachers teach note reading, piano professionals use chords. And you can learn all the chords you will need to play any song in this one session. If you can find middle C and know the meaning of Every Good Boy Does Fine, you already know enough to enroll in this workshop. Total beginners can request a free pamphlet by sending a self-addressed stamped envelope to: Innovative Keyboard Instruction, 2841 S. Southwind Dr., Gilbert, AZ 85296. Required materials fee of \$29.00 is for workbook and practice CD.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 1002 01	01/28/2012 - 01/28/2012	01:00PM - 04:00PM	S	TBA	E White
CESPIN 1002 02	03/24/2012 - 03/24/2012	01:00PM - 04:00PM	S	TBA	E White
CESPIN 1002 03	05/26/2012 - 05/26/2012	01:00PM - 04:00PM	S	TBA	E White

Fee(s): Tuition IN \$45.00 Tuition OD \$65.00 Other Fees \$34.00

### How to Play Piano by Ear

Learn to play songs without relying on music. Presentation of music theory that includes predicting chord progressions; learning from recordings; and transposing-all expressed in everyday language. Ideal follow-up to the "Instant Piano" class and open to anyone with a basic understanding of chords on any instrument. Free yourself from sheet-music dependence. Prior experience with chords recommended. Materials fee of \$29 for the Just ONCE Piano by Ear book and Practice CD will be collected when registering. Topics include: how to find starting note; how to determine when chords change; how to predict the chord progression; how chords help you find the correct melody; how the melody helps you find the correct chords; how to learn songs from recordings in all keys; how to transpose, the Universal Key Signature; how to use the Circle of Fifths; how to recognize the most common chord patterns.

#### ALVIN CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 1005 01	01/14/2012 - 01/14/2012	09:00AM - 12:00PM	S	R104	E White
CESPIN 1005 02	03/10/2012 - 03/10/2012	09:00AM - 12:00PM	S	R104	E White
CESPIN 1005 03	05/12/2012 - 05/12/2012	09:00AM - 12:00PM	S	R104	E White

Fee(s): Tuition IN \$45.00 Tuition OD \$65.00 Other Fees \$34.00

### Just ONCE Guitar for Busy People

In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. Bring your acoustic guitar. Class is limited to 15 students ages 13 and over. Required materials fee of \$29 for workbook and CD will be paid with tuition at time of registration.

#### PEARLAND CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 1003 PC01	01/14/2012 - 01/14/2012	09:30AM - 12:00PM	S	P506	A Richards
CESPIN 1003 PC02	03/10/2012 - 03/10/2012	09:30AM - 12:00PM	S	P506	A Richards
CESPIN 1003 PC03	05/12/2012 - 05/12/2012	09:30AM - 12:00PM	S	P506	A Richards

Fee(s): Tuition IN \$45.00 Tuition OD \$65.00 Other Fees \$34.00

### How to Play Guitar by Ear

A very practical presentation of music theory that includes predicting chord progressions; learning from recordings, and transposing-all expressed in everyday language. This is an ideal follow-up to the "Just ONCE Guitar" class and is open to anyone who has a basic understanding of chords on any instrument. Prior experience with guitar chords recommended. Materials fee of \$29 for the workbook and practice CD will be collected at time of registration.

#### PEARLAND CAMPUS

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 1006 PC01	01/14/2012 - 01/14/2012	01:30PM - 04:00PM	S	P506	A Richards
CESPIN 1006 PC02	03/10/2012 - 03/10/2012	01:30PM - 04:00PM	S	P506	A Richards
CESPIN 1006 PC03	05/12/2012 - 05/12/2012	01:30PM - 04:00PM	S	P506	A Richards

Fee(s): Tuition IN \$45.00 Tuition OD \$65.00 Other Fees \$34.00

**Great Decisions**

Developed by the New York based Foreign Policy Association in 1954, the Great Decisions program is the oldest and largest grassroots world affairs educational program of its kind. As the core of FPA's civic educational outreach efforts, Great Decisions brings millions of Americans together to communities across the country to learn about, discuss and express their opinions in foreign policy issues. The program is designed to encourage debate and discussion of the important global issues of our time. It provides materials that help people reach informed opinions on the issues and participate in the foreign policy process. Student must purchase textbook from the ACC Bookstore (281-756-3681) and read the first chapter prior to first class meeting.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 1500 01	02/21/2012 - 04/24/2012	03:00PM - 05:00PM	T	TBA	W Finger

Fee(s): Tuition IN \$30.00 Tuition OD \$50.00 Other Fees \$7.00

**Narrative Report Writing**

Many reports today consist of making checkmarks in the correct box; however, almost every report includes a textbox where the writer has to give information that cannot be limited to a checkmark. Special attention to details is required when preparing the narrative section of a report so the report can stand up to scrutiny. It is easy to create confusion and lose the intent of the report when the narrative section isn't clear. This class is a writing class focusing on the difficulties of narrative report writing and developing procedures for writing it correctly.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 1513 01	02/07/2012 - 02/07/2012	08:30AM - 12:30PM	T	C227	L Fluitt
CESPIN 1513 02	04/10/2012 - 04/10/2012	08:30AM - 12:30PM	T	C227	L Fluitt

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 1513 PC01	01/31/2012 - 01/31/2012	05:30PM - 09:30PM	T	TBA	L Fluitt

Fee(s): Tuition IN \$40.00 Tuition OD \$60.00 Other Fees \$5.00

**Powerful Presentations**

Power Presentations is an 8 hour workshop where you will write your specific speech, understand how to develop appropriate media and handouts. The workshop will cover introductory speech making procedures, but the focus will be on the three planning stages of your specific presentation; the eight steps of presentation development; and tips for effective presentation. Student will leave the workshop with a completed speech or presentation ready to effectively inform the specific audience. Workbook supplied that will allow you to develop future presentations using the formula learned in the workshop. This is an all-day class so bring a sack lunch.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 1514 01	01/24/2012 - 01/24/2012	08:30AM - 04:30PM	T	C227	L Fluitt
CESPIN 1514 02	02/16/2012 - 02/16/2012	08:30AM - 04:30PM	TH	C227	L Fluitt
CESPIN 1514 03	03/06/2012 - 03/06/2012	08:30AM - 04:30PM	T	C227	L Fluitt
CESPIN 1514 04	04/19/2012 - 04/19/2012	08:30AM - 04:30PM	TH	C227	L Fluitt

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 1514 PC01	01/26/2012 - 01/26/2012	08:30AM - 04:30PM	TH	TBA	L Fluitt
CESPIN 1514 PC02	02/14/2012 - 02/14/2012	08:30AM - 04:30PM	T	TBA	L Fluitt
CESPIN 1514 PC03	03/08/2012 - 03/08/2012	08:30AM - 04:30PM	TH	TBA	L Fluitt
CESPIN 1514 PC04	04/17/2012 - 04/17/2012	08:30AM - 04:30PM	T	TBA	L Fluitt

Fee(s): Tuition IN \$55.00 Tuition OD \$75.00 Other Fees \$5.00

**Management of Nonprofit Youth Sports: Responsibility, Liability, and Compliance**

Football, soccer, baseball, hockey, lacrosse, swimming, or cheer-most 501(c)(3) sports organizations operate under parent-run boards of directors and volunteers. This two-session class is slanted towards the management of nonprofit youth sports organizations, but it's just as useful for all nonprofit organizations from dance team to rodeo and everything in between. Topics discussed will help you understand how nonprofits work, fiscal responsibility, fundraising concepts and vocabulary, and state and IRS compliance. Instructor Mona Fluitt shares her experience, tools, and resources from over two decades of professional work in the nonprofit sector. Participants will receive workbooks and reference materials.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 1111 01	02/21/2012 - 02/28/2012	06:00PM - 09:00PM	T	TBA	M Fluitt
CESPIN 1111 02	03/01/2012 - 03/08/2012	06:00PM - 09:00PM	TH	TBA	M Fluitt

**PEARLAND CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 1111 PC03	01/24/2012 - 01/26/2012	06:00PM - 09:00PM	TTH	TBA	M Fluitt
CESPIN 1111 PC04	04/17/2012 - 04/19/2012	06:00PM - 09:00PM	TTH	TBA	M Fluitt
CESPIN 1111 PC05	05/08/2012 - 05/10/2012	06:00PM - 09:00PM	TTH	TBA	M Fluitt

Fee(s): Tuition IN \$45.00 Tuition OD \$65.00 Other Fees \$7.00

**Painting with Colored Pencils**

Learn to paint beautiful art pieces and more with techniques shown using colored pencils. Prepared surface and use of pattern will be provided. Students will need to bring their own supplies. Contact Rhonda Myers, program coordinator, at 281-756-3729 or email rmyers@alvincollege.edu for a list of supplies and a specific list of pencils needed for this class.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 0134 01	03/28/2012 - 03/28/2012	05:00PM - 09:00PM	W	TBA	J Butler

Fee(s): Tuition IN \$39.00 Tuition OD \$59.00 Other Fees \$5.00

**Pen & Ink Oil Rouging**

Without knowing how to draw you can create beautiful artwork using the old technique of pen & ink in a brand new way. You will use patterns to trace the design, and then you will fill in detail lines. Color will be added to your drawing using a technique called 'rouging'. This fun, easy, new technique is completely correctable. You can't make a mistake. You can create your very own piece of art even if you can't draw a straight line or have never painted before!

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 0133 01	04/04/2012 - 04/25/2012	06:30PM - 08:30PM	W	TBA	J Butler

Fee(s): Tuition IN \$45.00 Tuition OD \$65.00 Other Fees \$7.00

**Journaling Your Past**

This is a fun and informative class that will help students 'jump start' their memories and record their personal and family histories. Students will learn how to create a journal of their own history and a system to make it easy to continue with this important journal in spare moments even in the busiest schedule. Students will need a pen/pencil, notebook paper and a 3-ring binder with dividers.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 1510 01	04/03/2012 - 04/24/2012	09:30AM - 11:30AM	T	TBA	J Butler

Fee(s): Tuition IN \$35.00 Tuition OD \$55.00 Other Fees \$7.00

**Journaling Your Life Part I - How to Start**

Learn to use journaling as an outlet, as a tool, and as a resource. This class will teach you how to start a journal and overcome the fear of the blank page. You will learn about all kinds of journals, ways to journal, and lots of tips and techniques to help you stick with it. Students will need to bring a pen or pencil for this class.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 1511 01	02/22/2012 - 02/22/2012	05:00PM - 09:00PM	W	TBA	J Butler

Fee(s): Tuition IN \$25.00 Tuition OD \$45.00 Other Fees \$5.00

**Journaling Your Life Part II - Remembering Your Present**

There is so much effort put into growing & maturing including childhood, school years, holidays, relationships, etc. This class will focus on journaling techniques that will help guide you to find your own style of journaling. You will learn how to make journaling interesting, exciting and something you want to do on a daily basis. Start now and preserve your memories! Students will need to bring a journal of any kind or paper and a pen/pencil for this class.

**ALVIN CAMPUS**

Course No.	Date(s)	Time	Day	Room	Instructor
CESPIN 1512 01	02/29/2012 - 02/29/2012	05:00PM - 09:00PM	W	TBA	J Butler

Fee(s): Tuition IN \$25.00 Tuition OD \$45.00 Other Fees \$5.00

**Home School Program - Alvin Campus Only**

**1st - 3rd Grade Classes**

Fee(s): Tuition IN \$25.00 Tuition OD \$45.00 Other Fees \$5.00

**Sticks & Stones - Geology**

What on earth is geology? Let's investigate the earth's crust and its layers by creating a model. Bring a snack (no peanut products please) and a bottle of water for break time.

Course No.	Date(s)	Time	Day	Room	Instructor
CEHMSL 4007 01	01/26/2012 - 01/26/2012	08:30AM - 12:30PM	TH	C227	S Beck

**Incredible Insects**

Venture into the world of creepy, crawly, wooly, wiggly creatures and create your own bug motel. Bring a snack (no peanut products please) and a bottle of water for break time.

Course No.	Date(s)	Time	Day	Room	Instructor
CEHMSL 3111 01	02/09/2012 - 02/09/2012	12:30PM - 04:30PM	TH	C227	S Beck

**Here Comes Flat Stanley**

Design an outfit for Flat Stanley; write a letter introducing him, and mail Flat Stanley to a family member or friend to take on a trip. They will return pictures of Flat Stanley and a report of the adventures they had with him. Bring a snack (no peanut products please) and a bottle of water for break time.

Course No.	Date(s)	Time	Day	Room	Instructor
CEHMSL 4005 01	03/08/2012 - 03/08/2012	12:30PM - 04:30PM	TH	C227	S Beck

**Go Green**

Learn how to save our planet and develop products that will be gentle on our environment. Bring a snack (no peanut products please) and a bottle of water for break time.

Course No.	Date(s)	Time	Day	Room	Instructor
CEHMSL 4018 01	03/22/2012 - 03/22/2012	12:30PM - 04:30PM	TH	C227	S Beck

**Twinkle, Twinkle Little Star...Ever Wonder What They Are**

There is a whole universe waiting to be discovered. The sky's the limit in this "out of this world" class! Bring a snack (no peanut products please) and a bottle of water for break time.

Course No.	Date(s)	Time	Day	Room	Instructor
CEHMSL 4026 01	03/29/2012 - 03/29/2012	08:30AM - 12:30PM	TH	C227	S Beck

**4th - 5th Grade Classes**

Fee(s): Tuition IN \$25.00 Tuition OD \$45.00 Other Fees \$5.00

**Extraordinary Experiments**

Don your lab coat and rubber gloves and enter the science lab for hours of fun experiments. Bring a snack (no peanut products please) and bottled water for break time.

Course No.	Date(s)	Time	Day	Room	Instructor
CEHMSL 3110 01	01/12/2012 - 01/12/2012	08:30AM - 12:30PM	TH	C227	S Beck

**Budding Author's...Who Dun It?**

Watch the author in you bud and grow into a published author and become the next Ellery Queen of mystery writers as you explore the use of the 5Ws and an H. Bring a snack (no peanut products please) and a bottle of water for break time.

Course No.	Date(s)	Time	Day	Room	Instructor
CEHMSL 2502 01	01/19/2012 - 01/19/2012	08:30AM - 12:30PM	TH	C227	S Beck

**1600 Pennsylvania Avenue**

Research your favorite president. Write a sketch of him, dress as the person, and then strike a pose for a snapshot and give a 30 second enactment. Bring a snack (no peanut products please) and a bottle of water for break time.

CEHMSL 1011 01	02/02/2012 - 02/02/2012	08:30AM - 12:30PM	TH	C227	S Beck
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**Incredible Insects**

Venture into the world of creepy, crawly, wooly, wiggly creatures and create your own bug motel. Bring a snack (no peanut products please) and a bottle of water for break time.

<b>Course No.</b>	<b>Date(s)</b>	<b>Time</b>	<b>Day</b>	<b>Room</b>	<b>Instructor</b>
CEHMSL 3112 01	02/16/2012 - 02/16/2012	12:30PM - 04:30PM	TH	C227	S Beck

**All Wrapped Up - Egypt**

Explore pyramids, mummies, and more through history, science, english, writing, reading & geography in this incredible class. Bring a snack (no peanut products please) and a bottle of water for break time.

<b>Course No.</b>	<b>Date(s)</b>	<b>Time</b>	<b>Day</b>	<b>Room</b>	<b>Instructor</b>
CEHMSL 4010 01	02/23/2012 - 02/23/2012	12:30PM - 04:30PM	TH	C227	S Beck

**Here Comes Flat Stanley**

Design an outfit for Flat Stanley; write a letter introducing him, and mail Flat Stanley to a family member or friend to take on a trip. They will return pictures of Flat Stanley and a report of the adventures they had with him. Bring a snack (no peanut products please) and a bottle of water for break time.

<b>Course No.</b>	<b>Date(s)</b>	<b>Time</b>	<b>Day</b>	<b>Room</b>	<b>Instructor</b>
CEHMSL 4006 01	03/01/2012 - 03/01/2012	12:30PM - 04:30PM	TH	C227	S Beck

**From Athena to Zeus...Greek Mythology**

Bring to life the legends of Greek mythology through creative writing.

<b>Course No.</b>	<b>Date(s)</b>	<b>Time</b>	<b>Day</b>	<b>Room</b>	<b>Instructor</b>
CEHMSL 3117 01	04/12/2012 - 04/12/2012	08:30AM - 12:30PM	TH	C227	S Beck

**6th - 8th Grade Classes**
**Brief Introduction to Theatre**

This six week course is an introduction to the Theatre Arts. The class will cover pantomime, storytelling, story dramatization, dramatization games/activities, characterization, and improvisation. The course is intended to stretch the imagination, self-confidence, and introduce the field of theatre.

<b>Course No.</b>	<b>Date(s)</b>	<b>Time</b>	<b>Day</b>	<b>Room</b>	<b>Instructor</b>
CEHMSL 2600 01	01/20/2012 - 02/24/2012	09:00AM - 10:30AM	F	B243	D Corley

Fee(s): Tuition IN \$60.00 Tuition OD \$80.00 Other Fees \$5.00

**9th - 12th Grade Classes**
**Painting with Colored Pencils**

Learn to paint beautiful art pieces and more with techniques shown using colored pencils. Prepared surface and use of pattern will be provided. Students will need to bring their own supplies. Contact Rhonda Myers, program coordinator, at 281-756-3729 or email rmyers@alvincollege.edu for a list of supplies and a specific list of pencils needed for this class.

<b>Course No.</b>	<b>Date(s)</b>	<b>Time</b>	<b>Day</b>	<b>Room</b>	<b>Instructor</b>
CEHMSL 4020 02	01/12/2012 - 01/12/2012	08:00AM - 12:00PM	TH	TBA	J Butler
CEHMSL 4020 03	03/06/2012 - 03/06/2012	08:00AM - 12:00PM	TH	TBA	J Butler
CEHMSL 4020 04	04/19/2012 - 04/19/2012	08:00AM - 12:00PM	TH	TBA	J Butler

Fee(s): Tuition IN \$39.00 Tuition OD \$59.00 Other Fees \$5.00

**Brief Introduction to Theatre**

This six week course would be an introduction to the Theatre Arts. The class will cover basics and also get an introduction to subjects such as costuming, makeup, directing, theatre history, set design, and acting.

<b>Course No.</b>	<b>Date(s)</b>	<b>Time</b>	<b>Day</b>	<b>Room</b>	<b>Instructor</b>
CEHMSL 2601 01	01/20/2012 - 02/24/2012	11:00AM - 12:30PM	F	B243	D Corley

Fee(s): Tuition IN \$60.00 Tuition OD \$80.00 Other Fees \$7.00

**Senior Adult**
**Stretch, Tone & Sculpt**

Build strength, develop flexibility, and increase endurance. Sustained use of the entire body will tone muscles, burn calories, improve circulation, eliminate toxins, increase flexibility, improve balance and posture, and strengthen the core of the body.

**ALVIN CAMPUS**

<b>Course No.</b>	<b>Date(s)</b>	<b>Time</b>	<b>Day</b>	<b>Room</b>	<b>Instructor</b>
CESRAD 1577 02	01/23/2012 - 04/30/2012	02:30PM - 03:30PM	MW	F105	C Reed

Fee(s): Tuition IN \$65.00 Tuition OD \$85.00 Other Fees \$7.00

**Line Dancing/Beginner**

Line dances learned will be: 4 Corners, the locomotion, easy as 1,2,3 Cha Cha, the hustle, tush push, Texas tumbleweed, east coast waltz, and many more. Improve your cardio-respiratory function, stamina, and muscular endurance; eliminate toxins as you burn calories and improve circulation. Partners are not required.

**ALVIN CAMPUS**

<b>Course No.</b>	<b>Date(s)</b>	<b>Time</b>	<b>Day</b>	<b>Room</b>	<b>Instructor</b>
CESRAD 1007 02	01/24/2012 - 04/26/2012	01:00PM - 02:00PM	TTH	F105	C Reed

Fee(s): Tuition IN \$65.00 Tuition OD \$85.00 Other Fees \$7.00

**Line Dancing/Advanced**

Students must take Beginner Line Dancing class prior to taking this class. Improve cardio-respiratory function, increase stamina and muscular endurance, improve circulation, eliminate toxins and burn calories. Students will learn a new line dance each class. Ditch that old workout and come join the fun. Partners are not required.

**ALVIN CAMPUS**

<b>Course No.</b>	<b>Date(s)</b>	<b>Time</b>	<b>Day</b>	<b>Room</b>	<b>Instructor</b>
CESRAD 1008 01	01/23/2012 - 04/30/2012	11:00AM - 12:00PM	MW	F105	C Reed

Fee(s): Tuition IN \$65.00 Tuition OD \$85.00 Other Fees \$7.00

**50+ Aerobics**

This course includes low impact aerobics, stretching, and toning exercises to help maintain or improve cardio-vascular function. Course is especially designed for students 50 years and older.

**ALVIN CAMPUS**

<b>Course No.</b>	<b>Date(s)</b>	<b>Time</b>	<b>Day</b>	<b>Room</b>	<b>Instructor</b>
CESRAD 0145 02	01/24/2012 - 04/26/2012	09:30AM - 10:30AM	TTH	F121	C Reed

Fee(s): Tuition IN \$65.00 Tuition OD \$85.00 Other Fees \$7.00

**Lifestory Writing**

In this course, students learn to put decades of eye-witness accounts of twentieth century history into written form. They will create a well written legacy for others to enjoy.

**ALVIN CAMPUS**

<b>Course No.</b>	<b>Date(s)</b>	<b>Time</b>	<b>Day</b>	<b>Room</b>	<b>Instructor</b>
CESRAD 0116 01	01/25/2012 - 04/18/2012	01:00PM - 03:00PM	W	TBA	G Benton

**PEARLAND CAMPUS**

<b>Course No.</b>	<b>Date(s)</b>	<b>Time</b>	<b>Day</b>	<b>Room</b>	<b>Instructor</b>
CESRAD 0116 PC01	01/23/2012 - 04/23/2012	01:00PM - 03:00PM	M	TBA	G Benton

Fee(s): Tuition IN \$48.00 Tuition OD \$68.00 Other Fees \$7.00

**Great Decisions**

The program is designed to encourage debate and discussion of the important global issues of our time. Student must purchase textbook from the ACC Bookstore (281-756-3681) and read the first chapter prior to first class meeting.

**ALVIN CAMPUS**

<b>Course No.</b>	<b>Date(s)</b>	<b>Time</b>	<b>Day</b>	<b>Room</b>	<b>Instructor</b>
CESRAD 0139 01	02/21/2012 - 04/24/2012	03:00PM - 05:00PM	T	TBA	W Finger

Fee(s): Tuition IN \$25.00 Tuition OD \$45.00 Other Fees \$7.00

**Painting with Colored Pencils**

Learn to paint beautiful art pieces and more with techniques shown using colored pencils. Prepared surface and use of pattern will be provided. Students will need to bring their own supplies. Contact Rhonda Myers, program coordinator, at 281-756-3729 or email rmyers@alvincollege.edu for a list of supplies and a specific list of pencils needed for this class.

**ALVIN CAMPUS**

<b>Course No.</b>	<b>Date(s)</b>	<b>Time</b>	<b>Day</b>	<b>Room</b>	<b>Instructor</b>
CESRAD 0134 01	05/09/2012 - 05/09/2012	05:00PM - 09:00PM	W	TBA	J Butler

Fee(s): Tuition IN \$32.00 Tuition OD \$52.00 Other Fees \$5.00

**Pen and Ink Rouging**

Create beautiful artwork using the old technique of pen and ink. You will use patterns to trace the design, fill in detail lines and color will be added using a technique called "rouging". You can create your very own piece of art even if you can't draw a straight line or have never painted before.

**ALVIN CAMPUS**

<b>Course No.</b>	<b>Date(s)</b>	<b>Time</b>	<b>Day</b>	<b>Room</b>	<b>Instructor</b>
CESRAD 0133 01	01/04/2012 - 01/25/2012	09:30AM - 11:30AM	W	TBA	J Butler

Fee(s): Tuition IN \$40.00 Tuition OD \$60.00 Other Fees \$7.00

**Senior Adult Computer**
**Introduction to Computers for Seniors**

This course is designed to take the mystery out of computers. Learn computer terminology, computer hardware, software, operating systems, files, folders, working with Windows, the Internet and computer networks. This is a 'hands-on' course.

**ALVIN CAMPUS**

<b>Course No.</b>	<b>Date(s)</b>	<b>Time</b>	<b>Day</b>	<b>Room</b>	<b>Instructor</b>
CEITSC 1012 04	01/17/2012 - 02/02/2012	09:00AM - 12:00PM	TTH	H124	R Ruiz

**PEARLAND CAMPUS**

<b>Course No.</b>	<b>Date(s)</b>	<b>Time</b>	<b>Day</b>	<b>Room</b>	<b>Instructor</b>
CEITSC 1012 PC04	02/03/2012 - 02/22/2012	09:00AM - 12:00PM	MW	P100	D Beckman

Fee(s): Tuition IN \$100.00 Tuition OD \$120.00 Other Fees \$57.00

**Introduction to the Internet for Seniors**

This course introduces the Internet, World Wide Web (WWW); and how to perform basic research to address personal or company/business needs. Topics include accessing and navigating the Internet, covering concepts, terms, tools, and services such as Internet Service Providers (ISPs). Learn to browse and search the Internet successfully using popular browsers and search tools. Requires knowledge of the Windows XP environment.

**ALVIN CAMPUS**

<b>Course No.</b>	<b>Date(s)</b>	<b>Time</b>	<b>Day</b>	<b>Room</b>	<b>Instructor</b>
CEITNW 1007 01	02/07/2012 - 02/16/2012	09:00AM - 12:00PM	TTH	H124	R Ruiz

**PEARLAND CAMPUS**

<b>Course No.</b>	<b>Date(s)</b>	<b>Time</b>	<b>Day</b>	<b>Room</b>	<b>Instructor</b>
CEITNW 1007 PC01	02/27/2012 - 03/07/2012	09:00AM - 12:00PM	MW	P100	D Beckman

Fee(s): Tuition IN \$65.00 Tuition OD \$85.00 Other Fees \$57.00

## General Information

Books and supplies are not included in the tuition cost unless indicated. Some courses require the purchase of special books or equipment. Supply lists are provided at the time of registration or at first class meeting. Books and supplies are usually available in the College Store. Cash, checks, money orders, traveler's checks, VISA, MasterCard, American Express and Discover are accepted. For College Store hours, call 281-756-3681. Out-of-district fees (OD) are required of students residing outside the ACC tax district. All classes will have a \$20.00 OD fee which is indicated with each class in the schedule. To be classified as in-district (IN) for ACC classes, a Texas resident must live within the boundaries of the ACC tax district. Alvin residents are considered in-district for Pearland Center classes. For certificate programs a \$22.00 student services fee will apply.

## Enrollment/Program Costs

Tuition and fees must be paid in full at time of registration. A minimum number of students are required for each course. Tuition and fees are based on program costs/instruction, registration, equipment and building use.

## Grading System

The **final grade** in most Continuing Education Department courses is an S (successful completion) or N (not successful). There are exceptions in some classes that require other grading systems to satisfy federal, state or other regulatory requirements. In most Continuing Education courses a **Certificate of Completion** will be provided if the student has successfully completed the course. If an additional or replacement certificate is requested there is a \$5.00 fee.

## Transcripts

All transcript requests must be made in writing to the Continuing Education Office. Official transcripts will be placed in a sealed envelope. If requested, an official transcript can be forwarded to another institution or agency if the correct address and point of contact is provided by the student. There is a \$5.00 fee for each official transcript requested.

## CE Refund Policy

A 100 percent refund, less a \$20 service fee per class, will be given if the student submits a written, signed request for a refund no later than the fifth working day prior to class starting. **No refunds will be issued after five working days before first class meeting unless class is canceled by the Continuing Education Department.** In this event, 100% of the tuition and fees will be refunded. Allow three weeks for checks to be mailed. This policy applies to all Continuing Education classes unless otherwise stated. **Course tuition/fees are not transferable from one class to another or from one student to another.**

## CE Credit (overlay) Refund Policy

Refer to the Credit Schedule for refund information or call 281-756-3787.

## Cancellation of a Scheduled Class

The College will cancel a course that lacks sufficient enrollment five working days prior to the class start date or three working days for one-day classes. When a course is canceled, every effort is made to notify all registered students promptly. A full refund is processed automatically. Refund checks will be mailed to students within three weeks of cancellation of class.

**No cash refunds will be given.**

**Avoid cancellations by registering early.**

## Admission to Classes/Attendance

Only registered students may attend classes. To avoid disruption of classroom instruction, children of enrolled students may not attend classes or related activities. Cellular phones, pagers and other electronic equipment which may be considered disruptive to instruction should not be brought to class. In case of emergencies, students may be contacted through the Campus Police Office, 281-756-3700.

## Temporary Parking Permit

A temporary parking permit is required for on-campus (ACC) non-credit courses (excluding one-day classes). Students must pick up permits before attending the first class at Campus Police, room H132. **Students must bring a course payment receipt to obtain a permit.** Students taking CE courses at the Pearland Center do not need a parking permit.

## Business Hours/Holidays

Business Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.

### Holidays:

December 16 - January 3	Winter Break
January 16	Martin Luther King Jr. Observance
March 2	No Class - TCCA Convention
March 12-16	Spring Break
April 2-3	Spring Holiday
May 28	Memorial Day Holiday

## Financial Aid

### The Hazelwood Act

Tuition and fee exemptions are available for Texas veterans who meet the legislated qualifications. See the coordinator for Hazelwood benefits in the Records Office or call 281-756-3505. Hazelwood students will not count towards the number of students that is required for a class to make.

### Financial Assistance for Texas Veterans

See the Veterans Coordinator in the Admissions Department, and be prepared to provide the original or a certified copy of DD214 and possible verification of non-eligibility for Montgomery benefits. For details, contact the ACC Veterans Coordinator at 281-756-3531.

### Texas Public Education Grant (TPEG)

Limited funds are available for persons who qualify through the College Financial Aid Office, to assist with payment of tuition for vocational courses. Books are not included. This grant does not require repayment and is applicable only for vocational courses. Come by the Continuing Education Central Office, ACC Campus Building H, Room 103 for an authorization form.

## Disclaimer Notice

The courses in this schedule will be taught as listed provided there are sufficient students enrolled in each section to justify the course offering. The College will cancel a course that lacks sufficient enrollment five working days prior to the class start date. The schedule of time, room and instructor reflect the intention of the College at the time the schedule is published. These are subject to change and their listing in the schedule is not an assurance to students that they will be taught exactly as listed.

## Non-Discrimination Policy

It is the policy of Alvin Community College to provide equal opportunities without regard to age, race, color, religion, national origin, sex, handicap or veteran status. This policy extends to employment, admissions and all programs and activities supported by ACC. Inquiries concerning equal opportunity may be directed to the Personnel Office.

## Code of Conduct

The Alvin Community College Student Code of Conduct (Student Handbook and ACC Administrative Procedures Manual, Sections 8.08, 8.09, 8.10, 8.11, and 8.12) applies to all non-credit students.

## Available Student Services

Remember that as a registered CE student, you are eligible to use the following student services if you pay the Student Services fee of \$22.00 for spring classes.

**Library** - for information call 281-756-3559 (Alvin).

**Computer Lab** - while enrolled in a computer-related class. For information call 281-756-3544.

**In order to use the available services, CE students must bring a course payment receipt to obtain a student ID card from the Library, Bldg. A. The student services fee is payable to the Cashier's Office (in Bldg. A) and is current for one academic semester.**

**CONTINUING EDUCATION  
Registration Office  
is located in  
Building H, Room H103.**

**For information call 281.756.3787**

## Academic Overlay

- ART
- CULINARY ARTS
- DRAFTING (per Department Chair approval)
- EMT
- MATH - Developmental Course Only
- OFFICE ADMINISTRATION
- SPORTS & HUMAN PERFORMANCE

Please see ACC Credit Schedule for the full list of courses and tuition / fees.

## Register Online!

Online registration is available for most Continuing Education programs.

To get started go to  
[www.alvincollege.edu/cwd](http://www.alvincollege.edu/cwd)



## COLLEGE STORE

*ACC Campus  
(Bldg E)*



Phone 281-756-3681 • FAX 281-756-3872

### Store Hours:

7:30 a.m. - 7:00 p.m. Monday - Thursday  
7:30 a.m. - 2:00 p.m. Friday

# CONTINUING EDUCATION WORKFORCE DEVELOPMENT SPRING 2012

**Alvin Community College  
career and technical courses and programs are**

**GUARANTEED**

**Career and Technical Education**



- Certified Nurse Aide
- Clinical Medical Assistant
- Computer Training
- Construction Electrical Technician
- Dental Assistant
- Electrical License Renewal
- Fire Inspector Certification
- Fire Instructor Certification
- Industrial Electrical Technician
- Medication Administration for Nurse Aide
- Non-Certified Radiological Technician
- Online Medical Administrative Assistant
- Online Medical Coding and Billing
- Online Medical Transcription Editor
- Occupational Therapy Aide
- Orthopedic Technology
- Phlebotomy Technician
- Physical Therapy Aide
- Professional Home Inspections
- Re-Entry Nursing for RNs/LVNs
- Real Estate Salesperson
- Teller Training
- Truck Driving
- Veterinary Assistant
- Welding

**Texas-focused • Taught by experienced faculty  
Approved by the Texas Higher Education Coordinating Board**

**CE@alvincollege.edu • www.AlvinCollege.edu**