



FALL 2014

Continuing Education &
Professional Development Schedule



A Cornucopia of Choices

www.gc.edu

CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT CENTER

WE ARE HERE FOR YOU

Here at Galveston College's Continuing Education and Professional Development Center, we want to advance your quality of life by providing life-long learning opportunities that can enhance your personal, economic, and professional development.

This schedule has many courses that cover a variety of topics. If you would like to learn something new or become more proficient at what you already do, let us know. Bring us friends, family, and co-workers with a learning need, and we will create a course for you!

Save this schedule!

Classes start on
various dates – at
least one is just
right for you!

Who We Are

Karen Hix Director

Connie Thomas Corporate Account
Executive

Jylynn Villarreal Administrative
Assistant

Contact Us!

We are located in Galveston, TX at
4015 Avenue Q, on the first floor of
Moody Hall, Suite M-140.

Stop in to see us or call 409-944-1344
to register for courses.

WANTED:

Instructors

We are always looking for qualified individuals who have teaching experience and are interested in sharing their knowledge, passion, and expertise with others. A member of our team will contact you if there is a match between our needs and your qualifications.

Send your resume to:

Continuing Education Department
Galveston College
4015 Avenue Q
Galveston, TX 77550



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HOW TO READ THE COURSE SCHEDULE

ROOM SYMBOLS AND BUILDINGS

These symbols are used in the class schedules each semester. An explanation is as follows:

M-222 means Moody Hall, Room 222.

N-240 means Mary Moody Northern Building, Room 240.

R-300 means Regents Hall, Room 300.

FA-207 means Fine Arts Building, Room 207.

H-100 means Hermes Fitness Center, Room 100.

AT-300 means Charlie Thomas Family Applied Technology Center, Room 300.

SCHEDULE CODES

M – Monday

T – Tuesday

W – Wednesday

R – Thursday

F – Friday

ARR – Arranged

LAB – Laboratory

HOSP – Hospital/Clinical

INTERNET – Internet Based



FALL 2014

CONTINUING EDUCATION COURSE OFFERINGS

LEISURE & RECREATION

FITNESS

Senior Fitness and Exercise

If you are over 65 (or not!) and enjoy a regular exercise routine, take this class in the Galveston College weight and exercise room. Instruction on use of equipment will be given by the instructor on the first day of class.

Senior discount available

15 wks (30 hrs)
GCSN 1025 1867

Cost: \$175
Aug 25 – Dec 17

Room: H-106
MW 9 – 10 am

Breitbach



Zumba

Zumba fitness is the only Latin-inspired, dance-fitness program that blends red-hot international music, created by Grammy Award winning producers, and contagious steps to form a “fitness party” that is downright addictive! Instructor Tatiana Verega’s energy and fun-loving personality will have you moving to the music in no time! You’ll be having such a good time it won’t even feel like exercise! No experience required –grab a friend and come join the fun!

6 wks (12 hrs)

Cost: \$49

Room: H-200

Verega

~~GCLR 1019 1947~~

~~Sep 8 – Oct 15~~

~~MW 7 – 8 pm~~

GCLR 1019 1948

Oct 27 – Dec 8

MW 7 – 8 pm

FOOD & COOKING CLASSES



Cooking 101 – Basic Food Preparation

From food preparation to cooking it, come to this class to learn knife skills, various heat applications, Brigade System, cooking techniques, material handling, heat transfer, sanitation, nutrition, and professionalism. Come to this class and “get cookin’”! *Textbook & supplies required*

4 wks (80 hrs)

Cost: In-District \$318 / Out of District: \$366

Room: FA-210

CHEF 1001 1901

Aug 25 – Sep 18

MTWR 9:45 am – 2:40 pm

Credit Overlay CHEF 1301 1200

Rodriguez

LEISURE & RECREATION

Garde Manger

A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods. The preparation of charcuterie products including sausages, pates, and terrines; carving of vegetables, fruits and ice; the seven families of hors d'oeuvres; composed salads; green salads; a variety of cold sauces; and menu development are all addressed.

4 wks (80 hrs) Cost: In-District \$318 / Out of District: \$366 Room: FA-210
CHEF 1010 1801 Oct 20 – Nov 13 MTWR 5-10 pm
Credit Overlay CHEF 1310 1200 Mendoza

Baking 101

If you are a budding baker, or if you want to try different baking recipes, this course is for you! Learn how to bake easy breads, biscuits, pastry and pies – both sweet and savory. Not only do you get hands-on practice, but also the recipes and tastings. Great class for fall and holiday baking recipes and gifts. ***Supplies and costs will vary and will be discussed at the first class.***

4 wks (12 hrs) Cost: \$79 Room: N-117 Salinas
GCCU 1022 1902 Sep 22 – Oct 13 M 5:30 – 8:30 pm



Who is Mirta Salinas?

Mirta earned her Associates Degree in Culinary Arts and Hospitality Management in 2012. She is part of the adjunct faculty for the Galveston College Culinary Arts Department and a self-employed baker and cake decorator.

Mirta is loved by her students: "Mirta is a super nice lady! My wedding cake turned out so pretty". Mirta Salinas, said she enjoys teaching Continuing Education students who are always enthusiastic and creative. She teaches Baking 101 and Cake Decorating.

Cake Decorating

Whether you want to learn cake decorating just for fun or your dream is to have a cake decorating business, you will be delighted with this class. Your instructor decorates cakes professionally and loves working with students just learning the art, as well as those who wish to add to their expertise. You'll learn the fundamentals of cake decorating, including baking a great cake and making and using various kinds of icings. Learn how to make fancy borders, specialty designs, coloring and cake writing techniques. The last class ends with a "Cake Show" to display to family and friends. ***Students must provide their own cakes and supplies. Costs will vary depending on your preferences and will be discussed at the first class.***

4 wks (16 hrs) Cost: \$89 Room: N-117 Salinas
GCCU 1021 1924 Sep 23 – Oct 16 TR 6 – 8 pm

HOBBY, ART, & SPECIAL INTEREST CLASSES



Digital Photography

Get the most out of your camera! Improve your pictures with the technical and artistic basics of photography. You'll learn the basics, take photos, and critique them in a friendly and collaborative environment. Topics include camera settings, basic composition and different types of photography. Try a little of everything and then concentrate on your area of interest. This class is for novice and intermediate photographers. **Senior discount available**

***Bring your digital SLR camera with a flash and interchangeable lenses. ***

6 wks (9 hrs)

Cost: \$89

Room: FA-214

Saum

GCAR 2070 1954

Oct 15 – Nov 19

W 7-8:30 Pm

Who is Nick Saum?



A Galveston native, Nick Saum's photography has appeared in publications such as **Texas Monthly**, the **Houston Business Journal** and the **Galveston County Daily News**. He also regularly travels abroad shooting images for industry, trade and tourism publications. Nick says that he really enjoys teaching continuing education student who are always inquisitive and enthusiastic learners.

Lightroom for Photographers

Are you an amateur or professional photographer always looking for budget-conscious ways to enhance your photos? You've been told that Photoshop is what you need, you want something that gives you the same results – simpler and less expensive. Serious digital photographers, are turning to another more user-friendly Adobe program --Adobe Photoshop Lightroom 5. Whether you already have a version of Lightroom, or are new to this program, take this course to learn how to correct images and be more creative. With Lightroom 5, you can combine still images, video clips, and music into video slide shows and create HDR and Panoramic pictures. Your instructor, Nick Tsakiris "The Lightroom Dude", is a professional instructor of Adobe products and teaches you how to use the program using your own photographs. In just a few hours, you can be enhancing and publishing your photographs like a pro! A 30-day free trial of Lightroom is available for use in class, and is transportable to your home computer. Bring a jump drive (minimum 8GB) with your favorite photos loaded on it. Good familiarity with computers is required to get the most out of this class.

2 wks (14 hrs)

Cost: \$149

Room: AT-300

Tsakiris

ITSW 1003 1901

Nov 7-14

F 9am – 4pm

Beading and Jewelry Making – Beginner

Express your personal accessory style in this class. In one class, you'll make a "Pandora" style bracelet, and beads are provided! In other classes you'll be learning to make necklaces, earrings, bracelets and other jewelry from beautiful beads and stones that rival any pre-made jewelry – all in exactly the colors and designs you want. Enjoy this art form as a hobby or develop skills to produce marketable arts and crafts. Jewelry artist Jane Yates helps you learn how to create stunning jewelry that others will envy. Enrollment is limited, and the class fills quickly. A supply list will be provided at the first class. Cost of supplies will vary based on your preference of tools, beads and designs.

4 wks (8 hrs)	Cost: \$59	Room: FA-321	Yates
GCAR 3001 1901	Oct 29 – Nov 19	W 5:30 – 7:30 pm	

Basic Drawing

NEW

Yes, you can draw! Designed for those with little or no experience, this class begins with simple exercises that enables you to quickly learn to draw. Enjoy learning the fundamentals of drawing and experimenting with several different drawing media. Under the guidance of a professional artist and Galveston College art instructor, you'll gain the confidence in your drawing ability and understand line, shadow, color and perspective. Senior discount available. Be sure to ask for a supply list when registering.

6 wks (12 hrs)	Cost: \$89	Room: FA-321	Staff
GCAR 1011 1901	Sep 23 – Oct 28	T 5:30 – 7:30 pm	

Painting with Acrylics

NEW

Have fun while exploring acrylic painting. This class is perfect for beginners who want learn the experience of painting, but not sure they are ready for oil painting. Oil painters would enjoy the class, too, to experience another painting medium. To start, you'll learn to paint easy landscapes, and may complete several paintings throughout the class. Senior discount available. Be sure to ask for a supply list when registering.

6 wks (12 hrs)	Cost: \$89	Room: FA-321	Staff
GCAR 1020 1937	Oct 30 – Dec. 11	R 5:30 – 7:30 pm	

Desktop Publishing - Adobe Creative Suite Bootcamp

NEW

Are you interested in being a Desktop Publisher? Adobe Creative Suite is the state-of-the-art graphics software collection that combines the best software in the publishing world. Packed full of real-world tips and techniques, this class offers instruction on the latest versions of Creative Suite components. You will get three days packed full of intense hands-on training, enabling you to get up-and-running quickly. Prerequisites for this Creative Suite Bootcamp Training Course: Knowledge of your operating system and basic computer navigation is required for all classes. This class is designed for the beginner level and no prior experience is necessary; however, a good working knowledge of computer use is required. We recommend that, if you do not already have Adobe Creative Suite 6.0 software before starting the class, you obtain a trial version of it for your own computer from the Adobe website.

3 wks (21 hrs)	Cost: \$395	Room: ATC 300	Staff
POFI 1005 1900	Oct. 4-18	S 9 am-4 pm	

Getting the Most Out of Your iPad and iPhone

Take this combination class to show you the ins and outs of Apple's most popular "smart devices." Enhance your iPad experience by understanding your basic applications and configuring proper settings. See how to use e-mail, calendar, maps and other basic programs. Learn how to listen to music and podcasts, watch videos, and display your photos. Learn more about your basic applications and settings and learn how to make the iPhone work for the way you live your life. We'll also look at Apple's App Store where you can download a wide variety of apps, both free and paid, and sync them with your computer. You'll find out how to download some cool free apps, too. You will need an iTunes account (appleid.apple.com). Please bring your iPad / iPhone and iTunes login information to the first class.

1 wks (6 hrs)	Cost: \$49	Room: FA-214	Saum
GCLR 1055 1904	Oct 6, 8	MW 7-8:30 pm	

MUSIC AND DRAMA

Auditioning Your Talent

Get the inside scoop on auditioning from a pro. Come to this workshop and receive film and theater specific audition coaching and preparation. Coaching is offered by Melody Moss, who is professionally involved in casting for film and television. Designed as an opportunity to make auditions more enjoyable and less feared, participants will learn how to prepare monologues and be ready to work in the film and theater industry. After registering, and before the first class, please submit a resume and photo electronically to your instructor at castingtexasfilms@gmail.com with "GC Audition Workshop" in the subject field.

3 wk (7.5 hrs)	Cost \$99	Room: FA-207	Moss
GCLR 1010 1901	Nov. 4-18	T 6 – 8:30 pm	

Galveston College Community Chorale

Imagine...a world in which every city, town, and neighborhood had a community choir, one where the music of many cultures and faiths is celebrated. Imagine... a non-auditioned choir in your community where all are welcome. Galveston College has such a choir. The Chorale meets every Monday evening and is open to adults of any age.

15 wks (30 hrs)	Cost: \$35	Room: FA-207	Gilbert
GCLR 2010 1949	Aug 25 – Dec 15	M 7 – 9 pm	

Beginning Piano

NEW

You know you've wanted to learn this – or renew playing after years of piano lessons in your youth. Contact us for private lesson times and price arrangements. .
GCLR 2026 1900 (TBA – Contact Cindy Kates-Hammond)

LANGUAGE CLASSES

American Sign Language Basics

Signing is a useful skill for various relationships and understanding at any age. Learning to sign even improves your brain! This beginning class is for those who are interested in learning basic sign language vocabulary and sentence structure at the conversational level to use in your personal or professional life. You can also learn more information about a career in sign language and interpreting. **Senior discount available**

6 wks (12 hrs)	Cost: \$79	Room: R-251	Dowda
SLNG 1002 1903	Oct 10 – Nov 14	F 11:30 am – 1:30 pm	

English as a Second Language

This course will enable students of limited English to improve their listening, speaking, and pronunciation skills in a traditional classroom setting. Students will develop the skills and confidence needed to speak English in school, at work, and in their community. Designed for both those who can speak and comprehend some English.

Textbooks will be provided during the first class meeting (cost is included in the registration fee). No refunds after the student accepts textbooks and study materials.

9 wks (27 hrs)	Cost: \$175	Room: R-251	Staff
GCLG 1091 1938	Oct 7 – Dec 11	TR 5:30 – 7 pm	

Beginning Conversational French

If you want an introduction to this beautiful language or if you have travel plans to France, this is the perfect course. Learn basic phrases and expressions that will allow you to participate in simple conversations. Our native French instructor will teach you basic grammar, but the emphasis will be on vocabulary and simple conversational exchanges. As a bonus, you'll also learn about the various French cultures and the differences that make each area of France unique. The textbook will be provided in class.

6 wks (12 hrs)	Cost: \$99	Room: R-251	Staff
GCLG 1051 1932	Oct 6 – Nov 10	M 5:30 – 7:30 pm	



Online
Foreign
Language
Courses

LANGUAGE AUTHORITY

CLASSES START WHEN YOU ARE READY!

\$99 each

Conversational Languages – Introductory Level

Introductory Level key phrases and communication; Choose:
Spanish, Mandarin Chinese, Dutch, Italian, French, German, Portuguese

Occupational Spanish

Learn key phrases for specific fields:
**Customer Service, Real Estate, Education, Banking, Medical,
Park Rangers, and Public Safety**

For additional information, call the Galveston College Continuing Education and Professional Development Center at (409) 944-1344.

To register for Language Authority online courses:

Go to <http://www.languageauthority.com/galveston>

Choose a language or your occupational field

Demo a lesson before registering

Courses open for six months wherever there is internet access

Complete course at your own pace, repeat lessons as needed

Print out your own completion certificate

PLEASE NOTE THAT THESE CLASSES DO NOT APPLY TOWARDS CREDIT
DEGREES OR CERTIFICATE PROGRAMS.

No Senior Discount for Online Courses

HEALTHCARE CLASSES

No Senior Discount for Healthcare Courses

MEDICAL CODING CERTIFICATE

The Medical Coding Certificate is designed to prepare students to work in the medical coding field in a variety of healthcare settings. Students will learn proper and accurate diagnostic coding and procedures by which hospitals; clinics, doctors' offices and other healthcare facilities receive reimbursement for medical insurance claims. Career opportunities exist as a clinical coder or insurance biller & coder.

****Medical Terminology I (HITT 1005) and Anatomy and Physiology for Medical Assistants (MDCA 1009) must be successfully completed before enrolling in further Coding or Billing Courses.***

MEDICAL BILLING CERTIFICATE

The Medical Billing Certificate is designed to prepare students to work in medical billing departments in a variety of healthcare settings including hospitals, medical clinics, and doctors' office. Billing Specialists are responsible for collecting, posting, managing account payments, submitting claims and following up with insurance companies.

Both programs require a High School Diploma or GED. Textbooks are required for all courses.

All courses may not be offered each semester.

See the current semester class schedule below.

For more information on Medical Coding or Medical Office Administration programs at Galveston College, contact Amanda Lozano (alozano@gc.edu) or Donna Swartz, Director (dswartz@gc.edu)

Legal & Ethical Aspects of Health Information

Concepts of privacy, security, confidentiality, ethics, health care legislation and regulations relating to the maintenance and use of health information *Internet access and textbook required.*

16 wks (48 hrs)	Cost: In-District \$318 / Out of District: \$366	Becker
HITT 1053 1900	Aug 26 – Dec 9	T 5:30 – 6:50 pm
Credit Overlay HITT 1353 2300		Room: AT-300

Medical Terminology I

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations, and symbols, surgical procedures, medical specialties, and diagnostic procedures. *Textbook required.*

16 wks (48 hrs)	Cost: In-District \$318 / Out of District: \$366	Becker
HITT 1005 1903	Aug 25 – Dec 10	MW 5:30 – 6:50 pm
Credit Overlay HITT 1305 2200		Room: AT-300

Anatomy & Physiology for Medical Assistants

This course teaches the structure and function of human cells, tissues, organs, and systems with overview of common path physiology. *Textbook required.*

16 wks (48 hrs)	Cost: In-District \$318 / Out of District: \$366	Swartz
MDCA 1009 1902	Aug 25 – Dec 8	M 7:00 – 9:50 pm
Credit Overlay MDCA 1309 2200		Room: AT-300

HEALTHCARE PROGRAM ENROLLMENT REQUIREMENTS

For complete and detailed information on enrollment an immunization requirements, see the Healthcare Program Requirements page in this schedule, visit our website, or contact CE Staff.

ALL documentation must be submitted for approval
At least TWO WEEKS PRIOR TO CLASS START DATE.

***Requirements do not apply to Medical Coding, Medical Billing, or CPR classes.
No Senior Discount for Healthcare Courses**

Healthcare Provider CPR

This course is designed for those who provide healthcare to patients in a wide variety of settings, including in and out of hospital settings. These healthcare providers may include (but are not limited to) physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, physician assistants, residents or fellows, medical or nursing assistants or students in training, aides, and other allied health personnel. All participants who complete the course and pass the written exam will receive an American Heart Association BLS for Healthcare Providers Course completion card (credential), which is good for two years.

1 day (4 hrs)	Cost: \$49	Room: N-227	
GCME 7000 1907	Aug 27	W 5:30 – 9:30 pm	Staff
GCME 7000 1908	Sep 8	M 5:30 – 9:30 pm	Staff
GCME 7000 1909	Oct 15	W 5:30 – 9:30 pm	Staff
GCME 7000 1910	Nov 10	M 5:30 – 9:30 pm	Staff
GCME 7000 1911	Dec 3	W 5:30 – 9:30 pm	Staff

Nurse Aide for Health Care

This is your first step to a rewarding healthcare career. Galveston College is an approved provider of the federally required course to become a Certified Nurse Aide (CNA) in a long-term care facility. Course topics include residents' rights, communication, safety, observation, reporting, and basic comfort and safety. Emphasis is placed upon effective interaction with the health care team. You will receive AHA certification in Healthcare Providers CPR as part of the course.

Students must enroll concurrently in both NURA 1001 (Classroom) and NURA 2005 (Skills) to complete the Certified Nurse Aide course.

Clinical – Clinical hours are scheduled at various times by the instructor, and may include day, evening, and/or weekend times. Students **MUST** wear burgundy scrubs and white shoes to clinical. ***Student is responsible for transportation to and from clinical site.***

***Clinical Sites:** Bayou Pines Care Center, 4905 Fleming St, La Marque, TX
OR Manor Care, 750 Texas Avenue, Webster, TX 77598.*

Textbook and Supplies – Textbook is required, and required supplies include: burgundy scrubs, white shoes, stethoscope, blood pressure cuff and a watch with a second hand. It is the student's responsibility to obtain these supplies before clinicals begin. These are not included in the class tuition.

Licensure / Certification – Students are responsible for scheduling certification testing and paying the test fee of \$95. This fee must be paid separate from course tuition.

8 wks (110 hrs)	Cost: \$69	Room: T-106	Staff
NURA 1001 1958	Sep 8	W 5:30 – 9 pm	
NURA 1060 4811			

scratched

EKG Technician

This comprehensive, 50-hour, EKG Technician Certification Program prepares students to function as EKG Technicians and to take nationally recognized certification exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact, electrocardiography and stress testing.

Additionally, students will practice with EKG equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. *Textbooks required.*

8 wks (50 hrs)	Cost: \$699	Room: AT-105B	Staff
ECRD 1011 1958	Sep 9 – Oct 23	TR 5:30 – 9 pm	

Oct 16 – Dec 11

Phlebotomy Technician – Basic & Practicum

The Phlebotomy program is designed to prepare the student for an entry-level position as a phlebotomy technician. The Technician – Basic (PLAB 1023) portion of the course develops skills in the performance of a variety of blood collection methods using proper techniques and standard precautions related to obtaining blood specimens from adults, children, and infants. An emphasis is placed on safety, patient identification, quality assurance, professionalism, ethics, medical terminology, and specimen handling. The Practicum (PLAB 1060) portion of the course is the work-based learning experience in a supervised clinic or lab setting, with direct client care, which enables the student to apply the theory, skills, and concepts learned in the basic phlebotomy lecture class. Specific learning objectives are developed for students by the instructor. **Students must enroll concurrently in both Phlebotomy Technician – Basic (PLAB 1023) and Phlebotomy Practicum (PLAB 1060) to complete the Phlebotomy course.** *Textbook and current CPR card required.*

Clinical – Clinical hours are scheduled at various times by the instructor, and may include day, evening, and/or weekend times. Students MUST wear red scrubs to clinical.

***Student is responsible for transportation to and from clinical site.**

Clinical Site: Galveston County Health District Clinic, 9850-A Emmett F. Lowry Expy, Suite A108, Texas City, TX 77591.

Licensure / Certification – The student will be eligible to take the American Society of Clinical Pathologists (ASCP) Board of Registry examination for certification upon successful completion of both parts of the course. This exam is not included as part of the course, though students will be given information on testing dates and costs.

10 wks (96 hrs)	Cost: \$699	Room: AT-106	Segura
PLAB 1023 1958	Sep 8 – Nov 19		MW 5:30 - 9 pm

Patient Care Technician / Assistant – Exam Review

This course is a review for national certification exams **for those who have already completed and been certified as Certified Nurse Aide (CNA), Phlebotomy Technician, and EKG technician.** Patient Care Technicians work in hospitals, clinics, rehabilitation centers, long term care facilities, physician offices and assisted living facilities. These professionals must possess the technical skills necessary to service complex patient care issues including rehabilitation services, diagnostic tests, basic bedside care, laboratory specimen collection, Phlebotomy and EKGs. This lecture course is to review the requirements for national certification exams, and to review medical terminology, anatomy and physiology and patient care concepts. Other topics include personal hygiene, HIPAA; patient care, and vital signs; among others. *Review materials will be provided during the first class meeting (cost is included in the registration fee).*

WORKFORCE

Licensure / Certification – This review prepares previously certified students in CNA, Phlebotomy, and EKG programs to take the National Healthcareer Association (NHA) – Certified Patient Care Technician (CPCT); Certified Nurse Technician (CNT); and/or Certified Patient Care Associate (CPCA) national certification exams. Test registration and cost are not included in this course.

3 wks (36 hrs)	Cost: \$299	Room: AT-106	Staff
NUPC 1020 1901	Nov 20 – Dec 12	MTWR 6 – 9 pm	

Health Unit Coordinator

This program is designed to prepare a student to perform the tasks and responsibilities of a health unit coordinator in support of medical staff, nursing personnel, hospital departments, as well as to assist patients and visitors. This program includes interactive lectures, labs, and exercises designed to review medical terminology, methods of effective communication, and progressive management techniques.

Students will perform multiple exercises in the complexities of transcribing physician's orders, patient chart documentation, HIPAA regulations, dietary orders, vital signs documentation, and ordering of diagnostic and therapeutic testing. This training will help prepare a student to function as a vital member of the healthcare team. *Textbooks will be provided during the first class meeting (cost is included in the registration fee).*

8 wks (50 hrs)	Cost: \$299	Room: AT-106	Staff
HUWC 1003 1903	Nov 20 – Dec 12	MTWR 6 – 9 pm	

scratched

Nurse Aide Refresher

Intensive training in an identified area(s) to meet continuing education and/or review/update requirements associated with professional licensure or certification. This course was designed to be repeated multiple times to improve student proficiency. Course topics vary each semester.

1 wk (8 hrs)	Cost: \$70	Room: AT-106	Staff
NURA 2000 1901	Nov 18-20	TR 6 – 10 pm	

HEALTHCARE PROGRAM ENROLLMENT REQUIREMENTS

For complete and detailed information on enrollment an immunization requirements, see the Healthcare Program Requirements page in this schedule, visit our website, or contact CE Staff.

ALL documentation must be submitted for approval

At least TWO WEEKS PRIOR TO CLASS START DATE.


***Requirements do not apply to Medical Coding, Medical Billing, or CPR classes.**

No Senior Discount for Healthcare Courses

HEALTHCARE PROGRAM REQUIREMENTS

The following documentation is required for admission into a Galveston College Continuing Education Healthcare Program. ALL documentation must be submitted to the Continuing Education and Professional Development Center for approval **TWO (2) WEEKS PRIOR TO CLASS START DATE**. The penalty for falsifying information on your application is immediate withdrawal without refund.

- Fully completed Galveston College Continuing Education Healthcare Program Application. This can be obtained from our website: www.gc.edu (Click on Instructional Areas, then Continuing and Professional Education. Once on the CE website, choose the appropriate tab on the left.). You may also contact or visit the Continuing Education Office.
- High school diploma or GED (except for currently enrolled high school students. See CE Staff for more information if this applies to you.)
- Copy of Current State ID or Driver's License AND copy of Social Security Card. Your name on these methods of identification must match exactly, or you may not be able to take your certification examination upon the completion of your course.
- Satisfactory Criminal History, obtained through the Texas Department of Public Safety website (www.txdps.state.tx.us). The following may disqualify an individual from this program: felony convictions; misdemeanor convictions involving crimes against persons; felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances; and registered sex offenders.
- Documentation of immunizations, as listed below. **ALL** must be completed prior to enrollment.
- Current physical (for some programs. Contact CE Staff for more information).
- Current Healthcare Providers CPR Card prior to clinicals (except CNA program).



**ALL Healthcare Program
applications must be
submitted to the CE Office
at least TWO WEEKS before
the first day of class!**

HEALTHCARE PROGRAM REQUIREMENTS

State of Texas Immunization Policy

To protect your health and the health of patients, the State of Texas requires that all students in direct patient contact have obtained the immunizations below. Galveston College must also abide by any additional requirements requested by the clinical facility. It is the student's responsibility to obtain all immunizations in the proper timeframe; students will not be allowed to enroll or begin clinicals unless all requirements are satisfied.

Bacterial meningitis: Currently CE students enrolled in courses/programs with less than 360 contact hours are exempt from this requirement

Hepatitis B: A series of three immunizations and documentation of a positive titer 4-6 weeks after the third immunization. (The second immunization is given 4 weeks after the first and the third at least 8 weeks after the second and 16 weeks after the first. It takes a minimum of 4 months to complete the series of three immunizations.)

- Alternative method (if available) -

Request the TWINRIX Hep A & B combo vaccination accelerated dosing schedule that requires 3 doses over a 30 day period (second dose 7 days after first and third dose 21-30 days after first) and a final booster 12 months after the first dose. Receiving the first 3 initial doses satisfies the state policy for our students (keep in mind that to be fully protected and to remain in compliance for employment purposes, the 4th dose should be completed on schedule).

Influenza (flu): proof of one dose within the last year (if required by the clinical facility)

Measles, mumps, and rubella (MMR):

Measles (Rubella or red measles): If you were born in or after 1957, you must have either documentation of two doses of measles or two doses of MMR vaccine (separated by at least 30 days) after 12 months of age **OR** a titer result adequate to indicate immunity.

Mumps: If you were born in or after 1957, you must have either documentation of one dose of mumps or MMR vaccine after 12 months of age **OR** a titer result adequate to indicate immunity.

Rubella (German Measles): Required for all students. You must have either documentation of one dose of rubella or MMR vaccine after 12 months of age **OR** a titer result adequate to indicate immunity.

Tetanus toxoid, reduced diphtheria toxoid and acellular pertussis (Tdap): One dose of Tdap replacing one decennial Td booster for all students or a single dose at an interval of two years from last Td for all students who will have patient contact or be present in a clinical setting during their educational program.

NOTE: A dose of **tetanus/diphtheria (Td)** within the last ten years will be accepted for students who will have no patient contact and will not be in a clinical setting during their educational program.

Varicella (Chickenpox): You must have two immunizations, a report of a positive titer, or report a date of illness. Please note this is the **ONLY** immunization that may have a date of illness reported as documentation of satisfying the requirement.

Tuberculosis (TB) skin test (PPD): You must have proof of a negative reading within 12 months of the end date of clinical. TB skin tests are also required on an annual basis while enrolled **OR** proof of a titer positive for antibodies **OR if you have a history of a positive PPD:**

Chest x-ray: Required **ONLY** if there is a history of a positive PPD test reading. You must provide documentation of the date of the positive PPD and a negative chest x-ray taken after the date of the reported positive PPD.

COSMETOLOGY

Eyelash Extensionist Licensure –



The hottest new cosmetology application.. Take the three courses below and prepared to become certified to provide eyelash extensions in 4 months! *Required additional items: Textbook (\$80), Lash Kit (\$500), and State TDLR Certification test fee (\$133)*

Students must enroll in three courses concurrently to complete the Eyelash Extensionist program

CSME 2037 1900 (\$350)	Orientation to Eyelash Extensions
CSME 1090 1900 (\$350)	Principles of Eyelash Extensions
CSME 1090 1901 (\$350)	Applications of Eyelash Extensions

16 wks (268 hrs)	Cost: \$1050	Room: ATC-106
Sep 8 – Dec 15	MTWR 5:30-10 pm	Villarreal

INDUSTRIAL CLASSES

DIESEL ENGINE TESTING & REPAIR CERTIFICATE

32 weeks (200 hours)

The Occupational Outlook states that the employment of diesel service technicians and mechanics expected is to grow 15 percent through 2020. Job opportunities are best for those completing post-high school training in diesel engine repair, and industry certification is an important advantage in the job market. This certificate program provides students seeking a career in diesel technology the skills necessary to successfully enter the profession. Students will be prepared to take the Automotive Service Excellence (ASE) Certification exam upon completion. **A High School Diploma or GED is required.**

DEMR 1010	Diesel Engine Testing and Repair I (Fall Semester)
DEMR 1012	Diesel Engine Testing and Repair II (Spring Semester)

Classes are taught in Ball High School Automotive Shop.

Diesel Engine Testing and Repair I

An introduction to testing and repairing diesel engines including related systems and specialized tools. Students will learn shop and personal safety, understand use of engine measuring tools, and learn major engine components and principles of operation. Diesel engine cooling systems, air intake and exhaust systems, turbochargers and diesel engine emissions are reviewed. Basic diesel engine troubleshooting and preventative maintenance are addressed. Long sleeve shirt, pants and shoes appropriate for a shop environment must be worn. *Textbooks required.*

15 wks (90 hrs)	Cost: \$699	Room: Ball High
School Auto Shop		
DEMR 1010 5807	Aug 26 – Dec 9	TR 5:00 – 8:00 pm



Charvoz

Intro to Blueprint Reading

Basic blueprint reading provides you with flexible instruction that helps you to understand the various types of blueprints, shop prints and schematics used in industrial environments. Discover how to comprehend and interpret the types of symbols and abbreviations found on, construction diagrams, schematics, and drawings. Learn how to define different scales used to identify height, width, length dimensions, and to interpret various common notations. This class is good for everyone already working in, or interested in construction or industrial trades. NCCER Certificate Exam offered after course completion

16 wks (48 hrs)	Cost: \$318	Room: ATC 203	
WLDG 1013 1901	Aug 26 – Dec 12	TR 8:30 – 10 pm	McClimans
<i>Credit Overlay WLDG 1313 2300</i>			

Forklift Certification

NEW

Jobs may require forklift experience, but where do you get that training in the first place? Come to this class and learn how to generally operate forklifts. You can earn a certificate to show that you have completed this training in one Saturday.

1 day (7 hrs)	Cost: \$125	Room: Ball High School	
CNSE 1003 1800	Nov 8	S 9 am – 4 pm	Staff

E.P.A. Lead Program for Construction Industry

NEW

EPA could heavily fine contractors for not having this certification training. If you are a contractor, supervisor, or skilled labor worker who does renovation, repair, or painting on older homes, you will need this Lead Certification to detect, inspect and safely remove any traces of lead during remodeling projects. Taking this one week workshop is an informative, proactive, and preventative way to protect your career and safely take the lead out of older homes. Successful completion of the course provides certificate.

1 wk (8 hrs)	Cost: \$350	Room: ATC 105A/B	Staff
EPCT 1021 1900	Nov 15	S 8 am – 5 pm	
EPCT 1021 1901	Nov 22	S 8 am – 5 pm	

ELECTRONICS

PLC Technician Certification

NEW

A Programmable Logic Controller (PLC) is a computerized mechanism designed to perform repetitive, predictable operations, to endure harsh environments, and to perform instructions within tight time constraints. Once programmed properly, the PLC can decide what action to take and tell other pieces of equipment what to do. The human being who can programs and can troubleshoot PLCs are valuable to the industrial environment. This course will give you the basics of PLCs: hardware and software applications, power supplies, discrete Input/Output (IO) modules, programming devices, processors, basic logic elements, timers, and counters. By the end of the course, you will know the components contained within a typical PLC system; describe different components and be able to program a functioning PLC system. The course prepares you to take the CETA certification test. Cost of the course includes tuition and the exam cost.

8 wks (40 hrs)	Cost: \$399	Room: ATC 204	
ELPT 1003 1800	Oct 2-Nov 20	R 5-10 pm	Shields

WORKFORCE

LOGISTICS TECHNICIAN OCCUPATIONAL CERTIFICATES

NEW



Increasingly important in today's economy is the ability for a business, large or small, to get goods from one place to another, locally or globally. The career outlook for trained, Certified Logistics Technicians is very promising. By completing the following courses and taking a nationally recognized certification exam, you will be positioned to be employed in logistics departments by some of the world's well-known companies.

Foundation Level - Certified Logistics Associate

The Course provides students with the foundational broad knowledge they will need to understand the world of supply chain and related core competencies. Learning materials include PDF textbook and e-learning modules. The Course includes modules on: the global supply chain, the logistics environment, safety, safe equipment operation, material handling equipment, quality control, workplace communication, teamwork and problem solving and using computers. Certification testing is included in this course.

4 wks (48 hrs)	Cost: \$650	Room: ATC 300	Staff
INMT 1036 1800	Sep 30 – Oct 23	TR 9 am - noon	

Mid-Level - Certified Logistics Technician

This course provides students with the mid-level technical knowledge needed to understand the world of supply chain logistics and related core competencies. Learning materials include PDF textbook and e-learning modules. This Course includes: product receiving, product storage, order processing, packaging and shipment, inventory control, safe handling of hazardous materials, evaluation of transportation modes, customs, and dispatch and tracking operations. Certification testing is included in this course.
Prerequisite: CLA certification.

4 wks (48 hrs)	Cost: \$650	Room: ATC 300	Staff
LMGT _____ 1800	Oct 28 – Nov 20	TR 9 am – noon	

WELDING

Introduction to Multiple Processes

16 wks (96 hrs)	Cost: \$318	Room: ATC 203	McClimas
WLDG 1007 1901	Aug 25 – Dec 12 TR 5:30 – 8:30 pm		

Credit Overlay WLDG 1407 2300

Introduction to Gas Tungsten Arc Welding

16 wks (96 hrs)	Cost: \$318	Room: ATC 203	McClimas
WLDG 1034 1901	Aug 25 – Dec 11 MW 7-10 pm		

Credit Overlay WLDG 1434 2300

Basic Welding for Spanish Speakers

NEW

Instructor for this course is bilingual in Spanish. You will learn multiple basic welding techniques using some of the following processes: Oxy-fuel welding (OFW) and cutting; shielded. At the end of the course you will be able to demonstrate machine set-up and complete welds and cutting operations, demonstrate basic shop safety, identify types of electrodes used in welding processes identify various welding and cutting standards, and demonstrate proper joint preparation techniques.

11 wks (90 hrs)	Cost: \$799	Room: ATC 200	Staff
WLDG 1007 1900	Sep 8 – Nov 24 Oct 1 – Dec 10	TWR 5:00 – 8:00 pm	

Introduction to Shielded Metal Arc Welding

16 wks (96 hrs)	Cost: \$318	Room: ATC 203	McClimas
WLDG 1028 1900	Aug 25 – Dec 11	MW 7-10 pm	

Credit Overlay WLDG 1434 2300

MARITIME CAREERS

NEW

Marine Diesel Engine Testing and Repair

The diesel engine is by far the most popular power plant for boats of all sizes, both power and sail. With the right care and maintenance it is twice as reliable as the petrol engine as it has no electrical ignition system, which in the marine environment can suffer from the effects of damp surroundings. Self-sufficiency at sea and the ability to solve minor engine problems without having to alert the lifeboat is an essential part of good seamanship. Marine Diesel Engines, explains through diagrams and stage-by-stage photographs everything a boat owner needs to know to keep their boat's engine in good order; how to rectify simple faults and how to save a great deal of money on annual service charges. Unlike a workshop manual that explains no more than how to perform certain tasks, this book offers a detailed, step-by-step guide to essential maintenance procedures while explaining exactly why each job is required.

15 wks (90 hrs) Cost: \$200 Room: British High School Auto Shop
SMER 1007 5800 Nov 10-12 MW 8:00 am - 1:00 pm Charvoz

Marine Safety - OSHA 10 CERTIFICATION

This 10 hour safety course focuses on Marine and Maritime Safety and is taught by an OSHA certified trainer. If you work on or around bodies of water, this is the suggested safety training you need.

1 wks (10 hrs) Cost: \$150 Room: ATC 105B
OSHT 2001 1800 Nov 10-12 MW 8:30 am - 1:30 pm Staff

WATER UTILITY CERTIFICATION PREPARATION



Water Utility Calculations

Students will be introduced and provided information on the fundamentals of basic arithmetic, the use of formulas, and area and volume calculations in water and wastewater treatment plants. Students will learn how to calculate and measure flow, keep records and report calculations.

1 wk (20 hrs) Cost: \$200 Room: ATC 105B Van Riper
EPCT 2025 1903 August 25 - 26 MW 5 - 10 pm

Basic Water Works Operations

This 20-hour, one week, evening course includes instruction in the production, treatment or distribution of potable water. Learn the origin and characteristics of water, disinfection and storage, and distribution systems. Learn basic safety measures regarding your water system and how to handle the public relations issues that develop surrounding water resources. Upon successful completion of Basic Water Works Operations training, participants will be able to understand and apply techniques that will allow for the proper operation and maintenance of water and wastewater systems. Additionally, this training will prepare participants for the Class D certification examination state certification examination.

1 wk (20 hrs)	Cost: \$200	Room: AT-105A	Van Riper
EPCT 1015 1903	Nov 3 - 6	MTWR 5 – 10 pm	

Basic Wastewater Operations

This course is an introductory course in wastewater collection and treatment and includes a brief overview of the water cycle. A general description of the responsibilities of wastewater system personnel is presented with an emphasis on the need for regulation of wastewater discharge to protect receiving streams and public health, safety, and welfare. Topics include: activated sludge process; alternative and advanced treatment; characteristics of wastewater; flow measurements; lift (pumping) stations; ponds, disinfection and safety procedures; preliminary treatment; records and reports; sedimentation and fixed-film processes collection systems; biological treatment of wastewater; goals of wastewater treatment; the law and sources of pretreatment of domestic wastes; water cycle; water reuse. Also included are Texas' rules and regulations for licensing of wastewater system operators.

1 wk (20 hrs)	Cost: \$200	Room: AT-105A	Van Riper
EPCT 1025 1903	Sep 29 – Oct 2	MTWR 5 – 10 pm	

Wastewater Collection

Learn the practical aspects of operating and maintaining wastewater collection systems, while understanding what is involved in the wastewater operator licensing program and the collection system design. Participants will learn safety procedures for inspection and testing of collection system, inspection of manholes, and underground repair. Experienced instructors will lead classroom discussions about: lift stations, collection system maintenance and operations; industrial waste monitoring; collection system management. Additionally, this training will prepare participants for state certification examination.

1 wk (20 hrs)	Cost: \$200	Room: AT-105A	Van Riper
EPCT 2021 1903	Oct 13-16	MTWR 5 – 10 pm	

**COMPUTER & INFORMATION TECHNOLOGY
CLASSES****Microsoft Excel 2013 - Intermediate**NEW

If you know just enough of Excel, but want to find out what more can be done with this helpful program, this is the class for you. You will learn more about formatting a spreadsheet, how to create and use formulas; and how to create charts from the data in the spreadsheets. Even if you have used other versions of Excel fairly extensively, this class will show you the upgrades and enhancements in the 2013 version.

2 days (8 hrs)
ITSW 1046 1800

Cost: \$59
Oct 3-10

Room: AT-300
F 1 – 5 pm

Staff

Microsoft Excel 2013 – AdvancedNEW

Advanced techniques for developing and modifying spreadsheets. Learn to create and design macros; use data analysis features; and develop solutions using linked worksheets.

2 days (8 hrs)
ITSW 2049 1800

Cost: \$59
Oct 17-24

Room: AT-300
F 1 – 5 pm

Staff

***COMING IN
SPRING 2015***

**CISCO CERTIFICATION –
Network Technician(CCNA)**

**ORACLE CERTIFICATION –
Database Technician (11g)**

LEADERSHIP CLASSES**Leadership Galveston**

As civic, business and government leaders tackle current issues, a new generation of leadership is training to overcome the obstacles that will arise in the coming years. Leadership Galveston is a training ground, providing participants with the necessary skills to meet those challenges. Galveston College, in partnership with the Galveston Chamber of Commerce, has set dates for the new Leadership Galveston course for the 2014–2015 class. The purpose of Leadership Galveston is to develop leaders by providing an educational program on the needs, challenges, and service learning opportunities in the City of Galveston, and to provide motivation for the leadership candidates to become involved in Galveston's future. Acceptance into the program is based upon potential leadership skills, involvement in community affairs and concern for the future of Galveston.

Prospective students must complete the College's Leadership Galveston application and the Employer's Certification forms found online at www.gc.edu, under the Schedule of Classes and the Public Affairs subsections. The last day to register is September 5, 2014. For information, contact Joe Huff, Director of Public Affairs, at either 409-944-1302 or email at jhuff@gc.edu.

Session dates are: September 19, 2014; October 17, 2014; November 14, 2014; December 12, 2014; January 16, 2015; February 20, 2015 and March 13, 2015.

7 wks (49 hrs)	Cost: \$350	Room: ARR	Huff
BMGT 2009 4810	September 19 – March 13	F 9 am – 4 pm	



Now Galveston business can easily take advantage of the great courses and consulting assistance – right here on the Island! Whether you're just starting your business, experiencing your first growing pains, or ready to move your business to the next level, Galveston County SBDC can help businesses "Start Smart. Grow Smart."

We'll help you learn how to develop a business plan, apply for financing, attract customers, grow your sales, fulfill your promises, develop foolproof procedures and make more profit. Take advantage of our hands-on, no-cost consulting; or attend our practical, affordable business workshops. Start accelerating your business today!

To register for the following workshops, either **call 409-944-1344** or **go online to <http://www.galvestoncounty.sbdcnetwork.net>**

Marketing on a Shoestring Budget

Need interesting and creative ways to stretch your marketing budget? Educate yourself on the most current, and economical marketing tools to help you reach your goals.

1 day (3 hrs)	Cost: \$45	Room: AT-300	Clement
GCBS 1020 1801	Oct 1	T 2 – 5 pm	

Reading & Understanding Financial Statements

This class will go over Balance Sheets, Profit & Loss Statements and other reports and financial statements that you need to understand to run your business effectively. A must for new business owners.

1 day (2 hrs)	Cost \$45	Room: AT-300	Clement
GCBS 1030 1801	Oct 15	W 10 am – Noon	

Mining the Internet for Your Business

Internet has become an indispensable medium for people to conduct different types of businesses and transactions. With the help of internet data-mining it becomes extremely easy to spot a potential competitor, pep up the customer support service on the website and make it more customers oriented. In this workshop, learn to use the power of the internet search engines to market and build your business.

1 day (2 hrs)	Cost: \$45	Room: AT-300	Clement
GCBS 1040 1801	Oct 29	M 1 – 3 pm	

Beginning QuickBooks (2 parts)

Use QuickBooks for your business accounting needs. Do more in less time; work anywhere there is internet access. This two session course shows you how to utilize QuickBooks from bookkeeping and billing to payments and payroll. Learn to Set up QuickBooks; track sales and expenses, create instant invoices, working with bank accounts, do payroll and taxes, inventory and analyzing financial data -- all the essentials for your business. Course manual included

2 days (8 hrs)	Cost: \$90	Room: AT-300	Clement
ACNT 1010 1801	Nov 12, 19	W 1 – 5 pm	

PROFESSIONAL DEVELOPMENT CERTIFICATION & RECERTIFICATION CLASSES

Do you need CEUs or CPEs?

Come to the Island for your professional development in INDUSTRIAL, TECHNICAL AND PROFESSIONAL fields.

Contact:
Connie Thomas, Workforce and Corporate Account
Executive
Phone: 409-944-1292
E-mail: cthomas@gc.edu

CUSTOMIZED PROFESSIONAL TRAINING

Galveston College offers a variety of services that include needs analysis, consulting, and customized training to optimize the skills of your workforce. The training is offered at a cost-effective level and can be provided at your worksite or one of Galveston College's facilities and at your requested time. The following are just a few of the solutions we can provide:

- **COMPUTER SKILLS**
- **HUMAN RESOURCE DEVELOPMENT**
- **INDUSTRY & SAFETY**
- **LANGUAGE SKILLS**
- **CULTURAL DIVERSITY**
- **LEADERSHIP & SUPERVISION**
- **QUALITY & CONTINUOUS IMPROVEMENT**

All completers of their training receive Continuing Education Units (CEUs) and a Certificate of Completion. For more information on how the Galveston College Continuing Education & Professional Development Center can assist with your training needs, please contact:

Connie Thomas • Customer Account Executive
Phone: 409-944-1292 • E-mail: cthomas@gc.edu

WHAT OUR CLIENTS ARE SAYING...

"Thank you very much. The class was great and the instructor was well chosen. My members certainly enjoyed the teaching."— *Vernon Baines, Pastor, Live Oak Baptist Church*

"What a great partnership with Galveston College and accomplishment on behalf of those City of Galveston employees."— *Elizabeth Rogers, Public Information Officer, City of Galveston*

"Gulf Copper has continued to receive excellent professional development training from Galveston College's Contract Training. Some of the training has included Blue Print Reading, Planning and Scheduling, and other support services. We have seen the results from our investment in improved performance on the job."— *Mike Haughton, Health & Safety Director, Gulf Copper*

ONLINE TRAINING COURSES



Classes start every month!

No Senior Discounts for Online Courses

Upgrade your skills, or learn something new through our instructor facilitated online courses. Most courses run for six-weeks and are project oriented to include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. You can complete any course on your schedule, as long as you have internet access! **For a full selection of courses and to register, go to <http://www.ed2go.com/gc>. Most courses are \$110.** For additional information, pricing, or start dates call the Continuing Education and Professional Development Center at 409-944-1344.

PLEASE NOTE THAT THESE ONLINE CLASSES DO NOT APPLY TOWARDS CREDIT DEGREES OR CERTIFICATE PROGRAMS.

Online Course Catalog

Galveston College

Continuing Education & Professional Development

www.ed2go.com/gc Fall

Our online courses are open to everyone!

expert instructors

affordable courses

24/7 access

convenient for everyone!

Learn from the comfort of home!

I want to learn!

Online Learning
anytime, anywhere

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

Learn the Computer for Your Workplace

Learn to Play the Guitar See Page 7

Learn to Make Mobile Apps

Learn a New Language

Course Fees Start at Just **\$110**

Instructor-Facilitated Online Learning

www.ed2go.com/gc

APPLIED TECHNOLOGY CENTER

The following courses are credit based programs at the Charlie Thomas Family Applied Technology Center. For more information about the following programs call 409-944-1401.



Cosmetology

Cosmetology is the art and science of beautifying hair, skin, and nails. Galveston College offers a Certificate of Completion or Associate of Applied Science degree in Cosmetology, prepares students for a license and salon experience.

Electrical & Electronics Technology

Galveston College's Electrical/Electronic Technology Program is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities. Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, and National Electric Code, and other subjects as local needs require. Graduates should qualify for a variety of jobs in the electrical/electronic field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems. The program provides comprehensive theoretical and hands on training to meet the industry's continued and changing demands for qualified personnel.



Heating, Ventilation, & Air Conditioning (HVAC)

The Heating, Ventilation, Air Condition and Refrigeration Technology or HVAC/R Program at Galveston College is designed to provide hands-on training on the same equipment used by business and industry. In addition, this program is designed to provide the students with the necessary skills required to become a state licensed independent business owner/contractor or for employment in the industry as a technician in residential, commercial, and/or industrial air conditioning, refrigeration and heating.

Welding Technology

The Welding Technology Program at Galveston College is designed to provide hands-on training on the same equipment used by business and industry. Students learn various welding processes including but not limited to shielded metal arc welding, gas tungsten arc welding, and gas metal arc welding. Students learn to perform welding skills in all positions and are able to acquire knowledge and experience in welding, layout, and fitting skills in order to prepare students for careers in gas welding, arc welding, specialty welding, and/or other areas of welding.



AWARDING CREDIT FOR CONTINUING EDUCATION COURSES

Galveston College will award academic credit for Continuing Education courses only when there is documentation that the Continuing Education coursework is equivalent to a designated credit course. Awarding credit for Continuing Education courses involves at least three considerations:

1. The educational quality of the course for which the student desires credit.
2. The comparability of the nature and content of the continuing education course with the curriculum course for which credit is desired.
3. Demonstration of competencies/learning outcomes by the student, either as part of the course or subsequent to it.

The process for evaluating and documenting continuing education coursework for credit is outlined below. Continuing education coursework that was completed three years ago or more will be awarded for credit only if all the required documentation is available. Students wishing to receive credit for continuing education courses are encouraged to complete the paperwork as soon as possible following the completion of the class.

1. Student obtains an official transcript from the Admissions Office documenting the continuing education coursework. The student will complete a Request for Evaluation of Continuing Education Coursework form and submit it to the Director of Continuing Education. This form is available online or at the Galveston College Continuing Education and Professional Development Center. There is a fee of \$25 per course. A check or money order made payable to Galveston College must accompany the request form.
2. The Director of Continuing Education attaches a copy of the continuing education instructor's statement of qualifications and a copy of appropriate course competencies and forwards the evaluation request packet to the Dean of Technical & Professional Education.
3. The Dean of Technical & Professional Education reviews the faculty credentials to ensure that the individual has the appropriate educational credentials and confers with appropriate faculty to evaluate the continuing education coursework.
4. The Dean of Technical & Professional Education completes and signs Part II of the Request for Evaluation of Continuing Education Coursework for Awarding Credit form. It is then forwarded to the Vice President of Instruction for final approval.
5. If the request for credit is approved by the Vice President of Instruction, then the form will be forwarded to the registrar and credit is recorded on the student's academic transcript simply as "CR" which will not be included in calculating the student's GPA.



GENERAL INFORMATION

IMPORTANT DATES

September 1 Labor Day (*College Closed*)
November 26-28 Thanksgiving Holidays (*College Closed*)
December 18- January 5 Winter Break (*College Closed*)

USEFUL PHONE NUMBERS

GENERAL	INTEREST
Bookstore	(409) 944-1260
Business Office	(409) 944-1362
Campus Security	(409) 944-1364
Continuing Education	(409) 944-1344
Fitness Center	(409) 944-1308
GED Classes	(409) 944-1488
IT Help Desk	(409) 944-1352
Library / Learning Resource Center	(409) 944-1240
Media Services (ID cards, Parking Permits)	(409) 944-1249
Student Success Center	(409) 944-1399
Testing Center	(409) 944-1290

ACADEMIC	INTEREST
Admissions Office / Transcript Request	(409) 944-1230
Building Bridges to Success	(409) 944-1296
Counseling Center / Special Services	(409) 944-1220
Financial Aid	(409) 944-1235

BOOKSTORE INFORMATION

Fall 2014

Monday & Tuesday
7:45 am – 6 pm

Wednesday & Thursday
7:45 am – 5 pm

Friday
7:45 am – 3 pm

Contact Information

Phone Number: 409-944-1259

Fax: 409-944-1504

Email: bookstore@gc.edu



GENERAL INFORMATION

COLLEGE VISION

GALVESTON COLLEGE – *a beacon of light guiding lifelong learning.*

COLLEGE MISSION

GALVESTON COLLEGE, a comprehensive community college committed to teaching and learning, creates accessible learning opportunities to fulfill individual and community needs by providing high-quality educational programs and services.

TOBACCO FREE ENVIRONMENT

All Galveston College facilities are tobacco-free, including outdoor areas.

STUDENT ID CARDS

All Galveston College students are required to possess and display a valid Galveston College Student Identification card. Students must present their payment receipt, showing their name and student identification number, and a valid photo ID before a student ID card will be issued. Students having a Galveston College ID card will be given a current semester sticker upon showing their payment receipt. The Galveston College student ID card is required for college services such as the Library and the Gym. The initial ID card is issued at no cost to the student. Replacement ID cards are \$5.00 each. Students can obtain their ID card at the Media/Help Desk counter in room R-120.

PARKING PERMITS

All students are required to identify their motor vehicle on campus through the use of a Galveston College Parking Permit. Parking permits can be obtained anytime at no cost to the student with appropriate identification (driver's license) in room R-120 at the Media/Help Desk counter by completing the appropriate form. A complete listing of the Parking Rules and Regulations can be found online at www.gc.edu.

DISCLAIMER STATEMENT

Galveston College reserves the right to withdraw a student due to any inability to maintain the prescribed rate of progress or for behavior detrimental to the learning process of the student or class. Galveston College also reserves the right to make changes in regulations, courses, course dates, fees and other matters of policy and procedure when deemed necessary.

It is the policy of Galveston College to provide equal opportunities without regard to age, race, color, religion, national origin, sex, disability, genetic information, or veteran status. Galveston College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Galveston College is also approved by the Texas Education Agency (TEA) and has complied with the standards, rules and regulations as prescribed by the Texas Higher Education Coordinating Board.

GIFT CERTIFICATES

Gift certificates are available through the Continuing Education and Professional Development Center! Choose a specific class or monetary denomination. To purchase or redeem a gift certificate, contact the CE Staff. Give the gift of lifelong learning!

WEATHER STATEMENTS

Classes are held as scheduled except when the campus determines and announces closures are warranted due to weather. Unless you receive a phone call from us, or view college closures on local media, classes are held as scheduled.

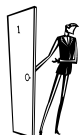
SIGN UP FOR CLASSES

REGISTRATION

Continuing Education registration continues throughout the semester until classes are filled. Registration forms can be found online at www.gc.edu— click on Instructional Areas, then Continuing and Professional Education. Please register at least one week prior to class start date. Tuition and fees must be paid upon registration. Call 409-944-1344 for assistance or more information. .



Online: Students can register online at www.gc.edu with a valid Master Card, Visa, Discover Card or American Express. Click on Instructional Areas, then click on Register and Pay for Continuing Education classes and follow the instructions for selecting and paying for courses. If you have any questions call 409-944-1344.



Walk-In: You may register in person by coming to the Continuing Education Office located on the first floor of Moody Hall. Tuition and fees must be paid upon registration. We are open Monday through Friday from 8 am – 5 pm.



Phone: You may register over the phone by calling the Continuing Education Office at 409-944-1344. Payments can be made with a valid Master Card, Visa, Discover Card or American Express. We are open Monday through Friday from 8 am – 5 pm.



Fax: You may fax your completed registration form to 409-944-1501, Attn: CE Dept. This is available 24-hours a day. Please include your valid Master Card, Visa, Discover Card or American Express card information including expiration date. Please call our office 409-944-1344 to confirm our receipt of your fax.



Mail: Complete the registration form and send payment for tuition and fees to Galveston College, Continuing Education Registration, 4015 Avenue Q, Galveston, Texas 77550. Please do not send cash.

PAYMENT OF FEES AND TUITION

All tuition and fees must be paid at the time of registration. **Senior citizens** (65+) who are residents of the Galveston Community College District pay just 50 percent of the tuition on select classes, plus all fees. Classes eligible for the senior discount are noted in the course description.

OUT-OF-DISTRICT

A non-resident of Galveston Island may be subject to out-of-district fees.

CANCELLATIONS

Don't be disappointed – register early! Classes with insufficient enrollment are cancelled approximately two to five days prior to the start date of the class. You will be notified by email or phone when a class is cancelled, and a refund will be issued. You can help avoid cancellations by registering at least seven (7) days prior to the start of the class.

REFUND POLICY

Refunds for Continuing Education tuition and fees will be 100 percent refunded before the first day of class. Student refund requests must be received in person or by phone during normal business hours, at least one business day prior to the calendar start date of the class. Any partial refunds after the first class meeting are determined at the discretion the Director of Continuing Education. If a class is canceled by the college, the student will receive an automatic 100 percent refund of tuition and fees.



4015 Avenue Q • Galveston, TX 77550
409-944-1344 • ce@gc.edu

**CONTINUING EDUCATION
AND PROFESSIONAL
DEVELOPMENT CENTER**

APPLICATION / REGISTRATION FORM

STUDENT INFORMATION		
Galveston College Student ID	Social Security Number	Date of Birth
Last Name	First Name	Middle Initial
Present Address (Street)	(City, State, Zip)	Primary Phone <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work ()
Email Address		Alternate Phone <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work ()
Educational Intent <input type="checkbox"/> Earn a Degree (2 year) <input type="checkbox"/> Earn Credits for Transfer <input type="checkbox"/> Personal Enrichment <input type="checkbox"/> Earn a Certificate (less than 2 years) <input type="checkbox"/> Improve Job Skills		

DEMOGRAPHIC INFORMATION	
The following information is used for federal and/or state reporting purposes and to help provide support for our programs. Your answers are completely voluntary and will be kept strictly confidential. Please make ONE selection from each section.	
PLEASE SELECT ONE: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Decline to Answer	PLEASE SELECT ONE: <input type="checkbox"/> Hispanic / Latino <input type="checkbox"/> Non-Hispanic / Latino <input type="checkbox"/> Decline to Answer
PLEASE SELECT ONE: <input type="checkbox"/> Asian <input type="checkbox"/> Black / African American <input type="checkbox"/> Hawaiian / Pacific Islander <input type="checkbox"/> International <input type="checkbox"/> Native American / Alaskan <input type="checkbox"/> White <input type="checkbox"/> Decline to Answer	

REGISTRATION			
Course Name & Number	Days/Time	Start Date	Course Fee
<hr/> <hr/> <hr/>			

PAYMENT METHOD	
<input type="checkbox"/> Cash <input type="checkbox"/> Check (made payable to Galveston College) <input type="checkbox"/> Credit / Debit Card <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	Card Number _____ Expiration Date _____ V-Code _____

The information I have provided is complete and correct to the best of my knowledge. I agree to abide by the policies, rules and regulations in the programs to which I am admitted. I authorize the College to verify the information I have provided. I further understand that the information submitted herein will be relied upon by the officials of the College and that the submission of false information is grounds for cancellation of enrollment and/or disciplinary action.

You have my permission to use photos in which I appear for GC publicity. (Choose one):
☐ YES ☐ NO

Applicant Signature _____

Date _____

PRESIDENT

Dear Students and Supporters,

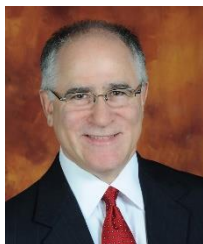
Galveston College is pleased to present to you the Continuing Education Class Schedule for the Fall of 2014. We invite you, your family members, and your friends to take advantage of one of the many outstanding programs of study or leisure programs that are offered by the College. If you are interested in a technical program or career, or want to learn something new and fun, we have a variety of courses available. Whether you are interested in traditional face-to-face classes or whether you are interested in online or internet classes, Galveston College has the classes to meet your needs and help you prepare for your future. The faculty and staff at Galveston College are committed to your success. We look forward to having you join us for the Fall Semester of 2014.

Sincerely,
Dr. W. Myles Shelton



W. Myles Shelton, Ed.D.

The Board of Regents of Galveston College is elected at-large by residents of Galveston Island, Port Bolivar, and Crystal Beach. These Regents give unselfishly of their time and represent their constituents for six-year-terms.



Armin Cantini
Chairperson – Position 9



Raymond Lewis, Jr.
Vice Chairperson – Position 4



Karen F. Flowers
Secretary – Position 3



George F. Black
Position 7



Tino F. Gonzalez
Position 1



Michael B. Hughes
Position 5



Carl E. Kelly
Position 8



Fred D. Raschke
Position 2



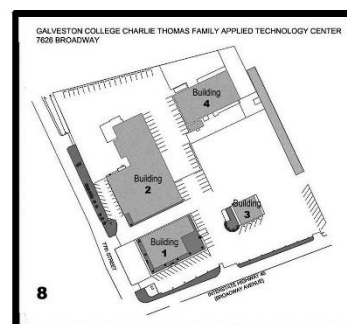
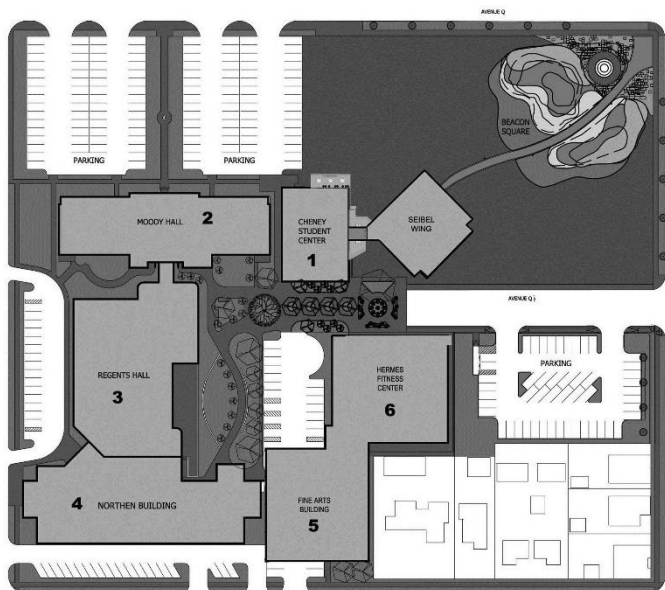
Carroll G. Sunseri
Position 6

CAMPUS MAP & DIRECTIONS



DIRECTIONS TO GALVESTON COLLEGE MAIN CAMPUS - 4015 Avenue Q

Traveling south on I-45, take Exit 1A toward 61st Street and turn right at the stop light. Travel approximately one mile to Seawall Blvd. Turn left onto Seawall Boulevard. Proceed down Seawall to 39th Street. (Gaido's Restaurant is at corner of 39th and Seawall). Turn left onto 39th Street and travel north to Avenue Q. Turn left at 39th Street and Avenue Q and proceed one block to Main Campus. Main Campus parking is available on Avenue Q, Avenue R and satellite parking at 39th Street and Avenue Q.



LEGEND	
1	Cheney Student Center
2	Moody Hall
3	Regents Hall
4	Northern Building
5	Fine Arts Building
6	Hermes Fitness Center
7	Abe & Annie Seibel Wing
8	Galveston College Charlie Thomas Family Applied Technology Center

DIRECTIONS TO CHARLIE THOMAS FAMILY

APPLIED TECHNOLOGY CENTER CAMPUS - 7626 Broadway

From the North: Traveling south on I-45, take Exit 1B toward 71st Street. Merge onto frontage road/Broadway and travel approximately five blocks to the first stop sign. At the stop sign, turn left onto 71st Street. Take the first left onto frontage road/Broadway and continue on the frontage road approximately five blocks to the Applied Technology Center campus.

From the Main Campus: Traveling west on Avenue Q toward 45th Street. Turn right at 45th Street and proceed to the stop light on Broadway. Turn left onto Broadway and travel approximately one mile. Continue onto I-45 North to Exit 1C. Take Exit 1C and merge onto the frontage road/Broadway. The Applied Technology Center will be on the right.

What's This Fall

- Lightroom for Photographers
- Basic Drawing
- Painting with Acrylics
- Adobe Creative Suite
- Beginning Conversational French
- Eyelash Extensionist Licensure
- Forklift Training
- E.P.A. Lead Certificate
- PLC Technician Certificate
- Basic Welding for Spanish Speakers
- Certified Logistics Technician
- Microsoft Excel 2013

