



Continuing Education
and Professional
Development

Summer
2014

www.gc.edu



MORE COOL
CHOICES
THAN YOU CAN
SCOOP!

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!



Who We Are

Karen Hix Director
Connie Thomas Corporate Account Executive
Bonnie O'Connor 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



SUMMER 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

11 wks (22 hrs)
GCSN 1025 1866

Cost: \$175
June 2 – August 13

Room: H-106
MW 9 – 10 am

Breitbach



FOOD & COOKING CLASSES



Cooking 101 – The Course for Real Beginners

Don't know your way around the kitchen? Could you find a blender or china cap? Do you watch the cooking shows in awe at the beautiful, delicious foods prepared? This course will familiarize you with the kitchen and the tools used to produce your favorite foods. We'll learn basic knife cuts and a variety of heat applications that will prepare you to tackle most cooking tasks. You will develop the confidence to produce nice meals for you and your family and friends. Come to this class and "get cookin'!"



4 wks (12 hrs)
GCCU 1000 1900

Cost: \$79
June 5 – June 26

Mendoza
R 5:30 – 8:30 pm

Room: N-117

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. ****Supplies and costs will vary and will be discussed at the first class.****

4 wks (12 hrs)
GCCU 1022 1901

Cost: \$79
June 10 – July 1

Room: N-117
T 5:30 – 8:30 pm

Salinas



Sauces 101

Have you ever wanted to know how chefs make those delicious sauces that accompany meats, poultry and fish? How about a raspberry sauce to go with that decadent chocolate cake? Join our Sauces 101 class and learn about the five "mother" sauces, and their various applications. We'll learn some dessert sauces and some lighter, fresher sauces that provide loads of flavor but fewer calories and fat.

4 wks (12 hrs)
GCCU 1052 1900

Cost: \$79
July 7 – July 28

Room: N-117
M 5:30 – 8:30 pm

Mendoza

LEISURE & RECREATION

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

July 8 – 31

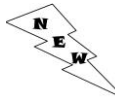
TR 6 – 8 pm



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.



Healthy Cooking and Eating

It's time for a food makeover with your eating habits! Preparing and eating healthy food The news is constantly reporting what food items are healthy or not. So many foods seem to be associated with various health challenges – cardiovascular disease, diabetes, and cancer. It is hard to know what to eat or feed your family. In this course, we'll learn about preparing and eating healthier fare, with less emphasis on animal proteins and more emphasis on fruits and vegetables. Mother Nature made it simple for us – eat foods that naturally come from the earth; We'll follow the latest government guidelines utilizing the choosemyplate.gov site. We'll learn how to make delicious food that is healthier, utilizing some of the "super foods" which promote real health. Eating healthy doesn't mean sacrificing your favorite tastes or always feeling deprived! Eating healthy has everything to do with enjoying and savoring food – and feeling great, too. You will be surprised at how delicious really good-for-you food can be!

4 wks (12 hrs)

Cost: \$79

Room: N-117

Mendoza

GCCU 1050 1900

July 9 – 30

W 5:30-8:30 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 1953	June 9 – July 14	M 6 – 7:30 pm	



Audition Your Audition

Get the inside scoop on auditioning from a pro. Come to this workshop and receive theatre-specific, personal 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 should come with 1–2 prepared monologues and be ready to work. After registering and before the first class, please submit a resume and photo electronically to castingtexasfilms@gmail.com with “GC Audition Workshop” in the subject field. **Space is limited.**

3 wk (7.5 hrs)	Cost \$99	Room: FA-207	Moss
GCLR 1010 1900	July 7 – 21	M 7 – 9:30 pm	

Just Let It Go! – Sedona Method

The Sedona Method is a natural and profoundly simple method of dissolving stress or feelings of anger, anxiety and worry with little effort. Learn how to experience a state of peaceful presence easily, naturally and quickly, without needing to spend years meditating or having to make a strenuous effort to stay “in the moment”. According to Jack Canfield, best-selling author of *Chicken Soup for the Soul*, “This method is one of the easiest and most powerful tools of self-improvement and spiritual growth I have ever experienced.” You can put the same practice into effect in your life and experience this profoundly simple method of creating a greater sense of centeredness and well-being for yourself. Take the class and see how effortless it is to “just let it go!”

1 day (2 hrs)	Cost: \$59	Room: AT-105A	Roberts
GCLR 2001 1902	July 10	R 5:30 – 7:30 pm	

LEISURE & RECREATION

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.

2 wks (6 hrs)
GCLR 1055 1903

Cost: \$49
July 21 – 30

Room: FA-214
MW 6 – 7:30 pm

Saum



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. One of Nick's greatest joys is teaching his students how to see the art of photography from a different perspective and in a new light. Nick teaches Digital Photography and Getting the Most Out of Your iPad and iPhone.

LANGUAGE CLASSES

Conversational Spanish I

If conversational Spanish is your goal, we have the solution! Our conversational Spanish will boost your confidence, and have you ready to proceed with more advanced courses. If you are going on a trip, and want to feel more confident, this is the class for you! *Text is included in course price.* **Senior discount available**

6 wks (12 hrs)
GCLG 1021 1932

Cost: \$79
June 23 – July 28

Room: R-251
M 6 – 8 pm

Augelli

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)
SLNG 1002 1902

Cost: \$79
June 25 – July 30

Room: R-251
W 6:30 – 8:30 pm

Dowda

LEISURE & RECREATION

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 an introductory and intermediate level student.

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: \$149

Room: R-251

Frank

GCLG 1091 1937

June 19 – August 21

TR 5:30 – 7 pm

ONLINE TRAINING COURSES

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

No Senior Discount for Online Courses



To register, go to <http://www.languageauthority.com/galveston>, choose a language or your occupational field and get started today. (*Warning: Public Safety Spanish courses are not appropriate for minors. Course includes offensive language often encountered by individuals in the profession.*) **Courses are \$99.** You can even demo a lesson before you sign up to get a sense of the course! The course is open to you for six months, and are available to you any time you have internet access. You can complete the course at your own pace. If you want to print out a completion certificate, you'll complete the course online and course assessments with a passing rate of 70% or higher (you may retake a test anytime). For additional information, call the Galveston College Continuing Education and Professional Development Center at (409) 944-1344.

Conversational Languages

Spanish – Mandarin Chinese – Dutch – Italian – French – German – Portuguese

Speaking two languages has obvious practical benefits in an increasingly globally diverse world. The ability to speak another language is becoming a key determinant in individual success. Language Authority equips you with language skills to overcome communication challenges. Scientists have begun to show that the advantages of knowing two languages can have a profound effect on your brain, improving cognitive skills not related to language and even shielding against dementia.

Occupational Spanish

Banking – Customer Service – Education – Health Care – Medical – Park Rangers – Public Safety – Real Estate

Increase your value to your company and industry with these online courses that teach key Spanish phrases for specific fields: banking, real estate, customer service, health care, medical or education. Learn essential Spanish phrases that will help you daily on the job. The courses are open to you any time you have internet access and you can complete the course at your own pace. To receive a certificate, you'll complete 17 hours online (time is tracked automatically).

ONLINE TRAINING COURSES

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

No Senior Discount for Online Courses



Instructor Led Courses

Classes start every month!

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.

Creating WordPress Websites

Want to build an attractive, sophisticated blog or Web site – without having to learn any special coding? WordPress is one of the world's most popular Web design tools because it's free, it's easy to use, and it produces professional results. In these lessons, you'll get hands-on experience as you create your own WordPress blog and Web site. You'll walk through the process from start to finish, from planning your content to picking a theme. By the course's end, you'll know how to use WordPress confidently to launch and maintain your own blog or interactive Web site.

Intro to QuickBooks

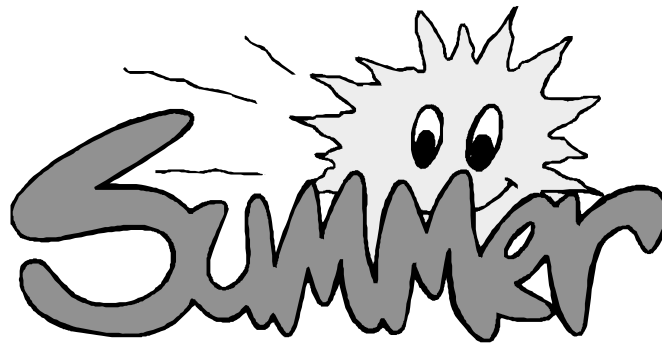
Use the power of QuickBooks 2012 software to take control of your business accounting! Learn how to set up a chart of accounts, pay bills, invoice customers, create receipts, and reconcile your checking account. In addition, you'll discover how to track your accounts payable and receivable, manage your assets, control inventory, and generate estimates and reports. QuickBooks is designed for small to midsized businesses that want to incorporate powerful, effective software with a traditional approach to accounting.

300+ Course Offerings, Including:

**An Intro to Teaching ESL/EFL
Beginning Conversational French
Grammar for ESL
Wow, What a Great Event!
Speed Spanish
Writing for ESL Learners**

**Beginning Writer's Workshop
Intro to Digital Scrapbooking
Start Your Own Small Business
Speed Reading
Writing Effective Grant Proposals
SAT/ACT Preparation**

YOUTH ENRICHMENT PROGRAMS

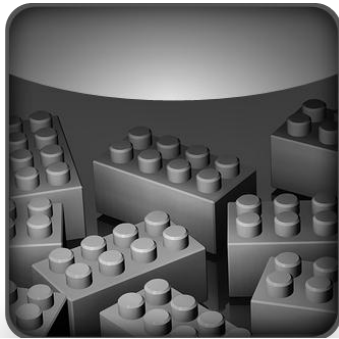


KIDS CAMPS 2014

Ages 8 – 12

SEPARATE REGISTRATION FORMS REQUIRED WITH PAID REGISTRATIONS.
THE FOLLOWING ACTIVITIES ARE FOR CHILDREN AGES 8 – 12.

Lego Mania



Lego Mania brings young technicians into a creative, engineering environment. Not found in stores, the special Lego Mania kits provide extraordinary opportunities for hands on construction. Under the guidance of a certified educator, along with detailed technical plans to follow, you will build a variety of automated machines and vehicles during this energized week of discovery with Lego! Motivated by fun, creativity, and success, you will expand your knowledge of math, science, and technology in an exploratory hands-on cooperative environment.

1 week (8 hours)
GCKD 1049 1803

Cost \$99
June 9 – 12

Room: FA-209
MTWR 2 – 4 pm

Staff

Cartooning - Super Heroes and Story Writing

Look! Up in the sky! It's a bird! It's a plane! NO! It's the newest super hero! Are you the next famous cartoonist? Did you know Spiderman was created by a teenager? Learn to develop characters, story lines and the basics of cartooning. Tell your own story! What super powers will you give your character? By week's end, you will complete a comic strip or comic book cover in color featuring your original characters. Combined in this fun class is story writing designed for all levels and types of writing. Can you make your reader laugh or think? By the end of the week, you will be so proud of your work, you might need to buy some frames to showcase it!



1 week (8 hours)
GCKD 1054 1801

Cost \$99
June 16 – 19

Room: FA-209
MTWR 2 – 4 pm

Staff

YOUTH ENRICHMENT PROGRAMS

Cookie Crazy

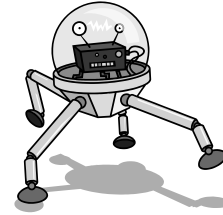


Do you like cookies? You'll love this class where you learn to make and decorate your own cookie creations. A great introduction to the joys of the kitchen, you learn how to follow a recipe as you make and bake different kinds of cookie dough. The instructor stresses safety and the importance of following general kitchen rules. Decorating techniques such as stars, swirls and more are included and you can take home and show off your creations.

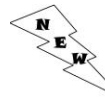
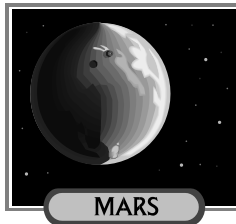
1 week (8 hours) Cost \$99 Room: N-117 Staff
GCKD 1056 1801 June 23 – 26 MTWR 2 – 4 pm

Make and Take Robots

Why build a robot? Making robots can teach you things like electronics, mechanics, controls, programming, and even human behavior and psychology. Take this cool class and make different kinds of robots you can take home with you: one with a saltwater energy cell, one powered by a solar energy cell, and one that follows a path you create for it. The kits are included in the price of the course, and the instructor will help you understand the fundamentals of creating robots.



1 week (8 hours) Cost \$99 Room: FA-209 Staff
GCKD 1057 1802 July 7 – 10 MTWR 2 – 4 pm



Mars or Bust

What if you could go to Mars just as easily as people get on airplanes? What kinds of things would you need to plan? What would you expect if living in a colony there?

1 week (8 hours) Cost \$99 Room: FA-209 Staff
GCKD 1016 1802 July 14 – 17 MTWR 2 – 4 pm

YOUTH ENRICHMENT PROGRAM REGISTRATION INFORMATION

Many classes fill up quickly. Please register as soon as possible. Classes are reserved on a first-registered and first-paid basis. All fees must be paid at the time of registration. Registration fees are per class or per camp and include the supplies needed in each course, unless additional supplies are listed.

Students who are outside of the age ranges listed will be placed on a waiting list. We will accept registrations as long as there is space in the class. Several ways to register:

- Download the registration form from our website: www.gc.edu (Click on Instructional Areas, then Continuing and Professional Education. Once on the CE website, choose the Youth Enrichment Programs tab on the left.)
- Register by phone at 409-944-1344, if you are using a credit card and fax the completed registration form to 409-944-1501.
- Register in person at Galveston College's Continuing Education Department located at 4015 Avenue Q on the first floor of Moody Hall, Room M-140.

YOUTH ENRICHMENT PROGRAMS

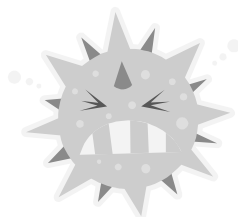


TEEN CAMPS 2014 Ages 13 – 16

SEPARATE REGISTRATION FORMS REQUIRED WITH PAID REGISTRATIONS.
THE FOLLOWING ACTIVITIES ARE FOR TEENS AGES 13-16.



Going Viral



The “Super Bug” is a real possibility...what kinds of viruses exist today and what kind of research is being done on them? If you like science or subjects in the medical field, you'll like finding out more about the future of these organisms!

1 week (8 hours)
GCKD 1016 1800

Cost \$99
June 9 – 12

Room: FA-211 Staff
MTWR 2 – 4 pm



Are You “Work Ready”?

When it's time for you to find a job, will you have the personal values and skills that employers are looking for? Invest a few hours in yourself and your future to discover what you already have and what you need to practice to have the upper hand when it's time for you to apply for jobs. Learn the 7 critical skills all employers expect, and how to interview to impress.

2 weeks (8 hours)
GCKD 1059 1800

Cost \$99
June 10 – 26

Room: FA-210
TR 2 – 4 pm

Staff



Making Mobile Apps

“There's an app for that...” But what kinds of apps would you like to see? Can you create one? It's not as difficult as you may think. Why don't you try your hand at it? *Prerequisite: This is an online course. You need to know how to use a computer, have a computer at home, and access to internet.*

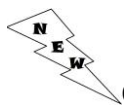
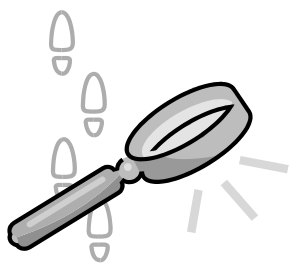
7 weeks (24 hours)
GCKD 1046 1800

Cost \$110
June 18 – July 30

Room: FA-210
W 2 – 4 pm

Staff

YOUTH ENRICHMENT PROGRAMS



CSI – Are you an Amateur Detective?

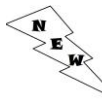
Can you solve a crime with a few pieces of evidence? See what the REAL CSI investigations are all about and get a chance to see the science of your fingerprints, what DNA can explain, and what it takes to be an observant, critical thinking investigator. Will you be the next “Sherlock Holmes”?

1 week (8 hours)
GCKD 1016 1801

Cost \$99
June 23 – 26

Room: FA-211
MTWR 2 – 4 pm

Staff



Have You Got Talent? - Auditioning Hints & Techniques

If you ever have dreamed of being on stage, of being the next “America’s Got Talent” winner, or being a rock or movie star, you’ll want to attend this week to find out from a professional talent coach Ms. Melody Moss, (www.rustyankieproductions.com) who is involved with casting for film and television, what it takes and what you can do to improve your chances in the entertainment world.

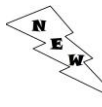


3 weeks (6 hours)
GCKD 1012 1800

Cost \$99
July 7 – 21

FA-210
M 2 – 4 pm

Staff



Amazing Technology – Today and Tomorrow

What new inventions have been created in your lifetime; and what would we do without them? Microwave dinners, satellite television, non-stick aluminum foil, cars that park and stop themselves – and crazy new ones on the way! Robots that deliver packages to your house, 3-D copiers, etc. What futuristic ideas or products could you create that would be awesome and needed by every-day people? Come discover.

1 week (8 hours)
GCKD 1020 1800

Cost \$99
July 14 – 17

FA-211
MTWR 2 – 4 pm

Staff

YOUTH ENRICHMENT PROGRAM REGISTRATION INFORMATION

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HEALTHCARE 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 1903	June 12	R 5:30 – 9:30 pm	Staff
GCME 7000 1904	June 26	R 5:30 – 9:30 pm	Staff
GCME 7000 1905	July 17	R 5:30 – 9:30 pm	Staff
GCME 7000 1906	August 7	R 5:30 – 9:30 pm	Staff

MEDICAL CODING CERTIFICATE

11 months (272 Hours)

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.

HITT 1005	Medical Terminology**
MDCA 1009	Anatomy and Physiology for Medical Assistant**
HITT 1041	Coding and Classification Systems
POFM 1027	Medical Insurance
HITT 2046	Advanced Medical Coding

****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

11 months (400 Hours)

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.

Courses for Medical Billing Certificate include all 5 courses listed above under Medical Coding AND:

POFM 1017	Medical Administrative Support
HITT 2040	Advanced Billing & Reimbursement

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 individual class schedule below.

Advanced Medical Coding

This course teaches basic coding rules, conventions, and guidelines using clinical classification systems. **Prerequisites: HITT 1041 *Textbook required.*

10 wks (64 hrs) Cost: In-District \$318 / Out of District: \$366 Becker
HITT 2046 1901 June 11 – August 13 W 5:30 – 8:45 pm
Credit Overlay HITT 2346 1200 Room: AT-300

Advanced Billing & Reimbursement

This course teaches basic coding rules, conventions, and guidelines using clinical classification systems. **Prerequisites: HITT 1041 *Textbook required.*

10 wks (64 hrs) Cost: In-District \$318 / Out of District: \$366 Becker
HITT 2040 3801 June 9 – August 14 Internet
Credit Overlay HITT 2340 3100 Room: ARR

HEALTHCARE PROGRAM ENROLLMENT REQUIREMENTS

For complete and detailed information on enrollment requirements, see the Healthcare Program Requirements page in this schedule, visit our website, or contact CE Staff. ALL documentation must be submitted for approval **TWO (2) WEEKS PRIOR TO CLASS START DATE.**

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

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.

1 wk (8 hrs) Cost: \$70 Room: AT-106 Staff
NURA 2000 1900 June 10, 12 TR 6 – 10 pm

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. *Textbook required.*

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.***

Supplies – 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 – Testing is scheduled as soon as possible after completion of the course. Students are responsible for the \$95 testing fee. This fee must be paid separately from course tuition.

8 wks (110 hrs) Cost: \$699 Room: AT-106 Staff
NURA 1001 1957 July 7 – August 28 MTWR 6 – 9:30 pm

WORKFORCE

Medication 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.

1 wk (8 hrs)	Cost: \$70	Room: AT-106	Staff
NURA 1041 1900	June 17, 19	TR 6 – 10 pm	

Medication Aide

This course provides instruction in the preparation and administration of designated medications by non-licensed nursing personnel employed in licensed health care agencies, including the responsibilities associated with such administration. You will learn medical abbreviation, symbols, terminology and common equivalencies (apothecary, metric, and household measurements). *Textbooks required.*

Licensure / Certification – This program prepares you for the Texas Department of Aging and Disability Services Medication Aide Licensing Exam. This fee is included in the course tuition.

Additional Enrollment Requirements – Student must also be employed in a Long-Term Care Facility for 90 days as a Certified Nurse prior to registering for the program and must remain employed at the same facility throughout the program.

10 wks (140 hrs)	Cost: \$699	Room: AT-105B	White
NURA 1013 1903	July 7 – August 28	MTWR 6 – 10 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).*

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-105A	Staff
NUPC 1020 1901	July 14 – 24	MTWR 6 – 9 pm	

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. With direct client care, which enables the student to apply the theory, skills, and concepts learned in the basic phlebotomy lecture class in a supervised clinic or lab setting. 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 Program.** *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 (187 hrs)	Cost: \$699	Room: AT-106	Segura
PLAB 1023 1958	September 8 – November 19	MW 6 – 9:30 pm	
PLAB 1060 4858	September 8 – November 19	Off-Campus	

EKG Technician

This comprehensive, 50-hour, EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT – Electrocardiograph (EKG) Technician exam and other National 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 will be provided during the first class meeting (cost is included in the registration fee).*

8 wks (50 hrs)	Cost: \$699	Room: AT-106	Staff
ECRD 1011 1958	September 9 – November 20	TR 6 – 9:30pm	

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.

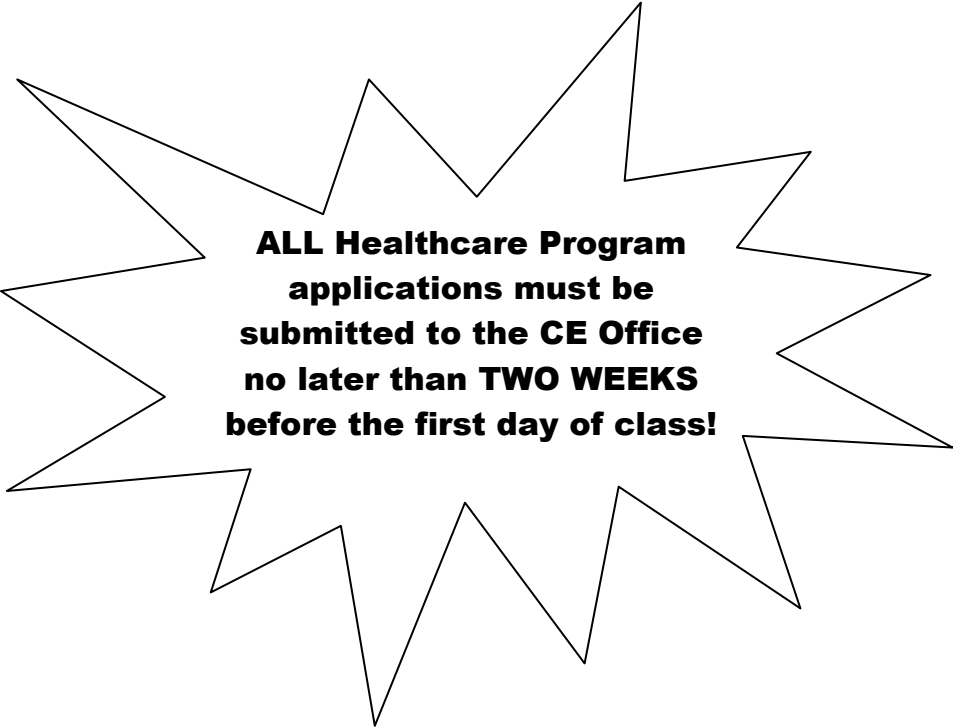
Students will perform multiple exercises in the complexities of transcribing physician's orders, patient chart documentation, HIPAA regulations, dietary orders, vital signs documentation, and ordering of diagnostic and therapeutic testing. This training will help prepare a student to function as a vital 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: \$999	Room: AT-105B	Staff
HUWC 1003 1902	September 9 – November 20	TR 6 pm – 9:30 pm	

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
no later than 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.

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 2012 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, turbo-chargers 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.*

10 wks (90 hrs) Cost: \$599 Room: Ball High School Auto Shop
DEMR 1010 5803 June 9 – August 13 MTW 5:00 – 8:00 pm Charvoz



Blueprint Reading Skills – Plain & Simple

Basic blueprint reading provides students with flexible instruction that enables them to understand the various types of blueprints, shop prints and schematics used in industrial environments. Trainees 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 anyone already working in, or interested in construction or industrial trades.

4 wks (32 hrs) Cost: \$295 Room: ARR Wojcik
DFTG 1023 1800 June 7 – 28 S 8:30 am – 4:30 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 1901	June 23 – 26	MTWR 5 – 10 pm	

Wastewater Treatment

Learn the practical aspects of operating and maintaining wastewater treatment plants, emphasizing the use of safe practices and procedures. In addition to the information about state requirements, participants will learn about the composition and characteristics of wastewater, secondary treatment processes, disinfection of wastewater, and laboratory controls. Upon successful completion of Wastewater Treatment 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 C state certification examination.

1 wk (20 hrs)	Cost: \$200	Room: AT-105A	Van Riper
EPCT 2050 1901	July 28 – 31	MTWR 5 – 10 pm	

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: AT-105A	Van Riper
EPCT 2025 1901	August 25 – 28	MTWR 5 – 10 pm	

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	

BUSINESS CLASSES



**GALVESTON COUNTY
SMALL BUSINESS
DEVELOPMENT CENTER**

Consulting ★ Training ★ Solutions



SBDC – Small Business Development Center

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>

BUSINESS & PROFESSIONAL DEVELOPMENT



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 1800 June 10 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 1800 June 18 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 1800 June 30 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 1800 July 16, 23 W 1 – 5 pm

COMPUTER CLASSES

**Career Entry Technology Courses
are coming in the Fall of 2014:**

A+ Certification

Cisco

Oracle

**ONLINE COMPUTER & INFORMATION
TECHNOLOGY CLASSES**



Instructor Led Courses

**Classes start every month!
See page 11 for details on how to register!**

CompTIA® Network+ Certification Prep

Take the first step to becoming an excellent PC technician – and all online. Employment of computer support specialists is expected to grow 18 percent to 2020 with favorable job prospects. Time to roll up those sleeves and dive inside the personal computer! The **Basic CompTIA A+ Certification Prep** course teaches you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, and input/output devices. This course gives you the knowledge upon which you'll base the rest of your CompTIA A+ certification studies for the exams that debuted in late 2009.

Start with the Basic Course and work your way up through the Advance Course.

Additional courses teach you everything you need to know to take and pass the challenging CompTIA Network+ certification exam and become an excellent network technician. You'll learn about topologies, the OSI Seven-Layer model, protocol suites, modern network operating systems, network hardware, cabling standards, remote connectivity, Internet connections, network troubleshooting, and more. This course will prepare you for the 2009 exam objectives (N10-005 and JK0-016). CompTIA Network+ certification also counts as one of the elective exams for the Microsoft Certified Systems Administrator (MCSA) certification. **Each course is \$149**

Microsoft Courses

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

Galveston College

Continuing Education

Learn Microsoft Office in Six Weeks From the Comfort of Home

"...I really feel I have grown and have a better knowledge of Excel ..."

Enroll Now!
Visit us for more details!
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or call:
(409) 944-1344

Intro to Microsoft Word
Learn how to create and modify documents in Word, the most popular word-processing program available.

Intro to Microsoft Excel
Discover dozens of shortcuts and tricks, and learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, and much more!

Intro to Microsoft PowerPoint
Learn to create impressive slide presentations filled with visually stimulating elements.

Intro to Microsoft Access
Learn how Microsoft's powerful database can help you store and manage information you've collected about your business, home, or community.

Intro to Microsoft Outlook
Learn the essentials of Microsoft Outlook from an expert instructor. Get up and running quickly with the most important aspects of the program.

Intro to Windows Vista
Learn the important basic skills and concepts you need to take control of your Windows Vista PC.

www.ed2go.com/gc | ed2go

Visit our Online Instruction Center to find more courses!

**PROFESSIONAL DEVELOPMENT,
CERTIFICATION, & RECERTIFICATION CLASSES**

Do you need CEUs or CPEs?

Come to the Island for your certification, recertification, and professional development needs in multiple INDUSTRIAL, TECHNICAL, AND PROFESSIONAL fields. Please contact the Continuing Education & Professional Development Center at (409) 944-1344 for more information on class availability and details.

Let us know your needs...

Some of our course or workshop offerings include:

Basic Water & Wastewater Operations
Blueprint Reading Basics
Crisis Awareness & Prevention
Electrical/Electrician Update
Law Enforcement Legal Update
OSHA 10
Substance Abuse Counseling Update
Welding Inspector Certification Preparation

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	EMPLOYEE & 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*



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

May 19	Summer Hours Begin <i>(Monday – Thursday, 7:30am – 6pm)</i>
May 26	Memorial Day <i>(College Closed)</i>
July 3	Independence Day Observed <i>(College Closed)</i>
August 11	Fall Hours Begin <i>(Monday – Friday, 8am – 5pm)</i>
August 15	General Assembly <i>(College Closed)</i>
September 1	Labor Day <i>(College Closed)</i>

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

Summer 2014

Monday & Tuesday
7:45 am – 6 pm

Wednesday & Thursday
7:45 am – 5 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. In addition, Galveston College has a zero tolerance for alcohol on campus.

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!

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. Please note that our hours have changed! **Our summer hours are Monday through Thursday from 7:30 am – 6 pm.**



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 Thursday from 7:30 am – 6 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 Thursday from 7:30 am – 6 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.



Mail: Complete the registration form and send payment for tuition and fees to Galveston College, Continuing Education Registration, 4015 Avenue Q, Galveston, Texas 77550.

PAYMENT OF FEES AND TUITION

All tuition and fees must be paid at the time of registration. **Senior citizens** (65+) 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. A non-resident of Galveston Island may be subject to out-of-district fees.

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. Partial refunds after the first class meeting are determined by the Director of Continuing Education. When a class is canceled by the college, the student will receive an automatic 100 percent refund of tuition and fees.



**CONTINUING EDUCATION
AND PROFESSIONAL
DEVELOPMENT CENTER**

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

APPLICATION / REGISTRATION FORM

STUDENT INFORMATION					
Galveston College Student ID	Social Security Number	Date of Birth			
<table style="width:100%; border: none;"> <tr> <td style="width: 33%; border: none;">Last Name</td> <td style="width: 33%; border: none;">First Name</td> <td style="width: 33%; border: none;">Middle Initial</td> </tr> </table>			Last Name	First Name	Middle Initial
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 Summer 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 Summer Semester of 2014.



W. Myles Shelton, Ed.D.

Sincerely,
Dr. W. Myles Shelton

BOARD OF REGENTS

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.



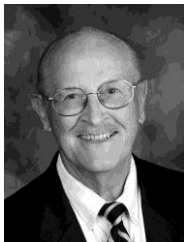
George F. Black
Chairperson – Position 7



Armin Cantini
Vice Chairperson – Position 9



Raymond Lewis, Jr.
Secretary – Position 4



Paul J. Cunningham, MD
Position 5



Karen F. Flowers
Position 3



Tino F. Gonzalez
Position 1



Carl E. Kelly
Position 8



Fred D. Raschke
Position 2



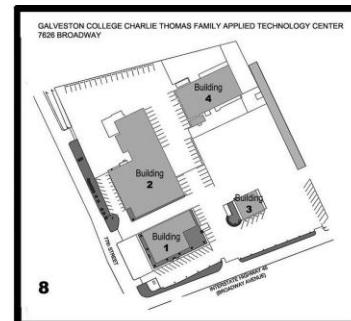
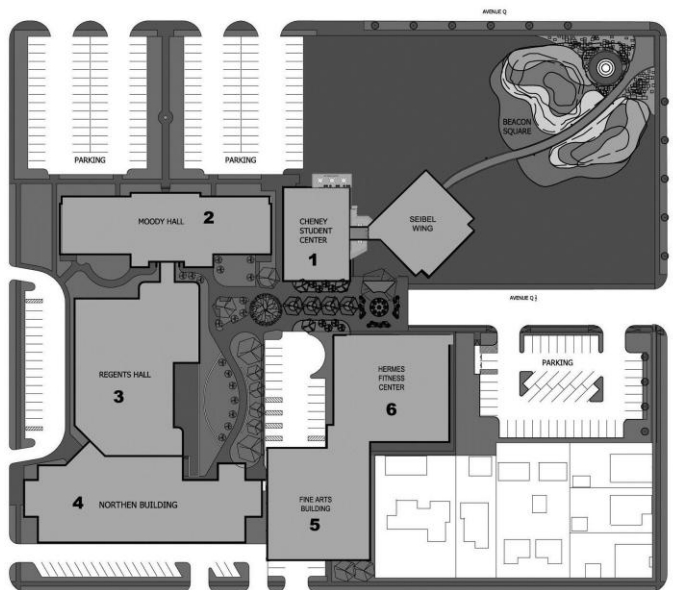
Carroll G. Sunseri
Position 6

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 SUMMER:

- **Audition Your Audition**
- **Blueprint Reading Basics**
- **Cooking 101**
- **Nurse Aide Refresher**
- **Sauces 101**
- **Small Business Development Courses**

YOUTH & TEEN CAMPS – See Pages 12 – 15

