

Galveston College

2014
Spring



**Continuing Education &
Professional Development Schedule**

www.gc.edu

CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT CENTER

The Galveston College Continuing Education and Professional Development Center is a division of Galveston College dedicated to the continuous improvement of the community through adult education. The Center advances the quality of life in the community by providing life-long learning opportunities intended to enhance personal, economic, and regional development.

With input from various community and business groups, we offer programs and services to meet the ever changing workforce development needs and individual enrichment of the community. As a learning-centered and customer-driven college, we are poised to respond quickly to provide high quality, accessible services.

Save this schedule!

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

WE ARE HERE FOR YOU

Karen Hix	Director
Connie Thomas	Corporate Account Executive
Bonnie O'Connor	Administrative Assistant
Abigail Grimes	Student Assistant

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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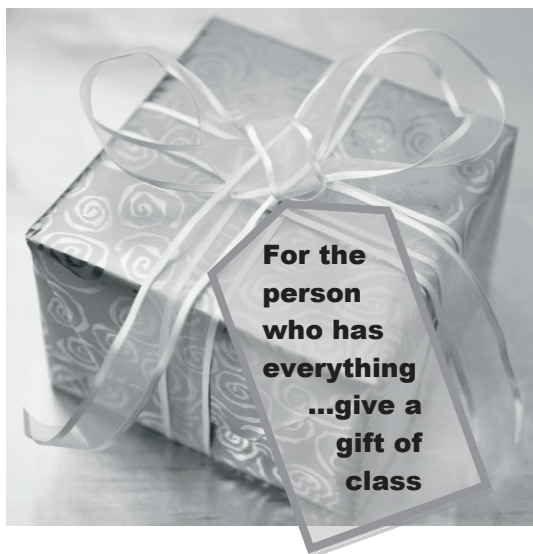
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COLLEGE MAP & DIRECTIONS Inside Back Cover

GIFT CERTIFICATES

Galveston College Continuing Education gift certificates are an excellent and original choice for a birthday, anniversary, holiday, or just for fun! Surprise your loved one with the gift of lifelong learning! Give a gift certificate for a specific Continuing Education class or in the monetary amount of your choice. Contact the CE Staff at (409) 944-1344 for more information!



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 Center, 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 KIDS PROGRAM

LOOKING AHEAD TO



Some Course Selections Include:

**MAKE & TAKE ROBOTS
LEGO MANIA
SCIENCE
TECHNOLOGY
CARTOONING
& MORE!**

Program Registration Available April 2014

SPRING 2014

CONTINUING EDUCATION COURSE OFFERINGS

LEISURE & RECREATION

ART, HOBBY, & SPECIAL INTEREST CLASSES

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 was celebrated. Imagine... a non-auditioned choir in your community where all were 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)
GCLR 2010 1948

Cost: \$35
January 27 – May 12

Room: FA-207
M 7 – 9 pm

Gilbert

Beginning Violin

Have you marveled at the sound of the violin or fiddle in a song? Wonder if you could play? Maybe you were in the school orchestra, but haven't picked up a violin since then. Noted for its fine and flexible tone, the violin is often considered the most important of the stringed instruments. You can do this! Group lessons are affordable, fun and a great way to meet new people – and just maybe being part of a group will give you that little nudge to keep practicing! This beginner's class is taught using the popular Suzuki Method and will cover posture, holding the violin and bow, basic technique, scales and fun music. While helpful to know a little about reading musical notes, you do not need to know anything about the violin to attend this class.

Students need to bring violin to class (call for options on rentals).

8 wks (8 hrs)
GCLR 2026 1900

Cost: \$99
January 28 – March 25

Room: FA-207
T 6:30 – 7:30 pm

Pitt

String Ensemble / Advanced Violin

If your violin has been sitting in a closet, or you would like more time to play with others who are already violinists, come play! You'll learn new music; you might even decide to start a string ensemble! Prerequisite is that you already know how to play the violin or have some musical background. Various sheet music chosen by the class will be provided.

6 wks (12 hrs)
GCLR 2027 1900

Cost: \$109
January 28 – March 5

Room: FA-207
TR 5:30 – 6:30 pm

Pitt

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.

No class March 12 due to Spring Break.

4 wks (8 hrs)
GCAR 3001 1900

Cost: \$59
February 19 – March 19

Room: FA-321
W 5:30 – 7:30 pm

Yates

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 1900	January 25	S 10 am – noon	
GCLR 2001 1901	April 5	S 10 am – noon	

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)	Cost: \$49
	Saum
GCLR 1055 1902	Room: FA-214
February 24 – March 5	MW 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. 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.

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

6 wks (9 hrs)	Cost: \$89	Room: FA-214	Saum
GCAR 2070 1952	March 24 – April 28	M 7 – 8:30 pm	

LEISURE & RECREATION

Lightroom 5 for Photographers

Are you an amateur or professional photographer always looking for budget-conscious ways to enhance your photos? Serious digital photographers, who seek the fastest, easiest, most comprehensive way to learn a simple, user-friendly program choose 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. On the last class day, you will have an opportunity for an out-and-about shoot in Galveston. 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 a few Saturday mornings, you can be enhancing and publishing your photographs like a pro! Students will download a 30-day free trial of Lightroom for their personal use in class, which is transportable to their home computers.

4 wks (14 hrs)
ITSW 1003 1900

Cost: \$149
February 1 – 22

Room: AT-300
Sa 8:30 am – Noon

Tsakiris

COOKING & FOOD CLASSES

Mediterranean Menu

Food critics and dietitians praise the diet of Mediterranean cultures as wonderfully healthy. Dishes prepared in this course include the healthy ingredients of Mediterranean diet. Instructor Karen Hix will show you how to make some of these more popular cultural dishes at home: hummus, tabouli and baklava. You'll see demonstrations, participate in hands-on recipe preparations, receive family recipes to take home and hear family stories. Best of all – every class ends with a tasting!

1 wk (4 hrs)
GCCU 1014 1902

Cost \$59
April 29 – May 1

Room: N-117
TR 6 – 8 pm

Hix

Patio Wines

Join us to taste and explore both traditional and unconventional wines, with information about them from an experienced wine steward. Wines are specially selected to be the most complementary and refreshing choices for spring and summer patio and deck relaxation. Fruit and cheese platter accompaniments and appetizers to be served as well. *****Students must be 21 or older. Only registered participants may attend the class.*****

1 day (2 hrs)
GCLR 5030 1904

Cost: \$59
May 8

Room: N-Atrium
R 6 – 8 pm

Staff

Once Upon a Thyme

You can add flavor and zing to your foods with spices and herbs without adding calories! But many people are hesitant, not sure what to do with certain spices and what foods pair best with them. In this two evening course, expand and explore your palate and your knowledge as Chef Paul Mendoza explains simple ways to use common and exotic spices in your meals, as well as how to store and get the most from your spices. He'll also suggest a small range of spices you can keep in your pantry for regular use to add instant flavor to your food. A few dishes using the spices will be cooked up for sampling, and recipe packets provided for you to take home and try for yourself.

1 wk (4 hrs)
GCCU 1010 1902

Cost \$59
May 12, 14

Room: N-117
MW 6 – 8 pm

Mendoza

LEISURE & RECREATION

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.***** **Senior discount available**

4 wks (12 hrs)

Cost: \$69
Salinas

GCCU 1022 1900
February 4 - 25

Room: N-117
T 5:30 – 8:30 pm

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.***** **Senior discount available**

4 wks (16 hrs)
GCCU 1021 1923

Cost: \$89
March 18 – April 10

Room: N-117
TR 6 – 8 pm

Salinas



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.



Sanitation and Safety

A study of personal cleanliness, sanitary practices in food preparation, causes, investigation, and control of illness caused by food contamination (Hazard Analysis Critical Control Points) and workplace safety standards.

8 wks (32 hrs) Cost: In-District \$318 / Out of District: \$366 Room: FA-210
CHEF 1005 1801 January 21 – March 21 MTWR 3 – 4:55 pm
Credit Overlay CHEF 1205 1000 Mendoza

Basic Food Preparation

A study of the fundamental principles of food preparation and cookery to include knife skills, various heat applications, Brigade System, cooking techniques, material handling, heat transfer, sanitation, nutrition, and professionalism. *Textbook & supplies required.*

4 wks (80 hrs) Cost: In-District \$318 / Out of District: \$366 Room: FA-210
CHEF 1001 1900 January 21 – February 14 MTWR 5 – 10 pm
Credit Overlay CHEF 1301 1200 Rodriguez

Intermediate Food Preparation

Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. *Textbook & supplies required.*

4 wks (80 hrs) Cost: In-District \$318 / Out of District: \$366 Room: FA-210
CHEF 2001 1900 January 21 – May 14 MTWR 5 – 10 pm
Credit Overlay CHEF 2301 1200 Rodriguez

Fundamentals of Baking

Learn about ingredients, while making cookies, quick breads, yeast breads, pies and cakes. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products. *Textbook & supplies required.*

4 wks (80 hrs) Cost: In-District \$318 / Out of District: \$366 Room: FA-210
PSTR 1001 1900 February 17 – March 21 MTWR 5 – 10 pm
Credit Overlay PSTR 1301 1200 Gabel

Advanced Pastry Shop

A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work and decorations. Emphasis on advanced techniques like making tortes with multiple layers, laminated doughs, special need baking – low sugar, gluten free, etc., and chocolate and sugar work.

4 wks (80 hrs) Cost: In-District \$318 / Out of District: \$366 Room: FA-214
PSTR 2031 1800 February 17 – March 21 MTWR 9:45 am – 2:45 pm
Credit Overlay PSTR 2331 1000 Mendoza

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-214
CHEF 1010 1800 March 24 – April 18 MTWR 9:45 am – 2:45 pm
Credit Overlay CHEF 1310 1000 Mendoza

Saucier

Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods.

4 wks (80 hrs) Cost: In-District \$318 / Out of District: \$366 Room: FA-210
CHEF 2002 1901 March 24 – May 14 MTWR 5 – 10 pm
Credit Overlay CHEF 2302 1200 Rodriguez

LEISURE & RECREATION

American Regional Cuisine

A study of the development of regional cuisines in the United States with emphasis on the similarities in production and service of systems. Application of skills to develop, organize and build a portfolio of recipe strategies and production systems.

4 wks (80 hrs) Cost: In-District \$318 / Out of District: \$366 Room: FA-214
CHEF 1041 1800 April 21 – May 14 MTWR 9:45 am – 2:45 pm
Credit Overlay CHEF 1341 1000 Mendoza

International Cuisine

A study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food productions systems used in the United States and other regions of the world. Cuisines of Germany, Mexico, France, Italy, and China, and their impact in the development of classical cooking principles and food preparation. Origins of menu items.

4 wks (80 hrs) Cost: In-District \$318 / Out of District: \$366 Room: FA-214
CHEF 1045 1800 January 21 - February 14 MTWR 9:45 am – 2:45 pm
Credit Overlay CHEF 1345 1000 Mendoza

FITNESS

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 Milca Intipampa Cabello’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: \$40 Room: H-200
Cabello

GCLR 1019 1945 January 28 – March 6 TR 7 – 8 pm
GCLR 1019 1946 April 8 – May 15 TR 7 – 8 pm

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) Cost: \$175 Room H-106
GCSN 1025 1865 January 22 – May 12 MW 9 – 10 am
Breitbach

Indoor Soccer

This course introduces students to indoor soccer: rules, game play, offensive, and defensive skills. Work out and have fun at the same time! **Senior discount available**

16 wks (48 hrs) Cost: \$175 Room: H-100 Breitbach
PHED 1039 1901 January 21 – May 15 TR 5:30 – 6:20 pm
Credit Overlay PHED 1139 1220



LEISURE & RECREATION

Aerobics: Cross Training

This course involves students in a variety of fitness approaches such as aerobics, basic step, Tae Bo, and body sculpting. It will emphasize knowledge of cross training conditioning and techniques. **Senior discount available**

16 wks (48 hrs) Cost: \$175 Room: H-200 GC Faculty

PHED 1006 1801 January 22 – May 14 MW 8 – 9:20 am
Credit Overlay PHED 1106 1010

PHED 1006 1902 January 21 – May 13 TR 5:30 – 6:50 pm
Credit Overlay PHED 1106 1235

Introduction to Golf

Whether for pleasure or for business, golf is a game that everyone should learn to play. It can lead to business deals and to a life-long hobby. Although the rules of the game themselves are rather simple, it's learning the fundamentals and skills that keep many people away. Going out onto the green and not knowing which club to use or, even worse, not being able to make contact between the ball and the club can quickly become frustrating and even embarrassing. But with a little studying, and a lot of practice, you'll soon be well on your way to learning how to play golf like a pro. This course introduces basic skills and techniques of golf. **Senior discount available**

16 wks (48 hrs) Cost: \$175 Room: H-106 Breitbach
PHED 1033 1802 January 22 – May 14 W 2 – 5 pm
Credit Overlay PHED 1133 1000

Strength and Conditioning

Learn how to do safe and effective strength training exercises for daily living and how you can increase your bone density with various resistance exercises. This course provides improved knowledge of physical fitness conditioning techniques. **Senior discount available**

16 wks (48 hrs) Cost: \$175

PHED 1044 1802 January 21 – May 13 TR 9:30 – 10:50 am Room: H-200
Credit Overlay PHED 1144 1025 Breitbach

PHED 1044 1902 January 22 – May 14 MW 5:30 – 6:50 pm Room: H-106
Credit Overlay PHED 1144 1209 Holley

Weight Training

Learn how to do safe and effective strength training exercises for daily living and how you can increase your bone density with various resistance exercises. **Senior discount available**

16 wks (48 hrs) Cost: \$175 Room: H-106

PHED 1048 1801 January 22 – May 14 MW 12:30 – 1:50 pm Breitbach
Credit Overlay PHED 1148 1000

PHED 1048 1902 January 21 – May 13 TR 5:30 – 6:50 pm Holley
Credit Overlay PHED 1148 1200

LEISURE & RECREATION

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 1931

Cost: \$79
March 17 – April 21

Room: FA-320
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 1901

Cost: \$79
January 22 – February 26

Room: FA-320
W 6:30 – 8:30 pm

Dowda

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)
GCLG 1091 1936

Cost: \$149
March 18 – May 15

Room: R-251
TR 5:30 – 7 pm

Frank

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).



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**

ONLINE TRAINING COURSES

INFORMATION TECHNOLOGY & COMPUTER CLASSES



Instructor Led Courses

Classes start every month!

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

Galveston College

Continuing Education

**Learn Microsoft Office
in Six Weeks From the
Comfort of Home**



Microsoft Courses

**Online
Courses**

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

Enroll Now!
Visit us for more details!
www.ed2go.com/gc
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.

Visit our Online Instruction Center to find more courses!

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

www.ed2go.com/gc | 

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 a 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 1909	December 5	R 5:30 – 9:30 pm	Staff
GCME 7000 1805	December 12	R 8 am – 12 pm	Staff
GCME 7000 1900	January 23	R 5:30 – 9:30 pm	Staff
GCME 7000 1901	February 20	R 5:30 – 9:30 pm	Staff
GCME 7000 1902	March 20	R 5:30 – 9:30 pm	Staff
GCME 7000 1806	April 17	R 8 am – 12 pm	Staff

Both programs require a High School Diploma or GED.

Textbooks are required for all courses.

****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 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 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

All courses may not be offered each semester.
See the individual class schedule below.

Anatomy and Physiology for Medical Assistants (Hybrid)

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 1901	January 21 – May 13	T 7:30 – 8:50 pm
<i>Credit Overlay MDCA 1309 2300</i>		Room: AT-300

Medical Terminology I

The 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	Swartz
HITT 1005 1901	January 23 – May 8	R 7:30 – 8:50 pm
<i>Credit Overlay HITT 1305 2300</i>		Room: AT-300

Medical Insurance

Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues. ****Prerequisites: HITT 1005 and MDCA 1009.**** *Textbook required.*

16 wks (48 hrs)	Cost: In-District \$318 / Out of District: \$366	Swartz
POFM 1027 1901	January 22 – May 14	W 5:30 – 6:50 pm
<i>Credit Overlay POFM 1327 2300</i>		Room: AT-300

Coding & Classification Systems

This course teaches basic coding rules, conventions, and guidelines using clinical classification systems. ****Prerequisites: HITT 1005 and MDCA 1009.**** *Textbook required.*

16 wks (48 hrs)	Cost: In-District \$318 / Out of District: \$366	Becker
HITT 1041 1901	January 22 – May 14	R 7:30 – 8:50 pm
<i>Credit Overlay HITT 1341 2200</i>		Room: AT-300

ENROLLMENT REQUIREMENTS FOR HEALTHCARE PROGRAMS

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

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

**ALL APPLICATIONS FOR HEALTHCARE PROGRAMS
ARE DUE TWO WEEKS BEFORE THE FIRST CLASS DAY!**

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: R-360	Staff
HUWC 1003 1901	March 18 – May 6	TR 6 pm – 9:30 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 Provider CPR as part of the course. *Textbook required. No senior discount*

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
Manor Care Health Services, 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.*

Traditional

8 wks (110 hrs)	Cost: \$699	Room: AT-106	Staff
NURA 1001 1956	February 17 – April 17	MTWR 6 – 9:30 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 exam dates and costs.*

10 wks (187 hrs)	Cost: \$699	Segura	
PLAB 1023 1957	March 19 – May 21	MW 6 – 9:30 pm	Room: R-252
PLAB 1060 4857	March 19 – May 21	ARR	Off-Campus

EKG Technician

This comprehensive, 50-hour, EKG Technician Certification Program prepares students to function as EKG Technicians. 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).*

Licensure / Certification – This program prepares students to take the ASPT – Electrocardiograph (EKG) Technician exam and other National Certification Exams. *This exam may not be included as part of the course, though students will be given information on exam dates and costs.*

8 wks (50 hrs)	Cost: \$999	Room: AT-105B	Staff
ECRD 1011 1957	March 18 – May 6	TR 6 pm – 9:30pm	

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. No senior discount*

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 be employed in a Long-Term Care Facility as a Certified Nurse Aide for at least 90 days prior to registering for the program. Student must remain employed at the same facility throughout the entire duration of program.

10 wks (140 hrs)	Cost: \$699	Room: AT-105A	Staff
NURA 1013 1901	February 3 – April 17	MTWR 6 – 10 pm	

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. *No textbook required.*

2 wks (8 hrs)	Cost: \$70	Room: AT-105A	Staff
NURA 1041 4802	February 15, 22	Sa 8 am – Noon	
NURA 1041 4803	April 12, 19	Sa 8 am – Noon	

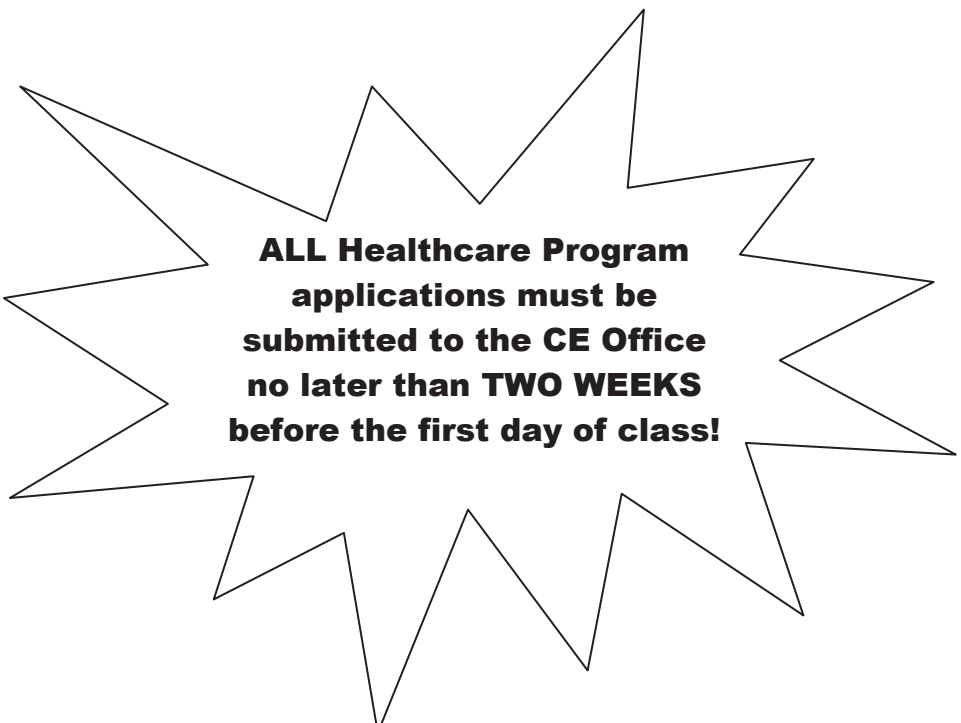
Patient Care Technician

Through the Patient Care Technician program, you will receive training to become a Certified Nurse Aide (CNA), a Phlebotomist, and an EKG Technician. For detailed information regarding this program, contact the CE Office Staff at (409) 944-1344.

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.

GREEN BUILDING CLASSES

Enroll Today!

Galveston College

Prepare for a GREENER future!

Online Career Training Programs

The green industry, including building and energy efficiencies, is experiencing tremendous growth! ed2go now offers premier building performance programs designed to prepare students to enter the green workforce or transition into a new green job. Below is a listing of the current green programs. Please reference the program description for certification eligibility.

- **Principles of Green Buildings**

This program teaches individuals in the building, remodeling, or trade industry the principles of making buildings perform more efficiently. **Contact hours: 30**

- **Performing Comprehensive Building Assessments**

This intermediate program is geared toward conducting visual building inspections, performing diagnostic testing, and determining residential building improvement opportunities in the field; then documenting a home's performance, and prioritizing improvements for homeowners. **Contact hours: 30**

- **Senior Certified Sustainability Professional**

This program is designed to prepare students to become leaders in the green collar economy. The certification exam is included at no additional cost. **Contact hours: 110**

- **Certified Indoor Air Quality Manager (CIAQM)**

This program is perfect for facility managers, building engineers, and health and safety officers who want to improve the indoor air quality (IAQ) of buildings. **Contact hours: 16**

- **Building Analyst Quick Start**

This unique bundle of two very popular programs, Principles of Green Buildings and Performing Comprehensive Building Assessment, will prepare students to move into a new career in the ever growing green building field. **Contact hours: 60 (for bundle)**

- **Certified Green Supply Chain Professional**

Students will learn to create sustainability programs and apply "lean and green" manufacturing strategies. This program also includes the certification exam at no additional cost. **Contact hours: 60**

- **Certified Indoor Environmentalist (CIE)**

This program teaches all of the practical steps needed in order to make indoor environmental assessments, including how to take samples and how to resolve common IAQ problems. **Contact hours: 32**

- **Solar Power Professional**

Learn the fundamentals of photovoltaic solar powered energy systems and gain the knowledge you'll need for an entry level position with a dealer, installer, or other photovoltaic industry company. **Contact hours: 120**

To learn more or enroll, please visit

<http://www.ed2go.com/gc>

ed2go | Learn More

Providing Students (and the environment) a better future!

Online Learning Anytime, Anywhere...Just a click away!

WORKFORCE

INDUSTRIAL CLASSES

Roughneck Tech Program

Basic and Advanced Courses will be offered in segments of four to six courses each. Once a student has completed all of the courses, a Roughneck Tech Certificate is earned. Several industry recognized OSHA certifications are embedded in these courses. With an understanding of all facets covered in the Roughneck Tech certificate, students will have a much better overview and outlook for obtaining a position with an oil drilling or production company. The Basic Program is for those who have no experience in the oil industry; the Advanced Program is for those who have experience working in related oil industry careers. Class combination packages will be offered in each program or classes may be taken individually.

	BASIC				ADVANCED		
	Operations	Hours	Days		Operations	Hours	Days
SPRING	Cranes, Hoisting, and Rigging	16	2		Power Generation	8	1
	Definitions and Terms	4	0.5		Basic Rig Math	8	1
	How to Drill a Well	4	1		Shaft Alignment	8	1
	How to Produce a Well	4			Pipe Handling	8	1
	Forklift Operations	8	1				
		36	4.5			28	3.5
SUMMER	Equipment	Hours	Days		Equipment	Hours	Days
	Basic Hydraulics/Pneumatics	8	1		Basic Pumps & Compressors	8	1
	Nondestructive Evaluation	8	1		Basic Motors & Generators	8	1
	Measurements	8	1		Basic Valves	8	1
	Fasteners	8	1		Basic Regulators & Accumulators	8	1
	Seals	4	1		Lubricants	2	0.5
	Pipes, Tubes, & Hoses	4					
		40	5			34	4.5
FALL	Safety	Hours	Days		Safety	Hours	Days
	FA/CPR/AED	8	1		Fall Protection	4	0.5
	PPE	2	0.5		Electrical Safety	8	1
	Material Handling	2			Lockout/Tagout	2	1
	OSHA General Industry Safety	10	1.5		Confined Space	4	
	HazComm	8	1		SEMS Training	4	1
		30	4		OSHA Offshore Safety	2	
						24	3.5
	TOTAL TRAINING TIME	106 hours	13.5 days			90 hours	12 days

How to Get a Job with an Oil Company

Come for this two hour seminar on some of the insider tips on obtaining gainful employment with one of the major oil companies. Information shared by experts in the field will include experience expectations, job descriptions for entry level positions, and other information helpful to know about the industry's need for qualified workers. Lunch will be served.

1 wk (2 hrs)
GCPD 1000 1800

Cost: \$15
January 30

Room: AT-105A&B Staff
R 11:30 am – 1:30 pm

BASIC ROUGHNECK TECH OPERATIONS

Basic Roughneck Tech Package (All 4 courses)

Sign up for all 4 Basic Roughneck Tech courses (a total of 36 hours of classroom time) and only pay \$650!

Definitions and Terms

The course will provide students with an introduction to and description of the terms used to describe the processes and equipment used in the oil and gas drilling and production industry.

1 wk (4 hrs)
GCPD 6001 1800

Cost: \$80
February 6

Room: AT-105B Staff
R 8:30 am – 12:30 pm

How to Drill and Produce a Well

The basics of how an oil and gas well are drilled on land and offshore. Students will have an introduction to the basic knowledge of processes and systems used to drill a well. The course then goes on to cover the completion and production stages of a well. An introduction to the basic understanding of “fracking” and other recovery techniques is also provided.

1 wk (8 hrs)
PTRT 2005 1800

Cost: \$160
March 20

Room: AT-105B Staff
R 8:30 am – 4:30 pm

Forklift Operations

This course provides an introduction to the operating characteristics, limitations, and unique features of the various types of powered industrial trucks used for material handling. The course will emphasize how the workplace environment and terrain affect the vehicle's operation. Upon successful completion of this course, students will be eligible for an OSHA certification card required to operate a forklift.

1 wk (8 hrs)
CNSE 1003 1800

Cost: \$160
April 10

Room: AT-105B Staff
R 8:30 am – 4:30 pm

Cranes, Hoisting, and Rigging

This course provides crane safety and awareness training for operators, riggers, signalmen, supervisors, and safety personnel. Various types of overhead and gantry cranes and hoists used in drilling and production operations are discussed. Students are provided with information concerning crane safety, crane operations, crane inspections and maintenance, pre-lift plans, sling types and inspection requirements, rigging components, and rigging safety.

1 wk (16 hrs)
GCPD 6010 1800

Cost: \$320
May 8 & 9

Room: AT-105B Staff
RF 8:30 am – 4:30 pm

ADVANCED ROUGHNECK TECH OPERATIONS

Prerequisites

To register for Advanced Roughneck Tech Operations Program, you must have either:

- a) Successfully completed Basic Roughneck Tech Operations Program

OR

- b) Current/former maritime or offshore industry employment and/or experience

Advanced Roughneck Tech Package (All 4 courses)

Sign up for all 4 Advanced Roughneck Tech courses (a total of 32 hours of classroom time) and only pay \$550!

Power Generation

This course provides introductory instruction in the theory of power generation in portable systems, such as diesel generators and emergency back-up systems. A discussion of generator control circuits and troubleshooting techniques is also included.

1 wk (8 hrs)
ELTN 1040 1800

Cost: \$160
February 20

Room: AT-105B
R 8:30 am – 4:30 pm

Staff

Basic Rig Math

This course will give students an introduction to the basic formulas, computations, and calculations used in the drilling industry.

1 wk (4 hrs)
TECM 1013 1800

Cost: \$160
March 27

Room: AT-105B
R 8:30 am – 4:30 pm

Staff

Shaft Alignment

This course reviews the different types of shaft misalignment problems and discusses the basic alignment tools and techniques for measurement and correction of misalignment of rotating shafts.

1 wk (8 hrs)
GCPD 6030 1800

Cost: \$160
April 24

Room: AT-105B
R 8:30 am – 4:30 pm

Staff

Pipe Handling

This course provides students with an introduction to the handling systems involving drill pipe. Manual and automated systems will be covered.

1 wk (8 hrs)
GCPD 6031 1800
May 22
R 8:30 am – 4:30 pm

Cost: \$160
Staff
Room: AT-105B



WORKFORCE

DIESEL ENGINE TESTING & REPAIR CERTIFICATE

32 weeks (200 hours)

The Occupational Outlook state 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 II

This is a continuation of Diesel Engine Testing and Repair I. Coverage includes testing and repairing diesel engines, related systems and specialized tools. This class prepares students to take the Automotive Service Excellence (ASE) Certification exam. *Textbooks required.*

16 wks (96 hrs) Cost: \$599 Charvoz
DEMR 2012 501 Room: Ball High School
January 13 – May 12 MW 5:00 – 8:00 pm



BUSINESS & PROFESSIONAL DEVELOPMENT

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

LEADERSHIP CLASSES

Leadership Galveston

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. The class meets every other Friday beginning January 24. The last class will be April 25. An application for the program can be found at www.gc.edu.

7 wks (49 hrs)
BMGT 2009 4809

Cost: \$350
January 24 – April 25

Room: ARR
Huff
F 9 am – 4 pm

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
INDUSTRY & SAFETY
LEADERSHIP & SUPERVISION

EMPLOYEE & HUMAN RESOURCE DEVELOPMENT
LANGUAGE SKILLS & CULTURAL DIVERSITY
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...

"City employees are more often utilizing computerized documents and records, and the training was to bring a better skill level to them to enhance their productivity in their departments."— *Ryan Young, Technology Services Supervisor, City of Galveston*

"Providing the basics of Excel and applying it to typical internal projects that the employees are responsible for, contributes to increased productivity for the company."
— *Earl Johnson, Senior Service Manager, Rolls Royce*

"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*

APPLIED TECHNOLOGY CENTER



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

January 6	College Opens for Spring Semester
January 10	General Assembly (College Closed)
January 20	Martin Luther King Day (College Closed)
March 10 – 14	Spring Break (College Closed)
April 18	Good Friday (College Closed)
May 26	Memorial Day (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

Spring 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. 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.

REGISTRATION INFORMATION

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. 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.

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.

OUT-OF-DISTRICT

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

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!

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 date 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.



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 Spring 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 Spring Semester of 2014.

Sincerely,
Dr. W. Myles Shelton



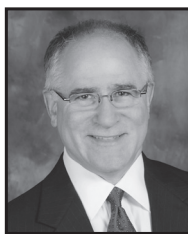
W. Myles Shelton, Ed.D.

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, M.D.
Position 5



Karen F. Flowers
Position 3



Tino F. Gonzalez
Position 1



Carl E. Kelly
Position 8



Fred Raschke
Position 2



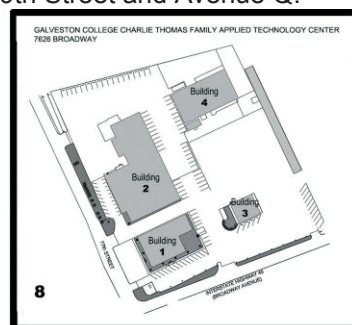
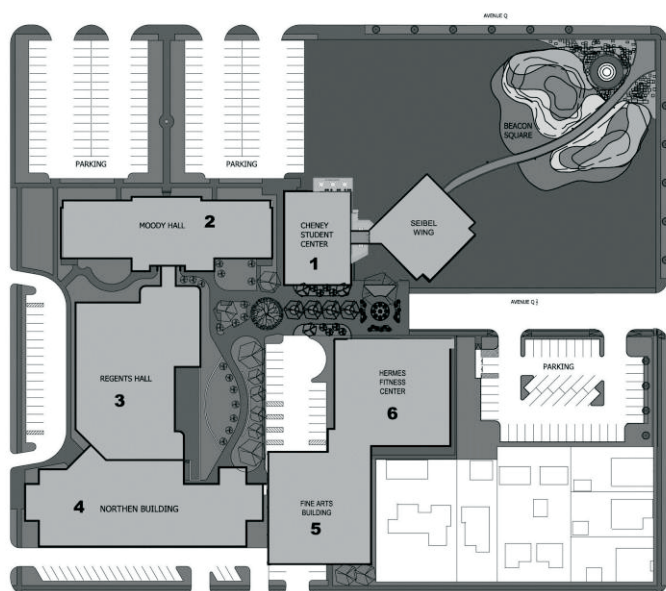
Carroll G. Sunseri
Position 6

CAMPUS MAP & DIRECTIONS



DIRECTIONS TO GALVESTON COLLEGE MAIN CAMPUS

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 (ATC) CAMPUS

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.

DIRECTIONS TO ATC CAMPUS FROM 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.



Galveston College

4015 Avenue Q Galveston, TX 77550