



Spring 2015

Continuing Education and Professional
Development Schedule



*Soar to
New Heights*

409-944-1344 www.gc.edu

PRESIDENT

Dear Students and Supporters,

Galveston College is pleased to present to you the Continuing Education and Professional Development Class Schedule for the spring of 2015. 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 2015.

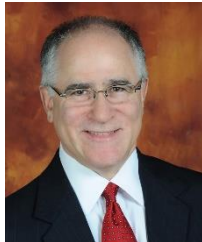


W. Myles Shelton, Ed.D.

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.



Armin Cantini
Chairperson – Position 9



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Vice Chairperson – Position 4



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Secretary – Position 3



George F. Black
Position 7



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Position 1



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Position 8



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Position 2



Carroll G. Sunseri
Position 6

CONTINUING EDUCATION & PROFESSIONAL DEVELOPMENT

WE ARE HERE FOR YOU

Here at Galveston College's Continuing Education and Professional Development, 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!



Contact Us!

Address:
4015 Avenue Q,
Moody Hall M-140 (1st Floor)
Galveston, Texas 77550

Office Hours
Monday – Friday 8:00 am – 5:00 pm

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



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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

Join Us!

Instructors

Do you have an expertise in one of these areas?

- **Healthcare Occupations**
- **Career / Workforce Training**
- **Computer Technology**
- **Personal Enrichment**
- **Fitness**
- **Kids College**
- **Industrial Trades**
- **Fitness and Wellness**

Have you thought about sharing this talent or expertise with others? For more information or to discuss a possible course you are interested in teaching, e-mail us at ce@gc.edu or call 409-944-1344.

SPRING 2015

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

17 wks (34 hrs)	Cost: \$175	Room: H-106	Breitbach
GCSN 1025 1869	Jan 12 – May 15	MW 9 – 10 am	



Zumba

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

6 wks (12 hrs)	Cost: \$49	Room: H-200	Verega
GCLR 1019 1949	Feb 17 – Apr 2	TR 7 – 8 pm	

Basic Dog Obedience Training

Life with your dog should be enjoyable for you and your dog. Come to this class to learn how you can make that happen. You’ll learn, along with your dog -- socialization, sit, down, come, stay, off, leave it, leash walking, a fun trick, and some health care tips. For dogs at least 12 weeks old and over. Remember, an old dog CAN learn new tricks! Class is limited to 10 dogs.

4 wks (4 hrs)	Cost: \$150	Room: GC campus	Samper
GCLR 1007 1800	Feb 21 – Mar 14	S 4:30 – 5:30 pm	

FOOD & COOKING CLASSES

Baking 101

Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products. Prerequisites: CHEF 1005

4 wks (12 hrs)	Cost: \$79	Room: N-117	Salinas
GCCU 1022 1903	Feb 10 – Mar 3	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.****

4 wks (16 hrs) GCCU 1021 1926	Cost: \$89 Mar 24 – Apr 16	Room: N-117 TR 6 – 8 pm	Salinas
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Sanitation & Safety

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

8 wks (32 hrs) CHEF 1005 1802	Cost: \$318 Jan 21 – Mar 11	Room: FA-210 MW 3 – 4:50 pm	Mendoza
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Credit Overlay CHEF 1205 1200

Cooking 101 – Basic Food Preparation

From food preparation to cooking it, come to this class to learn knife skills, various heat applications, Brigade System, cooking techniques, material handling, heat transfer, sanitation, nutrition, and professionalism. Come to this class and "get cookin'"! *Textbook & supplies required. Credit Overlay CHEF 1301 1200*

4 wks (80 hrs) CHEF 1001 1902	Cost: \$318 Jan 20 – Feb 12	Room: FA-210 MTWR 5-10 pm	Rodriguez
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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. (Topics to be covered include: preparation of fruits, sandwiches, salads, breakfast cookery, product identification, and the cooking of various protein, vegetable, starches, and farinaceous dishes. Menu development, food costing, sanitation, and leadership skills are addressed.) *Credit Overlay CHEF 2301 1200*

4 wks (80 hrs) CHEF 2001 1901	Cost: \$318 Apr 20 – May 14	Room: FA-210 MTWR 5 – 10 pm	Rodriguez
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Nutrition for the Food Service Professional

An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques. *Credit Overlay IFWA 1318 1200*

16 wks (48 hrs) IFWA 1018 1800	Cost: \$318 Jan 20 – May 14	Room: FA-210 TR 3 – 4:20 pm	Mendoza
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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. *Credit Overlay CHEF 2301 1200*

4 wks (80 hrs)	Cost: \$318	Room: FA-210	Mendoza
CHEF 2001 1802	Feb 16 – Mar 12	MTWR 9:45 am – 2:45 pm	

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. *Credit Overlay CHEF 1310 1200*

4 wks (80 hrs)	Cost: \$318	Room: FA-210	Mendoza
CHEF 1010 1802	Mar 23 – Apr 16	MTWR 9:45 am – 2:45 pm	

Saucier

Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods. *Credit Overlay CHEF 2302 1200*

4 wks (80 hrs)	Cost: \$318	Room: FA-210	Rodriguez
CHEF 2002 1902	Mar 23 – Apr 16	MTWR 5 – 10 pm	

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. *Credit Overlay CHEF 1345 1200*

4 wks (80 hrs)	Cost: \$318	Room: FA-210	Mendoza
CHEF 1045 1801	Jan 20 – Feb 12	MTWR 9:45 am – 2:45 pm	

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. *Credit Overlay CHEF 1341 1200*

4 wks (80 hrs)	Cost: \$318	Room: FA-210	Mendoza
CHEF 1041 1801	Apr 20 – May 14	MTWR 9:45 am – 2:45 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 1956	Feb 2 – Mar 9	M 7-8:30 pm	

Meet Nick Saum...



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

Prezi Presentations



Prezi

Pizzazz up presentations with the coolest dynamic program – Prezi. Make your presentations lively and interesting, and share them with others on the internet. Go to Prezi.com to see examples of what you can do, then register for this class!

2 wks (8 hrs)	Cost: \$59	Room: ARR	Staff
COMG 1002 1900	Feb 3 – Feb 12	TR 5:30 – 7:30 pm	

Lightroom for Photographers

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

2 wks (14 hrs)	Cost: \$149	Room: AT-300	Tsakiris
ITSW 1003 1902	Mar 27 – Apr 3	F 9am – 4pm	

LEISURE & RECREATION

Galveston College Community Chorale

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

16 wks (32 hrs)
GCLR 2010 1950

Cost: \$35
Jan 12 – May 11

Room: FA-207
M 7 – 9 pm

Gilbert

The Art of Origami

NEW



It's said that a person who can fold a thousand cranes will have good luck or a wish granted. There is much, much more which can be learned from origami. Origami helps develop hand-eye coordination, fine motor skills and mental concentration. Use of the hands directly stimulates areas of the brain. You also gain real emotional satisfaction from creating beautiful decorative and useful designs you'll be proud to show off. Materials are provided.

1 wks (4 hrs)
GCKD 1017 1900

Cost: \$49
Feb 11 - 12

Room: FA-321
WR 5:30 – 7:30 pm

Nix

Beading and Jewelry Making – Beginner

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

4 wks (8 hrs)
GCAR 3001 1902

Cost: \$59
Feb 19 – Mar 12

Room: ARR
R 5:30 – 7:30 pm

Yates

Basic Drawing

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

6 wks (12 hrs)
GCAR 1011 1902

Cost: \$89
Mar 24 – Apr 28

Room: FA-321
T 5:30 – 7:30 pm

Mauldin

Painting with Acrylics

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

6 wks (12 hrs)
GCAR 1020 1938

Cost: \$89
Mar 26 – Apr 30

Room: FA-321
R 5:30 – 7:30 pm

Mauldin

Celebrate the Sky – Kite-Making

NEW

Learn how to make a kite that you can fly this spring. This class is just in time for April's "Fly a Kite" month. Kite flying has more benefits than most of us think of. Kite flyers will tell you that flying kites will regenerate energy and has a way of reducing stress and tension of everyday life. Kite flying develops creative thinking, both in the making of the kite as well as flying and adapting it. Another less known benefit of kite flying is the development of concentration. Kite flying is one of the only recreational activities that is both low budget as well as safe and environmentally friendly. In this class, you'll make kites with simple construction and commonly found materials; and even get directions on how to make more complicated designs. Bring your family and make several! Materials provided.



1 wks (4 hrs)

GCLR 4010 1900

Cost: \$49

Apr 8 – 9

Room: FA-321

WR 5:30 – 7:30 pm

Nix

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 1905

Cost: \$49

Mar 30 – Apr 8

Room: FA-214

MW 7-8:30 pm

Saum

Desktop Publishing - Adobe Creative Suite Bootcamp

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

3 wks (21 hrs)

GRPH 1002 1801

Cost: \$195

Apr 24 – May 8

Room: ATC 300

F 9 am-4 pm

Washington

LANGUAGE CLASSES

English as a Second Language

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

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

9 wks (27 hrs) GCLG 1091 1939	Cost: \$175 Feb 17 – Apr 23	Room: R-251 TR 5:30 – 7 pm	Frank
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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 1933	Cost: \$79 March 23 – April 27	Room: FA-320 M 6 – 8 pm	Augelli
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Restaurant Spanish

Development of practical Spanish communication skills for the foodservice employee including terms and phrases normally used within a restaurant kitchen or dining room. *Credit Overlay SPNL 1291 1200*

8 wks (32 hrs) SPNL 1091 1834	Cost: \$318 Mar 23 – May 13	Room: FA-210 MW 3 – 4:50 pm	Salinas
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HEALTHCARE CLASSES

No Senior Discount for Healthcare Courses

MEDICAL OFFICE ADMINISTRATION (Medical Coding & Billing Certification)

The Medical Billing and Coding Certificate is designed to prepare students to work in the growing healthcare field. 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.

Requirements: Textbooks, High School Diploma or GED.

All courses may not be offered each semester.

See the current semester class schedule below.

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

Coding & Classifications Systems

Basic coding rules, conventions, and guidelines using clinical classification systems.

Prerequisites: HITT 1305 or HPRS 1206, MDCA 1309 or BIOL 2401. Credit Overlay HITT 1341 2300

8 wks (32 hrs)	Cost: \$318	Room: AT-300	Swartz
HITT 1041 1903	Jan 20 – Mar 12	TR 5:30 – 7:20 pm	

Medical Insurance

Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues. *Prerequisites: HITT 1305, MDCA 1309 or BIOL 2401. Credit Overlay POFM 1327 2200*

16 wks (24 hrs)	Cost: \$318	Room: AT-300	Becker
POFM 1027 1902	Jan 21 – May 13	W 5:30 – 6:50 pm	

Medical Terminology I

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations, and symbols, surgical procedures, medical specialties, and diagnostic procedures. *Textbook required. Credit Overlay HITT 1305 2200*

16 wks (48 hrs)	Cost: \$318	Room: AT-300	Swartz
HITT 1005 1904	Jan 21 – May 13	W 7 – 8:20 pm	

Anatomy & 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. Credit Overlay MDCA 1309 2200*

16 wks (48 hrs)	Cost: \$318	Room: AT-300	Swartz
MDCA 1009 1903	Jan 20 – May 12	T 7:30 – 9:50 pm	

Coding & Reimbursement Methodologies

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

Credit Overlay HITT 2335 2200

8 wks (32 hrs)	Cost: \$318	Room: AT-300	Swartz
HITT 2035 1900	Mar 24 – May 14	TR 5:30 – 7:20 pm	

HEALTHCARE PROGRAM ENROLLMENT REQUIREMENTS*

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

No Senior Discount for Healthcare Courses

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

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

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 1912	Jan 14	W 5:30 – 9:30 pm	Prue
GCME 7000 1913	Jan 26	M 5:30 – 9:30 pm	Prue
GCME 7000 1914	Feb 18	W 5:30 – 9:30 pm	Prue
GCME 7000 1915	Mar 25	W 5:30 – 9:30 pm	Prue
GCME 7000 1916	Apr 20	M 5:30 – 9:30 pm	Prue

Nurse Aide for Health Care

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

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



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

***Clinical Sites: Bayou Pines Care Center, 4905 Fleming St, La Marque, TX**

OR Manor Care, 750 Texas Avenue, Webster, TX 77598.*

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

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

8 wks (104 hrs)	Cost: \$699	Room: AT-106	Sellers
NURA 1001 1959 (Classroom 64 hrs)	Jan 20 – Mar 19		MTWR 5:30 – 9 pm
NURA 2005 4800 (Skills 40 hrs)	ARR		ARR

EKG Technician

This comprehensive 50-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take nationally recognized certification exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform in-class 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, read out information and other clinical practices. *Textbooks required.*

Licensure / Certification – The student will be eligible to take NHA (National Health Association) EKG Technician examination for certification upon successful completion of the course. This exam is not included as part of the course, though students will be given information on testing dates and costs.

8 wks (50 hrs)	Cost: \$699	Room: AT-105B	Ware
ECRD 1011 1959	Mar 23 – May 13	MW 5:30 – 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 in a supervised clinic or lab setting, with direct client care, which enables the student to apply the theory, skills, and concepts learned in the basic phlebotomy lecture class. Specific learning objectives are developed for students by the instructor. *Textbook, current immunizations, 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 NHA (National Health Association) Phlebotomy Technician examination for certification upon successful completion 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 (104 hrs)	Cost: \$699	Room: AT-106	Segura
PLAB 1023 1960	Mar 24 – May 14	TR 5:30 - 9 pm	
PLAB 1060 4860			

Patient Care Technician / Assistant – Exam Review

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

WORKFORCE

PCT 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.

4 wks (48 hrs)	Cost: \$299	Room: AT-106	Staff
NUPC 1020 1903	May 18 – Jun 11	MTWR 6 – 9 pm	

Health Unit Coordinator

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

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

10 wks (80 hrs)	Cost: \$699	Room: AT-105A	Staff
HUWC 1003 1904	Mar 26 – May 28	TR 5:30 pm – 9:30 pm	

Nurse Aide In-Service Education (For Certification Renewal)

Cost: FREE

These courses are designed to offer a computer based training (CBT) to satisfy the 24 hour in-service education requirement, which is part of the Certified Nurse Aide (CNA) renewal process [(TAC; Title 40; Part 1; Chapter 94; Rule §94.9). *“Effective September 1, 2013, a nurse aide renewing a certification must complete at least 24 hours of in-service education every two years that includes training in geriatrics and the care of residents with a dementia disorder, including Alzheimer’s disease.”*]

CNAs may complete these courses in order to renew a listing of active status on the Nurse Aide Registry (NAR). These courses are only one of many approved course options (requirements can be fulfilled through a nursing facility or an approved Nurse Aide Training and Competency Evaluation Program). Each course satisfies 2 hours toward the 2 year requirement of 24 hours. CNAs get 2 hours of credit for each course, as long as they score a minimum of 70% and have a copy of the learning certificate. To document successful course completion, participants must print a copy of the course certificate available at the end of the training and keep the certificate for documentation purposes.

This is a new series of approved courses. An additional four modules in this series (2 hours each) will be released by the end of January 2015. **Courses specific to dementia disorders and Alzheimer’s disease will not be available until January 2015.**


- **Module 1: Texas Long-term Care Overview**
<http://www.dads.state.tx.us/providers/NF/credentialing/cna/module1/index.html>
- **Module 2: Texas Long-term Care Settings (Nursing Facilities)**
<http://www.dads.state.tx.us/providers/NF/credentialing/cna/module2/index.html>

Please be sure that all pop-blockers are turned off before taking any of the courses. *For questions regarding rules, please contact the nurse aide registry at 512-438-2050. For technical problems with the CBT, email cbthelp-regsvcs@dads.state.tx.us.*

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 for approval **TWO (2) WEEKS PRIOR TO CLASS START DATE**. The penalty for falsifying information on your application is immediate withdrawal without refund.

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



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

HEALTHCARE PROGRAM REQUIREMENTS

State of Texas Immunization Policy

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

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

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

- Alternative method (if available) -

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

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

Measles, mumps, and rubella (MMR):

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

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

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

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

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

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

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

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

COSMETOLOGY



The hottest new cosmetology application! NovaLash Lash Extensions are a glamorous new way to extend the length and thickness of natural eyelashes, and are a practical, convenient and beautiful alternative to the daily use of mascara. Unlike decades-old, traditional false lashes, lash extensions are the first innovation in lash lengthening that can be worn daily, without nightly removal. Because each tapered, synthetic lash is bonded to a single natural lash, the final result is of effortless glamour and difficult to detect even close up. Take the three courses below and prepare to become a Certified NovaLash Extensionist certified to provide eyelash extensions in 4 months! *Required additional items: Textbook (\$80), Lash Kit (\$500), and State TDLR licensure test fee (\$133)*

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

CSME 2037 1902 (\$350)	Orientation to Eyelash Extensions		
CSME 1090 1904 (\$350)	Principles of Eyelash Extensions		
CSME 1090 1905 (\$350)	Applications of Eyelash Extensions		
16 wks (320 hrs)	Cost: \$1050 Jan 20 – May 14	Room: ATC-106 MTWR 5:30-10 pm	Staff

PAYMENT PLAN AVAILABLE

Installment payment plans are available to student for certain Continuing Education courses over \$500 in tuition. At the time of registration an installment payment plan requires 50% of the program fees and a non-refundable \$25 payment plan charge. Late fees will be assess for any late installment payments. Payment plans are administered through the Galveston College Business Office.

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 to take the certification exam.)

Classes are taught in Ball High School Automotive Shop.

Diesel Engine Testing and Repair Level I

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



18 wks (96 hrs) Cost: \$699
 Room: Ball High School Auto Shop
 DEMR 1010 4805 Jan 26 – May 20 MW 4:00 – 7:00 pm Charvoz

Diesel Engine Testing and Repair Level II

This course is a continuation of Diesel I. Troubleshooting with virtual equipment is used in this course. Also includes Marine Diesel information. *Prerequisite: Diesel I course, or previous experience working with diesel motors.* Long sleeve shirt, pants and closed toed shoes appropriate for a shop environment must be worn..

18 wks (100 hrs) Cost: \$699 Room: Ball High School Auto Shop
 DEMR 2012 4804 Jan 27 – May 21 TR 4:00 – 7:00 pm Charvoz



Introduction to Forklift Operation

Jobs may require forklift experience, but where do you get that training in the first place? Come to this class and learn how to generally operate forklifts in one Saturday.

1 day (7 hrs) Cost: \$125 Room: Ball High School
 CNSE 1003 1801 May 2 S 9 am – 4 pm Staff

EPA Lead Program for Construction Industry

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

1 day (8 hrs)	Cost: \$350	Room: ATC 105A/B	Staff
EPCT 1021 1903	Jan 31	S 8 am – 5 pm	

ELECTRONICS

PLC Technician Certification

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

8 wks (40 hrs)	Cost: \$399	Room: ATC 204	
ELPT 1003 1801	Mar 26 – May 14	R 5-10 pm	Shields

LOGISTICS TECHNICIAN OCCUPATIONAL CERTIFICATES



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

Foundation Level - Certified Logistics Associate

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

4 wks (48 hrs)	Cost: \$650	Room: ATC 300	Staff
INMT 1036 1801	Jan 20 – Mar 5	TR 8:30 am - noon	

Mid-Level - Certified Logistics Technician

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

4 wks (48 hrs)	Cost: \$650	Room: ATC 300	Staff
IBUS 1005 1801	Mar 24 – May 5	TR 8:30 am – noon	

WELDING

Introduction to Layout and Fabrication

16 wks (96 hrs)	Cost: \$318	Room: ATC 213	Love
WLDG 1017 1900	Jan 20 – May 7	TR 5-7 pm	
<i>Credit Overlay WLDG 1317 2300</i>			

Introduction to Pipe Welding

16 wks (96 hrs)	Cost: \$318	Room: ATC 213	Love
WLDG 1035 1900	Jan 20 – May 7	TR 7:05-10:05 pm	
<i>Credit Overlay WLDG 1435 2300</i>			

Intermediate Welding – Using Multiple Processes

16 wks (96 hrs)	Cost: \$318	Room: ATC 213	Love
WLDG 2013 1900	Jan 21 – May 6	MW 5-7 pm	
<i>Credit Overlay WLDG 2413 2300</i>			

Advanced Shielded Metal Arc Welding

16 wks (96 hrs)	Cost: \$318	Room: ATC 213	Love
WLDG 2043 1900	Jan 21 – May 6	MW 7:05-10:05 pm	
<i>Credit Overlay WLDG 2443 2300</i>			

Basic Welding for Spanish Speakers



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

6 wks (72 hrs)	Cost: \$475	Room: ATC 200	Staff
WLDG 1000 1800	Mar 23 – Apr 30	MTWR 2-5 pm	



MARITIME CAREERS

Marine Diesel Engine Testing and Repair . . .

NEW

The diesel engine is by far the most popular power plant for boats of all sizes, both power and sail. With the right care and maintenance it is twice as reliable as the petrol engine as it has no electrical ignition system, which in the marine environment can suffer from the effects of damp surroundings. Self-sufficiency at sea and the ability to solve minor engine problems without having to alert the lifeboat is an essential part of good seamanship. This course includes everything a boat owner needs to know to keep their boat's engine in good order; how to rectify simple faults and how to save a great deal of money on annual service charges. *Prerequisite: Diesel I course, or previous experience working with diesel motors.* Long sleeve shirt, pants and closed toed shoes appropriate for a shop environment must be worn.. *Textbook required. Course is taught in conjunction with Diesel Testing and Repair II.*

18 wks (100 hrs)	Cost: \$699	Room: Ball High School Auto Shop
SMER 1001 5801	Jan 27 – May 21	TR 4:00 – 7:00 pm Charvoz

Marine Safety - OSHA 10 CERTIFICATION

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

1 wks (10 hrs)	Cost: \$150	Room: ATC 105B
OSHT 2001 1801	Jan 24	S 8 am – 6 pm Staff

WATER UTILITY CERTIFICATION PREPARATION



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 Ripper
EPCT 1015 1905	Jan 26 - 29	MTWR 5 – 10 pm	
EPCT 1015 1906	Jun 22 - 25	MTWR 5 – 10 pm	

Basic Wastewater Operations

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

1 wk (20 hrs)	Cost: \$200	Room: AT-105A	Van Riper
EPCT 1025 1904	Feb 23 - 26	MTWR 5 – 10 pm	

Wastewater Collection

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

1 wk (20 hrs)	Cost: \$200	Room: AT-105A	Van Riper
EPCT 2021 1904	Mar 30 – Apr 2	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 this course, participants will be prepared for the Class C state certification exam.

1 wk (20 hrs)	Cost: \$200	Room: AT-105A	Van Riper
EPCT 2050 1902	Apr 27 - 30	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 1904	May 18 - 21	MTWR 5 – 10 pm	

COMPUTER & INFORMATION TECHNOLOGY**Interconnecting Cisco Networking Devices Part 1 (ICND1)**

This course is the entry into all Cisco certifications. It focuses on providing the skills and knowledge necessary to implement and support a small switched and routed network. Upon completing this course, you will be able to describe network fundamentals and build simple LANs, establish Internet connectivity, manage network device security, expand small to medium sized networks with WAN connectivity; and describe IPv6 basics.

75 hrs (5 wks)	Cost: \$699	Room: AT-300	Staff
CPMT 1049 1800	Jan 26 – Feb 27	MTWRF 12:30 – 3:30 pm	

Interconnecting Cisco Networking Devices Part 2 (ICND2)

This course focuses on using Cisco Catalyst switches and Cisco routers that are connected in LANs and WANs typically found at medium-sized network sites and provides entry-level network administrators, network support, and help desk technicians with the knowledge and skills needed to install, configure, operate, and troubleshoot a small enterprise network. In addition to the classic hardware-based lab, Cisco will offer a new set of Cisco Learning Lab Classroom Labs. The course focuses on understanding redundant topologies, troubleshooting common network issues, configuring EIGRP and multi-area OSPF in both IPv4 and IPv6, understanding Wide Area Network technologies, and becoming familiar with device management and Cisco licensing. The learner will encounter more troubleshooting and more lab time than with the previous version of ICND. Upon completing this course, the learner will be able to operate a medium-sized LAN with multiple switches, supporting VLANs, trunking, and spanning tree; troubleshoot IP connectivity; configure and troubleshoot in various IP environments; define characteristics, functions and components of a WAN; and describe SNMP, Syslog and Netflow, and manage Cisco device configurations, IOS images and licenses.

75 hrs (5 wks)	Cost: \$699	Room: AT-300	Staff
CPMT 1051 1800	Mar 23 – Apr 24	MTWRF 12:30 – 3:30 pm	

SQL Database Certification

This class consists of five days of hands-on training that focus on the fundamentals of administering the SQL Server 2014 database engine. Participants in this course will come away with the knowledge and experience required to administer SQL Server 2014. The course focuses on performing common administrative tasks, understanding how SQL Server works under the covers, and optimizing SQL Server performance as well as assuring high data availability. You will learn how to install, configure, manage, secure, automate, monitor, and optimize SQL Server 2014. You will also learn how to create, manage, back up, and restore individual databases, transfer and replicate data, configure for high availability, and plan disaster recovery. Emphasis is placed on how SQL Server 2014 is architected, so that you will be able to make the proper decisions in configuring and managing your SQL Server instances. Comprehensive hands on exercises are integrated throughout to reinforce learning and develop real competency. Topics include configuring and installing SQL Server 2014; SQL Server Database Engine Architecture; Replication, Backup and Restore; Securing SQL Server; Performance Optimization ; Maintaining Data Integrity; Creating and Populating Databases; Automating Tasks; Full-Text Search Architecture; High Availability Solutions

64 hrs (6 wks)	Room: AT-300	Staff
ITSE 2009 1800	Summer 2015	

Call 409-944-1344 for pricing



GALVESTON COUNTY
SMALL BUSINESS
DEVELOPMENT CENTER

Consulting ★ Training ★ Solutions

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>**

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 1802	April 6	M 1 – 3 pm	

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 1802	Apr 14	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 1802	Apr 22	W 10 am – Noon	

**PROFESSIONAL DEVELOPMENT
CERTIFICATION & RECERTIFICATION CLASSES**

Do you need CEUs or CPEs?

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

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

CUSTOMIZED PROFESSIONAL TRAINING

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

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

All completers of their training receive Continuing Education Units (CEUs) and a Certificate of Completion. For more information on how the Galveston College Continuing Education & Professional Development 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...



“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*



"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*

Additional Professional Development Partners



CERTIFICATION TESTING SERVICES

Many of the Continuing Education courses that result in certifications can be tested right here at the college. The Galveston College Testing Center is located in the Library in Regents Hall. The Testing Center offers a variety of certification tests for healthcare, computer technology, water industry, and more. Students should call **(409) 944-1290** to receive more information or make appointments in advance to register for a particular Continuing Education course certification test. (GED, and college placement tests are not arranged through the Continuing Education office).

ONLINE TRAINING COURSES



LANGUAGE AUTHORITY CLASSES START WHEN YOU ARE READY!

\$99 each

Conversational Languages
Spanish, Italian, French, Mandarin Chinese,
Portuguese, German, Dutch

Occupational Spanish
Customer Service, Real Estate, Education, Banking, Medical,
Park Rangers, Public Safety

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

- Choose a language or your occupational field
- Demo a lesson before registering
- Courses open for six months
- Open anywhere there is internet access
- Complete course at your own pace, repeat lessons as needed
- Print out your own completion certificate

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

No Senior Discount for Online Courses

ONLINE TRAINING COURSES



Classes start every month!

No Senior Discounts for Online Courses

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

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

Online Course Catalog

Galveston College

Continuing Education

www.ed2go.com/gc Spring 2015

Our online courses are open to everyone!

expert instructors

affordable courses

24/7 access

convenient for everyone!

Learn from the comfort of home!

I want to learn!

Online Learning anytime, anywhere

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

Take Control of Your Windows Vista PC
See Page 13

Become a Pro with Digital Photography
See Page 7

Learn a new Language
See Page 8

Teaching Tips for Survival in the Classroom
See Page 10

Course Fees Start at Just \$110

Instructor-Facilitated Online Learning
www.ed2go.com/gc

FAST START

PIPEFITTING SCHOLARSHIP PROGRAM

CLASSES START MAY 2015

APPLY NOW FOR SCHOLARSHIP TO EARN A PIPEFITTER CERTIFICATE ALONG WITH HIGHLY DESIRABLE NCCER* CERTIFICATIONS. Call 409-944-1344.



Fast Start Program allow students to receive certificates and degrees in high-demand fields in an expedited fashion.

WHAT CAN YOU EARN? The Department of Labor reports that pipe fitters in the coastal area of Texas earned starting income of \$32,000 up to \$69,000 with experience. Employment opportunities are expected to increase faster than the average for all occupations through 2022.

WHAT DO PIPEFITTERS DO? When you are a Pipefitter, you are responsible for installing and maintaining pipes that are mainly designed to carry water, or other liquids, and gases. You typically work in manufacturing, industrial and commercial locations. You may install heating and cooling equipment and mechanical control systems, including sprinklers. Or you may work on pipes that fuel power plants or those connected to heating or cooling systems in large office buildings.

CONTACT CONTINUING EDUCATION FOR SCHOLARSHIP REQUIREMENTS AND MORE INFORMATION ABOUT THIS PROGRAM.

* NCCER is The National Center for Construction Education and Research



NEED A GED? NEED TRAINING FOR A CAREER?

CLASSES START IN 2015

Galveston College is offering you an opportunity to earn both your GED and entry-level career training attainable within 4 months.

Choose one of these career training programs to earn along with your GED:

- Welding
- HVAC
- Medical Coding & Billing

Application eligibility requirements and more information are available through Continuing Education – 409-944-1344.

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. 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

Jan 1-4	Winter Break (College Closed)
Jan 9	General Assembly Day (College Closed)
Jan 19	Martin Luther King Day (College Closed)
Mar 16-20	Spring Break (College Closed)
Apr 3	Good Friday (College Closed)
May 25	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 2015

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.

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.

GIFT CERTIFICATES

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

EMERGENCY AND WEATHER CLOSING OF THE COLLEGE

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

TOBACCO FREE ENVIRONMENT

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

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. All attempts will be made to notify you by email or phone when a class is cancelled, and a refund will be issued.

REFUND POLICY

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

GENERAL INFORMATION

PRIVACY OF STUDENT INFORMATION (FERPA)

The Family Educational Rights and Privacy Act (FERPA) was established to protect the privacy rights of all students. The Act specifies the type of student information that can be released to the public without the student's expressed consent. The student information that can be released without the student's permission is called "directory information." Students may request that Galveston College withhold their directory information from the general public.

STUDENT RECORDS AND TRANSCRIPTS

Student records are maintained on the Galveston College's database registration system. Students must contact the Admissions Office to request an "official, non-credit transcript" for courses taken through Continuing Education.

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.

JOIN OUR TEAM



Do you have a favorite hobby or skill? Do you enjoy passing on your knowledge to others? If so, Continuing Education and Professional Development is looking for you! We are actively seeking new and interesting classes to add to our course offerings in business, healthcare, computer technology, personal enrichment, and industrial and workforce programs. If you or someone you know may be interested in instructing a new course in an upcoming session, contact our office for a course proposal form. For more information or to discuss a possible course you are interested in teaching, e-mail us at ce@gc.edu or call 409-944-1344.

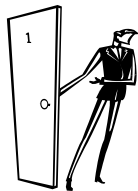
SIGN UP FOR CLASSES

REGISTRATION

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



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



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



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



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



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

PAYMENT OF FEES AND TUITION

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

PAYMENT OPTIONS

Installment payment plans are available to student for certain Continuing education courses over \$500 in tuition. At the time of registration an installment payment plan requires 50% of the program fees and a non-refundable \$25 payment plan charge. Late fees will be assessed for any late installment payments. Payment plans are administered through the Galveston College Business Office.



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

PAYMENT METHOD	
<input type="checkbox"/> Cash <input type="checkbox"/> Credit / Debit Card	<input type="checkbox"/> Check (made payable to Galveston College) <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

Give a Gift of “Class” This Holiday Season

Continuing Education courses are perfect for “those who have everything.” Sign up for a class for yourself, with friends, or with your family. Do something new, interesting and fun next year. Merry Christmas and Happy New Year!



See new classes at www.gc.edu;
“Continuing Education Schedule;”
then call 409-944-1344 to register for your choices.



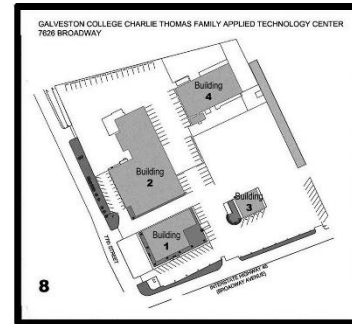
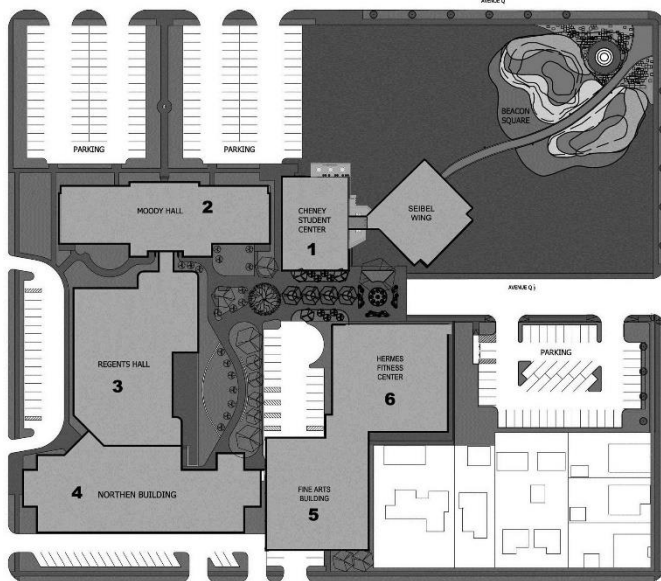
It is the policy of Galveston College to provide equal opportunities without regard to age, race, color, religion, national origin, sex, disability, genetic information, or veteran status.

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	Northen 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.

New courses for Spring 2015:

- Restaurant Spanish
- The Art of Origami
- Celebrate the Sky – Kite Making
- Basic Welding for Spanish Speakers
- Cisco CCNA Certification Training
- Database Certification Training

