

LEARN  
FOR  
LIFE

# Northside Adult & Community Education

SPRING 2014 BUSINESS AND PROFESSIONAL CLASS CATALOG

*Fresh ideas...*

## for your Business

- Professional Development 2**
- Business & Nonprofit Solutions 3**
- Grant Writing & Accounting 3**
- Internet Security 6**
- Office Applications 8**
- Social Media 10**

northside independent school district • adult & community education • san antonio, texas



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Hundreds of great in-depth online courses!  
From Creating Web Pages to Accounting,  
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All are Six Weeks Long. Most are \$99

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- PC Operating System
- PC Troubleshooting
- iPad Fundamentals
- Introduction to MAC Environment
- Twitter
- Blogging for Beginners
- Adobe Illustrator
- Adobe Flash
- Adobe Photoshop
- Digital Camera
- Buying & Selling on Ebay
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Country & Western Two Step
- Salsa Rhythms

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[www.nisd.net/ace](http://www.nisd.net/ace)  
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# Mind your business!

No matter what your job or business, we offer a variety of classes to help you get ahead professionally. Community Education continually develops new courses as the world changes the way it does business. We offer affordable courses both in the classroom and online.



- **Management Techniques**
- **Excel and other Office applications**
- **Presentations and Public Speaking**
- **Corporate Meditation**
- **Mobile Technology**
- **Social Media**
- **Negotiation Techniques**
- **Nonprofit Solutions**

**Employers, let us customize  
a class for you!**

**Call AnnaLisa Garcia  
at 397-8975 to discuss  
your training needs.**

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# Fresh thinking...

## Professional Development

### Fundamentals of Supervision & Management 310257

If you have recently been promoted to a supervisory position or want to learn how to become a more effective manager, master the basics of business by learning the language of management. Learn the keys to making a successful transition from employee to manager. You'll learn how to manage your time, delegate responsibility, motivate your employees, solve problems, and resolve conflicts. By the end of the class, you will be able to influence and direct other people's performance so you can accomplish your job more effectively. Instructor: Garcia

Tuition \$89

Tue 1 session 8:30am-5:00pm  
3/4 Northside Learning Ctr C106

### Meditation: Mindfulness for Management 450204

Self-awareness is the foundation of conscious leadership. Discover and cultivate a mindfulness practice to enhance your effectiveness as a leader through more focused actions and decisions. This workshop will introduce you to iRest®, a meditation practice that can provide clarity and focus, induce deep states of relaxation, relieve anxiety and stress, and contribute to overall improved leadership agility. Instructor: Honermann

Tuition \$24

Thu 1 session 6:45pm-8:45pm  
3/6 Northside Learning Ctr C104  
Fri 1 session 9:00am-11:00am  
4/11 Northside Learning Ctr C116

### Positive Confrontations 310255

Learn skills you will need to know to handle conflicts at work, at home and in life. Your instructor, Janice Dean has been a Creative Communication Strategist for over 40 years. A \$10 booklet fee is payable to the instructor at class. Instructor: Dean

Tuition \$26

Thu 1 session 6:30pm-9:00pm  
2/6 Northside Learning Ctr C116

### Break Free of Stage Fright and Deliver The Power Of You 310238

The personal and professional advantage of having a powerful presence cannot be overestimated. Transforming fear, anxiety and stiffness into confidence, relaxation and authenticity can alter your destiny. As an actress and director, instructor Janice Dean has seen how simple stage techniques benefit people in every walk of life. A \$10 booklet fee is payable to the instructor at class. Instructor: Dean

Tuition \$26

Thu 1 session 6:30pm-9:00pm  
2/13 Northside Learning Ctr C116

## for your Business

### How To Create Positive Endings 310239

We have all faced times in our lives when we knew it was time to give up a relationship, an employee, a business, or a bad idea in order to move forward. This class will offer strategies to proactively help you close out the old, so you can create a fresh start. Your instructor, Janice Dean has been a Creative Communication Strategist for over 40 years. A \$10 booklet fee is payable to the instructor at class. Instructor: Dean

Tuition \$26

Thu 1 session 6:30pm-9:00pm  
2/20 Northside Learning Ctr C116

## Business Solutions

### Research Methods for Small Business 310269

*New!*

During this daylong, interactive boot camp, small-business owners, entrepreneurs and managers will learn how to incorporate design-thinking research methods, their corresponding documentation practices, and scenarios in which the methods are useful into their regular business practices effectively and efficiently. **Supply fee: \$25 (includes a copy of Design Thinking for Small Businesses and Entrepreneurs, B. Ingle, Apress Media, 2013).** Instructor: Ingle

Tuition \$79

Fri 1 session 8:30am-5:00pm  
2/21 Northside Learning Ctr C116

### Designing Marketing and the Live Customer Experience 310271

*New!*

Learn why live customer experiences and first impressions will always be meaningful and how to purposefully design those experiences to enhance their brands. In addition, boot camp participants also will learn how to apply design thinking principles to develop marketing and branding strategies that customers will find more meaningful and resonant. **Supply fee: \$25 (includes a copy of Design Thinking for Small Businesses and Entrepreneurs, B. Ingle, Apress Media, 2013).** Instructor: Ingle

Tuition \$79

Fri 1 session 8:30am-5:00pm  
3/28 Northside Learning Ctr C116

### Small Business Success Boot Camp 310194

This three-hour seminar will jump start your small business by providing all the necessary basics -- licensing, accounting, pricing and marketing -- you need to get going. You'll leave with a plan of action and a clear idea of what is required to be one of the business success stories instead of one of the business failure statistics. **A \$5 materials fee is payable to the instructor at class. Optional Small Business Manual on CD is available for \$35.** Instructor: Veltkamp

Tuition \$40

Sat 1 session 1:00pm-4:00pm  
3/22 Northside Learning Ctr B104

### Technology Boot Camp for Business Owners 310266

*New!*

Technology plays a critical part in the day to day operations of your business. Find out how to maximize the use of your existing technology equipment, programs and software. Learn how to make it work for your business to increase efficiency, marketing and up your bottom line. Walk away with a comprehensive plan that will help you integrate and capitalize on the technologies in your business to take it to the next level of success. Instructor: Espinoza

Tuition \$79

Fri 1 session 8:30am-5:00pm  
2/7 Northside Learning Ctr C111

### Technology Boot Camp for New Business Start Up 310267

*New!*

This class is specifically designed for the business owner who is launching a new business. Find out what technologies will work most effectively so you can capitalize the functionality of the systems. Technology can be crucial in successful startup, so it's important to understand what technologies will make your new business successful. Walk away with a comprehensive technology plan to kick start your new business in the right direction. Instructor: Espinoza

Tuition \$79

Fri 1 session 8:30am-5:00pm  
4/4 Northside Learning Ctr C111

## Accounting

### Accounting Made Easy Part I

450161

Students will learn accounting by simplifying accounting principles. You will create your own company and use real accounting transactions as you open a business. This class is designed for those who would like to obtain a job in the accounting field, but lack the knowledge to do so. Ismael Diaz will teach everything you need to know to get a job in the easiest way that you could possibly learn it -- with real world experience. **Students will need to purchase the textbook College Accounting (ISBN 9780618824175.)** Instructor: Diaz  
Tuition \$160

T,Th 10 sessions 6:00pm-9:00pm  
2/4 O'Connor HS G109  
T,Th 10 sessions 9:00am-12:00pm  
2/4 Northside Learning Ctr C104

### Accounting Made Easy Part II

450162

Now that you have finished the first part, it's time for Mr. Diaz to teach you how to handle cash, open a checking account, reconcile a bank account, and establish a petty cash account. You will also learn how to prepare payroll. You will learn how to distinguish between employee and independent contractor payrolls, employee earnings and deductions, payroll records, employer taxes/retroactions, and much more. Instructor: Diaz  
Tuition \$160

T,Th 10 sessions 6:00pm-9:00pm  
3/18 O'Connor HS G109  
T,Th 10 sessions 9:00am-12:00pm  
3/18 Northside Learning Ctr C104

### Quickbooks 2011 Level I 320177

Get going with Quickbooks. Learn how to set up a company's financials. Create your product inventory and services and set up customers, vendors and employees. Use Quickbooks invoicing process, bill payment, banking features, and charts of accounts and registers to manage all aspects of your business. **Students will have to purchase the \$30 Quickbooks textbook (TLR0807S3) or you may call 1-800-456-4677 to place the order.** Instructor: Garcia, Ramirez  
Tuition \$56

Sat 2 sessions 1:00pm-4:00pm  
1/25 Northside Learning Ctr C113  
Sat 2 sessions 1:00pm-4:00pm  
3/22 Northside Learning Ctr C113  
Tuition \$79  
Fri 1 session 8:30am-5:00pm  
2/7 Northside Learning Ctr C113  
Wed 1 session 8:30am-5:00pm  
4/16 Northside Learning Ctr C111

### Quickbooks 2011 Level II 320528

Keep going with Quickbooks by customizing your company's forms and templates. Explore Quickbooks outstanding report features including the ability to create graphs that track your business. Learn to manage credit cards, assets, and liability accounts. Use Quickbooks as an easy method to track and pay sales tax and do your payroll. Instructor: Garcia, Ramirez  
Tuition \$56 Materials \$24

Sat 2 sessions 1:00pm-4:00pm  
2/8 Northside Learning Ctr C113  
Sat 2 sessions 1:00pm-4:00pm  
4/5 Northside Learning Ctr C113  
Tuition \$79 Materials \$24  
Fri 1 session 8:30am-5:00pm  
3/7 Northside Learning Ctr C113  
Wed 1 session 8:30am-5:00pm  
4/23 Northside Learning Ctr C111

### Quickbooks for Nonprofits 321005

Learn how to use Quickbooks to efficiently manage your nonprofit 501(c)3 organization. Your experienced instructor will teach you how to save time on everyday tasks like paying bills and recording donations. Learn how to demonstrate financial accountability to your Board with reports that track program budgets, donations, and expenses and more! Instructor: Garcia  
Tuition \$79

Tue 1 session 8:30am-5:00pm  
5/6 Northside Learning Ctr C113

## Business Solutions for Nonprofits

### How To Create a 501(c)3 310258

Attorney William Shaw will teach you how to create your own 501(c)3 or nonprofit organization. Learn everything from how to file your paperwork, create your board of directors, write the bylaws, create policies and procedures and more! Instructor: Shaw  
Tuition \$24

Wed 1 session 6:30pm-9:30pm  
3/5 Northside Learning Ctr C106

### Nonprofit Management Part I 310256

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors. In this course, a seasoned veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You'll understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena. Instructor: Garcia  
Tuition \$89

Thu 1 session 8:30am-5:00pm  
4/10 Northside Learning Ctr C106

### Nonprofit Management Part II <sup>New!</sup> 310265

Take everything you've learned in the first part of nonprofit management and put it into practical use. Brooke Garcia, Nonprofit Expert, will teach you how to create your business plan, marketing tools, create a grant template and more! You won't want to miss this great opportunity to strengthen your nonprofit operations and management. Instructor: Garcia  
Tuition \$89

Fri 1 session 8:30am-5:00pm  
4/11 Northside Learning Ctr C104

### Resources for Coordinating Volunteers 310253

Are you a Scout leader? Room parent? Team Coach? Church volunteer? PTA President? Or all of the above? If you've been wishing for an easier or faster way to inform and coordinate your volunteers or members, join us for a class on how to utilize the many free or nearly-free online resources that are available. You'll learn how to manage volunteers and members with fewer headaches and glitches! **A supply fee of \$3 for handouts and CD is payable in class.** Instructor: Tarun  
Tuition \$21

Wed 1 session 6:30pm-8:30pm  
2/5 Northside Learning Ctr C113

## Grant Writing

### Introduction to Grant Writing 310164

A basic course for those new to the grant proposal writing process or those wanting a refresher. Participants will gain an overview of philanthropy and learn how to conduct research for private foundations that make grants to nonprofit organizations. They will also learn the components of a grant and how to construct a winning proposal. Attention will also be given to the importance of planning and cultivation of potential corporate and foundation donors. Instructor, Sharon Sanchez, is the Director of Grants & Recognition for NISD. Instructor: Sanchez  
Tuition \$39

Wed 1 session 6:00pm-9:00pm  
2/19 Northside Learning Ctr D109

### Kick Start Funding with KickStarter <sup>New!</sup> 1010001

Learn how to raise money for projects using KickStarter, a new and innovative way to present ideas for funding. Our talented instructor will teach you what you need to know to submit an excellent product. Instructor: Faculty  
Tuition \$39

Wed 1 session 6:30pm-9:30pm  
2/26 Northside Learning Ctr D109

# Become Your Own Boss

## Patents, Trademarks & Copyrights 340065

Know your rights concerning things you create, improvements and inventions you come up with, or names for your products or services. Patent laws have changed to grant the patent to the first person to file an application, not the inventor. Learn how to protect your intellectual property and maximize potential profits. Cline White, your instructor, is a certified Patent Attorney with over 20 years experience. Instructor: White

Tuition \$16

Thu 1 session 6:30pm-9:00pm  
2/20 O'Connor HS G106

## Travel for Free and Make Money Doing It 970021

Learn how to create and afford your own travel lifestyle so you can do what you love and travel as much as you want. Whether you're near retirement, already retired, changing careers, or a student, these practical money-making ideas will offer you ways to make your vacations free and have more time-off to travel. Gina is the author of the book *Fress Vacations Plus Make Money Doing It*. Her 25 years of travel experience will show you how to earn FREE airline tickets, hotels, cruises, tours, car rentals, meals, & more. Many ideas can make you extra income on vacation, turn into new careers, and may allow your vacations to be a tax deduction. Take a vacation anywhere in the USA or overseas for FREE! A \$15 material fee payable to instructor at class. Instructor: Henry

Tuition \$39

Tue 1 session 6:30pm-9:30pm  
3/4 NEISD, Community Learning Center

## Teaching English Overseas 240111

If you speak English, you can teach conversational English. You don't have to be certified or speak the local language. Teach English on vacation and pay for your trip, teach two months each summer and earn extra income, or teach full-time professionally and earn up to \$90K a year. Learn how to find the best paying jobs, desired qualifications, the best certification programs, and specific organizations hiring now. Plus, get helpful tips for K-12 teachers, university professors and school administrators seeking employment abroad. Instructor: Henry

Tuition \$39

Wed 1 session 6:30pm-9:30pm  
3/5 Northside Learning Ctr D109

## Mystery Shopping 460088

Earn extra income and free stuff by mystery shopping retail stores, restaurants, and other businesses in your city and on vacation. With the current economic situation it is more important than ever for businesses to know more about their customers and this is the most cost effective way to get this invaluable information. Learn how to play up your qualifications, fit mystery shopping into your daily schedule, earn the most income, get the best assignments, applications, and sample shopping reports. A required materials fee of \$15 is payable to the instructor in class. Instructor: Henry

Tuition \$39

Thu 1 session 6:30pm-9:30pm  
3/6 NEISD, Community Learning Center

## 25 Hot Home-Based Businesses to Start For Under \$1000 310195

New!

Want to be your own boss, but not sure what kind of business to start? We'll explore at least 25 profitable home-based businesses that you can start for less than \$1000. In fact, many can be started for almost nothing. For each business, we'll discuss start-up requirements and finding the market niches, as well as provide you with an action plan. For more information visit, www.bizshop.com A \$5 materials fee is payable to the instructor in class. Optional Manual on CD is available for \$35. Instructor: Veltkamp

Tuition \$40

Wed 1 session 6:15pm-9:15pm  
3/19 Northside Learning Ctr C106

## Turn Your Crafts Into Cash 310197

More than a hobby, crafts are a \$6.2 billion industry. This course is for anyone who wants to turn their hobby into a moneymaking business. Even if you are already selling your crafts, you'll discover dozens of tips on how to improve sales and profitability. Learn how to prepare your crafts for selling, set prices, find the best outlets and expand your market or line. Marketing effectively is the key to profits and this seminar will show you how to do it on a low budget. We'll also provide source listings on where you can obtain your materials for less and basic business knowledge to keep your enterprise running successfully. A \$5 materials fee is payable to the instructor in class. Optional Business Manual on CD is available for \$35. Instructor: Veltkamp

Tuition \$40

Wed 1 session 2:00pm-5:00pm  
3/19 Northside Learning Ctr C106

## Sidelines For Seniors 970003

Retired doesn't mean you need to live on a fixed income. Learn a variety of ways you can bring in extra money. These are part-time businesses and freelance gigs that are particularly well suited to those over 50. They can be fun, can be started with very little investment, and can greatly improve your financial situation. While doing full-time business is always an option, learn about those opportunities that can easily fit into your lifestyle. \$5 materials fee is payable to instructor in class. Optional class manual on CD is available for \$35 Instructor: Veltkamp

Tuition \$40

Thu 1 session 6:15pm-9:15pm  
3/20 Northside Learning Ctr C106

## Make \$1,000 Per Day as a Consultant 310114

New!

Steve Veltkamp will teach you about the ABC's of consulting, how to decide if it can be right for you, how to look realistically at your skill base, how to set up once you've made your decision, what to expect, and the consultant's 'Code of Ethics'. A \$5 materials fee is payable to instructor at class, and an optional \$35 instructional manual on CD is available.

Tuition \$40

Thu 1 session 2:00pm-5:00pm  
3/20 Northside Learning Ctr C106

## Make Up To \$75 an Hour Using Your Computer 320595

Make money in your spare time or even start your own business with a home computer. Whether you want to make part-time cash or a full-time income, this workshop will help you start a computer-based business. We will profile business ideas that earn from \$15 to well over \$75 an hour, including desktop publishing, graphic design, word processing, and programming, as well as Internet businesses. Find out how to shop the competition, market your services and set prices. We'll also discuss surfing to work on the Internet and locating regular and telecommuting job opportunities online. A \$5 materials fee is payable to instructor at class. Optional manual is available for \$35. Instructor: Veltkamp

Tuition \$40

Fri 1 session 2:00pm-5:00pm  
3/21 Northside Learning Ctr C106

## STUDENT INFORMATION

Northside Independent School District offers classes to the public for purpose of information, instruction, enlightenment, and example ONLY. Such classes are NOT to be construed as endorsement from the individual instructor, his/her company, or Northside School District. We urge all students to conduct their own research into subjects and courses of study.

### TUITION AND FEES

- Tuition and posted book/supply fees are payable in full at the time of registration. Books are delivered to students at the first class meeting.
- Additional fees for course materials, supplies, and textbooks may vary. Students should be prepared to pay additional fees the first class session as noted in course description. Please do not send us supply fees that are payable to the instructor.
- Returned Check fee of \$25 will be charged for checks returned by your bank.
- Credit card use is subject to verification.
- Confirmation of Mail-in Registration will be sent if you supply us with a self-addressed stamped envelope.

### REFUNDS AND CANCELLATIONS

- Classes cancelled by Community Education will result in full refund by mail or by credit card. Allow four to five weeks for processing of check and cash.
- Credit vouchers are good for one year only from date of issue.
- All class cancellations or transfers initiated by the student must be made in person or by phone (no email) and are subject to a processing fee of \$12 per course.
- Student-initiated refunds will be given (minus the \$12 cancellation fee) if requested at least two working days before the day of the first class meeting. After that time, no refunds can be given.

NO REFUNDS ARE ISSUED IF YOU FAIL TO ATTEND CLASS.

**NOTE:** Most of our classes are designed for adults only. 16 years and older may attend. Children under 16 are admitted depending on the nature of the class and must be accompanied by a paying adult.



### *New!* Sell Your Stuff On eBay, Craigslist, Etsy & More! 320419

Learn the tips and tricks of selling your new or used items on social media sites like Facebook, local sites like Craigslist, marketplaces like Amazon and Etsy, and more. All you need is a computer and something to sell (and we give you ways to get wholesale inventory as well). A **\$5 materials fee due in class.** Instructor: Veltkamp  
Tuition \$40

Sat 1 session 9:30am-12:30pm  
3/22 Northside Learning Ctr C104

### So You Have A Great Idea! 310199

This class covers what to do when you've thought of that great new product or service. We cover getting a prototype developed, finding a manufacturer, getting patents and other protection and how to market your new product or service. A **\$5 materials fee is payable to instructor at the beginning of class. An optional training CD is available for \$35.** Instructor: Veltkamp  
Tuition \$408

Mon 1 session 6:15pm-9:15pm  
3/24 Northside Learning Ctr C104

### Break Into Import/Export 310202

People all over the world are eager to buy American products, and exporting experience is in demand. Participants in this workshop will learn how to spot import/export opportunities, identify potential products and arrange for shipping and customs clearances. We will also show you how to find sources of assistance, obtain a Letter of Credit, and expand your line into new markets. Travel overseas while looking for bargains, selling at a great profit and even deduct the trip from your taxes. A **\$5 materials fee is due in class. An optional training CD is available for \$35.** Instructor: Veltkamp  
Tuition \$40

Mon 1 session 2:00pm-5:00pm  
3/24 Northside Learning Ctr C106

### Promote Your Business with Blogs and Social Media 310216

New ways of communicating and networking also offer new ways to profit. For little or no money, you can find new customers for your existing business, freelance opportunities, and ways to start a new venture. A **\$5 supply fee is payable to instructor at class. An optional manual/CD is available for \$35.** Instructor: Veltkamp  
Tuition \$40

Tue 1 session 2:00pm-5:00pm  
3/25 Northside Learning Ctr C106

### Make Great Money as a Social Media Manager 970004

Turn your time online into a high earning income in what has been called the hottest new career, The Social Media Manager. It requires no degree, but can easily bring you six figures of income per year. Find out ways to use social media most effectively for yourself and your clients, and how to market your new skills. You can do this as an in-house full-time employee or as a freelance business. This is a high income activity you can do anytime, from anywhere, and it has a huge and growing demand. A **\$5 materials fee is payable to instructor in class. An optional training CD is available for \$35.** Instructor: Veltkamp  
Tuition \$40

Tue 1 session 6:15pm-9:15pm  
3/25 Northside Learning Ctr C106

*Fresh ideas...*

## CISSP - Internet Security



### Security Fundamentals for the aspiring CISSP 320531

The goal of NISD's CISSP Training is to provide individuals seeking a career as an information security professional a comprehensive review which discusses all aspects of information systems security. The course will be offered in a six-week period, for a total of 36 hours of instruction covering the 10 domains of the CISSP Common Body of Knowledge (CBK). The course domains include; Access Control; Application Security; Business Continuity and Disaster Recovery; Cryptography; IS Governance and Risk Management; Legal, Regulations, Investigations and Compliance; Operations Security; Physical (Environmental) Security; Security Architecture and Design; Telecommunications and Network Security. These classes will assist in your preparations for taking the CISSP exam. This class is designed for students that have at least two years of experience working in Information Technology. Instructor Oscar Deleon is a CISSP Professional. **These classes will prepare you to take the CISSP exam and receive your certification.**

Tuition \$599

T,Th 12 sessions 6:15pm-9:15pm  
1/28 Northside Learning Ctr C113  
T,Th 12 sessions 6:15pm-9:15pm  
3/25 Northside Learning Ctr C113

### Wireless 411 320543

Setting up a home wireless network is only one step of the process. Securing your wireless network is another piece of the puzzle that most home users do not give a second thought about. Learn what components make up a wireless network, how to set it up, and most importantly, how to secure it and protect yourself from hackers and intruders. Your instructor, Erik Estrada, is both a CompTIA Security+ and CISSP Certified Professional. Instructor: Estrada

Tuition \$24

Mon 1 session 6:00pm-9:00pm  
2/3 Northside Learning Ctr D128

### Wireless Network Monitoring 320635

Your Comp TIA Security+ and CISSP Certified instructor, Erik Estrada, will teach you some tools so you can monitor who is on your network and easily locate the 'bad' guys. Please bring your wireless network questions for discussion. Wireless 411 is a recommended prerequisite to help you better comprehend the class content. Instructor: Estrada

Tuition \$24

Wed 1 session 6:00pm-9:00pm  
2/5 Northside Learning Ctr D128

### How Do Hackers Do It? 320512

Knowing how hackers work will protect you from becoming a victim. Learn what is inside a hacker's mind. Erik Estrada, a CompTIA Security+ and a CISSP Certified Professional, will introduce you to some basic techniques hackers use to figure out and gain access to your personal information. Learn ways to protect yourself and your family.

Tuition \$24

Mon 1 session 6:00pm-9:00pm  
2/10 Northside Learning Ctr D128

### Viruses, Spyware, and Malware 320514

Invest an evening learning how threats such as viruses, spyware, hacking and malware can affect not only your computers performance but also your security. Learn many important techniques that will teach you how to better secure your computer and personal information. The security of your internet experience is in your hands. Your instructor, Erik Estrada, is a CompTIA Security + and CISSP Certified Professional.

Tuition \$24

Wed 1 session 6:00pm-9:00pm  
2/12 Northside Learning Ctr D128

### Malware Removal 320632

Why spend money when you can easily remove your own viruses and malware? Learn about the tools and other utilities used to remove viruses, malware or spyware. The best part is that most of these tools are free! Your instructor, Erik Estrada is a Comp TIA, Security + and CISSP Certified Professional. **A recommended first course is Viruses, Spyware and Malware.**

Tuition \$24

Mon 1 session 6:00pm-9:00pm  
2/17 Northside Learning Ctr D128

## A+ Certification

### A+ Certification Essentials Prep 3210001

This course will prepare you for the CompTIA A+ 220-801 exam. It covers the fundamentals of computer technology, basic networking, operational procedures, installation and configuration of PCs, printers, laptops and related hardware. Students will learn through lectures and hands-on virtual simulators. **Prerequisite: A basic understanding of computers. A \$125 license fee will be payable by credit card in the first class.** Instructor: Rodriguez

Tuition \$300

M,W 12 sessions 6:00pm-9:00pm  
1/27 Northside Learning Ctr C113

### A+ Certification Practical Application Prep 3210002

This course will prepare you for the CompTIA A+ 220-802 and PC Pro Certificate exam. This hybrid course prepares students to complete tasks such as diagnosing and configuring hardware and operating systems, mobile devices, security and troubleshooting. Students will learn through lectures and hands-on virtual simulators. Show your skills at the end of class and try the TestOut PC Pro Certificate Exam. This exam requires individuals to perform real-world IT tasks and demonstrate critical job skills. **Prerequisite: A+ Essential Prep Course.** Instructor: Rodriguez

Tuition \$300

M,W 12 sessions 6:00pm-9:00pm  
3/17 Northside Learning Ctr C113

## Administrative Assistant

### Administrative Assistant Certificate Program 320560

Gain knowledge of business communication and corporate etiquette skills. Grow through personal development that will prepare you for your next career move. Use Microsoft Office 2007, Word, Excel and Powerpoint programs with a focus on use in an office environment. In addition, you will create an effective resume and learn the skills to ace job interviews. This 36-hour course will assist you as you interface with other employees, your customers, your board, and senior management within your company. Learn the essentials that are vital in your position in today's work environment. **A \$35 book fee is payable to instructor the first class. Prerequisite: Intro to Personal Computers I & II.** Instructor: Rodriguez

Tuition \$270

M,W 12 sessions 6:00pm-9:00pm  
1/27 Northside Learning Ctr C111  
M,W 14 sessions 9:00am-12:00pm  
2/10 Northside Learning Ctr C111



## Job Readiness

### Developing your Job Search Skills 960002

Did you know that only about 20 percent of jobs are advertised? Learn where to find the other 80 percent of jobs not listed. We will explore different methods of a job search, with pros and cons of each, how to target specific employers, making use of the internet, and writing a prospecting letter. Instructor: Espinoza

Tuition \$18  
Mon 1 session 1:00pm-3:00pm  
2/24 Northside Learning Ctr C111

### Effective Résumé Writing 960003

What is your résumé communicating to a potential employer? Since a résumé represents you on paper, what you write and how you write it is extremely important in landing an interview. Are you conveying the right message to the employer? Learn how to write an effective résumé, general rules and guidelines, and how to modify it to fit your needs. This class will also talk about cover letters, reference pages, and salary history and requirements. Instructor: Espinoza

Tuition \$18  
Mon 1 session 1:00pm-4:00pm  
3/3 Northside Learning Ctr C111

### Improving Your Interviewing and Presentation Techniques 960004

After you receive the attention of a prospective employer with your well-written résumé, you must prepare yourself for the very important job interview. In this class you will learn the various types of job interviews, and have the opportunity to practice answering interview questions. Going through these role-playing exercises in a safe classroom environment will give you that extra confidence to excel in the real interview. Instructor: Espinoza

Tuition \$18  
Mon 1 session 1:00pm-4:00pm  
3/17 Northside Learning Ctr C111

### OSHA 10-Hour Outreach Training for Construction <sup>New!</sup> 960006

This 10-Hour outreach course covers specific OSHA standards and requirements as they apply to the construction industry and teaches safety awareness which helps in recognizing and reducing the risks of job site hazards. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Upon successful completion of this OSHA accepted course, you will receive your 10-Hour Construction Outreach course completion card and completion certificate. **A \$25 fee for the Certification is payable to the instructor in class.** Instructor: Stiteler

Tuition \$65  
T,Th 3 sessions 6:00pm-9:30pm  
2/4 Warren HS D113

### Food Handler Certification 520244

Accredited by the Texas Department of State Health Service, this course is recommended for all food service employees and home-based food business owners to help promote the service of safe food. Learn food safety principles and practices that are necessary to ensure you serve safe food at your establishment. Upon completion of this course, you will receive a Food Handlers card, which is valid for two years.

Tuition \$26  
Thu 1 session 9:30am-11:30am  
3/6 Northside Learning Ctr C112  
Tue 1 session 9:30am-11:30am  
4/22 Northside Learning Ctr C112

### Food Manager Certification Training <sup>New!</sup> 520252

This two-day food safety course will equip you with the latest in food safety principles and practices and will help prepare you for the National Certified Food Manager Examination. Day one of the workshop will cover food safety, hygiene, government regulations, and pest control. Day two will include review and the examination. The cost of this course includes the course, national certification examination, coursebook, and all course materials. Upon completion of this course, you will receive a certificate of completion and if you pass the exam you will receive a Certified Professional Food Manager's card from Prometric or ServSafe.

Tuition \$140  
M,T 2 sessions 9:00am-4:00pm  
4/7 Northside Learning Ctr C106

## Learning Skills

### Basic Math Made Easy 420007

Strengthen or relearn those basic math concepts, including whole numbers, fractions, decimals and percents. Let our talented and patient instructor guide you step by step through this non-threatening class. Instructor: Ramon

Tuition \$110 Materials \$24  
M,W 8 sessions 6:30pm-9:30pm  
2/3 Pease MS B104

### Algebra Refresher I 420001

Designed for the student who is new to algebra or needs a review to pursue a college education, for standardized testing, or for use in a career. This no-pressure course will include the basic numbering system, arithmetic operations and introduction to algebraic laws and principles for solving equations. **Prerequisite: Basic Math Made Easy.** Instructor: Ramon

Tuition \$110 Materials \$24  
M,W 8 sessions 6:30pm-9:30pm  
3/17 Pease MS B104

### Algebra Refresher II 490001

This is a continuation of the Algebra Refresher I where you may progress by picking up where the first part ended. Begin by reviewing units 3 & 4, and add functions, graphs, systems of equations, inequalities, roots and proportions and finally factoring and quadratic equations. **Prerequisite: Algebra Refresher I.** Instructor: Ramon

Tuition \$110 Materials \$24  
M,W 8 sessions 6:30pm-9:30pm  
4/14 Pease MS B104

## Keyboarding/Typing

### Keyboarding/Typing 6510001

This course has been specifically designed for people who need to learn how to type on a computer keyboard using the 'touch' system. In today's technological world, keyboarding or typing has become a necessary skill. Our patient instructor, Richard Rodriguez, will guide you step by step in mastering the keyboarding process.

Tuition \$79  
Wed 1 session 8:30am-5:00pm  
2/5 Northside Learning Ctr C111  
Tuition \$98  
Mon 6 sessions 1:00pm-4:00pm  
3/24 Northside Learning Ctr C111

## Computers - Technology

### Introduction To Computers & Windows Part I 320538

Learn computer terminology and have hands-on interaction using a word processor (MS Word), and spreadsheet (MS Excel). This course will provide you with a broad-based grounding and basic proficiency with these programs. Instructor: Rodriguez

Tuition \$79  
Mon 1 session 8:30am-5:30pm  
1/27 Northside Learning Ctr C111  
Wed 1 session 8:30am-5:00pm  
4/2 Northside Learning Ctr C111

### Introduction To Computers & Windows Part II 320539

Delve even further into the Microsoft Office environment and complete the materials guide from Introduction to Personal Computers & Windows Part I. Emphasis will be placed on Word, Excel, and Powerpoint. **Prerequisite: Introduction to Personal Computers & Windows Part I.** Instructor: Rodriguez

Tuition \$79  
Mon 1 session 8:30am-5:00pm  
2/3 Northside Learning Ctr C111  
Wed 1 session 8:30am-5:00pm  
4/9 Northside Learning Ctr C111

# Office Applications

## Excel Level I 320625

Start your electronic spreadsheet training with the latest and easiest version of Microsoft Excel. Learn the fundamentals of the Excel to include working with worksheet basics, such as entering labels, values and formulas, editing and formatting a worksheet and chart creation.

Tuition \$39

Sat	1 session	9:00am-12:00pm
1/25	Northside Learning Ctr C113	
Mon	1 session	1:00pm-4:00pm
2/10	Northside Learning Ctr C111	
Mon	1 session	9:00am-12:00pm
3/31	Northside Learning Ctr C111	
Sat	1 session	9:00am-12:00pm
4/5	Northside Learning Ctr C113	

## Excel Level II 320628

Learn more about creating and editing Excel Charts, managing Workbooks, working with page layout and printing. Explore more Excel functions and formulas and learn how to create and manage data lists. **Prerequisite: Excel Level I.**

Tuition \$39

Sat	1 session	9:00am-12:00pm
2/1	Northside Learning Ctr C113	
Wed	1 session	1:00pm-4:00pm
2/12	Northside Learning Ctr C111	
Mon	1 session	9:00am-12:00pm
4/7	Northside Learning Ctr C111	
Sat	1 session	9:00am-12:00pm
4/12	Northside Learning Ctr C113	

## Excel Level III Filters and Functions 320620

Learn to create date and text filters for viewing information more efficiently. Learn how to use Subtotals, a powerful analyzing tool, and more fill-handle examples for filling/copying data more efficiently. Learn to create formulas and copy them correctly using relative and absolute referencing. Use statistical functions (Sum, Average, Min and Max) and logical functions (If, And, Or) and paste special options. **Prerequisites: Excel Level I & II**

Tuition \$39

Sat	1 session	9:00am-12:00pm
2/8	Northside Learning Ctr C113	
Mon	1 session	9:00am-12:00pm
4/14	Northside Learning Ctr C111	

## Excel Level IV Formulas and Functions 320663

Review basic building-block functions and a few critical keyboard shortcuts that will speed up working with Excel data. Perform advanced searching and data retrieval with Lookup Functions, tabulate and sort data with counting and statistical functions, formulate data with text and math functions, and even work with financial data using advanced formulas. Practical examples that will help you transition to using these formulas and functions in real-world scenarios will be provided. **Prerequisite: Excel Levels I, II and III.**

Tuition \$39

Sat	1 session	9:00am-12:00pm
2/15	Northside Learning Ctr C113	
Mon	1 session	9:00am-12:00pm
4/21	Northside Learning Ctr C111	

## Word Level I 320646

Learn how to add, move through, and edit text; move words from one part of your document to another; work on two or more documents simultaneously; change the size or appearance of text; change margins and tab settings; automatically center, right align, justify, and indent text; run the integrated grammar and spell check; use the thesaurus, and save, retrieve, copy, organize, and more. **A working knowledge of personal computers is required.**

Tuition \$39

Wed	1 session	1:00pm-4:00pm
2/26	Northside Learning Ctr C111	
Wed	1 session	1:00pm-4:00pm
3/19	Northside Learning Ctr C111	
Sat	1 session	9:00am-12:00pm
5/3	Northside Learning Ctr C113	

## Word Level II Beyond Basic Formatting 320647

From Headers and Footers to timesaving formatting techniques, this course brings a lot to the table. This course explains each of the following features; Creating Hyperlinks, Page Breaks, Indents and Spacing, Margins, Setting Tabs, Formatting Tables, ClipArt, Pictures and Shapes. Whether new to Word or wanting to learn new techniques, gain insight for increased productivity and professional-looking documents with Microsoft Word. **Prerequisites; Word Level I.**

Tuition \$39

Wed	1 session	1:00pm-4:00pm
3/26	Northside Learning Ctr C111	
Sat	1 session	9:00am-12:00pm
5/10	Northside Learning Ctr C113	

## PowerPoint Level I 320650

Learn how to use Microsoft PowerPoint to create impressive slide presentations filled with formatted text, images, video, audio, animation, charts, and hyperlinks. Find out how to save your presentations so you can share them with others over the Web or on CDs.

Tuition \$39

Sat	1 session	1:00pm-4:00pm
2/22	Northside Learning Ctr C113	
Wed	1 session	1:00pm-4:00pm
3/12	Northside Learning Ctr C111	

## Powerpoint Level II 320500

Learn how to add effects, features and charts in Microsoft PowerPoint to enhance your current presentations. Delve deeper into PowerPoint's rich features by exploring the many text options, Adding Pictures and Charts, using SmartArt, Custom Animations and adding sound/movie clips. We will also learn about slide masters, content slides and action buttons while creating a non-linear presentation. **Powerpoint Level I**

Tuition \$39

Sat	1 session	1:00pm-4:00pm
3/1	Northside Learning Ctr C113	

## Access Level I 320629

Find out how easy it is to put this dynamic relational database management software to work for you. Learn the fundamentals of the Access user interface, along with database basics such as creating, saving, closing and opening an Access database. Learn how to create simple tables, with emphasis on understanding data types, field sizes and field properties. You will also learn how to create simple forms, select queries and reports from the tables you create.

Tuition \$39

Fri	1 session	9:00am-12:00pm
1/31	Northside Learning Ctr C111	
Mon	1 session	1:00pm-4:00pm
2/17	Northside Learning Ctr C111	
Sat	1 session	9:00am-12:00pm
2/22	Northside Learning Ctr C113	
Mon	1 session	9:00am-12:00pm
4/28	Northside Learning Ctr C111	

## Access Level II 320630

Understanding relationships between objects in an Access database is vital. Learn how to develop and create relationships between tables and how to use these relationships to develop simple and complex queries. **Prerequisite: Access Level I**

Tuition \$39

Fri	1 session	9:00am-12:00pm
2/14	Northside Learning Ctr C111	
Wed	1 session	1:00pm-4:00pm
2/19	Northside Learning Ctr C111	
Sat	1 session	9:00am-12:00pm
3/1	Northside Learning Ctr C113	

## Access Level III Designing Useful Forms 320670

Learn how to create useful forms to better manage your database. Create forms in design view containing option buttons, check boxes, combo boxes and list boxes. Learn to customize the tab order in forms, add form headers and footers and use Format Painter and AutoFormat to make formatting easy. Also learn how to create a switchboard to manage all your forms. **Prerequisite: Access Levels I and II.**

Tuition \$56

Sat	2 sessions	9:00am-12:00pm
3/22	Northside Learning Ctr C113	

# Design Studio

## AutoCAD Basics 320515

Learn how to draft using the most current version of AutoCAD for the architectural and engineering fields. Students will gain experience through a series of demonstrations and weekly exercises. No programming skills are required but students should have a working knowledge of computers. Instructor: Castanares, Gonzales

Tuition \$96 Materials \$20 (payable in class)  
Sat 5 sessions 9:00am-12:00pm  
2/1 Northside Learning Ctr C111

Tuition \$120 Materials \$42 (at registration)  
T,Th 8 sessions 1:00pm-4:00pm  
3/25 Northside Learning Ctr C111

## Revit Architecture Basics 320641

Learn the basics of 'Revit Architecture' through a small residential project. You will be introduced to the concepts of building information modeling and the tools for parametric building design and documentation. Class material will be presented in a series of brief demonstrations, and you will be provided with weekly exercises in class along with working on the project. The objective is to enable you to create full 3D architectural project models and set them up in working drawings. **Students must have working knowledge of drafting, design, or architecture design principles and experience with MS Windows Vista or Windows XP. \$20 manual fee is payable to instructor at the beginning of class.** Instructor: Castanares

Tuition \$96  
Sat 5 sessions 1:00pm-4:00pm  
2/1 Northside Learning Ctr C111

## Google SketchUp 320562

No need to purchase an expensive design tool like AutoCAD, you can download Google SketchUp for free to create detailed 3D models efficiently and quickly. Mario Castanares teaches the foundations of SketchUp's drawing, design, and rendering tools. He covers the fundamentals of the application, the interface, and the Sandbox extension, which is used to create realistic organic shapes and terrain. **Prerequisite: Working knowledge of personal computers. \$10 CD & Manual Fee is payable to instructor at the beginning of class.**

Tuition \$39  
Sat 2 sessions 9:00am-12:00pm  
3/22 Northside Learning Ctr C111

## Graphic Design Program 320717

Explore the fundamental concepts of graphic design and visual communication. Learn the core concepts and techniques that can be applied to any work flow for print, the web, or building assets that will find their way into other applications. Adobe CS6 Illustrator, Photoshop and InDesign will be used to cover concepts, principles and elements of great design. Text, color theory and visual elements such as photos and illustrations will be integrated to create appropriate and aesthetic solutions within InDesign. **\$15 materials fee is payable to instructor at the beginning of class.** Instructor: Ramirez

Tuition \$169  
T,Th 6 sessions 6:30pm-9:30pm  
1/28 Northside Learning Ctr C111

## Adobe Photoshop CS6 Level I 320079

Photoshop is a photo-rendering program. It is used by professionals to color-correct and touch up photos, as well as give the user the ability to add text, effects and filters. Our instructor will introduce you to the tools and palettes used in this program. Learn how to touch up photos, import images, add effects and filters to elements in your documents, organize layers, and save your images for the Web. **A working knowledge of personal computers and Windows is required to take this class. An \$8 book fee is payable to the instructor at class.** Instructor: Ramirez

Tuition \$79  
T,Th 3 sessions 6:30pm-9:30pm  
4/8 Northside Learning Ctr C111

## Adobe Photoshop CS6 Level II 320616

You'll be amazed at what you can do by combining multi-layered images, masks and filters to easily create incredibly sophisticated and professional-looking pictures. Learn how to extract images from a complex background, combine multiple images and text into a single composite image, and much more. **Photoshop I is required before taking this class** Instructor: Ramirez

Tuition \$79  
Th,T 3 sessions 6:30pm-9:30pm  
4/17 Northside Learning Ctr C111

## Polish Up your Pictures with PicMonkey! <sup>New!</sup> 321008

Find out how easy it is to edit your photos, make collages using the free PicMonkey Web Program. Photo editing has never been easier! Learn how to upload into your favorite social networking sites for easy sharing with family and friends. Instructor: Ramirez

Tuition \$39  
Wed 1 session 6:30pm-9:30pm  
3/19 Northside Learning Ctr C111



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## Mobile Technology

### Introduction to the Cloud 3100254

Find out what all of the Cloud hype is all about! Learn what it is, how it works, and how it can help you improve and increase your personal and business efficiency. Instructor: Espinoza

Tuition \$18  
Mon 1 session 6:30pm-8:30pm  
3/3 Northside Learning Ctr D128

### iPhone Fundamentals 320607

Maximize the abilities of your iPhone. You will discover how to change basic settings, setup Bluetooth, WiFi, find the best apps, multitask, and more. Save time by getting more organized by syncing your iPhone with Outlook, Google and other services. Instructor: Espinoza

Tuition \$18  
Fri 1 session 1:00pm-4:00pm  
1/31 Northside Learning Ctr C111

### iPad Fundamentals 320671

Michael the Mobile Coach will show you how to manage basic settings and teach you how the iPad and iTunes work together. Invest an evening learning about your iPad - it will be worth your time. Instructor: Espinoza

Tuition \$18  
Mon 1 session 6:30pm-8:30pm  
3/17 Northside Learning Ctr D128

### iUniversity 310264

Spend a day learning everything you've always wanted to know about operating your iPhone, iPad, how iTunes works, what apps are best for you etc. Michael the Mobile Coach will teach you everything you need to know about all of your favorite "i" techie toys. Instructor: Espinoza

Tuition \$56  
Fri 1 session 9:00am-3:00pm  
3/21 Northside Learning Ctr C111

### Android Phone and Tablet PC Fundamentals 320656

During this class, learn how your Smartphone or Tablet PC can make your life easier and more productive. Demonstrations of the many ways you can use your Smartphone throughout the day can save you time, money, and keep you organized as well as entertained. Instructor: Espinoza

Tuition \$18  
Mon 1 session 6:30pm-8:30pm  
3/24 Northside Learning Ctr D128

### Pinterest for iPad <sup>New!</sup> 321006

If you're curious about what Pinterest is and how to use it on your iPad, iPhone or other mobile device, join us and get started and get organized on Pinterest, a highly visual virtual pinboard site on the Web. Learn to create pinboards, categorizing images, adding descriptions and adjusting settings to suit your interests. **A \$2 materials fee is payable to the instructor in class.** Instructor: Tarun

Tuition \$21  
Wed 1 session 7:00pm-9:00pm  
4/2 Northside Learning Ctr C104

## Internet & Social Media

### Social Media for Business Certificate Program 3050007

Social Media Marketing is one of today's most in-demand and high-paying jobs. Knowing how to successfully market your clients on the social networks is key to becoming an in-demand Social Media Manager. Our professional instructor, Steve Ramirez, will teach you dozens of ways to promote a company's brand, increase sales, engage customers, and drive site traffic using Facebook, Google+, Twitter, LinkedIn and Constant Contact. The course covers not only the fundamentals of social media marketing, but is also a complete course in creating a top-level online presence. At the completion of this 36-hour course, you will earn a Certificate in Social Media Management. **A \$15 materials fee is payable to the instructor at the beginning of class.** Instructor: Ramirez

Tuition \$299  
T,Th 12 sessions 6:30pm-9:30pm  
2/18 Northside Learning Ctr C111

### I Can't Remember My Password! 321002

Password management has become a big problem. People can have a 100 or more passwords they have to maintain. We all know we are not supposed to use the same password for everything. That's not safe. So come and learn how to manage your passwords and end the fear of forgetting forever. Instructor: Espinoza

Tuition \$18  
Mon 1 session 6:30pm-8:30pm  
2/24 Northside Learning Ctr D128

### Facebook Fundamentals 320692

Learn how to navigate the world's most popular social network. Learn to create a profile, make and find Facebook friends, communicate via status updates and wall posts, chat, and share photos, videos and links. Find out about the advanced features of Facebook, including permissions and add-in applications. **An email address is required to take this course and register on Facebook.** Instructor: Ramirez

Tuition \$47  
T,Th 2 sessions 6:30pm-9:30pm  
1/21 Northside Learning Ctr C111

### Facebook, Twitter & LinkedIn 3050004

Come learn how to implement some of the practical techniques and strategies to increase your company's bottom line by building and growing your brand. You will learn how to setup and optimize your Facebook business page, and Twitter and LinkedIn accounts to generate targeted leads for your business. **A working knowledge of personal computers, the internet, and the above listed social networks are required.** Instructor: Chowdhury

Tuition \$89  
Thu 1 session 8:30am-5:30pm  
4/3 Northside Learning Ctr C113

### Web Design & Development Certificate Program 1020001

Get in-depth training in creating a website using Adobe Dreamweaver CS6, JavaScript, XHTML and CSS. This 36-hour Certificate Program gives you instruction and practical exercises in what you need to know to create a website, with strong emphasis on Cascading Style Sheets, from fundamentals to styling menus and forms. Create and manage styles using CSS within Dreamweaver. Instructor Steve Ramirez will show you how to use Dreamweaver to resolve style conflicts, and the best way to create lightweight, site-wide style sheets. JavaScript will be incorporated to fully realize a site's potential, from understanding the basics to creating real world forms and controls. **A working knowledge of Computers and Windows is required. A \$25 materials fee is payable to the instructor in class.**

Tuition \$329  
M,W 12 sessions 6:30pm-9:30pm  
3/24 Northside Learning Ctr C111

### Affiliate Marketing 101: Making Money Online 3050006

Affiliate Marketing is a type of performance-based marketing in which a business rewards one or more affiliates for each visitor or customer brought about by the affiliate's own marketing efforts. Find out how you can start your own affiliate marketing business or make extra cash every month on a part time basis. The resources and strategies needed to earn extra income will be discussed in this informative class. Instructor: Chowdhury

Tuition \$89  
Thu 1 session 8:30am-5:00pm  
3/20 Northside Learning Ctr C113

### Social Media Boot Camp 3050001

Social media is one of the most exciting, highly-effective communication tools that can provide powerful and cost-efficient marketing. Walk away from this boot camp knowing how to set up and optimize social media sites, generate targeted leads via Facebook ads, how to generate traffic, increase returns on-site investment, apply practical strategies, and the do's and don'ts of social media.

**A working knowledge of computers and the internet is required. You must also have a valid email address already set up before class.** Instructor: Chowdhury

Tuition \$89  
Thu 1 session 8:30am-5:00pm  
2/20 Northside Learning Ctr C113

**Build a Website Using WordPress Part I 3050002**

Invest a day learning how to build a website for your business. Our expert instructor will teach you how to install WordPress, the difference between the domain name and web hosting, how to create posts and pages, post videos, install themes, search engine basics, and how to monetize your website. By the end of class, your website should be up and running. Please bring your web domain and web host information with you to class. You will have the opportunity to purchase a domain name and web host during class. **Please bring your website domain and web host information with you to class. If you do not have an existing one, you may purchase during class to build your website. This is a hands-on class. No coding or programming skills needed but a working knowledge of personal computers and the internet and an established email address are required to take this class.** Instructor: Chowdhury

Tuition \$89  
Thu 1 session 8:30am-5:00pm  
2/6 Northside Learning Ctr C113

**Build A Website Using WordPress Part II 3050010**

*New!*

Continue building your website in WordPress. Learn the more advanced features and how to make your site more dynamic, functional, user friendly and NOTICED. **Please bring your website domain and web host information with you to class. If you do not have an existing one, you may purchase during class to build your website. This is a hands-on class. No coding or programming skills needed but a working knowledge of personal computers and the internet and an established email address are required to take this class.** Instructor: Chowdhury

Tuition \$89  
Thu 1 session 8:30am-5:00pm  
2/13 Northside Learning Ctr C113

**How To Write A Blog Using WordPress 320727**

Why blog? Because it will build your brand as an expert. There are other reasons blogging is essential for your business. Find out what they are and how to practically apply these strategies to your business and take it to the next level. Instructor: Chowdhury

Tuition \$89  
Thu 1 session 8:30am-5:00pm  
3/27 Northside Learning Ctr C113

**Google! It's More Than A Search Engine 320483**

Google is a powerful tool and so much more than your average search engine. Learn about Google Groups, Answers, Catalogs, Language Tools, and Google Labs, just to mention a few. Most importantly, learn about the FREE services available to you. Whether you're looking for a college, want to shop, or just want to test drive the latest in web technology, Google has you covered. Instructor: Brown

Tuition \$39  
Wed 1 session 6:00pm-9:00pm  
2/26 Northside Learning Ctr D128

# Fresh strategies...

**SEO Search Engine Optimization Part I 3050003**

Having an expensive website without generating any traffic, leads, or customers is a complete waste of time and money. Learn the basics of SEO marketing to boost the ranking of your website and generate targeted leads and increase your website's traffic. Walk away knowing how to use SEO, conduct a keyword search, the difference between onsite SEO and offsite SEO, a Google Panda update, create back links and more! **A working knowledge of personal computers and the internet and an established email account is required to take this class.** Instructor: Chowdhury

Tuition \$89  
Thu 1 session 8:30am-5:00pm  
2/27 Northside Learning Ctr C113

**SEO Search Engine Optimization Part II 3050009**

*New!*

Continue learning ways to achieve top SEO for your website, social media, blogs and more! Your talented instructor will teach you the tips of the trade to help you attract more viewers to your sites and increasing your marketability. Instructor: Chowdhury

Tuition \$89  
Thu 1 session 8:30am-5:00pm  
3/6 Northside Learning Ctr C113

**So Pinteresting! 321004**

Have you heard people talking about that awesome recipe or DIY craft they found on Pinterest? If you're curious about what it is and how to use it, join us and get started and get organized on Pinterest, a highly visual virtual pinboard site on the Web. Learn to create pinboards, categorizing images, adding descriptions and adjusting settings to suit your interests. Instructor: Tarun

Tuition \$21  
Wed 1 session 10:00am-12:00pm  
1/29 Northside Learning Ctr C111

**Sell Your Stuff On eBay 320653**

Is your attic or basement bursting with stuff? Why not auction off everything you no longer want the easy way: on eBay. Discover how to open a seller account, conduct research, create listings, and learn how to improve them with effective photography and descriptions. Price your items, Open and use a PayPal account, monitor your listings, and complete transactions. Leave with the tools and confidence to continue selling and buying on your own with 100 percent positive feedback. **A \$5 materials fee is payable to the instructor.** Instructor: Rodriguez

Tuition \$39

Fri 1 session 1:00pm-4:00pm  
2/14 Northside Learning Ctr C111  
Mon 1 session 6:30pm-9:30pm  
3/17 Northside Learning Ctr C111

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## Daytime Spanish Classes

### Simply Spanish: Level I 140030

In this beginning course, emphasis will be on vocabulary, pronunciation and conversational skills. Everyday words and phrases will be covered. Join your instructor, Susan Sutherland, in a relaxed and friendly atmosphere. We will be using the book 'Spanish Is Fun' ISBN # 978-1-56765-815-6. You will need to purchase the book yourself and bring it to class. Books are available online at <http://amscopub.com/home.html> or call 800-531-0071. Instructor: Sutherland

Tuition \$92

Tue 10 sessions 12:30pm-2:00pm  
1/21 Northside Learning Ctr C112

### Simply Spanish: Level II 140029

Designed for those students who have taken Simply Spanish Beginning or have some knowledge of the Spanish language. This continuing class will develop conversational skills and increase vocabulary in a relaxed setting. We will be using 'Spanish is Fun, Book One' and begin with lesson 8. If you have any questions about the book or at what level Spanish class you should be in please call our office at 397-8100. Instructor: Sutherland

Tuition \$92

Wed 10 sessions 12:30pm-2:00pm  
1/22 Northside Learning Ctr C112

### Simply Spanish: Level III 140028

If you have mastered the basics and want to continue with the textbook 'Spanish is Fun Book One', Lesson 13, then join Susan Sutherland and increase your vocabulary in this relaxed setting. If you not sure at what level you belong, please call our office at 397-8100. Instructor: Sutherland

Tuition \$92

Tue 10 sessions 10:00am-11:30am  
1/21 Northside Learning Ctr C112

### Simply Spanish: Level IV 140041

We will complete Spanish is Fun book one beginning with lesson 20. After five weeks, we will start on Spanish is Fun Book Two. If you are not sure at what level you are, please call our office at 397-8100. Instructor: Sutherland

Tuition \$92 Materials \$20

Mon 10 sessions 12:30pm-2:00pm  
1/27 Northside Learning Ctr C112

### Simply Spanish: Level V 140064

We will begin the second book of Spanish is Fun. This course is for students who have completed the first book or students who feel they have enough knowledge of the language and want to increase their vocabulary. Instructor: Sutherland

Tuition \$92 Materials \$20

Wed 10 sessions 10:00am-11:30am  
1/22 Northside Learning Ctr C112

### Simply Spanish: Level VI 140047

This course is for students who want to continue in 'Spanish is Fun' book 2, second edition, lesson 11. We have books available for purchase at our office. Instructor: Sutherland

Tuition \$92

Mon 10 sessions 10:00am-11:30am  
1/27 Northside Learning Ctr C112

## Languages

### Spanish: Beginning 140006

By mastering the sound system, vocabulary, word order and fundamentals of grammar, the rest of the communication comes easier. Conversations will include culture, customs, history and literature to enable students to understand the background of the language. Emphasis will be on listening and speaking. **You will need to purchase the book yourself and bring it to class. Books are available online at <http://amscopub.com/home.htm> or call 800-531-0071. We will be using the book 'Spanish Is Fun' ISBN # 978-1-56765-815-6 the 4th edition.** Instructor: Garcia

Tuition \$114

Mon 8 sessions 6:30pm-9:00pm  
1/27 Brandeis HS B116

### Spanish: Beyond Beginning 140010

Designed for those students who have taken the basic course or who have some background in Spanish. Continue to develop conversational skills and increase your vocabulary in a relaxed atmosphere. **We will be using the second half of the 'Spanish is Fun' textbook as well as other, more advanced material. If you have any questions about the book please call our office at 397-8100.** Instructor: Garcia

Tuition \$114

Wed 8 sessions 6:30pm-9:00pm  
1/29 Brandeis HS B116

### French: Beginning 140018

This is your opportunity to learn the basics of conversation from a talented teacher. A class for beginners that starts right off with 'joie de vivre' and 'esprit de corps'. **The textbook used in class will be French Made Simple ISBN#0-7679-1859-2, by Pamela Rose Haze, you will need to purchase your own book.** Instructor: Kearney

Tuition \$86

Mon 6 sessions 6:30pm-9:00pm  
1/27 Brandeis HS B117

### French: Beyond Beginning 140009

This is for students who have already had a basic French class and wish to continue studying this beautiful language. This conversational approach will be progressive and helpful for travel, business, or pleasure. We will also be exploring French Literature. **The textbook used in class will be French Made Simple ISBN#0-7679-1859-2, by Pamela Rose Haze, you will need to purchase your own book.** Instructor: Kearney

Tuition \$86

Mon 6 sessions 6:30pm-9:00pm  
3/17 Brandeis HS B117

### Italian for Beginners 140003

An opportunity to enable you to achieve basic two-way understanding with Italians in uncomplicated, practical, everyday situations. Learn to feel at ease with the language when traveling in Italy for a more rewarding visit. Students may bring their own tape recorders if they like. **You will need to purchase the book Get Started In Italian ISBN# 978-0-07-175007-3.** Instructor: Hughes

Tuition \$114

Thu 8 sessions 6:30pm-9:00pm  
1/30 O'Connor HS G107

### Chinese Mandarin 140040

A beginning class in Conversational Chinese using Mandarin, the national standard language in China. There are 142 dialects in China, you will learn the basics of the most important one, written characters, both numbers and vocabulary, that are common to all. At the end of class you will be able to properly pronounce approximately 150 words and be able to converse about health, time, weather and money, count to 1,000 and read and write numbers 1 through 999. **A book fee of \$17 is payable to the instructor at class (cash check or money orders).** Instructor: Beekley

Tuition \$114

Tue 8 sessions 6:00pm-8:30pm  
2/4 O'Connor HS G111

### Sign Language 140023

If you want to communicate with a friend or loved one in basic American Sign Language, join us in learning finger spelling and sign as appropriate for home and school situations. You will leave the class with a basic vocabulary of 500 words or more. **The book used is 'A Basic Course in American Sign Language' (T.J. Publishers ISBN#0932666426) spiral bound. You will need to purchase your own book.** Instructor: Shoemake

Tuition \$92

Mon 8 sessions 6:30pm-8:30pm  
1/27 Brandeis HS B119



*Compete in a global economy*

# A fresh perspective...

## Personal Growth

### Becoming a Licensed Foster or Adoptive Parent 420094

Understanding the entire process is essential to making an informed decision. Find out the licensing and training requirements and for becoming a foster parent or adopting a child. Instructor: Espinoza-Orta  
Tuition FREE

Tue 1 session 6:30pm-8:30pm  
2/25 O'Connor HS G107

### Parent Alienation Syndrome: Adult Children Who Abandon Their Parents 420138

It's puzzling and confusing, to parents who have raised their children and are cut off by them as they become adults. The alienated child expresses unreasonable negative feelings and beliefs toward the parents they were formerly very close to. The numbers are growing, and fixing it is hard. Get some insight as to what's going on and find some support, resources and reassurance. Instructor: Loev  
Tuition \$21

Tue 1 session 6:30pm-9:30pm  
2/18 O'Connor HS G106

### Strengthening Your Intuition 420157

Are you able to sense events before they actually occur? Do you just "know" who that someone is on the other end of the line before you pick up the telephone? Let our talented instructor show you how to channel and strengthen your intuitiveness and take your skill to new heights. Instructor: Beatrice  
Tuition \$18

Wed 1 session 6:30pm-9:30pm  
3/26 Northside Learning Ctr C104

### Defeating Stress <sup>New!</sup> 420160

No matter how much you try, things still go wrong in your life, and the things that are going wrong can be difficult to accept or cope with. Stress can result in negative emotions, which can bring about numerous physical problems. Learn coping skills to better handle the emotional stress of problems. Instructor: Loev  
Tuition \$21

Tue 1 session 6:30pm-9:30pm  
3/18 O'Connor HS G106

### Does Your Mind Need a Tune-Up? <sup>New!</sup> 420161

The brain is a very powerful mechanism that can make us well or make us sick. Sometimes we keep thinking about the same things over and over or we may dwell on sad, past events. How can we be the ones in charge? Somewhere there is a switch or formula that permits us to be much more effective in getting our brains to cooperate. Irv Loev, Ph.D. can assist you to become much more mindful.  
Tuition \$21

Tue 1 session 6:30pm-9:30pm  
4/8 O'Connor HS G106

### For Ladies Only: Lifestyle Makeover <sup>New!</sup> 420162

Professional Life Coach Michele Spearman will teach you how to recreate your life by using the 5 step R-E-N-E-W Method! Start the new year out right with a life plan to regain clarity and purpose.  
Tuition \$24

Wed 1 session 6:30pm-9:30pm  
2/26 Northside Learning Ctr B104

### Breastfeeding Basics 450200

Breastfeeding is the best start for your baby. Come learn the amazing benefits of human milk and what it does for you and your baby. In addition, you'll learn the basics of milk supply management, infant hunger and fullness cues, navigating breastfeeding in a post-partum unit, pumping, and so much more, taught by Board Certified Lactation Consultant Laura Gruber. **A \$5 booklet fee is payable to the instructor.** Instructor: Gruber  
Tuition \$29

Thu 1 session 6:00pm-9:00pm  
3/6 Northside Learning Ctr C116

All classes, including free classes, require prior registration. Please call 397-8100 or visit [www.nisd.net/ace](http://www.nisd.net/ace) to register.

## Professional Continuing Education

### Helping Children & Adolescents Experiencing Grief & Loss 440152

Develop an understanding of a child's view of death and grief. Participants will leave with techniques and strategies for supporting children and adolescents who are anticipating or who have experienced a loss. **Please bring drawing materials such as markers, watercolors, colored pencils, or pastels. LPC and CEU credits are available for this course.** Instructor: Ball  
Tuition \$24

Sat 1 session 9:30am-12:30pm  
2/22 Northside Learning Ctr Building F

### Mandala Magic 440147

A mandala, loosely translated to mean 'circle,' can serve as an engaging and dynamic expressive art technique. You will have an opportunity to create a mandala and explore the benefits, techniques, and uses with clients. **Please bring drawing materials such as markers, watercolors, colored pencils, or pastels for creating your own mandala. LPC and CEU credits available.** Instructor: Ball  
Tuition \$24

Sat 1 session 9:30am-12:30pm  
3/22 Northside Learning Ctr Building F

### Solution-Focused Counseling 440150

Solution-Focused Brief Therapy focuses on what clients want to achieve rather than on the problem(s) that were the impetus for seeking counseling help. Using the principles of SFBT, a variety of creative activities and questioning techniques will be presented and discussed. **LPC and CEU credits are available for this course.** Instructor: Ball  
Tuition \$24

Sat 1 session 9:30am-12:30pm  
4/12 Northside Learning Ctr C116

### Mental Health First Aid 440137

Learn the risk factors and warning signs of mental health problems and get an understanding of their impact. This 8-hour training course uses role-playing and simulations to demonstrate how to assess a mental health crisis. Learn to identify the signs and symptoms of specific illnesses like anxiety, depression, schizophrenia, bipolar disorder, eating disorders, and addictions, to aid in detection and intervention. Tuition includes textbook, handouts, and resource materials. **CEU credits for PHR/SPHR as well as a certificate of completion is available.** Instructor: Cox  
Tuition \$65

Sat 1 session 8:30am-4:30pm  
4/5 Northside Learning Ctr C116

### Anger Management Workshop 440092

Gain a thorough understanding of anger/rage as it relates to learned behaviors, brain chemistry, and subconscious imagery. Topics include understanding negative emotions, the mind-brain connection, anger log, emotional addictions, and several tools for overcoming negative anger. Instructor, Frank Bohannon, BBA, is a certified faith-based anger management facilitator/trainer. **CEU, LPC, LMFT, LCDC, CPE credits available.**  
Tuition \$42

Mon 2 sessions 6:30pm-9:15pm  
4/14 Northside Learning Ctr C104

# CPR Classes



## CPR for Adults, Children, & Infants 450012

Learn techniques that could save someone's life! Have a plan for an emergency and develop the skills necessary to help an adult, child or infant who is not breathing or whose heart has stopped beating. Learn the new CAB and early warning signs of stroke and cardiac arrest. AED (Automated External Defibrillator) training will be included with this course. A two-year certification card will be provided at the completion of the course.

Tuition \$48

Wed	1 session	6:30pm-9:00pm
2/5	Rescue CPR	
Wed	1 session	6:30pm-9:00pm
3/5	Rescue CPR	
Wed	1 session	6:30pm-9:00pm
5/7	Rescue CPR	

## CPR with First Aid 450030

Become certified in basic first aid, home safety, splinting, bleeding control, bandaging, victim assessment and adult, infant and child CPR. AED (Automated External Defibrillator) training will be included with this course. This class is for non-medical personnel. This course meets the requirements for Foster care, Adoption and Child Care workers.

Tuition \$72

Wed	1 session	6:00pm-9:30pm
2/26	Rescue CPR	
Wed	1 session	6:00pm-9:30pm
4/2	Rescue CPR	

## CPR for Health Care Providers 450137

CPR for adults, children, and infants will be covered in this class that provides the two year American Heart Association certification for medical personnel who need CPR for their employment. The Automated External Defibrillator (AED) training will be included in this course.

Tuition \$48

Wed	1 session	6:30pm-9:00pm
1/29	Rescue CPR	
Wed	1 session	6:30pm-9:00pm
3/19	Rescue CPR	
Wed	1 session	6:30pm-9:00pm
4/30	Rescue CPR	

Rescue CPR is located at  
4903 Golden Quail.

For information and directions, call  
our office at 397-8100.

# Health & Wellness

## Beat Stress with Drumming: HealthRhythms 150049

HealthRhythms is a research-based group drumming recreational music-making protocol. Studies have demonstrated a boost to the immune system, improved mood states and reduced stress and burnout. No previous musical experience is needed, all instruments will be provided. HealthRhythms is not a drumming or performance -based class. It promotes communication and self-expression through the drum. Your instructor, Jorge Ochoa, is a trained REMO HealthRhythms Facilitator.

Tuition \$48

Mon	6 sessions	7:00pm-8:00pm
1/27	Northside Learning Ctr	Portable 8B
Mon	6 sessions	7:00pm-8:00pm
3/17	Northside Learning Ctr	Portable 8B

## iRest Meditation 450203

iRest Yoga Nidra is a practice of deep relaxation and meditation that releases negative emotions and thought patterns, calms the nervous system, and assists you in meeting any circumstances you may encounter in life. It is simple to learn, easy to practice, adaptable for those with physical limitations, and can become a valuable lifetime tool. Instructor: Honermann

Tuition \$79

M,W	10 sessions	6:15pm-7:30pm
2/3	Northside Learning Ctr	Building A
M,W	10 sessions	6:15pm-7:30pm
3/17	Northside Learning Ctr	Building A

## Meditation: Feel Good Fridays 450207

End your busy week with some "me time" and experience iRest® Meditation. This practical self-management tool offers a deep state of relaxed awareness, clarity and focus. You will learn relaxation techniques for yourself and that you can share with the whole family. Instructor: Honermann

Tuition \$49

Fri	4 sessions	10:00am-11:15am
2/7	Northside Learning Ctr	C104

## Introduction to Pranic Healing <sup>New!</sup> 450208

Pranic Healing (healing with prana, chi, ki, or life force) is a no-touch, energy-based healing system. Learn how to use Prana to accelerate your body's ability to heal itself. Participate in activities to identify energy, enhance your knowledge of the chakras, and experience intense peace and bliss through a short guided Meditation on Twin Hearts. Instructor: Wilson

Tuition \$15

Tue	1 session	10:00am-12:00pm
2/4	Northside Learning Ctr	C106
Tue	1 session	6:00pm-8:00pm
4/8	Northside Learning Ctr	C116

## Tai Chi for Beginners 450199

Tai Chi is a gentle yet invigorating practice, incorporating deep breathing, a relaxed posture and a focus on inner mental and physical balance. Tai Chi has been shown to improve health and longevity, quality of life, improved flexibility and joint strength, and serenity of mind. No experience or uniform is required. Instructor: Barrera

Tuition \$49

Tue	6 sessions	7:30pm-8:30pm
1/28	Shaolin West SA	
Sat	6 sessions	12:30pm-1:30pm
2/1	Shaolin West SA	
Tue	6 sessions	7:30pm-8:30pm
3/18	Shaolin West SA	
Sat	6 sessions	12:30pm-1:30pm
3/22	Shaolin West SA	

## Basic Yoga 450190

Learn beginning yoga for relaxation and improved body strength and discipline. Some intermediate poses will also be taught so that previous students of yoga can continue progressing. Individuals who need some modifications in their routine due to physical limitations are welcome too. Bring a yoga mat and step away from the world for a little while. Instructor: Johnson

Tuition \$49

Thu	6 sessions	5:30pm-6:30pm
1/30	Northside Learning Ctr	Building F
Thu	6 sessions	6:45pm-7:45pm
1/30	Northside Learning Ctr	Building F

*Healthy employees are  
productive employees!*



# A fresh start...

## Sports & Fitness

### Fencing: Foil 210118

Learn the basics of modern foil fencing in this Olympic Sport. These light-weight swords have a blade that is thin and rounded, so they are very flexible and the most common sword to learn with. In a group setting with bouting (sparring) time, practice several types of attacks and appropriate defenses. No experience or equipment needed. **A supply fee of \$100 is payable to the instructor at class and covers cost of a fencing weapon, which you will own and the use of protective gear. All sessions will use foil weapons.** Instructor: Hardy

Tuition \$70  
Wed 6 sessions 6:00pm-7:00pm  
1/29 San Antonio Fencing Center

### Fencing: Saber <sup>New!</sup> 210121

Learn the basics of modern saber fencing. Sabers are thin and rounded and tend to be wider and flat, and therefore less flexible except towards the tip. In a group setting with bouting (sparring) time, practice several types of attacks and appropriate defenses. No experience or equipment needed. **A supply fee of \$100 is payable to the instructor at class and covers cost of a fencing weapon, which you will own and the use of protective gear. All sessions will use saber weapons.** Instructor: Hardy

Tuition \$70  
Thu 6 sessions 7:00pm-8:00pm  
1/30 San Antonio Fencing Center

### Kung Fu <sup>New!</sup> 210122

Students practice open hand forms, self-defense, weapons, sparring, meditation, strength training, and aerobic conditioning. This dynamic approach allows for rapid advancement in fighting skill, balance, dexterity, and endurance. Before attaining black belt, the student will learn 21 long forms, covering seven different open hand systems and six weapons. Instructor: Barrera

Tuition \$49  
Tue 6 sessions 6:30pm-7:30pm  
1/28 Shaolin West SA

### Taekwondo: Self Defense For Beginners 450070

Learn the basics of self-defense tactics from one of the world's most popular martial arts disciplines. We will practice striking, blocking, kicking, close-quarter combat techniques, wrist-locks, arm-locks, and basic take-down techniques. Please wear comfortable clothes (sweat pants and t-shirt), Instructor: Cavazos

Tuition \$39  
Tue 4 sessions 7:15pm-8:00pm  
2/11 DC Martial Arts

### Zumba 210060

Zumba is a Latin-inspired, dance-fitness class that incorporates Latin and International music and dance movements, which create a dynamic, exciting, and effective system. It combines fast and slow rhythms that tone and sculpt the body in an aerobic/fitness fashion to achieve a unique blended balance of cardio and muscle-toning benefits. Instructor: Rochin

Tuition \$39  
Mon 6 sessions 5:30pm-6:30pm  
1/27 Northside Learning Ctr C101  
Mon 6 sessions 5:30pm-6:30pm  
3/17 Northside Learning Ctr C101

### Zumba Toning <sup>New!</sup> 210123

When it comes to body sculpting, Zumba Toning raises the bar. Learn how to use hand weights (1.5 -5 lbs) to enhance rhythm, and tone all the target zones, including arms, abs and thighs. Zumba Toning is the perfect way to sculpt your body naturally while having fun. **You will need to bring your own weights to class, two 1.5 - 5 lb size.** Instructor: Rochin

Tuition \$39  
Mon 6 sessions 6:45pm-7:45pm  
1/27 Northside Learning Ctr C101  
Mon 6 sessions 6:45pm-7:45pm  
3/17 Northside Learning Ctr C101

### Pilates/Yoga For Women Only 450056

The Pilates Method was developed in the 1920s and has evolved into one of today's most progressive means of physical fitness. A series of exercises integrated with Yoga poses will improve alignment, posture and flexibility; you will have noticeable results and develop long, lean muscles by breathing and body control. **Students will be asked to sign a membership waiver at the first class. Please bring a mat and any hand weights you may have** Instructor: Leyva-Hill

Tuition \$42  
Mon 6 sessions 7:00pm-8:00pm  
1/27 Jacqi's Nu Fitness  
Mon 6 sessions 7:00pm-8:00pm  
3/17 Jacqi's Nu Fitness

### Strengthen And Sculpt For Women Only 210107

Tighten and tone all those places that we all seem to have problems with. We will be using the Kettle Bells and other weights. All levels are welcome to this class. **You will be asked to sign a membership waiver at class. Please bring a mat to class.** Instructor: Leyva-Hill

Tuition \$42  
Tue 6 sessions 7:00pm-8:00pm  
1/28 Jacqi's Nu Fitness  
Tue 6 sessions 7:00pm-8:00pm  
3/18 Jacqi's Nu Fitness

## Tennis

### Tennis - Beginning Adult 230007

Learn the basic forehand drive, backhand, serve, volley, rules, scorekeeping, and court etiquette. Rackets will be available for students who don't have their own. **A \$5 ball fee is to be paid to instructor at the first class.** Instructor: Staff

Tuition \$44  
Sun 4 sessions 5:30pm-6:30pm  
2/2 NISD Tennis Center  
Sun 4 sessions 5:30pm-6:30pm  
3/23 NISD Tennis Center

## Golf

### Golf - Beginning (Adult) 230019

Learn the basics of the grip, stance, and swing. Work on some of the specialized shots, putts, and approaches. Even if you have taken this class before our instructor will work with you at the level you are at. **Clubs available at no charge. A one time \$8 ball fee is payable at first class.** Instructor: Gainous III

Tuition \$52  
Wed 4 sessions 6:30pm-7:30pm  
2/5 Alamo Golf Course  
Sat 4 sessions 10:00am-11:00am  
2/8 Alamo Golf Course  
Sat 4 sessions 11:00am-12:00pm  
2/8 Alamo Golf Course  
Wed 4 sessions 6:30pm-7:30pm  
3/19 Alamo Golf Course  
Sat 4 sessions 10:00am-11:00am  
3/22 Alamo Golf Course  
Sat 4 sessions 11:00am-12:00pm  
3/22 Alamo Golf Course

## Trades

### How To Read Blueprints 580002

Knowing how to read and understand blueprints is not only a skill but also a necessity in all types of businesses concerning new home and commercial construction and renovations/additions. Mario Castanares from NISD's Facilities Construction Department will guide through the myriads of construction documents. Whether you are a real estate agent, lawyer, or a journeyman needing a brief refresher about the methods in reading blueprints, this class will be helpful. **A \$10 materials fee is payable to instructor at the beginning of class. Please bring floor plan, elevations or any type of construction documents to class if you have them.** Instructor: Castanares

Tuition \$45

Sat 2 sessions 9:00am-12:00pm  
5/3 Northside Learning Ctr C111

### Basic Welding 220014

Learn oxyacetylene welding, shielded metal arc welding (stick), gas metal arc welding (MIG), oxyacetylene cutting and plasma cutting, as well as necessary safety information. **A \$60 supply fee payable to the instructor will cover materials used in class, however, students can expect to spend approximately \$75 to \$100 on their own welding helmet, safety goggles and gloves. Students are advised not to buy any equipment prior to class as Instructor will discuss types and sources at the first class.** Instructor: Sharp, Vazquez

Tuition \$119

Mon 8 sessions 6:30pm-9:00pm  
1/13 Holmes HS H100 Welding Lab  
Tue 8 sessions 6:00pm-8:30pm  
1/14 Warren HS D114 Welding Workshop  
M,W 8 sessions 6:00pm-8:30pm  
3/17 Warren HS D114 Welding Workshop  
Mon 8 sessions 6:30pm-9:00pm  
3/17 Holmes HS H100 Welding Lab

## Career Opportunity

### Have you considered becoming an ... **Apprentice?**

The pathway to a life-long career with high pay and excellent benefits can be achieved by working in the Building Trades and Construction industries.

If you are 18 or older with a GED or High School diploma, and want more information and specific details, contact the program listed. For more information, visit our website: [www.nisd.net/ace/apprenticeships](http://www.nisd.net/ace/apprenticeships)



#### INSULATORS

Tracy Gillis .....830-626-8088

#### CARPENTERS

Bernard Helge .....210-488-1451

#### ELECTRICIANS

Russell Hughey .....210-225-8900

#### IRON WORKERS

Scott Kitchen .....210-532-1152

#### PLUMBERS & PIPEFITTERS/ HVAC

Frank Southers .....210-226-2661

#### SHEET METAL

Doug John .....210-349-3350

*Register:*

*Online*

*By Phone*

*By Fax*

*By Mail*

*Walk-in*

## Northside Adult & Community Education

[www.nisd.net/ace](http://www.nisd.net/ace)

**210-397-8100**

LEARN  
FOR  
LIFE