

Course Descriptions

Arranged alphabetically by course section number.

ABDR-1007 AUC: Auto Body Welding

Fundamentals of automotive welding processes. Skills development in oxy/acetylene, stic arc, MIG, TIG, and cutting processes in a variety of applications. Meets with credit course. Student must also enroll in ABDR 1019 Basic Metal Repair. Textbook required. 6.40 CEUs

ABDR-1019 AUC: Basic Metal Repair

Basic current metal working techniques, shop safety, proper tool usage, product application, and skill development utilizing various body features including metal principles. Meets with credit course. Student must also enroll in ABDR 1091 Auto Body Welding. Textbook required.

ABDR-1031 AUC: Basic Refinishing

An introduction to terms, trade practices, hand tools, current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Painting of trim and replacement parts included. Emphasis on surface preparation. Introduction to masking techniques. Meets with credit course. Student must also enroll in ABDR 1091 Special Topics. Textbook required.

ABDR-1091 AUC: Sp Topics/Auto Body Repair

Topics address current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Meets with credit course. Students must also enroll in ABDR 1031 Basic Refinishing. Textbook required. 3.20 CEUs

ACNT-1002 Accounting/Bookkeeping, Begin.

This course covers fundamental systems used in today's business. Curriculum includes double-entry bookkeeping principles, setting up accounting systems, entering transactions in journals, posting, closing and preparing financial statements. The course focuses on concepts and their application in transaction analysis and financial statement preparation, including analysis of financial statements and asset and equity accounting in proprietorships, partnerships and corporations. Textbook required. 2.40 CEUs

ACNT-1010 QuickBooks Accounting

An introduction to the accounting cycle in a computerized environment. Custom design your accounting system using QuickBooks software to set up and record transactions for small business. Learn program parameters, maximum accounts, and company's user-specified accounts; department jobs; number of open months; maximum fiscal periods; program control; error handling; automatic budget updates; reversing entries; recurring entries; flexible month ends; and user-specified growth rates. Textbook required. Recommended prerequisite: Windows, Beg and Bookkeeping, Beg. 2.00 CEUs

ACNT-1010 QuickBooks Accounting (16-hour)

An introduction to the accounting cycle in a computerized environment. Custom design your accounting system using QuickBooks software to set up and record transactions for small business. Learn program parameters, maximum accounts, and company's user-specified accounts; department jobs; number of open months; maximum fiscal periods; program control; error handling; automatic budget updates; reversing entries; recurring entries; flexible month ends; and user-specified growth rates. Textbook required. Recommended prerequisite: Windows, Beg. or equivalent experience. 1.60 CEUs

AERX-1050 AERO: Private Pilot Ground School

This course provides the basic elements for private pilot ground school instruction to include flight fundamentals, airplane systems, air traffic control, federal air regulations, navigation, weather theory, and charts. Instruction is designed to assist students in passing examination and certification as a private pilot. 4.80 CEUs

AIRP-1051 AERO: Instrument Grnd. School

A study of basic instrument radio and navigation fundamentals used in instrument flight. Topics include a description and practical use of aerial navigation systems and instruments, charts used for instrument flight, and Federal Aviation Administration regulations. Qualifies as part of a program leading to Federal Aviation Administration certification. 4.80 CEUs

ARTX-1001 Ceramics

Basic ceramic processes; this course is for non-art majors who want to learn the skills for creating ceramic objects.

ARTX-1060 Beginning Pottery: Handbuilding

Introduction to clay forming processes. Students will create various types of vessels including a vase, box and plate. Pottery will be glazed and fired.

ARTX-1070 Beg. Pottery: Potter's Wheel

Introduction to the wheel-throwing process. Students will create various types of vessels including a bowl, plate and vase. Pottery will be glazed and fired.

ARTX-1200 Painting: Watercolor, Beginning

Introduction to various techniques in watercolor painting for the beginner and intermediate adult student. No previous background necessary in art. Color theory will be stressed.

ARTX-1830 Painting: Watercolor, Inter.

This course is a continuation of Painting: Watercolor. More emphasis will be given to individual projects. Recommended prerequisite to this course is Painting: Watercolor, Beginning or some prior knowledge in watercolor painting.

ARTX-5330 Oil Painting, Beginning

Learn basic oil painting techniques which will allow you to create successful paintings in a short period of time. The instructor will use the new water-based oil paint that uses water but works and looks similar to oils that require turpentine. Students may use either type of oil paint. All students will create art works in individual styles depending on their preferences.

ARTX-5500 You Can Draw

Contrary to popular belief, drawing is not simply an inherited gift or ability, but rather a skill that develops with training and practice. Join us and learn how to enjoy and express yourself through drawing. This introductory drawing class is designed to present basic drawing techniques, sketching, shading, proportion, value and use of materials. Bring to class a 12-inch ruler, one package of eight fat crayons, 24" x 12" newsprint, and an ebony pencil.

ARTX-5710 Multicultural Art: History and Craft

Every culture has its own form of expression. You will learn about the history and custom of several different cultures. Create many works of art of which you will be very proud. This camp culminates in a magnificent art show that is a celebration of cultural diversity and harmony. 4.80 CEUs

BMGT-1012 Introduction to Management

Have you just become a manager or would you like to become one? This is an introductory course in the world of management. An overview of management philosophy, decision-making process, planning, organizing, supervision/control, organizational structure, operative procedures, and control procedures. 3.00 CEUs

BMGT-1021 TCP: Training Project Management

This course offers a step-by-step approach to managing training projects. It includes instruction on methods for planning and controlling projects, project management concepts and models, critical path, analysis of time/cost benefits, and resource utilization. Other topics include status reports and post-project debriefing. 2.40 CEUs

BUAX-3590 QuickBooks Short Course

QuickBooks 1 covers the initial set-up of QuickBooks Pro and walks you through the basics of adding, editing, deleting and merging information. In QuickBooks 2 you will learn how to better navigate the system and manage banking accounts, invoices, inventory & payroll. The QuickBooks 3 session is more advanced in analyzing data, tracking & projections and reporting. 0.60 CEUs

BUAX-9260 Financial Planning

This course teaches investment techniques that support realistic financial goals. Participants will identify appropriate financial instruments to strengthen their estate and interpret the effects of inflation and taxes on their account performance.

BUSG-1012 Professionalism in The Workplace

Develop entry-level skills for the workplace. Includes professionalism, interpersonal skills, communication, workplace civility and employability skills. 4.0 CEUs

COMG-1000 ESL: 1 English Work and Life

Designed for students whose primary language is other than English. Presentation of industry-related basic reading, writing, speaking and listening skills. Emphasis on high-frequency vocabulary and phonics, refining oral and written production and listening skills for enhanced job productivity, and increasing control of the English sound system. 4.80 CEUs

COMG-1001 ESL: 2 Communications

Provides on-the-job dynamic communicative practice for students whose primary language is other than English and introduces students to the uses of language in a variety of relevant job-related contexts. 4.80 CEUs

COMG-1003 ESL: 3 Communications

Addresses essential listening, speaking, reading, writing and computational skills required by business and industry. Improvement of communication skills related to successful job performance. 4.80 CEUs

COMG-1004 ESL: 3 English Work and Life

Designed for students whose primary language is other than English. Improvement in reading, writing, speaking and listening skills for job success. Focus on recognition and comprehension of analogies, antonyms, synonyms and context clues. Interpretation of factual material and inferences associated with job-related communication. 4.80 CEUs

COMG-1005 ESL: 4 English Work and Life

Designed for students whose primary language is other than English. Emphasis on industry-related vocabulary development and skills acquisition including determining meaning from context, identifying word forms and variation in meaning, synonyms and antonyms, connotation and denotation, and fact and opinion. 4.80 CEUs

COMG-1006 ESL: 4 Communications

Mastery of a selected vocabulary of technical/occupational terms including appropriate pronunciation of terms and use of English language structures required by business and industry for successful on-the-job performance. 4.80 CEUs

COMG-1007 ESL: 5 Communications

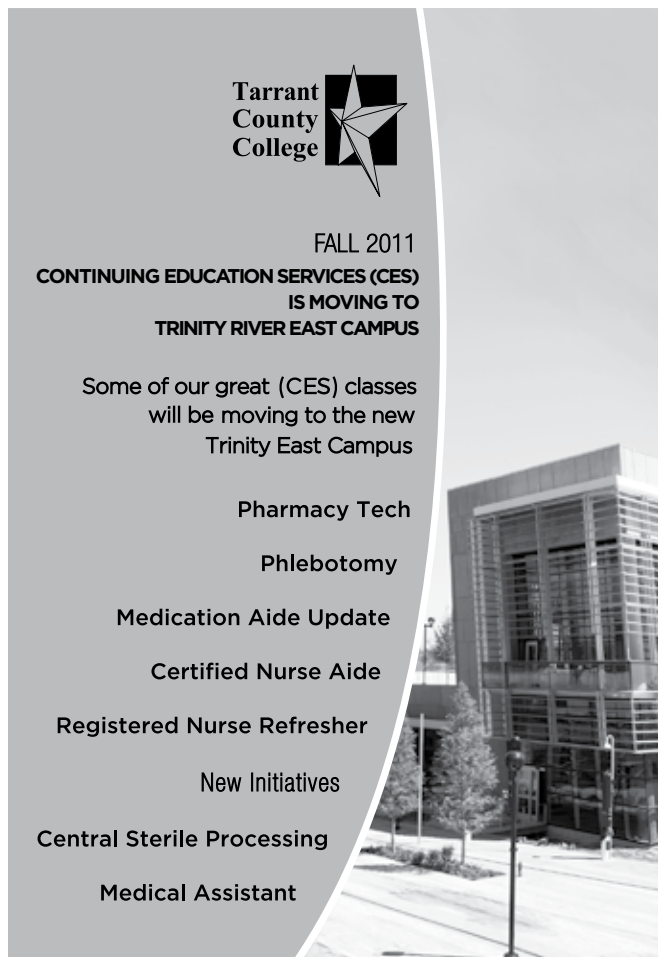
Designed for students whose primary language is other than English. Focus on comprehending challenging industrial and job-related materials. Exploration of various reference sources and practice suggested proofreading techniques to assist with on-the-job document production. 4.80 CEUs

COMG-1008 ESL: 5 English Work and Life

Focuses on communication situations found in business and the workplace for students whose primary language is other than English. Emphasizes internal communication with employees and external communication with customers, clients and suppliers. Covers problem-solving and decision-making communications and business etiquette. 4.80 CEUs

COMG-1015 ESL: Fundamentals

For students who speak little or no English and need help in listening, speaking, reading and writing. Designed to be repeated with varying content. Skill development in pronunciation and use of job-related vocabulary. Includes nonverbal communication techniques. 4.00 CEUs



Tarrant County College

FALL 2011
**CONTINUING EDUCATION SERVICES (CES)
 IS MOVING TO
 TRINITY RIVER EAST CAMPUS**

Some of our great (CES) classes
 will be moving to the new
 Trinity East Campus

- Pharmacy Tech
- Phlebotomy
- Medication Aide Update
- Certified Nurse Aide
- Registered Nurse Refresher
- New Initiatives
- Central Sterile Processing
- Medical Assistant

COMG-1091 ESL: 1 Communications

Listening, speaking, reading and writing will be taught. Designed to be repeated with varying content. Skill development in pronunciation and use of job-related vocabulary. Includes nonverbal communication techniques. 4.80 CEUs

COMG-1091 ESL: 2 English Work and Life

Listening, speaking, reading and writing will be taught. Designed to be repeated with varying content. Skill development in pronunciation and use of job-related vocabulary. Includes nonverbal communication techniques. 4.80 CEUs

COMG-1091 ESL: Conversation/Pronunciation

Develop your speaking skills to improve pronunciation and fluency. This course teaches pronunciation of the sounds of American English that tend to be difficult for speakers of other languages, as well as phrasing, stress and intonation, to reduce miscommunication at work and in daily life. Students practice conversations in a relaxed, friendly classroom to gain confidence and fluency. 2.00 CEUs

COMG-1091 ESL: Pronunciation, Advanced

Improve your American English-speaking skills. This course focuses on improving word stress, phrasing and intonation to help students communicate more effectively with native English speakers. Practice with other advanced ESL students to increase fluency and speaking confidence and maximize career opportunities. 3.00 CEUs

CRFT-1041 Jewelry Casting I and II

This program is designed for anyone who wants to learn jewelry casting to use as a profession. This is designed for novice students who will advance to level II by the end of the course. Imagine the thrill and gratification you will get by casting in silver or gold a piece you designed from the ground up! The students will be encouraged to design and create simple and more complicated pieces of jewelry. This will be accomplished by using or combining different shapes, textures, holes, lumps and bumps to the piece you are designing. Also, some items from nature such as leaves and flowers may be cast. 4.80 CEUs.

CSCX-1300 MS Office Applications

This course will serve as an abbreviated lesson on the MS Office applications most commonly used by small business owners. The course will cover Excel, PowerPoint, Word and Outlook applications.

CTMT-2032 Principles of Computer Tomography

In-depth coverage of computed tomography imaging techniques. Image quality assurance and radiation protection are emphasized. 4.80 CEUs.

CTMT-2036 CT Equipment and Methodology

Skill development in the operation of computed tomographic equipment, focusing on routine protocols, image quality, quality assurance and radiation protection. 4.80 CEUs.

CTMT-2060 Clinical - Computed Tomography

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 24.60 CEUs.

DENX-2000 DA: RDA Exam

Texas State Board of Dental Examiners required Registered Dental Assistant Exam necessary for candidates to obtain their Registered Dental Assistant Certification.

DFTG-1091 AutoCAD, Beginning

This is an introductory course in the basic two-dimensional operations of computer-aided design and drawing using the AutoCAD software. This course is taught using a combination of lecture and hands-on laboratory sessions and covers such topics as the AutoCAD interface; drawing setup; drawing aids; basic drawing and editing commands; placing text, menus, display commands, and selection commands. Textbook required. 2.00 CEUs

DITA-1032 First Choice: Interpersonal Skills

A study of factors in positive relationships. Topics include personal dress/hygiene, understanding of self and others, verbal and nonverbal communication, listening skills, negotiating, assertiveness and teamwork. 3.20 CEUs

DNTA-1001 DA: Dental Materials

Structure, properties and procedures related to dental materials. Includes safety and standard precautions practiced in the lab and classroom settings. 6.40 CEUs

DNTA-1003 DA: Registered DA Course

This course is in preparation for Dental Assistants to meet Texas State Board of Dental Examiners (TSBDE) examination requirements. Includes review of radiology, infection control and jurisprudence. 1.60 CEUs

DNTA-1005 DA: Dental Radiology

Introduction to radiation physics, protection, the operation of radiographic equipment, exposure, processing and mounting of dental radiographs. Specific safety and standard precautions for the classroom and lab settings will be practiced. 8.00 CEUs

DNTA-1042 DA: Intermediate Applications

An in-depth study of dental assisting techniques with emphasis on four-handed dentistry, utilization of tray setups for specific general practice, and specialties procedures. 1.6 CEUs

DNTA-1045 DA: Preventive Dentistry

The study of prevention of dental diseases, community dental health research and projects, fluoridation, nutrition and nutritional counseling, visual aids, and oral hygiene instruction for dental patients. 4.80 CEUs

DNTA-1051 DA: Dental Office Management

The study of business office procedures, including telephone management, appointment control, receipt of payment for dental services, completion of third-party reimbursement forms, supply inventory maintenance, data entry for charges and payments, record management (manage recall systems), federal and state guidelines regarding health care providers, and operating basic business equipment. 3.20 CEUs

DNTA-1053 DA: Dental Assisting Apps

Comprehensive procedures and applications for the general and specialty areas of dentistry. 6.40 CEUs

DNTA-1060 DA: Dental Assisting Clinical

A method of instruction providing detailed education, training, work-based experience, and direct patient/client care, generally at a clinical site. 16.30 CEUs

DNTA-1091 DA: Nitrous Oxide Exam Review

This course is a review of theory material, nitrous oxide monitoring, and techniques in preparation for the Nitrous Oxide Monitoring Examination offered through the Texas State Board of Dental Examiners. 0.80 CEUs

EDUX-1000 Transitions

This course is designed for developmentally challenged individuals who are at least 18 years of age who want to enhance their academic skills and learn new vocational skills to prepare for self-sufficiency.

EDUX-1001 Transitions II

This course builds upon the Transitions course with additional instruction in communications, academics, and self-sufficiency skills necessary to prepare developmentally challenged students with the proper foundation to be successful at home and in the community.

EHKP-1034 Intro to Interior Decorating

Study of design of useful interior environments for all types of facilities, including a history of interior design, the elements of principle design, use of color and textiles, appropriate furniture choices, a master plan, and maintenance and housekeeping considerations. Course will also teach patterns, lighting, styles of decorum and room-planning suggestions. Textbook required. 2.00 CEUs

EHKP-1091 HIDA: Floors and Walls

The Advanced Interior Decorating Program must be taken after the successful completion of the Home Interior Decorating Program. Students will learn the essentials on flooring and wall design, how to identify various types of rugs from antique to current. Students will also learn how to define panel walls, characteristics of various paints and finishings as well as estimating wall coverings. 0.80 CEUs

EHKP-1091 HIDA: Small Spaces

The Advanced Home Interior Decorating Program must be taken after the successful completion of the Home Interior Decorating Program. This course is specially designed to show you how to get the most out of small spaces including homes, apartments, small offices and rooms. Other topics to include: organizing closets, window treatments and entrances. 0.80 CEUs

EHKP-1091 HIDA: Tips and Tools

The Advanced Interior Decorating Program must be taken after the successful completion of the Home Interior Decorating Program. This course will help you develop communication techniques to advance your professionalism and ethical behavior. You will also expand your skills in designing kitchens, baths, exteriors and commercial projects. 1.20 CEUs.

EHKP-1091 Interior Decorating: Fundamentals

A continuation of Intro to Interior Decorating for home interiors. This course includes: elements of design, business principles, and design strategies. Students who complete Intro and Fundamentals will receive a 60-hour institutional certificate for Interior Decorating. Textbook required. 4.00 CEUs

EMSP-1019 CPR for Health-Care Providers

This course is designed for health-care professionals and includes instruction in lifesaving skills of respiratory (choking and near-drowning) and cardiac emergencies involving adults, children and infants. Students meeting the cognitive and performance (skills) testing requirements will receive a BLS American Heart Association course completion certificate and a TCC Certificate of Completion. 0.80 CEUs

EMSP-2035 ACLS Provider Course

This course is designed for health-care providers to develop proficiency in the knowledge and skills of ACLS. Registrants should be active providers in the medical, nursing, paramedic or allied health fields and must currently be competent in AHA BCLS. Participants should also have experience in arrhythmia recognition. The fees charged for this course do not represent revenue to the American Heart Association. Textbook required. 1.60 CEUs

EMSP-2036 ACLS Recertification

Demonstration of theory and skills necessary for the management of cardiac emergencies as mandated by the American Heart Association. 0.70 CEUs

ESLX-1020 ESL: Academic Reading

This course will help develop higher-level reading skills required for the new TOEFL test, as well as college-level work. Increase your vocabulary, improve your comprehension and analytical skills, and learn to recognize rhetorical structures. Practice paraphrasing and citing material from different sources. Textbook required. Prerequisites: Completed ESLX-2000 (ESL: Reading Skills, Advanced) and either completed or enrolled in COMG-1091 (Grammar/Composition 4). 3.00 CEUs

ESLX-3330 ESL: Introduction to Writing

Learn the basics of writing in English, starting with simple sentences and paragraphs. 2.00 CEUs

ESLX-3350 ESL: TOEFL Exam Preparation

This course covers strategies and techniques to prepare for the TOEFL exam. Topics include reading and listening comprehension, structure, written expression, and vocabulary. Textbook required. 3.00 CEUs

ESLX-3530 ESL: Writing 2

Learn to write paragraphs in English. ESL Writing 2 continues from ESL: Introduction to Writing by teaching fundamental composition skills needed for successful academic writing. Students will learn about topic sentences, supporting details, ordering of details, and transition words. 3.0 CEUs

FRNX-1140 French Conversational, Beginning

Learn practical conversational French while focusing on listening and speaking skills. Emphasis will be placed on real-life conversational situations, such as shopping, dining in restaurants, asking directions, and personal expression. 2.40 CEUs

GENX-1011 GED Comprehensive Preparation

This is a comprehensive GED preparation course that addresses all of the content areas tested on the exam. Students will have an individualized education plan to address their strengths and weaknesses in reading, language arts, writing, math, science and social studies. 6.00 CEUs

GENX-1012 GED Spanish Comprehensive Preparation

This course is a comprehensive and intensive Spanish GED preparation course that addresses all of the content areas tested on the exam. Students will have an individualized education plan to address their strengths and weaknesses in reading, language arts, writing, math, science and social studies. 6.00 CEUs

GENX-1024 Step Stones: Life Skills I

Course is designed for individuals who are developmentally challenged, to help them learn how to enhance their quality of life. Students will learn how to develop their social, vocational, employment and life skills, empowering them to meet daily challenges confidently and independently. 8.10 CEUs

GENX-1030 Food Handler Certification

Emphasis on personal hygiene, safe food handling and food bacteriology.

GENX-1100 GED Social Studies & Science Prep.

Two of the five exams included in the GED. Requires review of terminology and concepts, as well as comprehension and calculations.

GENX-3850 Herbal Nutrition for Total Health

Herbal nutrition, the right diet. Discover how feeding the nine body systems (digestive, intestinal, circulatory, nervous, respiratory, immune, urinary, skeletal, and glandular) with whole foods and herbs can help you to a healthier, happier life and control your weight.

GENX-4040 U.S. Citizenship Preparation

This course is designed to prepare beginning and intermediate level adult students for the immigration and naturalization process. Emphasis is placed upon U.S. history, civics and life skills. 1.80 CEUs

GENX-7010 College Exploration

In the move from high school to college life, students with learning disabilities are confronted with many new and often unforeseen obstacles and often find themselves unprepared in many ways. This course is designed to assist students with this transition. 4.50 CEUs

GENX-7030 First Choice - Short Course

This is a uniquely designed academic and vocational program that offers a multitude of education opportunities for students with special needs to train for employment, polish their academic skills, enhance their ability and potential to live independently, and build their self-esteem in an age-appropriate environment, while participating in a college experience. 8.10 CEUs

GENX-7380 GMAT Exam Prep: Verbal

Prepare for the Graduate Management Admission Test (GMAT) Verbal portion with a 12-hour review of language and vocabulary skills. Textbook required.

GENX-7390 GMAT Exam Prep: Math

Prepare for the Graduate Management Admission Test (GMAT) Math portion with a 12-hour review of basic math, including arithmetic, algebra, geometry, tables and graphs, and word problems following the format of the GMAT. Textbook required.

GENX-9040 GED Exam Prep: Math

This class is a review of math skills taught through 10th grade. Topics include fractions, decimals, percents, measurement, geometry, fundamental algebra, and solving word problems. You'll work problems similar to those on the actual GED test to help you become familiar with the GED test format. Textbook required.

GENX-9060 GED Exam Prep: Reading

This course is a review of reading skills taught through 10th grade. Emphasis will be on test-taking skills; reading for details; and reading in science, social studies, and literature—the three reading skill areas that are included in the GED test. Textbook required.

GENX-9080 GED Exam Prep: Writing

Do you need to brush up on your writing skills before taking the GED? Then this course is for you! This class is a review of writing skills taught through 10th grade. Topics include spelling, punctuation, grammar, style, organization, writing sentences and paragraphs, and test-taking tips. Textbook required.

The Haltom City Northeast Center

3201 Friendly Lane
Haltom City, TX
76117

**Come take classes at our new off-campus location!
Location to provide a variety of educational programs
including both Continuing Education and
Undergraduate courses.**

Northeast Campus Continuing Education
817-515-6502
www.tccd.edu

An Equal Opportunity institution/equal access to the disabled.



Northeast Campus

GERs-1004 LTC Activity Directing I

Role of the activity director in long-term health-care facilities. Includes study of history, regulations, communications, advocacy, ethics, service delivery, and volunteer management. This course, when combined with "Long-Term Care Activity Directing II" and "Practicum-Gerontology" meets the State requirements to be qualified as an activity director in Texas. 9.60 CEUs

GERs-1068 LTC Act. Direct Practicum-Gerontology

Practical, general and workplace training supported by an individualized learning plan developed by the employer, college and student. 11.20 CEUs

HALT-1091 Stepping Stones: Intro Horticulture I

Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Topics include horticulture basics, plant classification, structures and growth, plant reproduction and plant survival within the environment. 4.00 CEUs

HART-1091 HVAC EPA Recovery Certification

Certification training for HVAC refrigerant recovery and recycling. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems. EPA-approved exam will be given during the last two hours of the course. Student must register and then go to the Office of Continuing Education on South Campus to receive textbook that must be read prior to class. Textbook and exam are available in Spanish. 0.80 CEUs

HECX-1000 Interior Decorating Advanced: Practicum

The Advanced Interior Decorating Program must be taken after successful completion of the Home Interior Decorating Program. Students will have an initial meeting with the instructor to set up mentorships. Mentors will be required to assess students' performance on various assigned tasks. 1.20 CEUs

HECX-1870 Cake Decorating, Advanced

More advanced instruction on cake decorating, frosting recipes, and creative cake decorating techniques.

HECX-1890 Cake Decorating, Beginning

Basic techniques in cake decorating, including the frosting recipe; how to create leaves, borders, sweet peas, roses, lattice work; and how to make a doll cake. 1.80 CEUs

HITT-1005 Medical Terminology

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. 4.80 CEUs

HITT-1013 ICD-9-CM Coding

Presentation and application of ICD-9-CM coding rules, principles, guidelines, and conventions utilizing ICD-9-CM coding system according to the International Classification of Diseases, Clinical Modification Handbook. Recommended prerequisite: Successful completion of Medical Terminology or written documentation of equivalent preparation. 4.80 CEUs

HITT-1091 Coding Procedures, Advanced

This class is designed for those who have used, or currently use, ICD-9-CM and CPT coding manuals in their work and desire to sit for the American Academy of Professional Coders (AAPC) Certified Professional Coder's (CPC) board exam or the American Health Information Management Association's (CCS-P) board exam. The student will learn principles of medical coding related to the three main coding manuals: CPT, ICD-9-CM, and HCPCS. Recommended prerequisite: Medical Terminology. 9.60 CEUs

HPEX-1011 Conditioning Pilates/Based

Conditioning Pilates/Based is a coeducational class designed to assist the student in the improvement of cardiovascular-respiratory fitness, flexibility, and muscular endurance.

HPEX-1020 Golf Fundamentals

This course teaches beginning golf instruction encompassing all phases from tee to green.

HPEX-1100 Jujitsu, Beginning (Ages 7+)

This course provides basic techniques in the field of martial arts with Jujitsu. Striking and kicking, weapons, and self-defense will be taught. Students will advance at their own speed through the ranks.

HPEX-1110 Jujitsu, Advanced (Ages 7+)

Provides advanced techniques in the field of martial arts with Jujitsu. Striking and kicking, weapons, and self-defense will be taught. Students will advance through the ranks at their own speed.

HPEX-1130 Adult Swimming, Beginning

This course is designed for the beginning-level swimmer to learn basic swimming skills.

HPEX-1252 Pilates, SRT

Pilates is an easy-to-understand combination of exercises done in a special rhythm to produce maximum results. It involves a series of calisthenic motions designed to build strength and flexibility without a focus on high-powered cardiovascular exercise. 2.00 CEUs

HPEX-1311 Self-Defense, Beginning

Various forms of self-defense are introduced including stand up and matwork. The history and philosophy of the martial arts are explored. The student should progress from no previous experience in self-defense to an adequate skill level covering basic self-defense situations. Both mental and physical aspects of the arts are stressed. Uniform required. 2.60 CEUs

HPEX-1450 Zumba Fitness

A fusion of Latin and international music and dance themes creating a dynamic, exciting and effective fitness system. The routines feature aerobic and fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body; maximize caloric output, fat burning, and total body toning. Course is designed for everyone at any level. No dance experience necessary.

HPEX-1500 Yoga - Short Course

This course will teach breathing, relaxation and a variety of simple stretching poses. Yoga achieves a balance of strength, flexibility and energy. Each class will end with a relaxation session to reduce stress and promote inner happiness.

HPEX-1570 Cardio Kickboxing

This coeducational fitness course will get you into shape by firming, toning, losing body fat, and increasing endurance while teaching you basic Martial Arts techniques. Why not learn something useful while getting into shape at the same time?

HPEX-1600 Tennis Fundamentals

Basic tennis fundamentals, game rules, etiquette, serving, forehand and backhand techniques are taught in this class.

HPEX-1930 Swimming for Babies

This course will provide acclimation to the water and help develop innate swimming ability. An adult must accompany child in the water during instruction. Children younger than two years must wear plastic pants in the pool.

HPEX-1940 Swimming for Toddlers

This course will provide acclimation to the water and develop innate swimming ability. An adult must accompany child in the water during instruction.

HPEX-3180 Swimming for 5-Year-Olds

This course will provide acclimation to the water and help develop beginning swimming skills and water survival skills. An adult must accompany child in the water during instruction.

HPEX-5600 Figure Control A

Designed for women and girls to tone muscles and stay slim through conditioning exercises using modern equipment.

HPEX-5680 Swimming Exercise

A fitness course that develops aerobic fitness and flexibility by participating in an organized exercise program in water.

HPEX-7080 Yoga

This course will teach breathing, relaxation and a variety of simple stretching poses. Yoga achieves a balance of strength, flexibility, and energy. Each class will end with a relaxation session to reduce stress and promote inner happiness. This course is offered as a part of a credit class, giving expanded and intense instruction.

HPEX-9060 Rec. Swim/Fitness Club

Designed to provide recreational and fitness activities on an arranged basis. Organized instruction for the development and implementation of an individualized exercise program.

HPEX-9060 Rec. Swim/Fitness for Couples

Designed to provide recreational and fitness activities for couples on an arranged basis. One registration per couple.

HPEX-9060 Rec. Swim/Fitness for Youth

Designed to provide recreational and fitness activities for youth on an arranged basis. Organized instruction for the development and implementation of an individualized exercise program. For children under 17. Contact the Continuing Education Office for registration.

HPEX-9080 Water Aerobics

This low-impact exercise is for adults. The focus is on range of motion, flexibility, toning, strengthening, and circulation—all intended to produce cardiovascular and muscle benefits without joint strain. Swimming skills are not required.

HPEX-9550 Swimming Level 1

This course is designed for the beginning level swimmer to learn swimming skills, basic lifesaving skills, and water survival techniques. Strokes covered are front crawl, back crawl, elementary backstroke, sidestroke, and overarm side.

HPEX-9830 Weight Training

This course introduces proper techniques for training with free weights, aerobic, conditioning equipment, and weight machines. This course is offered as a part of a credit class, giving expanded and intense instruction.

HRPO-1000 Essentials of Human Resource Mgt

Introduction to the theory, practice, and law of human resources management. This course will provide participation with knowledge and skills that can be used immediately. 1.50 CEUs

HRPO-1091 HR: Compensation and Benefits

This eight-hour course will review employee compensation laws and packages. Topics include structuring a benefit package, merit raises and pay for performance, Texas workers compensation and unemployment insurance laws, and rewards and recognition. 0.80 CEUs

HRPO-1091 HR: Employment and Training

This eight-hour course will provide HR staff with best practice strategies in the area of employment and training. Topics will include job analysis, specification, and descriptions; planning and recruitment; screening, interviewing, and selecting staff; employee orientation; and employee training and development. 0.80 CEUs

HRPO-1091 HR: Performance Evaluations

This 12-hour course will provide strategies and techniques for fair and objective performance evaluations, as well as methods of corrective action. Topics will include due process issues, performance review objectives, documenting performance reviews, documentation for corrective action or dismissal, and coaching/counseling techniques. 1.20 CEUs

HRPO-1091 HR: Personnel Policy/Legal

Personnel policies help employees operate by the structure established by the organization. Knowledge of the law helps the HR employee monitor staff to keep them operating within state and federal regulations. Topics in this 12-hour course include developing a concise employee manual; review sexual harassment laws; discrimination of gender, race, religion, age, and disabilities; and handling complaints and grievances. 1.20 CEUs

HRPO-1091 TCP: The Training Professional

Techniques for ensuring effective management and leadership for training professionals. Includes instruction in leadership styles, enabling and encouraging others, building appropriate relationships and professional networks, effective communication skills, applying managerial and business skills, complying with ethical and legal standards, establishing and improving professional credibility in the training field. 2.40 CEUs

HRPO-1091 TCP: Training Needs and Task Analysis

Examines training needs and task analysis at several levels. Includes topics on performance analysis models, types of needs assessment, and reporting assessment results to management. 2.40 CEUs

HRPO-2030 PHR/SPHR Certification Preparation

Major concepts, theories, and their applications to prepare for the Professional Human Resources (PHR) Certification Exam or the Senior Professional Human Resources (SPHR) Certification Exam. 3.60 CEUs

IFWA-1091 Dietary Manager 1

The Dietary Manager's Program is designed to prepare men and women to assume supervisory positions in health-care food service departments. This is an on-the-job training program for people with leadership qualities. You learn through practical projects and experiences that are provided in your health-care facility. 6.00 CEUs

ITNW-1007 Internet Concepts

Introduction to the Internet including email, home page, and how to perform basic research to address company/business needs. Use hands-on practice to learn browser basics, email, real-time communication, searching for information, downloading files, and browser security. Student should have a basic knowledge of a desktop computer and of the Microsoft Windows interface. Recommended prerequisites: ITSC-1002 (Intro to PCs) and ITSC-1006 (Windows: Beginning). Textbook required. 1.60 CEUs

ITNW-1058 Network Technician Network +, Beg.

This course prepares the student to become a reasonably competent personal computer technician. It covers all of the objectives contained in the CompTIA Network+ certification curriculum and modules. Effectively the student will learn to maintain, repair, upgrade, and configure all aspects of vendor neutral networks and major system platforms. 12.40 CEUs.

ITNW-1058 Network Technician Network +, Int.

This course prepares the student to become a reasonably competent personal computer technician. It covers all of the objectives contained in the CompTIA Network+ certification curriculum and modules. Effectively the student will learn to maintain, repair, upgrade and configure all aspects of vendor neutral networks and major system platforms. 12.40 CEUs.

ITSC-1006 Windows, Beginning

This is the second introductory course in computers. It teaches the basics of navigating in the Windows environment and includes a study of micro-processor architecture, file creation/deletion, data entry and manipulation, automatic file execution, configuration, and directory commands. Call your campus to learn what version of Windows is being taught. Recommended prerequisite: prior hands-on computer experience. Textbook required. 1.60 CEUs

ITSC-1010 Computer Basics

Overview of personal computer systems. Includes introduction to computer hardware, software and the everyday use of computers. This course is designed for those who have had little or no experience with a computer. Emphasis is on the basic understanding of the microcomputer, the components, operating system, and common applications. 1.60 CEUs

ITSC-1012 Computer Concepts

If you have had some experience with a computer and know how to manipulate a mouse, this may be the course for you. A study of computer systems and their uses in today's business communities. Textbook required. Recommended prerequisites: ITSC-1010 (Computer Basics). 1.60 CEUs

ITSC-1092 PC Technician A+ Intermediate

This course prepares the student to become a reasonably competent personal computer technician. It covers all of the objectives contained in the CompTIA A+ certification curriculum and modules. Effectively the student will learn to maintain, repair, upgrade, and configure all aspects of computer hardware and major operating platforms. 11.20 CEUs

ITSC-1092 PC Technician A+, Beginning

This course prepares the student to become a reasonably competent personal computer technician. It covers all of the objectives contained in the CompTIA A+ certification curriculum and modules. Effectively the student will learn to maintain, repair, upgrade and configure all aspects of computer hardware and major operating platforms. 11.20 CEUs

ITSC-2036 Windows, Advanced

Skill development in system configuration utilizing any operating system software. Make your Windows work for you. Learn installation techniques, components of Windows and how to personalize your system. Textbook required. Prerequisite: ITSC 1006 or a good working knowledge of Windows. 1.60 CEUs

ITSW-1003 Photoshop I

Introduction to graphics software for image enhancement, photo retouching, and image composition using Adobe Photoshop. Covers introduction to the Photoshop application environment, graphics digital editing tools, using layers, adding text, and color techniques providing skills and knowledge for graphics editors and illustrators. Recommended prerequisite: experience using Windows and Windows applications and a basic understanding of graphics image files. Textbook required. 2.00 CEUs

ITSW-1003 Photoshop II

Introduction to graphics software for image enhancement, photo retouching, and image composition. Continuation of Photoshop I using advanced techniques. Recommended prerequisite: Photoshop I. Textbook required. 2.00 CEUs

ITSW-1022 MS Excel Beginning Workshop

Instruction in terminology, program parameters, display characteristics, formatting features, mathematical functions, and printing. 0.80 CEUs

ITSW-1022 MS Excel, Beginning

Instruction in terminology, machine use, program parameters, display characteristics, formatting features, mathematical functions, and printing. Textbook required. Recommended prerequisite: ITSC 1010, ITSC 1022, or familiarity with Windows. 1.60 CEUs

ITSW-1030 MS Outlook

An introduction to email and calendaring software as a desktop information management tool. In order to keep track of time, scheduling appointments, and contacts, MS Outlook is the tool of choice for controlling email, calendar, contacts, and task management. Recommended Prerequisites: Windows, Beginning. Textbook required. 0.80 CEUs

ITSW-1046 MS Excel, Intermediate

Instruction in moving and copying cells; mathematical, statistical and financial functions; date and time arithmetic; report generation; and built-in graphics support. Textbook required. Recommended prerequisite: Demonstrate mastery of the objectives in ITSW-1022 (MS Excel, Beginning). 1.60 CEUs

ITSW-1053 MS Access, Beginning

Instruction in program parameters, data dictionary, optional field characteristics, calculation, constant default values, designing data entry forms, database origination, and report generation. Textbook required. Recommended prerequisite: ITSC-1010 (Presentation Graphics) or familiarity with Windows. Students will find having taken other Microsoft application courses extremely helpful. 1.60 CEUs

ITSW-1058 Digital Photography

It's time to move up from your 35mm and your Instamatic to digital photography. Learn how to manipulate images as well as copy, send and build photograph albums on a PC. Computer applications and knowledge necessary to perform specific operations in a particular occupational setting. Recommended prerequisite: ITSC-1002 (Introduction to Personal Computers) and ITSC-1006 (Windows, Beginning). 2.00 CEUs

JRNX-5110 Photography, Beginning

Learn how to use your camera with ease. Learn f-stops, shutter speeds, depth-of-field, focusing, use of film, flash, and lenses. Learn to take landscapes, travel, sports and nature scenes. Bring your camera to class or learn about the best camera for you. (Darkroom instruction not included.) 1.50 CEUs

JRNX-5120 Photography, Close-Up

Have you ever wanted to focus closer than your lens would let you? Then you are ready for the extraordinary world of close-up images. Subjects will include handling depth-of-field problems, exposure and adjustments, composition, using natural and supplemental lighting, and manipulating the tripod. To fully utilize the information in this class, students will need an adjustable 35mm camera, a macro (close-focusing) lens, or close-up attachment lenses, etc. Bring camera, tripod and close-up equipment, if available.

JRNX-5130 Photography, Outdoor

This course in outdoor photography will teach you the basic techniques to produce high-quality images of nature, landscape and scenic views. It will cover exposure (f-stops and shutter speed), composition, light and seeing photographically. This course is designed for students who have an adjustable camera (one that allows selections of f-stops and shutter speeds), a basic knowledge of how their camera works, and a desire to improve the quality of their photographs. Students should bring their 35mm camera, a tripod, minimum of two 36-exposure rolls of color slide film, notebook, and camera owner's manual and spare batteries for the camera. Film developing not included in course fee.

JRNX-5260 Digital Photo Editing

Master the basics of editing digital images using photo editing software. Learn to touch up, enhance, or modify your digital photographs or scanned images to create professional-looking reproductions.

LAWT-1091 Court Interpretation I

There is a growing need for trained Spanish interpreters in the federal and state courts. This course teaches students fluent in Spanish and English courtroom interpretation procedures; simultaneous, consecutive and sight translation; legal note-taking skills; and legal vocabulary skills. Participants must be Spanish-English bilingual. 4.80 CEUs

LAWT-1091 Court Interpretation Level III

There is a growing need for trained Spanish interpreters in the federal and state courts. This course teaches students fluent in Spanish and English courtroom interpretation procedures; simultaneous, consecutive, and sight translation; legal note-taking skills; and legal vocabulary skills. Participants must be Spanish-English bilingual and have completed Level 1 & 2 Court Interpretation in Spanish. 4.80 CEUs

MRKG-1091 Social Media Marketing

The course was designed to meet the current need of business owners who look to promote and market their business through social media networks online.

MSSG-1005 MSG: Hydrotherapy

The use of accepted hydrotherapy and holistic health-care modalities of external application of temperature for its reflexive effect. Meets the minimum 20-contact-hour requirement for licensure. 3.20 CEUs

MSSG-1007 MSG: Business Practices & Ethics

The study of physical and financial office practices and marketing. Includes ethical practices for massage therapists as established by law or regulatory agency. Meets the minimum 45-contact-hour requirement for licensure. 4.80 CEUs.

MSSG-1009 MSG: Health and Hygiene

The study of safety and sanitation practices including universal precautions. The importance of proper body mechanics, maintaining a healthy lifestyle, maintaining the massage environment, and the advantage of therapeutic relationships is also included. Meets the minimum 20-contact-hour requirement for licensure. 3.20 CEUs.

MSSG-1011 MSG: Massage Fundamentals I

Introduction to the theory and the application of skills necessary to perform Swedish massage to meet the minimum 125-contact-hour requirement for licensure. 12.80 CEUs

MSSG-1013 MSG: Anatomy and Physiology

In-depth coverage of the structure and function of the human body. Includes cell structure and function, tissues, body organization, and the integumentary, skeletal, muscular, nervous, and endocrine systems. Emphasizes homeostasis/wellness care. Meets the minimum 75-contact-hour requirement for Anatomy and Physiology for licensure. 8.00 CEUs

MSSG-2011 MSG: Massage Fundamentals II

A continuation of Massage Therapy Fundamentals I. Emphasizes specialized techniques and assessment of client needs to identify a specific plan of care. Completes the requirements for Massage Techniques for licensure. 11.2 CEUs



Massage Therapy

Imagine working at a luxurious resort in the Caribbean or on another continent! Massage Therapy is one of the fastest-growing careers whether you are a private practitioner or working alongside other medical professionals in a clinical setting. In just over four months, you will be able to start the career of your dreams or use Massage Therapy to supplement your current income.

This 565-hour program will provide you with all the skills and knowledge you will need to start out as a certified Massage Therapist, as well as preparing you for the Texas Department of State Health Services' licensing exam and even the National Certification Exam. Graduates of this program must meet state guidelines to sit for the certification exam.

Call Continuing Education Services on South Campus at 817-515-4834.

MSSG-2013 MSG: Kinesiology for Massage

Applied study of human kinesiology. Muscle movements and dysfunctions will be discussed and palpated. Includes theory and practice of functional muscle testing. Meets the minimum 50-contact-hour requirement for licensure. 5.00 CEUs

MSSG-2014 MSG: Pathology for Massage

General discussion of pathologies as they relate to massage therapy. Includes universal precautions and their management in professional practice. Also covers etiology, signs, symptoms and the physiological and psychological reactions to disease and injury. Meets the minimum 40-contact-hour requirement for licensure. 4.80 CEUs

MSSG-2086 MSG: Internship

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer. 5.00 CEUs

MSTX-1040 Motorcycle Rider Education

This class provides instruction and practical exercises for motorcycle operation. Training includes motorcycle riding techniques and road safety. Minimum age is 15. (Students between the ages of 15-18 must have completed 32 classroom hours of Driver's Education, and present a copy of a DE-964 showing a completion of at least 6 hours of driver's education). 1.90 CEUs

MTHX-1000 Geometry for Home-Schoolers

This class will introduce students to the tools of geometry: geometric figures, shapes and motions, triangle relationships, measuring in the plane, measuring in space, reasoning and parallel line, and providing triangles congruent. 4.80 CEUs

MTHX-1005 Math Enrichment

This course seeks to reinforce foundational math skills while developing higher-level problem-solving and reasoning skills. The focus is on key foundational math concepts, building conceptual understanding, discovery and analytical skills, and cultivating creative problem-solving skills.

MTHX-1010 Pre-Algebra for Home-Schoolers

This class will introduce students to the tools of pre-algebra: adding, subtracting, multiplying and division; using percents and estimation; problem solving; order of operation; solving inequalities and other related subjects. 4.80 CEUs

MTHX-1011 College Algebra for Home-Schooled

Topics include: graphing, functions, matrices, rational and irrational expressions with graphing and polynomial use. Method of teaching is lecture as well as student board work. Grading objectives are based on tests, quizzes and homework assignments. Recommended prerequisites: Algebra I and II. 4.80 CEUs

MTHX-1030 Math Prep 1: Decimals/Fract./Percentage

Review of basic mathematical operations involving decimals, fractions and percents. 0.90 CEUs

MTHX-1040 Math Prep 2: Algebra/Geometry, Basics

This course is the beginning of algebra and geometry. Review signed numbers, 1+2 variable equations, graphing and elementary geometry. 0.90 CEUs

MTHX-1090 Math, Money, and Life

This class is an experience in math, money, and life. Through games, activities, and guest speakers, students will use math skills to learn about the many financial responsibilities they will be faced with as they grow into adulthood. The class will review: earning money, managing a household, budgeting, banking and investing, paying taxes, and preparing for careers. 4.80 CEUs

MTHX-2000 Algebra I - Home Schooling

The first half of Algebra I. Students will learn to master concepts studied in a core class. Students will learn factoring, solving quadratic equations, rational/irrational expressions, graphing and solving equalities and inequalities. 4.80 CEUs

MTHX-2001 Algebra II - Home Schooling

The first half of Algebra II. Students will continue learning advanced Algebra skills such as algorithms, sequences and series, linear equations, and extended work with polynomials. 4.80 CEUs

PHRA-1001 PT: Intro to Pharmacy Technician

An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques, and supply and inventory techniques. 4.80 CEUs

PHRA-1004 PT: Pharmacotherapy and Disease

A study of disease processes and the therapeutic properties of the drugs used in treatment. 4.80 CEUs

PHRA-1005 PT: Drug Classification

Study of pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body, and routes of administration. Emphasis on the location of drugs within a pharmacy, inventory control, safety, and quality assurance procedures. 4.80 CEUs

PHRA-1009 PT: Pharmacy Mathematics

Students will demonstrate the ability to perform pharmaceutical calculations required for the usual dosage determination and solution preparation. 4.80 CEUs

POFI-1004 Transitions: Office Skills

Introduction to word processing terminology, editing functions, formatting, and special text options. This course must be taken concurrently with EDUX 1000 Transitions core course. 2.00 CEUs

POFI-1024 Microsoft Word, Beginning

Introduction to word processing terminology, editing functions, formatting, and special text options. 1.60 CEUs

POFT-1006 Transitions: Career Exploration

This course is designed for developmentally challenged individuals who are at least 18 years of age to assist them in identifying their career options and educational goals. The course also provides instruction on job search skills and workplace behaviors. This course must be taken concurrently with EDUX 1000 Transitions core course. 4.00 CEUs

POFT-1010 Computer Keyboarding

Instruction in basic typewriting skills and knowledge including techniques in basic machine operation, touch typing for accuracy and speed, centering and tabulating, and beginning composer at the keyboard. The student will learn correct finger position and methods of increasing speed and accuracy. Textbook required. 2.00 CEUs

POFT-1013 Transitions: Workforce Essentials

Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

POFT-1022 First Choice: Office Skills

This course provides instruction in basic office skills including filing, communication and human relations. 4.80 CEUs

POFT-1093 Stepping Stones: Office Skills I

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Topics include general office skills with an emphasis on developing keyboarding techniques, basic Microsoft Word skills, occupational options, and resumes. 4.10 CEUs

PSYX-1010 PD: Counseling/Psychology

Intensive training in identified area(s) to meet continuing education and/or review/update requirements associated with professional licensure or certification. This course was designed to be repeated multiple times to improve student proficiency. 0.20 CEUs

RDGX-1002 Reading and Vocabulary Enrichment

This course seeks to reinforce foundational reading and comprehension skills. The focus is on recognition and comprehension of vocabulary and sentences necessary to understand and explain current events and short stories. 4.80 CEUs

RDGX-1002 Reading and Vocabulary Enrichment

This course seeks to reinforce foundational reading and comprehension skills. The focus is on recognition and comprehension of vocabulary and sentences necessary to understand and explain current events and short stories.

RELE-1002 RE: Principles of Real Estate I

Overview of licensing as a real estate broker or salesperson in Texas. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination. 3.00 CEUs

RELE-1012 RE: Law of Contracts - Short Course

This course is a review of real estate contracts required by Section 6A (3) of the Real Estate License Act with emphasis on general contract law requirements. Also covers the purpose, history, and working process of the Broker-Lawyer Committee. Includes preparation of real estate contract forms with emphasis on the most commonly used forms. 3.00 CEUs

RELE-1039 RE: Principles of Real Estate II

Overview of licensing as a real estate broker or salesperson in Texas. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination and housing credit discrimination. 3.00 CEUs

RELE-2002 RE: Law of Agency Short Course

A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and the disclosure of an agency. 3.0 CEUs

SBMX-1010 Bottom Line Bidding

Bottom Line Bidding is seven weeks of intensive hands-on training aimed at small business professionals who are ready to do business with large corporations, prime contractors and government entities. Participants will be provided tips, tools and techniques designed to: create productive buyer-supplier relationships, increase bid success rates and gain competitive advantages. This class will be held at James E. Guinn Complex, 1150 South Freeway, Ste. 229, Fort Worth, TX 76104.

SBMX-1150 Small Business Finance

This course will introduce clients to funds available and the procedure for getting funds guaranteed by the Small Business Administration to start or maintain a business. This class is held at James E. Guinn Complex, 1150 South Freeway, Ste. 229, Fort Worth, TX 76104; and Continuing Education Workforce Development Center, 202 E. Border St., Rm. 133, Arlington, TX 76010.

SBMX-1160 Intellectual Property Orientation

This course introduces the student to the methods used to protect inventions, copyright written material and processes, and protect company names and symbols via trademark registration. This class is held at James E. Guinn Complex, 1150 South Freeway, Ste. 229, Fort Worth, TX 76104.

SBMX-1300 Website Design Made Easy

A website promotes your product or service to an ever-increasing market of interested consumers. Take the mystery out of website development and put the Internet to work for you! This workshop allows the student to obtain the information to choose and register an effective domain name; determine resources necessary to create or outsource production of your website; identify key text that is search-engine friendly; and acquire limited knowledge of basic HTML code.

SBMX-1310 HR for Small Business

Designed for small business owners wanting to communicate employer policies and procedures to current and new employees. Addresses key questions to company policies including minimum wage, maternity, dress code, vacation, holidays, job descriptions, and drug-free workplace. Identifies current and relevant legislative issues for employment eligibility and proper maintenance of employee files. This class will be held at James E. Guinn Complex, 1150 South Freeway, Ste. 229, Fort Worth, TX 76104.

SBMX-3370 Intro - Government Contracting

This class will introduce participants to the government procurement process at the local, state and federal levels. Students will learn what it takes to market their products and services to the government. This class will be held at James E. Guinn Complex, 1150 South Freeway, Ste. 229, Fort Worth, TX 76104.

SBMX-3480 IRS Small Business Workshop

The Education Programs Office of the Internal Revenue Service and SBDC jointly sponsor this half-day seminar to provide an opportunity for small business owners to ask questions and get information on current tax laws and reporting requirements. A trained instructor will teach the class. This class is held at James E. Guinn Complex, 1150 South Freeway, Ste. 229, Fort Worth, TX 76104. All Saturday classes will be held at Arlington Workforce Center, 202 E. Border St., Rm. 133, Arlington, TX 76010. Call: 817-871-6028. 0.40 CEUs

SBMX-3491 Business Start-Up Workshop

This one-day course will provide an overview of the major aspects facing a new business owner/manager. Guest speakers will cover subjects such as business planning, sources of capital, legal considerations, marketing, taxes and much more. Workbook, materials and lunch are included. Note: This class will be held at James E. Guinn Complex, 1150 South Freeway, Ste. 229, Fort Worth, TX 76104.

SLNG-1091 Sign Language, Beginning - Short Course

An introduction to sign language, fingerspelling and numbers. Provides basic functional skills to enable communication with the hearing-impaired. 1.60 CEUs

SLNG-1091 Sign Language, Intermediate

This is a continuation class for students wanting to improve their sign language skills to more effectively communicate with individuals who are deaf. Practice sessions will allow participants to enhance their conversational abilities and learn additional training in receptive skills. Textbook required. Recommended prerequisite: Sign Language, Beginning or equivalent. 1.60 CEUs

SMER-1004 SER: Outboard Serv Principles

Principles of operation of two- and four-stroke outboard motors and their associated systems. Emphasis on troubleshooting and analysis of faulty systems and their individual components. Meets with credit course. 8.00 CEUs

SMER-1025 SER: Small Engine Electrical System

Theory of operation and test procedures and equipment used in the diagnosis and repair of the various circuits which make up a small engine electrical system. Meets with credit course. Textbook required. 8.00 CEUs

SMER-1028 SER: Small Engine Service Principles

This course covers principles of operation of small engines and associated systems as used in lawn and garden applications. Emphasis on operating principles and overhaul procedures for two- and four-stroke small engines and their applicable drive systems. Meets with credit course. 8.00 CEUs

SMER-2050 SER: Small Engine Projects

A capstone course that provides students the opportunity to apply the knowledge and skills gained in the program. Completion of an assigned project in motorcycle, outboard, or small engine equipment repair required. The course should be taken after completing specific specialized courses in the program. Prerequisite: Consent of department chairperson. Meets with credit course. 8.00 CEUs

SPNL-1002 Medical Conversational Spanish Beg.

Instruction in selected vocabulary of technical and medical terms, pronunciations, and basic structures used by those employed in the medical field. 2.40 CEUs

SPNX-1490 Spanish: Conversation, Beginning

Practice in comprehension and demonstration of the spoken language for students who wish to improve their skills in comprehension, pronunciation and oral expression. 2.40 CEUs

SPNX-1500 Spanish: Conversation, Beginning II

Practice in oral communication for students who wish to improve their skills in listening comprehension, pronunciation and oral expression. 2.40 CEUs

SPNX-1690 Spanish: Conversation, Advanced

This course will concentrate on increasing your ability to communicate effectively and accurately in Spanish. Instruction will focus on developing vocabulary range, improving pronunciation, language structure, and fluency for application in business and personal communication. 2.40 CEUs

TRVM-2001 Intro. to Convention/Mtg Management II

This course is a continuation of Part I and further expands on the components required to understand how meetings, conventions, and exhibits are planned, coordinated, and directed effectively to achieve success and an outstanding reputation. The main purpose and objective of this two-part course is to introduce and teach additional competencies and skills for those already working for meeting and planning service companies as well as those who are indirectly involved with the meeting and conventions industry (e.g., hotels, conference centers). Students must show successful completion of Part I to be admitted into Part II. 4.80 CEUs.

TRVM-2001 Intro. to Convention/Meeting Management

This course presents all of the components required to understand how meetings, conventions, and exhibits are planned, coordinated, and directed effectively to achieve success and an outstanding reputation. The main purpose and objective of this educational course is to introduce and teach all the competencies and practical skills for those who are already working for meeting and planning service companies as well as those who are indirectly involved with the meeting and convention industry (e.g., hotels, conference centers). All of these individuals are potential students and already have basic skill desires and goals to become more knowledgeable and specialized in a variety of areas within the industry. These students desire to eventually move up the ladder to achieve their career goals. The course is also available to students who are searching for an industry where they may advance and achieve career goals. 4.80 CEUs

UPHL-1091 Upholstery

Choosing proper padding and fabric, removing old upholstery, making patterns for new upholstery, installing correct base, cutting and fitting foam cushions, use of tools, tufting seats and backs, hand and machine care, and finishing the work. 3.6 CEUs

UPHL-1091 Upholstery, Intermediate

This class is designed for students who have completed at least one Upholstery Basic course. We will be working on more detailed projects you might have, such as frame-up construction, springing, padding, diamond tufting, and whole piece reconstruction. Students will still need to bring their own projects, but no additional tools will be needed unless specified after the course begins. 2.40 CEUs