

brazosport college **community education** class schedule

2008

August-December



launch **your future** here

your classes



www.brazosport.edu/ce

new classes!

Ophthalmic Assistant

See Page 4

Essentials of Word 2007

See Page 9

Essentials of Excel 2007

See Page 9

Essentials of PowerPoint 2007

See Page 10

Managing Your Business on the Web - Essentials

See Page 10

Managing Your Business on the Web - More Solutions

See Page 10

Essentials of Adobe Acrobat Professional 8

See Page 11

Podcasting Beyond The Basics

See Page 11

Recording with Audacity

See Page 11

Animal First Aid & CPR

See Page 15

Religions of the World

See Page 15

Coffee Cupping and Tasting

See Page 17

Beer Tasting and Food Pairing

See Page 17

Scuba Diving Open Water Certification

See Page 17

Microbrewing Beer

See Page 17

Fashion Jewelry Making

See Page 19

50 Years Young & Older **ALLP** Adult Life & Learning Program
CLASSES FOR THE FALL
OCTOBER 14-NOVEMBER 2008
LOOK FOR CATALOG COMING SOON!

healthcare

..... Page 4

career

..... Page 9

education

..... Page 14

lifestyle

..... Page 15

youth

..... Page 21

e-learning

..... Page 22

holiday hours

No classes will be held on these days

September 1, 2008 - Labor Day

November 25, 2008 (Tuesday)
College closes at 3:00 pm

November 26-30 - Thanksgiving

December 22, 2008 – January 2, 2009
College closed for Winter break

Community Education is all about people. People turning to education to change their lives! Whether you want to gain job skills and work credentials, learn a new hobby or language, socialize, improve your fitness or just have fun - we have classes for you!

Our flexible classes are scheduled throughout the year to ensure participation at a time and place that works for you. And if you want something else, just let us know! With an appropriate instructor and sufficient students, we can start a class anytime - learn on demand!

Financial aid is available for some workforce training programs. Student loans, payment plans and scholarships are a few more of the resources we offer to help you attain your goals!

Purchase a gift certificate for someone special in your life and give a gift that lasts a lifetime!

LAUNCH YOUR FUTURE HERE AT COMMUNITY EDUCATION!

your classes



registration

online at www.brazosport.edu/ce - create your own account online and register at your convenience using your credit card!

by phone at 979-230-3600 - we're open until 8 p.m. for your convenience!

by fax at 979-285-0167 - fill out the registration form on page 35 and fax it to us!

in person at a local CE Center near you- 120 Circle Way, Ste. 2A, Lake Jackson 211 East Park Avenue, Freeport

Students must be 17 or concurrently enrolled in order to participate in CE classes with the exception of youth programs.



your healthcare classes

The demand for Healthcare workers is at an all time high and we have the training you need to join this exciting field right here in your neighborhood! We offer small classes at convenient times that work with your demanding schedule! Many of our programs are offered in partnership with Condensed Curriculum International, Inc. CCI partners with colleges and universities nationwide to offer quality health programs in an effort to meet the growing national need for certified health care professionals. The cost of courses offered by CCI include books and materials. Let us help you get started in a healthcare career today!

NEW! Ophthalmic Assistant

Ophthalmic assistants work directly with patients, greeting them and taking their medical histories, administering diagnostic tests, measuring and recording vision, and testing eye muscle function. Assistants can also provide contact lens education, give eye medications, maintain optical instruments, as well as perform office tasks such as booking appointments, answering phones, and keeping records. Ophthalmic Assistants work in a variety of job settings, including clinics, hospitals, or private practices with an ophthalmologist.

Pre-requisites: High school diploma or GED

Brazosport Main Campus

OPTS2041 (4266)
10/6-11/24 Mon/Wed 6-9:30PM 50 hrs
\$999

Physical Therapy Technician (Rehabilitative Aide)

Physical therapy has become a valuable part of total patient care and rehabilitation. This program is an entry level course in the growing field of Physical Therapy. The PT Tech is generally responsible for carrying out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients while working under the direction of the physical therapist. The PT Tech may be employed in nursing homes, hospitals, sports rehabilitation centers and some orthopedic clinics.

Pre-requisites: High school diploma or GED

Lake Jackson CE Center

PTHA1091 (4117)
10/7-12/2 Tue/Thr 6-9:30PM 50 hours
\$999

Dialysis Technician

Dialysis Technicians, also called Hemodialysis or Renal Dialysis Technicians, operate kidney dialysis machines, which filter normal waste products and excess fluids from the blood of patients whose kidneys can no longer perform this function. The Dialysis Technician is the person providing direct patient care within the dialysis unit. Dialysis Technicians initiate, monitor, and discontinue dialysis treatments for the renal failure patient. Under the direction of senior technicians, nurses and doctors. Dialysis Technicians play a vital role as part of the dialysis team.

Pre-requisites: High school diploma or GED

Lake Jackson CE Center

RNSG2017 (4116)
10/6-11/24 Mon/Wed 6-9:30PM 50 hours
\$999



Dental Assistant

The Dental Assistant Program prepares students for entry level positions in one of the fastest growing health care positions. This program will cover key areas and topics exposing the student to both classroom and laboratory hands-on instruction. The classroom instruction reviews the necessary anatomy, terminology, legal and ethical issues as well as the policy and guidelines necessary to understand the scope of practice. Topics include instrument identification, equipment maintenance, tooth structure, dental anesthesia, sterilization, and charting. The laboratory instruction allows the student to experience the feel of working in a dental suite and will be held at a local dental office. The student will learn the steps necessary to assist the dentist while providing quality dental care. CPR training is included.

Pre-requisites: High School Diploma or GED

Lake Jackson CE Center

DNTA1015 (4112)
DNTA1037 (4111)
10/6-2/11 Mon/Wed 6-9 PM 92 hours
EMSP1019A (4113) CPR
1/31 Sat 9AM-5PM 8 hours
\$1799

Pharmacy Technician

Pharmacy Technicians work under the direction of a pharmacist. Their main responsibility is filling prescriptions according to doctors' orders. This course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board (PTCB) exam. The course includes reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement. The Pharmacy Technician Certification Program includes a graded final exam to help prepare students for the national PTCB exam.

Pre-requisites: High school diploma or GED

Lake Jackson CE Center

PHRA1001 (4114)
10/9-2/12 Thr 6-9:30PM 50 hours
\$999

Intravenous Admixture and Sterile Compounding for the Pharmacy Technician

This program prepares students to work with Sterile Compounding, IV Admixtures and Aseptic Techniques. It includes key review and extensive classroom demonstrations and labs covering topics such as aseptic/sterile techniques, IV Admixtures, critical area contamination factors, equipment and supplies, sterile pharmaceutical calculations, sterile pharmaceutical compounding documentation, quality assurance procedures, aseptic preparation procedures, handling of cytotoxic and hazardous drugs, as well as other important topics.

Pre-requisites: Completion of Pharmacy Technician Program or current employment as a Pharmacy Technician

Lake Jackson CE Center

PHRA1045 (4115)
10/7-2/3 Tue 6-9:30PM 50 hrs
\$999

Massage Program Information Session

Interested in becoming a Massage Therapist? Drop by one of our information sessions and learn all about the program and the latest state requirements. This is a required class for all students entering the Massage Therapy Program. There is no cost for this class. You may choose to attend any one of the three scheduled sessions below.

Lake Jackson CE Center 6-7PM

CMAS1000 (4132) 9/11

CMAS1000 (4133) 10/7

CMAS1000 (4134) 11/13

Aromatherapy

Learn how aromatherapy can promote improved health, beauty, and well-being and how to reduce stress and tension using aromas. This introductory course will provide instruction to determine what scents would benefit specific situations and when the practice of aromatherapy would not be beneficial. This class is a great opportunity for practicing Massage Therapists to learn how to add Aromatherapy to a client's experience.

Lake Jackson CE Center

MSSG1091 (4130)
10/11 Sat 9AM-4PM 7 hours
\$39

Chair Massage

Learn the proper techniques to correctly perform Chair Massage on clients. Learn to perform a simple, energizing massage in a relaxing sequence on site and take business to customers. Help clients relax, reduce muscle tension, and boost energy while increasing client base and revenue!

Pre-requisites: Current or previous enrollment in a Massage Therapy Program

Lake Jackson CE Center

MSSG2001 (4131)
11/1-11/8 Sat 9AM-5PM 16 hours
\$79

IMMUNIZATION REQUIREMENTS

To protect your health and the health of patients, the State of Texas has implemented a system of required immunizations for all healthcare students in direct patient contact. The following immunizations must be complete prior to registering in the **clinical** phase of any healthcare program

Varicella (chicken pox) -

two doses, report of a positive titer*, or reported date of illness

Tetanus/Diphtheria (Td) -

one dose within the past 10 years

Hepatitis B -

series must be completed before start date of class (first shot is taken, second shot is due one month later, third shot is due 6 months after first shot)

Tuberculin Skin Test (TB) -

negative reading within 6 months of class start date is required (if you have a positive reading, a negative chest x-ray is required)

(test results or x-ray signed by doctor required)

MMR - (combined Measles, Mumps, & Rubella)

born in or after 1957 - two doses at least one month apart or positive titer* required

born before 1957 - one dose or positive titer* required

--or--

Measles -

born in or after 1957 - two doses at least one month apart or positive titer* required

Mumps -

born in or after 1957 - one dose or positive titer* required

Rubella -

One dose or positive titer* required

*Titer results signed by doctor are required.

Students will be immediately withdrawn with no refund issued if found to have falsified information or if immunizations are not complete.

your healthcare classes

The State of Texas requires that all students working in direct patient contact during the clinical phase of a course, meet certain requirements. The requirements are outlined on our Healthcare Admissions Application. You must complete this application and submit it at least 10 days prior to the start of class. ALL immunizations must be complete and proof of CPR certification attached prior to submitting the application. Once submitted, we will complete the criminal background check and if all requirements are met, you will be notified of eligibility to register.

Medical Assistant Lecture/Lab

This course is designed to provide the student with the necessary training, skills, and knowledge needed to gain employment as a Medical Assistant in a physician office or clinic setting. The student will have instruction in a variety of laboratory procedures such as phlebotomy and EKGs as well as infection control, ethics, medical office technology and so much more. This class is one of the two required courses needed in order to be awarded a certificate of completion for this program. The clinical portion will be offered in Spring 2009. The clinical portion will require all immunizations, CPR certification and a criminal background check.

Lake Jackson CE Center

MDCA1000 (4118)
MDCA2031 (4121)
HITT1005 (4122)
MDCA1009 (4119)
POFM1009 (4123)
MDCA1052 (4120)
9/15-5/6 Mon/Wed 1-5PM 240 hours
\$699 + textbooks

Phlebotomy Lecture/Lab

What is the difference between a quick, easy blood test and pure misery? A skilled Phlebotomist! Learn the skills for this dynamic and rapidly growing profession. This program focuses on skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. It includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles, blood culture and specimen collection. This class is one of the two required courses needed in order to be awarded a certificate of completion for this program. The clinical portion will be offered in Spring 2009. The clinical portion will require all immunizations, CPR certification and a criminal background check.

Lake Jackson CE Center

PLAB1023 (4105)
10/1-1/26 Mon/Wed 6-9 PM 80 hours
\$209 + textbooks

Phlebotomy Technician Clinical

This course provides clinical training based in a hospital or clinic setting. Students must have successfully completed the Phlebotomy Lecture/Lab course through Brazosport College before beginning this part of the training. After completion of this course, students may be eligible to seek national certification through NCCT. This class is one of the two required courses needed in order to be awarded a certificate of completion for this program. Clinical days are flexible, but clinical rotations may only be available during daytime hours.

Pre-requisites: Phlebotomy Lecture/Lab course; CPR certification, Healthcare Admissions Application

Lake Jackson CE Center

PLAB1060A (4106)
10/13-12/17 Mon-Fri 6-9 PM 60 hours
\$258

Medical Assistant Clinical

This course provides clinical training based in a hospital or clinic setting. Students must successfully complete the Medical Assistant Lecture/Lab course through Brazosport College before beginning this phase of the training. Upon completion of this course, students may be eligible to seek national certification through NCCT. Clinical days are flexible, but clinical rotations may only be available during daytime hours.

Pre-requisites: All Medical Assistant Lecture/Lab courses; CPR Certification; Healthcare Admission Application

Lake Jackson CE Center

MDCA1060A (3239)
10/28-1/15 Tue/Thr 1-5PM 64 hours
\$299



your healthcare classes

Electrocardiography (EKG)

Begin a new career as an Electrocardiography/Cardiovascular Technician! This program will provide instruction in anatomy and physiology of the heart, medical disease processes, medical terminology, ethics and legal aspects of patient contact. Students will learn to operate a 12-lead EKG machine, identify heart rhythms, and recognize normal and abnormal patterns in the EKG leads. This class is one of the two required courses needed in order to be awarded a certificate of completion for this program. EKG Technician Clinical will be offered in Spring 2009. The clinical portion will require all immunizations, CPR certification and a criminal background check.

Lake Jackson CE Center

ECRD1011 (4107)
HPRS1006 (4108)
10/1-4/1 Wed 9AM-12PM 56 hours
\$209 + textbooks

CNA-Certified Nurse Aide

While this course is designed for students who want to gain entry level employment in healthcare, CNA training also introduces students to basic nursing skills training for those interested in enrolling in future nursing programs. Emphasis in this program will be placed on the skills and abilities needed to provide basic care for long-term care residents. This class meets the state requirements to be able to take the state certification exam; the exam will take place after completion of the program. The cost of the state exam is included in the cost of this course.

Pre-requisites: CPR Certification; Healthcare Admission Application

Lake Jackson CE Center

NURA1001 (4103)
NURA1060 (4104)
9/23-1/27 Tue/Thr 9AM-12PM 95 hours
\$289 + textbooks

Medication Aide Update

The Texas Department of Aging and Disability Services (DADS) requires this 7-hour Continuing Education course for the renewal of medication aide licenses. Topics will include review and update of medication aide training rules, medication administration, and related responsibilities. DADS recommends that medication aides take the update course at least 90 days prior to the expiration date of their permit. Students must bring their Medication Aide permit number to class so the hours can be properly reported to DADS. Students must register 2 weeks before start date of class.

Pre-requisites: Copy of Certified Medication Aide license

Lake Jackson CE Center

NURA1041 (4128)
11/1 Sat 9AM-4PM 7 hours
\$49

Medical Office & Billing

Prepare for a career in one of the fastest growing positions in the medical field. Learn the fundamentals of medical insurance billing. Topics will include methods of extracting needed data from patient records, the use of appropriate forms, and the development of beneficial relationships with carriers to secure maximum reimbursement from third party insurers. Further instruction in office administration skills will be provided, with an emphasis in record management, payroll, scheduling and customer service fundamentals. Attention to detail, good keyboarding skills, and general computer knowledge are considered essential for the successful completion of this class.

Pre-requisites: Keyboarding skills; Computer skills working in a Windows OS

Lake Jackson CE Center

POFM1009A (4125)
HITT1013A (4124)
9/15-1/12 Mon/Wed 1-4PM 90 hours
\$329 + textbooks

Basic Cardiac Life Support (CPR)

The 8-hour American Heart Association CPR Course will provide instruction in adult, child and infant CPR Certification and AED (first aid) training. Certification is valid for two (2) years. This CPR class meets the requirements for most medical personnel who require recertification every two years. Consult with your employer for specific requirements.

Brazosport Main Campus

EMSP1019 (4152) 9/13
EMSP1019 (4154) 10/18
EMSP1019 (4155) 11/15
EMSP1019 (4156) 12/13
Sat 8AM-4PM 8 hours
\$39

EMT Advanced Cardiac Life Support (ACLS)

This is a special course for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. This course establishes a system of protocols for management of the patient experiencing cardiac difficulties. This is a skills training course with topics and applicable skills relevant to cardiac emergencies.

Brazosport Main Campus

EMSP2035 (4223)
12/6-12/7 Sat/Sun 8AM-5PM 16 hrs
\$125

EMT Pre-Hospital Trauma Life Support (PHTLS)

A special intensive skills training course in emergency field management for the EMT-Intermediate, EMT-Paramedic, and Trauma Nurse who must initially evaluate the trauma patient. The course includes training in basic and advanced skills necessary for rapid assessment, resuscitation, immobilization and the transport of patients. This course was designed by the American College of Emergency Physicians.

Brazosport Main Campus

EMSP1049 (4170)
11/8-11/9 Sat/Sun 8AM-5PM 16 hrs
\$131

your healthcare classes

EMT Basic

The course content includes lecture and skills which concentrate on the Department of Health EMT basic guidelines in all aspects of pre-hospital emergency care. This course will include topics such as medication administration and use of an Automatic External Defibrillator (AED). The course clinical and EMS requirement remain the same but the lecture portion of the course will change to follow the National Assessment Based curriculum. The course includes basic emergency care designed for those actively treating sick or injured persons. Students will also be required to perform 24 hours of hospital internship in the ER and ride as an EMS crew member for 24 hour emergency ambulance runs. Successful completion of the course makes the student eligible for the Texas Department of Health EMT-Basic Certification Exam.

Pre-requisites: COMPAS or THEA test; Professional Rescuer CPR; approval from John Creech prior to registering

Brazosport Main Campus

EMSP1001 (4163)
EMSP1060 (4164)
9/3-12/15 Mon/Wed 6-10PM
Sat 8AM-4PM 268 hrs
\$608

EMT Basic Refresher

This basic refresher course will provide the currently Certified EMT-B with all the necessary contact hours in the appropriate categories to satisfy the Texas Department of Health mandatory CE requirements for a two-year period. Skills proficiency exams are included for recertifying students.

Pre-requisites: COMPAS or THEA test; Current certification as an EMT-Basic; Professional Rescuer CPR; approval from John Creech prior to registering

Brazosport Main Campus

EMSP1004 (4267)
9/3-12/15 Mon/Wed 6-10PM
Sat 8AM-4PM 128 hrs
\$304



EMT Intermediate

This course is the entry-level course for EMS personnel to provide Advanced Life Support in the pre-hospital environment. Instruction includes modules from the Department of Transportation Paramedic training program including paramedic roles and responsibilities, human systems, patient assessment, shock and fluid therapy and advanced airway management.

Pre-requisites: COMPAS or THEA test; Current certification as an EMT-Basic; Professional Rescuer CPR, and approval from John Creech prior to registering

Brazosport Main Campus

EMSP1038 (4165)
EMSP1055 (4166)
EMSP1056 (4167)
EMSP1060A (4168)
9/3-12/15 Mon/Wed 6-10PM
Sat 8AM-4PM 376 hrs
\$886 + textbook

EMT Intermediate Refresher

This course will provide the currently certified EMT-Intermediate with the required Continuing Education necessary for a two year period. All categories required by Texas Department of Health will be included. Skills exams are not included for recertifying students.

Pre-requisites: COMPAS or THEA test; Current certification as an EMT Intermediate; Professional Rescuer CPR, approval from John Creech prior to registering

Brazosport Main Campus

EMSP1043 (4169)
9/3-12/15 Mon/Wed 6-10PM
Sat 8AM-4PM 112 hrs
\$315

EMT Paramedic

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. At the completion of this course, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression, and implement a treatment plan for the cardiac patient. This is a comprehensive course covering all aspects of the utilization of medications in treating emergency situations. This course is designed to compliment EMT Cardiology.

Pre-requisites: COMPAS or THEA test; Professional Rescuer CPR, approval from John Creech prior to registering

Brazosport Main Campus

EMSP2044 (4171)
EMSP2048 (4172)
9/3-12/15 Mon/Wed 6-10PM
Sat 8AM-4PM 160 hrs
\$488

EMT Paramedic Refresher

This course will provide the currently certified paramedic with the required contact hours necessary to satisfy the Texas Department of Health continuing education requirements for two years. Skills proficiency exams are not included for recertifying students.

Pre-requisites: COMPAS or THEA test; Current certification as an EMT Paramedic; Professional Rescuer CPR, approval from John Creech prior to registering

Brazosport Main Campus

EMSP2042 (4173)
9/3-12/15 Mon/Wed 6-10PM
Sat 8AM-4PM 96 hrs
\$309

your career classes

Keep your skills up to date in our career classes. We offer classes in many of the new technologies to keep you on the cutting edge! Soon, Windows Vista will be Microsoft's only supported operating system - stay ahead of the game by taking one of our new courses in the basics of Vista and Office 2007. Adobe has introduced their CS3 software suite! Using these softwares (InDesign, Illustrator, Photoshop, Dreamweaver) you will learn to create spectacular marketing presentations, newsletters, logos, ads, web sites and much more. See what we have to offer - there just might be something here for you!

Essentials of Microsoft Windows

This introductory course is for beginning computer users. Establishing a good foundation in Microsoft Windows will make all tasks performed on the computer much easier. Begin with a brief introduction to computer concepts and then focus on various Windows features. Become familiar with the Desktop and Control Panel, creating, editing, and printing documents, file management, and more.

Pre-requisites: Keyboarding skills

Lake Jackson CE Center

ITSC1012B (4141)
9/8-10/1 Mon/Wed 12-3PM 24 hours

ITSC1012B (4140)
9/8-10/1 Mon/Wed 6-9 PM 24 hours
\$75 + textbook

Essentials of Microsoft Vista

This introductory course is for beginning computer users or those who are new to the Vista operating system. Establishing a good foundation in Microsoft Vista will make all tasks performed on the computer much easier. This course begins with the basics of Vista - logging on, using the start menu, and controlling program windows, and then moves on to the Desktop and Control Panel, creating, editing, and printing documents, file management, using the Internet, and more.

Pre-requisites: Keyboarding skills

Lake Jackson CE Center

ITSC1012D (3763)
8/26-9/18 Tue/Thr 12-3PM 24 hours
\$75 + textbook

Essentials of Word

Microsoft Word is a widely used word processing application. Learn the foundational skills essential to becoming proficient in Microsoft Word. This course introduces basic Word features such as using toolbars, task panes, navigating in a document, document styles, editing and formatting text and paragraphs, printing, inserting special fields, productivity tools, and more!

Pre-requisites: Keyboarding; Basic computer skills or Essentials of Microsoft Windows

Lake Jackson CE Center

POFI1003 (4146)
10/7-10/21 Tue/Thr 12-3PM 15 hours

POFI1003 (4147)
10/7-10/21 Tue/Thr 6-9 PM 15 hours
\$69 + textbook

NEW! Essentials of Word 2007

Learn the new Office 2007 ribbon interface! Microsoft Word is a widely used word processing application to create letters and reports. Learn the foundational skills essential to becoming proficient in Microsoft Word. This course introduces basic Word features such as using toolbars, task panes, navigating in a document, document styles, editing and formatting text and paragraphs, printing, inserting special fields, productivity tools, mail merge and more!

Pre-requisites: Keyboarding; Computer skills or Essentials of Microsoft Windows or Vista

Lake Jackson CE Center

POFI1003A (4145)
10/6-10/22 Mon/Wed 6-9 PM 18 hours
\$75 + textbook

Essentials of Excel

Most businesses today use a spreadsheet tool to manage financial and other numeric data. Develop marketable skills in Microsoft Excel. Learn to create spreadsheets in this Essentials Excel course which covers entering and editing data, creating formulas to perform calculations, managing workbooks, formatting data, and learn several of Excel's automated tools.

Pre-requisites: Keyboarding; Basic computer skills or Essentials of Microsoft Windows

Lake Jackson CE Center

ITSW1022 (4157)
10/28-11/13 Tue/Thr 12-3PM 18 hour

ITSW1022 (4158)
10/28-11/13 Tue/Thr 6-9 PM 18 hour
\$69 + textbook

NEW! Essentials of Excel 2007

Learn the new Office 2007 ribbon interface! Most businesses today use a spreadsheet tool to manage financial and other numeric data. Develop marketable skills in Microsoft Excel. Learn to create spreadsheets in this essentials Excel course which covers entering and editing data, creating formulas to perform calculations, managing workbooks, formatting data, creating charts, and several of Excel's automated tools.

Pre-requisites: Keyboarding; Computer skills or Essentials of Microsoft Windows or Vista

Lake Jackson CE Center

ITSW1022A (4153)
10/27-11/17 Mon/Wed 6-8:50PM 20 hours
\$75 + textbook

your career classes

Self-Paced Keyboarding

Enrollment in this course allows the participant 12 hours, in a one-month period, of self-paced instruction using a state-of-the-art keyboarding software. The course is designed for the very beginner as well as for those who want to improve accuracy and increase speed. Participants will schedule their own lab time and complete the lessons at their own pace. Lab is available M-Thr 8am-8pm and Fri 8am-noon; lab assistant is available M-Thr 10am-5:30pm

Lake Jackson CE Center
Open Enrollment
\$25

Essentials of PowerPoint

PowerPoint is widely used to develop presentations for many purposes including sales, education, information sessions, and digital memory scrapbooks. Learn how to design, create, and deliver a presentation in PowerPoint including the use of graphics and slide show features.

Pre-requisites: Keyboarding; Basic computer skills or Essentials of Microsoft Windows

Lake Jackson CE Center
ITSW1037 (4161)
12/2-12/4 Tue/Wed/Thr 6-9 PM 9 hours
\$55 + textbook

NEW! Essentials of PowerPoint 2007

Learn the new Office 2007 ribbon interface! PowerPoint is widely used to develop presentations for many purposes including sales, education, information sessions, and digital memory scrapbooks. Learn how to design, create, and deliver a presentation in PowerPoint including the use of graphics, animation, sound and slide show features, and inserting Excel charts.

Pre-requisites: Keyboarding; Computer skills or Essentials of Microsoft Windows or Vista

Lake Jackson CE Center
ITSW1037A (4162)
12/8-12/11 Mon-Thr 6:30-9:30 PM 12 hours
\$59 + textbook

NEW! Managing Your Business on the Web - Essentials

Using Microsoft Office Live, build a website and have a business email account for free! This is a cost-effective and quick way to get a new business website online and to have email accounts for all employees without having to invest in expensive web design and IT services. As your business grows, you may want other features available in Microsoft Office Live such as an online workspace where you can collaborate with your coworkers, clients, contractors, etc. This course covers the use of basic Microsoft Office Live features to manage your business using web-based services.

Pre-requisites: Proficiency working in a Microsoft Windows environment; Internet; Email; Putting Your Business on the Internet recommended

Lake Jackson CE Center
IMED1002C (4143)
9/16-9/25 Tue/Thr 6-9 PM 12 hours
\$59 + textbook

NEW! Managing Your Business on the Web - More Solutions

Having a website, email and workspace on Microsoft Office Live is a great starting point. Continue to improve your business processes with the more advanced features of Microsoft Office Live. The topics covered in this course are: managing and tracking projects; tracking assets and inventories; selling your products; and managing documents.

Pre-requisites: Managing Your Business on the Web - Essentials or experience using basic features of Microsoft Live and experience using Microsoft Office applications

Lake Jackson CE Center
IMED1002E (4150)
10/13-10/22 Mon/Wed 6-9 PM 12 hours
\$59 + textbook

QuickBooks Pro for Business - Fundamentals

Quickbooks Pro is an easy to use, in-house, complete accounting system for small businesses. The main objective of the course is to introduce QuickBooks' basic features and underlying accounting principles with hands-on practice, utilizing a real-life business situation through lab assignments. This course covers company file setup, tracking sales, managing revenue and expenses, bank reconciliation, reports and graphs.

Pre-requisites: Proficiency working in a Microsoft Windows environment; experience using Microsoft Word and Excel highly recommended

Lake Jackson CE Center
ITSC2032 (4144)
9/22-10/8 Mon/Wed 6-9 PM 18 hours
\$65 + textbook

Quickbooks Pro for Business - Intermediate

Build on the foundations that you already have with the Quickbooks Pro accounting system. The main objective of the course is to learn some of QuickBooks' more complex features and underlying accounting principles with hands-on practice, utilizing a real-life business situation through lab assignments. This course covers inventory, sales tax, payroll, estimates and sales orders, budgeting, forecasting, and business planning, adjustments and year-end procedures.

Pre-requisites: Quickbooks Pro for Business - Fundamentals or experience in Quickbooks using the basic functionality; Proficiency working in a Microsoft Windows environment; Experience using Microsoft Word and Excel highly recommended

Lake Jackson CE Center
ITSC2032A (4151)
10/27-11/12 Mon/Wed 6-9 PM 18 hour
\$65 + textbook

NEW! Essentials of Adobe Acrobat Professional 8

Adobe Acrobat Professional 8 is a comprehensive suite of tools used to produce documents and forms in a format that can be shared across many platforms in the form of the well-known PDF (portable document format) file. Using the Acrobat tools, electronic documents can be created, viewed, commented and reviewed in a way that improves productivity, reduces redundancy, and allows a more streamlined process with collaborative projects. In this course learn how to: use, create, and capture PDFs; create navigation devices such as bookmarks, thumbnails, and links; review, edit, and annotate PDFs; add digital signatures and apply document security; optimize documents for print, CD/DVD applications, the web, and other uses; add multimedia elements; and create a searchable index.

Pre-requisites: Proficiency of working in a Microsoft Windows or MAC environment and Microsoft Office (or similar) applications

Lake Jackson CE Center

POFT2031 (4142)
9/9-10/30 Tue/Thr 6-9 PM 48 hours
\$129 + textbook

NEW! Essentials of Dreamweaver CS3

Dreamweaver CS3 is a leading software application for building websites. Learning to build websites in Dreamweaver gives total control over the website content, layout, and functionality. This is not a templated approach often used for those who don't want to be website designers and developer gurus. However, for those who do, learning Dreamweaver is a must. This course is appropriate for beginners and those experienced with other website design tools. Build a foundation in Dreamweaver CS3 with this course covering these topics: Building a website from scratch; CSS basics (Cascading Style Sheets); tools for data tables; adding animations and audio; snippets and library items; integration with other Adobe products; and website maintenance.

Pre-requisites: Proficiency working in a Microsoft Windows environment; Microsoft Office applications and a willingness to learn detailed and complex application software tasks

Lake Jackson CE Center

IMED1002D (4149)
10/13-11/19 Mon/Wed 6:30-9PM 30 hours
\$129 + textbook

Podcasting Basics

Podcasting was initially used to distribute entertainment and news, however, the technology has spread as a useful tool for distributing educational material, tours of visitor attractions, and to distribute public safety messages. Using the open source software Audacity, learn podcasting terminology and technology, system and equipment requirements, recording and editing a simple podcast, and publishing a podcast.

Pre-requisites: Microsoft Windows skills

Lake Jackson CE Center

CITC1000 (4148)
10/11 Sat 12-3:30PM 3.5 hours
\$39

NEW! Podcasting Beyond The Basics

Take your podcasting a step further to reach your intended audience with quality podcasts. Learn to publish podcasts to an established website, deliver podcasts using RSS feeds, consider legal issues, optimize a podcast for search engines, and subscribe and synchronize podcasts.

Pre-requisites: Podcasting Basics

Lake Jackson CE Center

CITC1001 (4159)
11/1 Sat 12-3:30PM 3.5 hours
\$39

NEW! Recording with Audacity

Audacity is a free software used to record, edit, and produce voice and music audio. Use these recordings to create podcasts, ring-tones, songs, and more. Learn to record and import files, monitor input and output audio levels, edit and manage multiple tracks, generate effects, adjust pitch, tempo, and speed, record and clean up speech recordings, and export sound files.

Pre-requisites: Podcasting Basics recommended

Lake Jackson CE Center

CITC1002 (4160)
11/4-11/13 Tue/Thr 6:30-8:30PM 8 hours
\$75



your career classes



Real Estate Salesperson Licensing Information

- Principles of Real Estate I core real estate course (30 classroom hours)
- Principles of Real Estate II core real estate course (30 classroom hours)
- Law of Agency core real estate course (30 classroom hours)
- Law of Contracts core real estate course (30 classroom hours)
- An additional core real estate course (30 classroom hours)
- Another four semester (60 classroom) hours in core courses or in related courses

We offer the (4) main core classes listed above and additional classes as needed. Other options are available to complete additional requirements if a class is not offered. For complete licensing regulations and requirements, please visit the Texas Real Estate Commission web site at www.trec.state.tx.us/licenses/salesapp.asp. It is the students' responsibility to research and meet all TREC requirements.

Law of Agency

Provides a study of legal concepts of real estate, land description, real property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of title. This course meets the mandatory core requirements for TREC.

Lake Jackson CE Center

RELE2001 (4201)
12/8-12/11 Mon-Thr 8AM-5PM 32 hours
\$155

Law of Contracts

Review 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. This course meets mandatory core requirements for TREC.

Lake Jackson CE Center

RELE1011 (4200)
11/3-11/6 Mon-Thr 8AM-5PM 32 hours
\$155

Principles of Real Estate I

An overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveyancing of real estate, legal descriptions, law of agency deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also includes federal, state and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. This course meets the mandatory core requirements for TREC.

Lake Jackson CE Center

RELE1001 (4198)
9/15-9/18 Mon-Thr 8AM-5PM 32 hours
\$155

Principles of Real Estate II

An overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveyance of real estate, legal descriptions, law of agency deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also includes federal, state and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. This course meets the mandatory core requirements for TREC.

Lake Jackson CE Center

RELE1038 (4199)
10/6-10/9 Mon-Thr 8AM-5PM 32 hours
\$155



Introduction to Photography

Learn the basics of photography including manual exposure settings, composition, control of natural and artificial lighting, and digital correction and enhancement of images. A camera, either film or digital, with manual controls for aperture and shutter speed is required for this class. Photo assignments will be completed outside of class. Most of the class will be conducted during scheduled hours, however, students should expect at least one optional weekend meeting. Alternative meeting locations will be communicated during class.

Lake Jackson CE Center

PHTC1035 (4206)
9/10-12/17 Wed 6:30PM-9:30PM 48 hours
\$199

Photo Editing and Creative Imaging with Adobe Photoshop Elements

Learn how to perfect, transform and organize photos like a pro using the major features of Adobe Photoshop Elements image editing software. This course will cover editing techniques as easy as one-click fixes and as advanced as photo enhancement, special effects, text, and graphics. Students will learn to create, capture, manipulate, and edit digital images; use devices for image acquisition and output; establish appropriate resolution and file size for output devices; and examine ethical concerns and issues related to digital imaging. Digital camera required.

Lake Jackson CE Center

ITSW1003 (4205)
9/11-11/13 Thr 6:30PM-9:30PM 30 hours
\$129 + textbook

Substitute Teacher Training

Feel confident in the classroom! This course provides information, practical advice and training to develop skills for a successful substitute teacher. Learn classroom management, child development, the lesson cycle, and presentation techniques. Three observations with a local school are required for completion of this course. There are no pre-requisites to take our class, however, a high school diploma is required to substitute at local school districts. If you have a GED, you must also have at least 12 college credit hours. Please check with your local school district for details of specific district requirements.

Lake Jackson CE Center

EDTC1002 (4202)
9/8-9/11 Mon-Thr 8AM-2:30PM 24 hours

EDTC1002 (4203)
10/6-10/9 Mon-Thr 8AM-2:30PM 24 hours

EDTC1002 (4204)
11/3-11/6 Mon-Thr 8AM-2:30PM 24 hours
\$69



your education classes

SAT Test Prep

Get Ready for College! It's time to sharpen your skills to take the SAT test. Don't be scared--everyone has to do it. Our new Cambridge curriculum dives into math, grammar, reading and writing. You will learn how the test is scored and gain many test-taking tips. You will be given a pretest on the first day and a post-test on the last to see how far you've come. Cambridge SAT Review textbook included. Lunch from 11:30-12:30.

Lake Jackson CE Center

CEDU9006 (4178)
10/4-10/25 Sat 9AM-3PM 20 hours
\$159



FREE! Fundamentals of English Communication

This course is designed for students whose primary language is other than English, but have a foundation of basic English skills. The course will provide advanced reading, vocabulary/comprehension skills as well as speaking, writing, and listening skills for job success or for entering college. This course will be taught at a fast pace to meet the needs of the advanced English learner. Free to Texas residents.

Lake Jackson CE Center

CGED9005 (4278)
9/9-11/20 Tue/Thur 6-9 PM

FREE! GED

A course for those who desire assistance in their preparation to take the GED test, or to improve basic skills in reading, writing and math. By state law, students 16 years of age require a court order to attend; a 17 year old requires a withdrawal form from the last school attended as well as a parental consent form to attend. Book cost is approximately \$25. GED Test fee is \$65.

Lake Jackson CE Center

CGED9000 (4085)
9/8-10/14 Mon-Thr 12-3PM

CGED9000 (4087)
9/8-11/19 Mon/Wed 6-9 PM

CGED9000 (4086)
10/20-11/20 Mon-Thr 12-3PM

Freeport CE Center

CGED9000 (4090)
9/8-11/19 Mon/Wed 6-9 PM

CGED9000 (4091)
9/10-11/19 Mon/Wed 12-3PM

Angleton - Westside Elementary

CGED9000 (4089)
9/8-11/19 Mon/Wed 6-9 PM

West Columbia High School

CGED9000 (4088)
9/9-11/20 Tue/Thr 6-9 PM

FREE! Pre-GED for Limited English

This course is designed for students who have limited English proficiency, and who desire assistance in their preparation to take the GED test or to improve basic skills in reading, writing and math. This course will be taught in English at a basic level paced to meet the needs of the learner. Book cost is approximately \$25. GED Test fee is \$65.

Lake Jackson CE Center

CABE1000 (4092)
9/9-11/20 Tue/Thr 6-9 PM

Freeport CE Center

CABE1000 (4093)
9/10-11/19 Mon/Wed 9AM-12PM

FREE! English Language & Civics

Come learn English and Civics in a supportive and fun adult learning environment. This course is designed to give adults with limited English language skills the opportunity to practice reading, writing, and speaking English while learning about our community, government, and culture.

Clute Intermediate School

CGOV9366 (4097)
9/3-11/19 Mon/Wed 6-9 PM

Richwood - Polk Elementary

CGOV9366 (4102)
9/2-12/17 Mon/Tue/Wed 4-5:30PM

Lake Jackson CE Center

CGOV9366 (4095)
9/2-11/20 Tue/Thr 12-3PM

CGOV9366 (4096)
9/2-11/20 Tue/Thr 6-9 PM

Freeport CE Center

CGOV9366 (4098)
9/2-11/20 Tue/Thr 9AM-12PM

CGOV9366 (4099)
9/2-11/20 Tue/Thr 6-9 PM

Angleton - Westside Elementary

CGOV9366 (4094)
9/2-11/20 Tue/Thr 6-9 PM

FREE! Citizenship & English Language

Becoming a naturalized citizen of the United States can be a challenging and confusing process. This course helps immigrants understand the residency and citizenship process, learn the rights and responsibilities of being a citizen, and improve English language skills. Students study U.S. history and government facts to help them prepare for the naturalization interview. They also practice reading, writing, and speaking English.

Freeport CE Center

CGOV9060 (4101)
9/8-4/27 Mon 6-9 PM

your lifestyle classes

In our lifestyle category, you will find a variety of classes on topics ranging from finance to dance to religion. These classes focus on topics that interest you! We are always looking for new and exciting classes - so let us know if you have a special interest. Our new sewing program is just that. We've listened to our community - and here it is. Hone your skills and become an Alterations Specialist in no time! Maybe you want to do something just for fun - in that case, sign up for our Dance Extravaganza and learn to Waltz, Two-Step, Cha-Cha, Line Dance and more!

Internet Service

Brazosport College is a provider for local dialup Internet service. Service is provided at a fee of \$180 per year (September-August) with an initial set up fee of \$20. The full yearly fee of \$180 is due August 31 of each year. New customers will be charged a pro-rated fee if signing up after October 1. DSL is not available at this time. Internet customers are provided one e-mail account per contract. Register in person at the Lake Jackson CE Center at 120 Circle Way. Contract is required. Technical service is available for Internet questions at 979-230-3475. No refunds for early cancellation.

Financial Strategies for Success

Due to the current economic situation, poor stock market performance and the challenges faced by Social Security, it is more important than ever to prepare for financial security. This class explains time-tested financial strategies that will help you make informed financial decisions whether the objective is to build a nest egg, protect assets or preserve lifestyle.

Lake Jackson CE Center
BUSG1029 (4237)
9/9-9/23 Tue 6:30-9:30PM 9 hours
\$55



Spanish Communication Skills

Businesses today need and expect employees to speak Spanish: to encourage internal communications, establish strong relationships with customers and colleagues, and to help learn about a different culture. To be bilingual is to have an employment advantage as well as a social asset. This class will provide the practical instruction in speaking Spanish.

Lake Jackson CE Center
SPNL1091 (4197)
9/15-12/8 Mon 7-9 PM 24 hours
\$79 + textbook

CNC - Career Spanish for Criminal Justice

The Spanish speaking population in Brazoria county and surrounding areas is growing every day making it imperative for the men and women in the Criminal Justice field to be able to communicate with the population. Survival Spanish for Law Enforcement, Correctional Staff, and Probation Officers is a valuable tool to accomplish a level of fluency in Spanish. This course will be an asset to any person dealing with individuals in the criminal justice field.

Brazosport Main Campus
SPNL1042 (4249)
9/2-12/16 Tue 6-9 PM 32 hours
\$79 + textbook

NEW! Animal First Aid & CPR

Do you know what to do in the event of an animal emergency? During an emergency it is very important that you remain calm because animals can sense your unease but cannot understand what is happening and you can't tell them. Your body language is very important. This class teaches you how to perform proper CPR and first aid on animals. Whether it's your own beloved pet or one you are responsible for in your line of work, this class will teach you how to safely handle an emergency until the pet can be transported to a veterinarian. This class provides excellent resource training for pet groomers and associated staff.

Lake Jackson CE Center
VTHT1091 (4129)
11/1 Sat 9AM-5PM 8 hours
\$119

NEW! Religions of the World

Discover World Religions. Have you ever wondered about different religions and what they believe? Have you ever pondered questions like: "What is religion?" "Does religion always include a supreme being?" "What role does a supreme or superior being play in daily life?" "Does religion explain things we don't understand?" If the answer is yes to any of these, this is a good opportunity to feed your curiosity. You will explore many different religions including polytheistic and monotheistic. You will also compare the four most recognized religions in the world, Judaism, Christianity, Islam and Hinduism. This study will give you a better understanding of different cultures and insight into underlying cultural norms.

Lake Jackson CE Center
CCUL9028 (4181)
10/21-10/30 Tue/Thr 6:30-8:30PM 8 hours
\$69 + textbook



Sewing Part I

Work with an expert to learn a skill that you can use forever. The instructor brings inside tips and secrets of the trade for saving time and money by learning to sew the trendy items that make your wardrobe and house uniquely yours. In order to sew properly, you need to know how the machine works, what it is capable of and how to care for and maintain the machine. Learn technical aspects of sewing, with topics including: the ups and downs of machine needles, which needles are needed depending on the fabric and garment; machine settings, tension, speed, seam length and tightness; machine accessories; ins and outs of threads; and much more! Students are encouraged to bring their personal sewing machines to use during the class. If you do not own a machine we have machines available for student use.

Lake Jackson CE Center
 CFUN9052A (4182)
 9/15-9/19 Mon-Fri 9AM-12PM 15 hours
 \$119 + supplies

Sewing Part II

Patterns, cutting, pinning, and fitting, oh my! These are all difficult aspects of creating clothing that doesn't look homemade. In Sewing Part II students will learn how to choose a pattern, interpret and follow pattern directions, and measure and fit the pattern. Students will also learn how to understand fabric requirements for the chosen pattern as well as understand the specifications on the fabric bolts. Measuring, fitting, pinning and cutting, are all essential to a successful garment and these topics will be covered in Sewing Part II as well.

Pre-requisites: Sewing Part I or comparable prior sewing experience.

Lake Jackson CE Center
 CFUN9052B (4183)
 9/22-9/26 Mon-Fri 9AM-12PM 15 hours
 \$119 + supplies

NEW!

NOW THAT YOU KNOW THE BASICS - TAKE YOUR SKILLS TO THE PROFESSIONAL LEVEL!

Sewing Part I & II or prior sewing experience required to take the following classes at the Lake Jackson CE Center.

Sewing Alterations -

Hemming Blue Jeans and Lined Clothes

CFUN9069 (4184) 10/7 Tue 9AM-12PM

Fitting, Taking In and Letting Out

CFUN9069A (4185) 10/8 Wed 9AM-12PM

Removing and Replacing Zippers

CFUN9069B (4186) 10/9 Thr 9AM-12PM

Altering WaistBand in Slacks

CFUN9069C (4187) 10/14 Tue 9AM-12PM

Reducing Garments with Princess Seams

CFUN9069D (4188) 10/15 Wed 9AM-12PM

Straps and Hems on Formal Gowns and Dresses

CFUN9069E (4189) 10/16 Thr 9AM-12PM
 \$59



your lifestyle classes

NEW! Coffee Cupping and Tasting

Cupping is a method coffee tasters use to evaluate a coffee's characteristics. If you really want to learn more about the traits of different coffees, this is a great way to do it. If you are willing to try this you're well on your way to becoming a true coffee snob! So let's get started. This course will explore coffee beans and their characteristics along with growing and roasting techniques.

TBA

CCUL9030 (4190)
10/13 Mon 6-8 PM 2 hours

CCUL9030 (4191)
11/10 Mon 6-8 PM 2 hours
\$39

Food Handling Certification

Topics include methods of proper food storage, techniques for sanitary food service preparation, employee sanitation, pest control, accident prevention, housekeeping management, sanitation regulations and standards, and facility conditions which contribute to outbreaks of food-borne disease. This course is web-based in format and is available in English and Spanish. In order to complete the required material, please register at least 2 weeks prior to the test date you choose. A CD is issued at registration that will give you access to the web site. No refunds are issued once the CD is issued. You may transfer to another test date within the same semester one time at no charge. No transfers between semesters are allowed.

Prerequisites: Access to a computer with Internet connection; basic computer skills

Lake Jackson CE Center - Test Dates
RSTO1041 (4193) 9/29 9AM-12PM
RSTO1041 (4194) 10/27 6-9 PM
RSTO1041 (4195) 11/17 9AM-12PM
RSTO1041 (4196) 12/15 9AM-12PM
\$99



NEW! Beer Tasting and Food Pairing

Are you a beer hobbyist? Wine, mover over! In our Beer Tasting class, you will taste many different types of beer: Malty German-style bock beers, nutty, roasted English-style ales, crisp Bohemian lagers, spicy Belgian-style wonders, floral American I.P.A.s, and wood barrel-aged beers. Each class will have different types and selections of beer paired with foods, snacks or hors d'oeuvres that complement them. Give it a try! CHEERS!

Prerequisites: Must be 21 years of age

TBA
CCUL9031 (4273)
10/20 Mon 6-9 PM 3 hours

CCUL9031 (4274)
11/10 Mon 6-9 PM 3 hours
\$35

Basic Cooking Internet Training

This is an online program covering a wide range of instruction including: kitchen equipment, tools, portion control, basic cuts of meat, cooking methods, slicing, dicing, chopping, plate presentation, seasoning, workplace safety, and more. The use of customized, professionally staged videos allow students to view and interact with professional chefs demonstrating industry appropriate techniques. The successful completion of this course will earn students a certificate recognized by The American Hotel Lodging Association, American Culinary Federation, and The Certifying Board of Dietary Managers.

Prerequisites: Access to a computer with Internet connection; basic computer skills

Online - Enroll at anytime \$99

NEW! Scuba Diving Open Water Certification

Are you ready for an underwater adventure? This class is designed to offer an understanding of the material in a fun, relaxing and comfortable manner. In the classroom, you will learn about the equipment and rules needed for safe diving, then gain experience in the pool and finally take the plunge into Mammoth Lake for your open water certification! Class includes book package; rental of B.C. regulator, tank and wet suit; pool fees; and entrance to Mammoth Lake for two days for open water certification. Open water dives will be scheduled at end of class.

Pre-requisites: Must be 21 years of age; Hydrosports Scuba registration form; release form

Brazosport Main Campus

CFIT9002 (4281)
9/30-10/16 Tue/Thr 6-9 PM 18 hours
\$310 + supplies

NEW! Microbrewing Beer

There is a great deal of interest in microbrewing, and this course will explain aspects of microbrewing and explore techniques and methods. Whether your favorite is malty German-style Bock beers; nutty, roasty English-style ales; crisp Bohemian lagers; spicy Belgian-style wonders; floral American I.P.A.s; or wood barrel-aged beers, all can be hand-crafted.

Prerequisites: Must be 21 years of age

TBA
CCUL9033 (4275)
10/9-10/16 Thr 6-9 PM 6 hours
\$99

your lifestyle classes

Master Art Techniques

Explore the artist within through the medium of your choice. Learn painting techniques from basic to the most advanced from a local artist. This class allows students to choose the medium of their preference and develop their skill and technique while receiving expert instruction. Choose from: China Painting, Oil Painting, Acrylic Painting and Watercolor. Students will provide their own materials.

Brazosport Main Campus

CART9029 (4207)

9/15-10/20 Mon 9AM-12PM 18 hours

CART9029 (4208)

9/17-10/22 Wed 9AM-12PM 18 hours

CART9029 (4209)

9/17-10/22 Wed 6-9 PM 18 hours

CART9029 (4210)

10/27-12/1 Mon 9AM-12PM 18 hours

CART9029 (4211)

10/29-12/10 Wed 9AM-12PM 18 hours

CART9029 (4212)

10/29-12/10 Wed 6-9 PM 18 hours
\$74

Ceramics- Wheel Thrown & Hand Built

Fire up! It's pottery time. Walk away with clay pieces you'll be proud to use and display. Individual instruction in areas of high glaze and sculpture will be given; wheel thrown pottery forms will be included. Firings are limited. Students will provide their own clay.

Brazosport Main Campus

CART9003 (4238)

9/15-10/20 Mon 1-4PM 18 hours

CART9003 (4239)

10/27-12/1 Mon 1-4PM 18 hours
\$69

CNC - Freehand Drawing I

Investigation of a variety of media, techniques, and styles including the fundamentals of line, shape, texture, space and composition.

Brazosport Main Campus

CART9022 (4244)

9/8-12/15 Mon/Wed 1:10-4PM 96 hours
\$99

CNC - Introduction to Printmaking

Exploration of creative design and color through traditional and contemporary printmaking techniques including wood block, silkscreen and monoprints.

Brazosport Main Campus

CART9019 (4247)

9/2-12/16 Tue/Thr 9:10AM-12PM 96 hours
\$119

CNC - Ceramics

Introduction to basic ceramic processes. Students will complete a range of projects that explore the creative and technical aspects of working with clay. Pinch, coil, slab and wheel thrown methods will be introduced.

Brazosport Main Campus

CART9023 (4248)

9/2-12/16 Tue/Thr 1:10-4PM 96 hours
\$119

CNC - Ceramics II

Continuation of Ceramics I and more projects and opportunities for specialization in chosen ceramic processes.

Brazosport Main Campus

CART9020 (4250)

9/2-12/16 Tue/Thr 1:10-4PM 96 hours
\$119

CNC - Painting I

Explore the potentials of painting media with instruction in color and composition.

Brazosport Main Campus

CART9018 (4245)

9/2-12/16 Tue/Thr 1:10-4PM 96 hours
\$119

CNC - Painting II

Continued exploration of the potentials of painting media, color and composition.

Brazosport Main Campus

CART9024 (4246)

9/2-12/16 Tue/Thr 1:10-4PM 96 hours
\$119

CNC - Design I

Instruction in two-dimensional design, including fundamentals of line, color, form, texture, shape, space, and arrangement.

Brazosport Main Campus

CART9014 (4243)

9/2-12/16 Tue/Thr 1:10-4PM 96 hours
\$119



your lifestyle classes

Private Music Lessons



30 minute sessions of private instruction for ages 12 to adult.
For more information or to schedule, please contact at Vorin Dornan at 230-3658.

Piano Lessons:

CMUS9008I (4224)	15 sessions	9/2-12/12	\$300
CMUS9008H (4225)	10 sessions	10/6-12/12	\$200
CMUS9008G (4226)	5 sessions	9/2-10/3	\$100
CMUS9008G (4227)	5 sessions	10/6-11/7	\$100
CMUS9008G (4228)	5 sessions	11/10-12/12	\$100

Voice Lessons:

CMUS9008F (4218)	15 sessions	9/2-12/12	\$300
CMUS9008E (4219)	10 sessions	10/6-12/12	\$200
CMUS9008B (4220)	5 sessions	9/2-10/3	\$100
CMUS9008B (4221)	5 sessions	10/6-11/7	\$100
CMUS9008B (4222)	5 sessions	11/10-12/12	\$100

Woodwind Lessons:

CMUS9008C (4213)	15 sessions	9/2-12/12	\$300
CMUS9008A (4214)	10 sessions	10/6-12/12	\$200
CMUS9008D (4215)	5 sessions	9/2-10/3	\$100
CMUS9008D (4216)	5 sessions	10/6-11/7	\$100
CMUS9008D (4217)	5 sessions	11/10-12/12	\$100

Civic Chorus

A cooperative venture by the community and the college to perform a variety of choral literature. Enrollment is open to any member of the community who can match pitch and has a desire to participate.

The Clarion

CMUS9000 (4252)
9/2-12/16 Tue 7-10PM 48 hours
\$59

Community Wind Ensemble

Come join the fun! Rehearsal and performance with the college music program wind ensemble. Instrumental literature for woodwinds and percussion will be chosen and performed. Come enjoy the program while benefiting your own personal growth.

The Clarion

CMUS9002 (4251)
9/8-12/15 Mon 7-10PM 48 hours
\$59



CNC - Ballroom/Swing Dancing

Enjoy the benefits of exercise, fun and great social opportunities. Please wear shoes that slide. Singles welcome and encouraged to attend! This class is shared with credit students.

Brazosport Main Campus

CFUN9025 (4261)
9/4-12/18 Thr 4-5:40PM 24 hours
\$59

NEW! Fashion Jewelry Making

This trend-setting hobby is going strong and this introductory course can get you started! Students will practice making their own pieces while learning basics in bead assembly, placement, style size distribution, crimping, use of tools, various multi material uses and much more. Students will create their own fashionable jewelry sets. Creativity required! Additional supplies will be required and a supply list will be available on the first day of class.

Lake Jackson CE Center

CFUN9070 (4192)
10/21-11/13 Tue/Thr 6:30-9 PM 20 hours
\$129

Dance Extravaganza!

The Dance Extravaganza is a fun combination class featuring different types and styles of popular dances. So, whether you want to have an intimate date with your sweetie or just have fun with your friends, there is something here to tickle your fancy. Each session is two hours and includes Swing & Jitterbug, Western Waltz, Cha Cha, Salsa, Polka, Line Dance and Texas Two-Step. Wear shoes that slide - no tennis shoes please.

TBA

CDAN9014 (4229)
10/6-11/17 Mon 6-8 PM 14 hours
\$105

your lifestyle classes

Yoga

This class is suitable for beginning or experienced students, and will introduce the six main stretches and meditation poses. The work of Hatha Yoga is an exploration of one's own body and mind. Yoga improves balance, strength and flexibility, but the benefits also extend to the mental and emotional levels. Lower your stress level and join in a lifestyle that greatly enhances physical, emotional, and mental well-being. Wear stretchy, comfortable clothing and bring a yoga mat or beach towel, and perhaps a small pillow if you wish.

Brazosport Main Campus

CFIT2001 (4180)
10/7-12/16 Tue 6-7:30PM 18 hours
\$119

BC Fitness Center

Use the Brazosport College Fitness Center to begin a regular fitness program. This course provides the opportunity for students, to receive initial instruction on the safe use of equipment, and to schedule a minimum of 32 hours of self-paced workouts. The Brazosport College Fitness Center will be open from 8:00 a.m. to 9:00 p.m. Monday through Thursday and from 8:00 a.m. to 12 noon on Friday.

Brazosport Main Campus

CFUN9056 (4262)
9/2-12/18 \$199

Foil Fencing - CNC

This class is an introduction to the oldest modern sport. Instruction covers basic foil movement, attack, and defense techniques for the beginner. Fencing equipment will be provided. This class is taken along with credit students.

Brazosport Main Campus

CFUN9002 (4258)
9/2-12/16 Tue/Thr 9:35-10:25AM 32 hours
\$69

Tennis - CNC

This introductory course is designed for individuals wishing to learn tennis as a lifetime recreational activity. You will learn about scoring and rules, serving, backhand, forehand, and the volley. Come out and enjoy the "love of the game". This class is taken along with credit students.

Brazosport Main Campus

CFUN9007 (4259)
9/8-12/15 Mon/Wed 10:10-11AM 32 hours
\$59

Volleyball - CNC

Want to pass and set with pinpoint accuracy? Serve consistently? Spike with power and accuracy? Block spikes right back in their face? Ohhhhh! Then this is the class for you. You'll work hard at skill developing drills and then apply those skills in games. Instructor has seven years USVBA experience and has taught hundreds the skills of this great game. This will be regulation play - not jungle ball. "Nothing hits the ground" will be our motto! This class is taken along with credit students.

Brazosport Main Campus

CFUN9008A (4260)
9/2-12/16 Tue/Thr 11:10AM-12PM
\$59

adult fitness

Archery - CNC

The sport of the Middle Ages! Join us as we master the skills and challenges presented by the bow and arrow. Learn the basics as you develop your skills and accuracy. This class is taken along with credit students.

Brazosport Main Campus

CFUN9005 (4253)
9/3-12/17 Wed 1-2:40PM 24 hours
\$59

Basketball - CNC

Get your game shoes on! Whether it's your first time on the court or you're coming out of retirement. Learn offensive and defensive shots, scoring and the rules. It's great exercise too! This class is taken along with credit students.

Brazosport Main Campus

CFUN9010A (4254)
9/2-12/16 Tue/Thr 12:25-1:15PM 32 hours
\$59

Bowling - CNC

Take advantage of great lane time while learning rules and scoring. This class will practice basic skills. The class meets at Bowl America and there is a \$25 fee to be paid to Bowl America. This class is taken along with credit students.

Bowl America – Lake Jackson

CFUN9006 (4256)
9/2-12/16 Tue 1-2:40PM 24 hours

CFUN9006 (4257)
9/4-12/18 Thr 1-2:40PM 24 hours

CFUN9006 (4255)
9/8-12/15 Mon 1-2:40PM 24 hours
\$59

your lifestyle classes

Volleyball for Fun

Join in the fun at Brazosport College's Volleyball for Fun for students ages 8-12. This program will teach the fundamentals of the game as teams are formed and games are played. Make new friends and learn the skills to make you a team player. T-shirt will be provided. First two week practices only; games start 10/11/08.

Brazosport Main Campus
9/23-11/15 20 hours

CYOU9023 (4176)
Tue 6:30-7:30PM 8-10 yr old Practice
Sat 8:30-10:30AM Games

CYOU9023 (4177)
Tue 7:30-8:30PM 11-12 yr old Practice
Sat 10:30-12:30 Games
\$69

Flag Football

Brazosport College's Flag Football for children ages 8-12. You will learn football skills and rules while spending time with your friends. There will be weekly practices and games on Saturday mornings. Jerseys, flag belts, and footballs will be provided. The course is limited to youth who will be 8-12 years old before September 1. Bring a water bottle. First two weeks practices only, games start 10/11/08.

Brazosport Main Campus
9/25-11/15 20 hours

CYOU9014 (4174)
Thr 5-6PM 9-10 yr old Practice
Sat 8:30-10:30AM Games

CYOU9014 (4175)
Thr 6-7PM 11-12 yr old Practice
Sat 10:30-12:30 Games
\$69



Fencing for Youth

En Garde! You will learn basic fencing movement, attack, and defense techniques. Equipment packet consisting of a fencing mask, glove, underarm protector, fencing jacket and fencing pants is required. The instructor has arranged a discounted price for our students. Students should wear shorts, t-shirts, knee-high athletic socks and sneakers. Class is for students ages 12-15.

Brazosport Main Campus

CYOU9042A (4179)
9/9-12/11 Tues/Thr 6-7:30PM 39 hours
\$149

Private Music Lessons

We offer private lessons in Piano, Voice and Woodwinds through The Clarion. Lessons are available for ages 12 to adult. Lessons are 30 minutes per week. Call Vorin Dornan at 979-230-3658 for more information and to schedule lessons. See breakdown on page 19.

The Clarion

Open Enrollment
15 lessons \$300
10 lessons \$200
5 lessons \$100

youth fitness

Brazosport Young People's Chorus

Young people age 10-14 will learn to achieve high artistic standards through choral music and performance opportunities including concerts with the Brazosport College Chamber Choir and the Brazosport Symphony Orchestra. This year the Young People's Chorus will be performing in *The Music Man* with the Brazosport College drama department. Members are chosen through audition and should be able to sing in tune with unchanged voice, use a clear tone that will blend, demonstrate a good sense of beat and rhythm, and display self-discipline and attentive behavior.

Students must audition before registering.
Contact Rodney Mason at 230-3316 to schedule audition.

The Clarion

CMUS9010A (4264)	Tue 6-7:15PM	9/9-12/16	\$150
CMUS9010 (4263)	Tue 6-7:15PM	9/9-5/30/09	\$300

your e-learning classes



> Instructor-Facilitated Online Courses

Learn More...

- Expert Instructor
- 24-hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

Choose from more than 250 online classes available every month.

How to Get Started

1. Visit our Online Instruction Center:
www.ed2go.com/bc
2. Click the [Courses](#) link, choose the department and course title you are interested in and select the [Enroll Now](#) button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom
3. When your course starts, return to our Online Instruction Center and click the [Classroom](#) link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Requirements

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer web browser. Some courses may have additional requirements. Please visit our Online Instructor Center for more information.



BUSINESS COURSES

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Successful Construction Business Management

Gain a powerful and permanent advantage over the competition by practicing expert management.

Distribution and Logistics Management

Improve your company's ability to deliver on time and on budget, while increasing customer satisfaction.

Introduction to Business Analysis

Master powerful techniques to improve your decision-making skills at work.

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

PMP Certification Prep 1

Prepare to take—and pass—the PMP certification exam. Course 1 of 2.

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

High Speed Project Management

Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

your e-learning classes education 2 go

START YOUR OWN BUSINESS

Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business.

Start Your Own eBay Drop Off Store

Turn people's unwanted items into a lucrative source of income by starting an eBay drop off store.

Start and Operate Your Own Home-Based Business

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

GRANT WRITING/NONPROFITS

Creating Your Own Nonprofit

Industry veteran shows you how to take a nonprofit business from vision to reality.

Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business.



CAREER IDEAS

Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital.

Legal Nurse Consulting

Begin a new career by helping attorneys understand and resolve medical cases and claims.

Paralegal Preparation 1

Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6).

PERSONAL DEVELOPMENT

Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

PERSONAL ENRICHMENT

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

Outdoor Survival Techniques

Learn the essential skills you will need to survive in a remote or stranded condition.

TEST PREP

GED Preparation

Want to pass the GED? This course will help you develop the skills you'll need to succeed.

Prepare for the GED Language Arts, Writing Test

Prepare for the GED test on language arts and writing.

SAT/ACT Preparation - Part 1

Get your best possible score on the verbal and reasoning sections of the new SAT exam.

SAT/ACT Preparation - Part 2

Do your best on the quantitative section of the new SAT.

Prepare for the GED Math Test

Master the skills you'll need to pass Test 5 in the GED test series.

DIGITAL PHOTOGRAPHY

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

Photographing People With Your Digital Camera

Expert shows you how to take beautiful pictures of adults, children, and babies.

ENTERTAINMENT

Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music.

Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

your e-learning classes education 2 go

FAMILY & FRIENDS

Luscious, Low-Fat, Lightning-Quick Meals

Discover how easy it can be to prepare meals that are both delicious and nutritious!

Wine Appreciation for Beginners

Master and enjoy the secrets of fine wine.

Genealogy Basics

Begin an exciting and fascinating exploration of your roots.



LANGUAGES

Speed Spanish I, II and III are now available!

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course.

Beginning Braille Transcription

Prepare for a rewarding career as a transcriber by learning to write and read the language of the blind.

Grammar for ESL

If English is your second language, this course will teach you the principles you'll need to succeed.

Writing for ESL

Learn how to write in English more effectively to succeed in college and at work.

ART, HISTORY, MATH & MORE

Enjoying European Art Online

An introduction to the most important works of European art, with a wealth of commentary and interesting historical information.

LAW & LEGAL CAREERS

Evidence Law

Prepare for a career as a law clerk or legal secretary by learning how to help busy attorneys gather and evaluate evidence and prepare for trial.

Constitutional Law: Bill of Rights

Understand the challenges facing the maintenance of guaranteed freedoms in the modern world.

Legal Nurse Consulting

If you're a nurse, this course will help you prepare for a new career helping attorneys understand and resolve medical cases and claims.

Real Estate Law

Learn the basics of real estate law, including investing, title searching, and mortgages.

PERSONAL FINANCE

Debt Elimination Techniques That Work

Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle.

Where Does All My Money Go?

Learn how to get control of your money once and for all.

Learn How to
**Market Your
Business on
the Internet**
from the comfort
of your home!



6 Week Course

HEALTHCARE

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital.

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life.

your e-learning classes education 2 go

TEACHING

Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

Survival Kit for New Teachers

Veteran instructor shares the secrets for success in your first years of teaching.

Differentiated Instruction in the Classroom

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

Using the Internet in the Classroom

Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

Integrating Technology in the K-5 Classroom

Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.

WRITING

Writeriffic:

Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Beginner's Guide to Getting Published

Published writer shows you how to give yourself the credibility you need to get your works published.

Romance Writing Secrets

Learn how to write and sell romance novels from a veteran romance author.

Write Your Life Story

Give your family and friends an inspirational autobiography.

Forensic Science For Writer

Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction.

Effective Business Writing

Develop powerful written documents that draw readers in and keep them motivated to continue to the end.

BASIC COMPUTER LITERACY

Introduction to Windows Vista

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

101 Tips and Tricks for the iMac and Macintosh

Experienced instructor shows you how to become a more productive Mac user.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to PC Security

What you don't know can really hurt you. Learn what you can do to protect yourself.

Unleash Your Talent!

Drawing for the Absolute Beginner
Become the artist you've always dreamed you could be!

ed2go | Learn More

your e-learning classes education 2 go

COMPUTER APPLICATIONS

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Introduction to Microsoft Publisher

Create brochures, newsletters, and Web sites with ease.

Introduction to Microsoft Outlook

Communicate and manage information better and faster.

Introduction to Photoshop

Learn the basics of using Adobe Photoshop to create images and edit photos.

Design Projects for Adobe Illustrator

Learn the basics of Adobe Illustrator with design projects that let you practice as you learn.



No place like home.
Take ed2go courses from the comfort of your home or office at the times that are most convenient for you.

We offer you hundreds of engaging online courses for adults, covering every topic from Anatomy to Web Design.

Each ed2go course comes equipped with a patient and caring instructor, lively discussions with your fellow students, and plenty of practical information that you can put to immediate use.

Launch Your Future Here! **ed2go** | Learn More

WEB DESIGN

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Introduction to Dreamweaver

Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

Designing Effective Websites

Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

Achieving Top Search Engine Positions

Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.

Creating Web Graphics with Photoshop CS3

Learn how to use Photoshop to create graphics for the Web.

Introduction to Flash

Learn how to create exciting interactive animations from a working Flash designer and author.

WEB PROGRAMMING

Introduction to Java Programming

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

Introduction to CSS and XHTML

Learn to create state-of-the-art Web sites using modern CSS and XHTML techniques.

Introduction to Perl Programming

Learn a programming skill that will make you a more valuable Web developer or system administrator.

Introduction to ASP.NET

Learn how to create powerful, interactive, community-based Web sites with ASP.NET.

Introduction to PHP and MySQL

Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.

your e-learning classes education 2 go

COMPUTER PROGRAMMING

Introduction to C++ Programming

Learn to program in C++, even if you have no prior programming experience!

Introduction to C# Programming

Learn the fundamentals of computer programming with the new C# programming language.

Intermediate C# Programming

Learn to write Graphical User Interface programs in the C# Programming Language.

NETWORKING/TROUBLESHOOTING

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

Introduction to Networking

Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

Wireless Networking

Industry expert shows you how to plan, deploy, and connect to wireless networks.

Introduction to PC Security

What you don't know can really hurt you. Learn what you can do to protect yourself.



CERTIFICATION PREP

Basic CompTIA® A+ Certification Prep

Prepare for the CompTIA® A+ exam and begin a rewarding career in the fast-growing PC repair field (course 1 of 3).

Microsoft Windows Certification Prep: Exam 70-270

Prepare to pass Microsoft exam 70-270: Installing, Configuring, and Administering Microsoft Windows XP Professional.

CompTIA Security+ Certification Prep

Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.

CompTIA® Network+ Certification Prep

Prepare to take and pass the CompTIA® Network+ Exam and begin a career as a network tech.

NEW RELEASES

Introduction to Microsoft PowerPoint 2007

Learn how to use Microsoft PowerPoint 2007 to create impressive, professional-looking slide presentations.

Guided Reading: Strategies for the Differentiated Classroom

Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

Introduction to Microsoft Project 2007

Learn how to effectively plan, implement, and control projects using Microsoft Project 2007.

Intermediate Photoshop CS3

Have fun taking your Photoshop CS3 skills to the next level of creativity and productivity.

Microsoft Word 2007 in the Classroom

Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.

Introduction to Python 2.5 Programming

Learn the fundamentals of computer programming in Python with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces.

Intermediate PHP and MySQL

Learn how to create a dynamic, interactive online store using advanced PHP techniques and a MySQL database server.

Working Successfully With Learning Disabled Students

Learn how to successfully meet the diverse needs of the learning disabled students in your classroom.



your e-learning classes gatlin education

These self-paced programs are designed with a team of professionals to provide the most effective web-based learning experience possible. Programs can be completed generally in less than 6 months. Instructors are actively involved in the students' online learning experience by responding to any questions or concerns as well as encouraging and motivating students to succeed. Each program includes everything needed to succeed (books, lessons, quizzes and assignments)! Grades are a combination of computer-graded tests and the instructor's evaluation of the students' work. Students love the quality as well as the convenience of anytime, anywhere learning! For detailed course outlines and demos please visit www.gatlineducation.com/bc.

HEALTHCARE & FITNESS

Administrative Dental Assistant

(150 Hours – CGAT9014)

This online program will teach you the essential administrative tasks for managing the business aspects of a dental practice. Textbooks included. Price \$1595

Administrative Medical Specialist with Medical Billing and Coding

(300 Hours – CGAT9064)

This online program teaches students medical office operations, with an emphasis on billing and coding, processing insurance forms, and using medical software. This program provides training on medical billing software as well as preparation for the Certified Coding Associate (CCA) national certification exam. All materials including student version of medical billing software included. Price \$1995

Advanced Coding for the Physician's Office

(80 Hours – CGAT9015)

CPT, ICD-9-CM (Volumes I and II), and HCPCS Level II Coding, and much more will be covered in this online, instructor-led program. Textbooks and preparation for the Certified Professional Coder (CPC) certification exam is included. Price \$1395

Advanced Hospital Coding and CCS Prep

(80 Hours – CGAT9016)

This Advanced Hospital Coding course prepares students to take the American Health Information Management Association's (AHIMA) official certification exam to become a Certified Coding Specialist (CCS). Price \$1695

Advanced Personal Fitness Trainer

(240 Hours – CGAT9074)

This interactive, comprehensive Web-based program includes the basic Personal Fitness Training program (also offered separately), along with additional material on nutritional management, resistance biomechanics, and functional flexibility. Students will also have the opportunity to take an optional field internship elective course. Materials included. Price \$2795



Certified National Pharmaceutical Representative

(120 Hours – CGAT9066)

Students will automatically become a member of NAPS and receive eligibility to sit for the CNPR national certification exam at no additional cost. Price \$1595

Coding, Reimbursement and Documentation for Physicians

(12 Hours – CGAT9017)

This online, instructor-led program is designed to teach physicians how to maximize their reimbursement by emphasizing proper coding and compliance. Price \$795

HIPAA Compliance (4 user licenses)

(12 Hours – CGAT9018)

The HIPAA Compliance online program provides doctors and their staff with a simple route to compliance. Price \$599

Human Resources for Healthcare Professionals

(80 Hours – CGAT9047)

This program provides a comprehensive human resource management foundation, grounded in practice, for those who intend to work or are working in healthcare settings. All of the modules in this program instill a solid foundation in both human resources and healthcare administrative practices. Price \$1995

ICD-10 Medical Coding: Preparation and Instruction for Implementation

(200 Hours – CGAT9019)

This online program will teach students how to prepare for and implement the massive changes to the existing coding system. Textbook included. Price \$1595

your e-learning classes

gatlin education

Medical Billing and Coding

(240 Hours – CGAT9062)

Students can learn medical billing and coding from the comfort of their own homes with this online, instructor-facilitated program. Students are prepared for an entry-level position doing medical billing and/or coding in a medical office setting and are prepared to sit for the Certified Coding Associate (CCA) national certification exam. All materials included. Price \$1595

Medical Terminology

(60 Hours – CGAT9100)

The Medical Terminology online program introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. Textbook is included! Price \$595

Medical Transcription

(240 Hours – CGAT9020)

This online, instructor-led program will prepare you to start a new career as a Medical Transcriptionist. A medical terminology course is included at no extra cost! Transcriber and all materials included. Price \$1595

Personal Fitness Trainer

(150 Hours – CGAT9073)

Content and curriculum within each section of this unique program are designed to present the student with the knowledge, skills, and abilities to implement a unique medically-based fitness model for their future or current clients. Students will also have the opportunity to take an optional field internship elective course. Materials included. Price \$2095

Pharmacy Technician

(240 Hours – CGAT9083)

This online program will teach the skills needed to gain employment as a Pharmacy Technician in either the hospital or retail setting. All materials included. Price \$1795

Revenue Cycle Management for Healthcare Providers

(12 Hours – CGAT9021)

Revenue Cycle Management for Healthcare Providers will teach students the skills necessary to evaluate the performance of revenue cycle systems and processes. Price \$795

Veterinary Assistant

(240 Hours – CGAT9022)

This online program will prepare you for an exciting new career as a veterinary assistant by teaching you the essential skills of a veterinary assistant. Textbooks included. Price \$1795



BUSINESS & PROFESSIONAL

Administrative Professional with Microsoft Certified Application Specialist (MCAS)

(240 Hours – CGAT9087)

Our Administrative Professional with MCAS training will not only provide you with Administrative Professional training but will also teach you how to use the new Microsoft Office 2007 suite of programs (Word, Excel, Access, Outlook, and PowerPoint) as well as the new Vista operating system. Price \$1995

Certified Bookkeeper

(80 Hours – CGAT9002)

This online course for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). All textbooks included. Price \$1795

Administrative Professional with Microsoft Office Specialist

(240 Hours – CGAT9000)

This online program teaches the skills that you must acquire to be successful as an administrative professional. Students will also learn the most popular Microsoft Office 2003 programs including Word, Excel, Access, Power Point, and Outlook. An introduction to QuickBooks is also provided. All textbooks included. Price \$1995

Bookkeeping the Easy Way with Quickbooks

(140 Hours – CGAT9001)

This course is designed for students who are interested in gaining knowledge of basic bookkeeping practices in planning a more profitable future or seeking a new career. Textbook and thorough tutorial for QuickBooks are included. Price \$1695

Certified Global Business Professional

(400 Hours – CGAT9050)

This online preparatory program for the Certified Global Business Professional Credential exam is a prestigious acknowledgement of international business expertise. The North American Small Business International Trade Educators Association (NASBITE) Certified Global Business Professional Credential (CGBP) provides a benchmark for competency in global commerce. Price \$2495.

your e-learning classes gatlin education

Certified Wedding Planner

(300 Hours – CGAT9070)

Whether you plan to work part-time, planning only a few weddings a year, or want a full-time career, this program will provide all the tools necessary to work as a professional wedding planner or start your wedding planning business. Price \$1395

Corporate Governance and Ethics

(15 Hours – CGAT9048)

This innovative program teaches companies and professionals how to reduce fraud losses - and how to effectively work to eliminate future frauds. It offers comprehensive coverage of fraud detection, warning signs, technology tools, investigation techniques, financial statement screening, fraud risk in e-commerce, pro-active fraud risk and much more. Price \$895

eBusiness

(200 Hours – CGAT9003)

The primary objective of this online program is to introduce concepts, tools and approaches to eBusiness. Textbook included. Price \$1995

English as a second language Global English

(unlimited hours – CGAT9053)

This exciting new Global English program is perfect for students who wish to either learn or improve their English language skills. The Global English program gives each student a 12 month license to the Global English service. This service is designed to accommodate the needs of all levels of students – beginner, intermediate, and advanced in both general and business English curriculum. Every student will have access to an unlimited amount of courses for a full year! Price \$595

Entrepreneurship: Start-Up and Business Owner Management

(360 Hours – CGAT9075)

This Entrepreneurship course provides an excellent foundation for not just the start-up business owner, but also the business owner or manager who wants to gain a deeper understanding of some of the essential principles associated with owning and operating a start-up or on-going business. Price \$2095

Freight Broker/Agent Training

(150 Hours – CGAT9059)

Become a part of the exciting trucking, freight logistics, and transportation industries as a licensed freight broker, or as a freight broker agent. Price \$1695

Lean Mastery

(60 Hours – CGAT9004)

Students will learn the concepts and theories needed to transform an organization to Lean in this online, expertly-facilitated program. Price \$1695

Management for IT Professionals

(390 Hours – CGAT9076)

The Management for IT Professionals online training program is designed for anyone in IT who has recently assumed management responsibilities, anyone who is managing IT professionals, or anyone who wants a perspective on some of the unique issues facing management in the IT field. Materials included. Price \$2095

Management Training

(360 Hours – CGAT9077)

This program is perfect for the business owner, entrepreneur, or anyone seeking to learn the essentials in business and management. If you are thinking of starting a business or pursuing an MBA, learn the essentials here! Price \$2095



Mediation and Dispute Resolution

(180 Hours – CGAT9078)

Mediation is a formal process of negotiation which uses a third-party neutral who has limited or no authoritative decision-making power to facilitate communication among the people who are involved in the conflict or dispute. This online training program will give you the educational background you need to break into this fast-growing field. Materials included. Price \$4195

Non-Profit Management Training

(300 Hours – CGAT9079)

For those who work with or desire to work in a non-profit organization or business environment, this is the program for you. The Non-Profit Management Program is particularly well suited for anyone in who has recently assumed management responsibilities, anyone who is working in a non-profit organization, or anyone who wants a perspective on some of the unique issues facing management of a non-profit organization. Price \$2095

Paralegal

(225 Hours – CGAT9006)

This online, instructor-led program prepares students to be successful in the fast growing paralegal career field. All materials included! Price \$1795

your e-learning classes

gatlin education

Payroll Practice and Management

(80 Hours – CGAT9052)

This new online program is designed to teach the solid skills and knowledge of payroll rules and regulations to the beginner and to increase or refresh the skills of the more experienced student. Price \$1595

Personal Financial Planning

(40 Hours – CGAT9080)

The online Personal Financial Planning program's curriculum for better money management is unique because it teaches the psychological aspects of money management in addition to the practical mechanics of day-to-day living and spending. You will learn the step-by-step process for better money management in addition to a fast-track approach, which will be a quick reminder for you for the rest of your life. Price \$1395

Principles of Private Investigation

(200 Hours – CGAT9060)

This comprehensive basic course in private investigation will facilitate a career in the investigative field. Students will learn the basic techniques of information gathering, techniques required to successfully practice as a private investigator. Price \$1995

Project Management

(40 Hours – CGAT9007)

This program teaches the basics of project management and includes preparation for the Project Management Professional National Certification Exam. Textbook and exam prep included. Price \$1495

Purchasing Management

(300 Hours – CGAT9081)

This exciting online training program is particularly well suited to anyone working in or interested in working in purchasing, supply chain management, or procurement. In this program students will be introduced to the various aspects of the supply chain environment, including enterprise resource planning systems and requirement systems. Price \$2095

Records Management

(80 Hours – CGAT9008)

Gatlin's online record management certificate course is a power packed online training program that will teach you how to manage electronic records and conquer the paper pile-up. Textbook included. Price \$1395

Seven Steps to Leading High Achieving Teams

(70 Hours – CGAT9049)

This unique online program provides students with the information and application to develop, work in, and lead high achieving teams at work, at home, and in the community. Price \$1395

Six Sigma Black Belt

(200 Hours – CGAT9044)

The Black Belt training program integrates online learning with hands-on data analysis. The course material provides an in-depth look at the DMAIC problem-solving methodology, as well as deployment and project development approaches. Workshops are incorporated extensively throughout the training to challenge the student's analytical and problem-solving skills. Price \$2695

Six Sigma Green Belt

(100 Hours – CGAT9009)

Six Sigma is one of the highest standards for companies and individuals to achieve. This interactive online experience provides the skills needed to affect this highly valuable skill as well as prep for the national certification. All materials included. Price \$1895

Technical Writing

(80 Hours – CGAT9082)

The Technical Writing online training program is designed for anyone who wishes to develop their technical writing abilities to a professional level. Our technical writing program will give you the skills you need to get noticed! Price \$1595

Travel Agent Training

(200 Hours – CGAT9010)

This industry-leading program will prepare students for the Institute of Certified Travel Agents TAP Certification and teaches the basic skills needed to operate a computer reservation system. All materials included. Price \$1595

IT and Software Development ASP.NET

(300 Hours – CGAT9057)

Students will learn to develop web applications based on Microsoft's .Net development environment. This program begins with computer technology basics and leads to web and application development. Price \$1995

AutoCAD 2007

(150 Hours – CGAT9065)

This online program teaches students the skills needed to create and edit simple drawings and gradually introduces more advanced AutoCAD skills. AutoCAD 2007 textbook included. Price \$1795

your e-learning classes

gatlin education

Cisco® CCENT® Certification Training

(70 Hours – CGAT9093)

This online program involves extensive hands-on work on a Cisco switch, a router, connecting to a WAN and implementing network security in a simulated network environment and prepares and prepares students for the Cisco CCENT certification exam. Textbook included. Price \$1795

Cisco® CCNA® Certification Training

(80 Hours – CGAT9036)

This online program involves extensive hands-on work on Cisco routers, switches, and firewalls in a simulated network environment and prepares students for the Cisco CCNA certification exam. Textbook included. Price \$1795

CompTIA™ A+ Certification Training

(320 Hours – CGAT9035)

This online program will prepare students to take the CompTIA A+ Hardware and the A+ Operating System Technologies exams. Price \$1695

CompTIA™ Linux+/LPI Level One Certification Training

(300 Hours – CGAT9037)

This online program teaches the fundamentals of the Linux operating system including how to configure Linux system services, how to manage a Linux system in a networked environment, and finally, how to manage the servers a Linux system provides. Textbooks included. Price \$2195

CompTIA™ Network+/Server+ Certification Training

(80 Hours – CGAT9038)

This online program will prepare students for both Network+ and Server+ national certification exams. Price \$1495

CompTIA™ Security+ Certification Training

(120 Hours – CGAT9039)

This online Security+ course helps prepare a student for the CompTia Security+ certification exam. Textbook included. Price \$1695

Forensic Computer Examiner

(150 Hours – CGAT9054)

The online Forensic Computer Examiner program prepares individuals for a career as a forensic computer examiner. Students will learn to retrieve evidence and prepare reports, based on that evidence, which will stand up in a court of law. This program is an authorized Certified Computer Examiner (CCE) training course and thoroughly prepares students to take the CCE certification exam. Price \$3095

Help Desk Analyst: Tier 1 Support Specialist

(80 Hours – CGAT9058)

The Help Desk Analyst online program will prepare students for a challenging technical support role. Textbooks included! Price \$1495

Microsoft Certified Database Administrator (MCDBA)

(460 Hours – CGAT9030)

The online MCDBA program will prepare students for Microsoft's national MCDBA certification exam. Price \$3095

Microsoft Certified Desktop Support Technician (MCDST)

(200 Hours – CGAT9063)

The online MCDST program prepares students for Microsoft's national MCDST certification exam. Price \$1795



Microsoft Certified System Administrator 2003 (MCSA)

(440 Hours – CGAT9031)

The online MCSA program will prepare students for Microsoft's national MCSA certification exam. Price \$2495

Microsoft Certified System Administrator Plus 2003 (MCSA+)

(340 Hours – CGAT9032)

The online MCSA+ program will prepare students for Microsoft's national MCSA+ certification exam. Price \$2195

Microsoft Certified System Engineer 2003 (MCSE)

(700 Hours – CGAT9033)

The online MCSE program will prepare students for Microsoft's national MCSE certification exam. Price \$3295

Microsoft Office Specialist 2003 (MOS)

(120 Hours – CGAT9005)

This online program is a comprehensive, performance-based program that teaches students to be proficient using the most popular suite of Microsoft Office 2003 programs including Word, Excel, Power Point, Outlook, and Access. Textbooks included! Price \$1595

your e-learning classes

gatlin education

Pay Per Click Marketing

(150 Hours – CGAT9067)

The Pay Per Click Marketing training series has been developed in direct response to the skyrocketing growth of the paid search engine industry. This program will help you set-up, maintain, monitor, and improve your Pay Per Click campaign. Price \$1395

RFID (Radio Frequency Identification) on the Web™

(70 Hours – CGAT9091)

RFID on the Web™ will provide the student with the information and practice exams necessary to sit for the CompTIA™ RFID+ certification exam as well as the knowledge and information necessary to evaluate and implement RFID technology in various application scenarios. Price \$2495

Search Engine Marketing

(250 Hours – CGAT9068)

This comprehensive program will show students how to create, monitor and maintain successful search engine rankings, integrate technology such as dynamic content and Flash, take advantage of pay-per-click advertising, and much more. Price \$1795

Search Engine Optimization

(150 Hours – CGAT9068)

This 3-part program will teach you how to tailor your website to achieve better search engine ranking, incorporate dynamic technology such as Flash, and make the most of your website's content. Price \$1395

Web Database Developer

(200 Hours – CGAT9028)

The Web Database Developer online program will provide students with intermediate and advanced knowledge and skills in utilizing and leveraging databases on the Internet. Price \$2195

Webmaster

(150 Hours – CGAT9029)

This online Webmaster program begins by teaching simple web page development and progresses by introducing new concepts by involving you in active web page implementation using HTML and Dynamic HTML. Textbook included. Price \$1795

MEDIA & DESIGN

3ds Max

(650 Hours – CGAT9040)

This exciting new online program will teach students how to use both 3ds max and Character Studio to design, develop, and animate 3D video game characters. Price \$4095



Business Marketing Design

(240 Hours – CGAT9055)

The Business Marketing Design program focuses on developing the visual identity, advertising, and marketing design skills required for a corporate or small business environment. Students learn professional applications for Adobe Photoshop and Illustrator or equivalent digital imaging and vector drawing tools. Price \$3295

Digital Arts Certificate

(225 Hours – CGAT9024)

The Digital Arts Certificate program focuses on developing technical skill and creative artistry in digital photography and imaging. Price \$3195

Fine Arts Training

(200 Hours-CGAT9072)

Build a foundation in drawing and painting, deepening your knowledge of the fine arts. Expert Faculty provides critique and feedback on projects within 1-2 business days, helping you build a creative portfolio for prospective employers. Price \$1395

Graphic Design

(80 Hours – CGAT9025)

This online program begins with the fundamentals of design and guides the student through the terms and processes they will use to turn their knowledge of design into a career. Price \$1495

Interior Design

(350 Hours – CGAT9084)

In this new and exciting interactive online program, you will learn how to create spaces for living, working, and enjoyment. The program focuses on Design Theory, Design Process methods and Design Studio Work. Price \$2295

Multimedia Design Certificate

(225 Hours – CGAT9027)

The Multimedia Certificate focuses on providing the conceptual, technical, and visual design skills required to create multimedia applications and environments. Price \$3195

Video Game Art

(300 Hours – CGAT9071)

The Video Game Art program builds technical and artistic skills in 3D modeling, texturing, lighting, and animation using Autodesk Maya and Photoshop. Challenging, practical projects put you through your paces, helping you develop a high-quality portfolio of game art. Price \$1995

your e-learning classes

gatlin education

Video Game Design and Development

(500 Hours – CGAT9041)

Learn the high-end techniques and engineering principles behind modern videogame technology with this exciting online program. Price \$1995

Website Design

(225 Hours – CGAT9085)

The Website Design online training program focuses on developing the visual graphic and information design skills required to create compelling Web sites. Students learn professional applications for Adobe Photoshop, Macromedia Dreamweaver and Flash, or equivalent software tools. Price \$3295

HOSPITALITY & GAMING

Casino Baccarat Dealer

(75 Hours – CGAT9088)

This exciting new program teaches students the appropriate methods, techniques, and mannerisms necessary to gain employment as a Casino Baccarat Dealer. Students will receive their own deck of cards and chips, as well as a playing felt and a web camera to attach to their computer. Price \$1195

Casino Blackjack Dealer

(100 Hours – CGAT9089)

Want to become a Blackjack Dealer? This program teaches students the appropriate methods, techniques, and mannerisms necessary to gain employment as a Casino Blackjack Dealer. Students will receive their own deck of cards and chips, as well as a fold out Blackjack felt and a web camera to attach to their computer. Price \$1395

Casino Poker Dealer

(100 Hours – CGAT9090)

This highly interactive online training program will teach you everything you need to know in order to become a Professional Poker Dealer. Students will receive a deck of cards, chips, a fold out poker felt, and a web camera. Price \$1395

SKILLED TRADES & INDUSTRIAL

Home Inspection

(200 Hours – CGAT9011)

This program covers the principal components of a home inspection procedures and processes. Price \$2095

HVAC Technician

(320 Hours – CGAT9012)

This program is designed to prepare learners using an online, mentor facilitated, self-paced environment for entry-level positions in the HVACR industry, continuing education for upgrading skills, or becoming Certified or Licensed (NATE, etc). Price \$3095

Modern Automotive Service Technician

(380 Hours – CGAT9056)

The Modern Automotive Service Technician online program teaches the construction, operation, diagnosis, service, and repair of late-model automobiles and light trucks. This comprehensive program uses a building-block approach that starts with the fundamental principles of system operation and progresses gradually to complex diagnostic and service procedures. Students and professionals learn quickly and easily, helped by thousands of color illustrations, scores of 2-D and 3-D animations, built-in quizzes, and other interactive features. Price \$2695



Oil Refinery Operations

(400 Hours – CGAT9095)

Oil Refinery Operators are highly paid and enjoy a stable work environment. This is a unique user-friendly course designed for people who have minimal knowledge of industry, math, physics or chemistry. The necessary science concepts are built into the course modules. Price \$2595

Paper Mill Operations

(400 Hours – CGAT9096)

This online training program will teach you the skills you need to gain employment as a Paper Mill Operator. Paper Mill Operators are highly paid and enjoy a stable work environment. This is a unique user-friendly course designed for people who have minimal knowledge of industry, math, physics or chemistry. Price \$2595

Power Plant Operations

(400 Hours – CGAT9097)

Power Plant Operators are highly paid and enjoy a stable work environment. This is a unique user-friendly course designed for people who have minimal knowledge of industry, math, physics or chemistry. The necessary science concepts are built into the course modules. Price \$2595

Pulp Mill Operations

(400 Hours – CGAT9098)

This online training program will teach you the skills you need to gain employment as a Pulp Mill Operator. Pulp Mill Operators are highly paid and enjoy a stable work environment. This is a unique user-friendly course designed for people who have minimal knowledge of industry, math, physics or chemistry. Price \$2595

Registration Form

<hr/> Last Name	<hr/> First Name	<hr/> Date of Birth (M/D/YY)
<hr/> Street address	City State Zip	Primary Phone Day <input type="checkbox"/> Evening <input type="checkbox"/>
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	<hr/> Email	Alternate Phone Day <input type="checkbox"/> Evening <input type="checkbox"/>
ETHNICITY:		
<input type="checkbox"/> Caucasian		
<input type="checkbox"/> Black (Non-Hispanic)		
<input type="checkbox"/> Spanish-Surnamed Hispanic		
<input type="checkbox"/> Oriental-Asian or Pacific Islander		
<input type="checkbox"/> American Indian or Alaskan Native		
<input type="checkbox"/> Returning CE Student		
<input type="checkbox"/> New CE Student		

NAME OF CLASS	START DATE	START TIME	COST
TOTAL \$			

METHOD OF PAYMENT:

CASH CHECK # _____ MASTERCARD VISA AMEX DISCOVER CC# _____

EXP DATE _____ CVV2# _____

ON BACK OF CARD

In order to help us serve you better, we would appreciate you providing us with the following information.

What type of business are you in? _____ What is your position in this business? _____ How did you hear about this class? _____

The refund policy for Brazosport College is authorized by the Board of Regents. The refund policy states that when you drop a class prior to the first class meeting, a 100% refund is issued. A 60% refund is made prior to the second class meeting. No refund is made after the second class meeting. No refund is made if you miss a one-day class and do not notify a registration specialist during regular business hours by the previous business day. Students are required to return all materials provided by Brazosport College or it's partners including, but not limited to, software and books prior to processing refunds. In order to qualify for a refund, you must speak to a registration specialist (during regular business office hours) within the timeframe specified above. EMAILED REQUESTS FOR REFUNDS ARE NOT GUARANTEED TO REACH US WITHIN THE PROPER TIMEFRAME. All refund requests are handled through the Business Office and may take up to 30 days to process. Electronic vouchers will expire on August 31 of the year it is issued. Online (Ed2Go and Gattin) classes refund policies vary from the refund policy for Brazosport College. Online classes will offer no refunds on or after the class start date, or once the course has been accessed.

Student Signature: _____ Date: _____

Financial Aid Information

Financial aid, payment assistance or payment plans are available for many Community Education workforce training classes through various sources. These options are listed below. Please call us at 979-230-3600 for information about which type of financial aid is available for the class you are interested in.

TPEG FUNDS - Apply at the Financial Aid office at Main Campus. TPEG is based on income guidelines per the State of Texas and will pay up to \$500. Funds are limited and available on a first come, first serve basis. Please apply at least one month prior to class start date.

BRAZORIA COUNTY GRANT – Applicants must live in Brazoria County, but not in Angleton, Hillcrest Village, Liverpool or Quintana. Pick up application at the LJ CE Center. Eligibility is based on TOTAL household income per Brazoria County guidelines. Grant will pay 100% of tuition – student is required to purchase all books and supplies. Funds are limited and available on a first come, first serve basis. Please apply at least one month prior to class start date.

SALLIE MAE LOAN – Sallie Mae is a private, credit based loan provided through Condensed Curriculum Inc. Minimum loan amount is \$1000. Applications are available at the LJ CE Center.

PROMISSORY NOTE – A legal and binding payment agreement between Brazosport college and the student. 50% of tuition, plus a \$30 non-refundable fee are required at the time of registration and balance of tuition is split into two payments due five and ten weeks after start date of class.

Students may apply for a general Community Education Scholarship if none of the above forms of financial aid are available to them. Funds are limited and are available on a first come first serve basis.

launch **your future** here

new classes!
...see page 2 for more info



Ophthalmic Assistant
Essentials of Word
Essentials of Excel
Essentials of PowerPoint
Managing Your Business on the Web - Essentials
Managing Your Business on the Web - More Solutions
Essentials of Adobe Acrobat Professional 8
Podcasting Beyond The Basics
Recording with Audacity
Animal First Aid & CPR
Religions of the World
Coffee Cupping and Tasting
Beer Tasting and Food Pairing
Scuba Diving
Open Water Certification
Microbrewing Beer
Fashion Jewelry Making

2008

www.brazosport.edu/ce

August-December

your classes
brazosport college **community education** class schedule



Brazosport College
500 College Drive
Lake Jackson, Texas 77566