

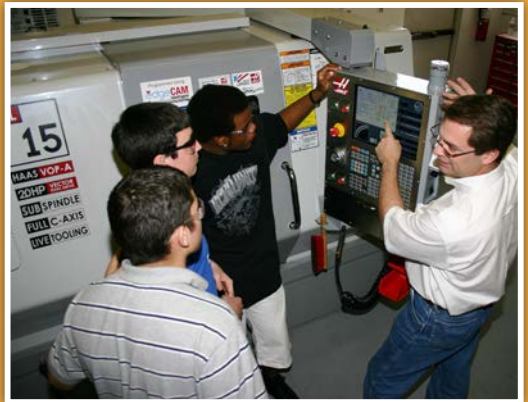


College of the Mainland®

Continuing Education Spring 2012 Schedule

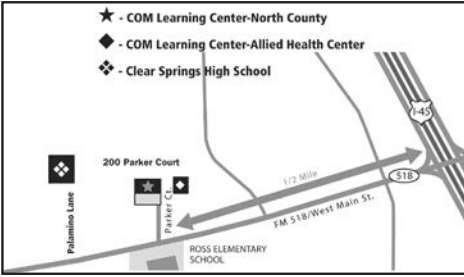
Now Available Online

Education *for*
Everyone



- 3 Registration
- 6 Spring 2012 CE Classes
- 35 COM Learning Center-North County

COM LEARNING CENTER-NORTH COUNTY IN LEAGUE CITY



For information on these classes, contact:
Lanis Neugent, Director
 409-933-8279
Karen Earl, Administrative Assistant
 409-933-8646

ACCOUNTING AND BUSINESS

FOR MORE INFORMATION CALL 281-332-1800.

QUICKBOOKS 2011, INTRODUCTION-18HRS

An extensive hands-on class for beginners. Comprehensive overview of QuickBooks covers adding clients, vendors and employees. Class will complete a hands-on daily transaction in A/R, A/P, inventory, banking and reports. Bring flash drive. Speak to instructor before purchasing textbook. Textbooks are available at COM Bookstore. Prerequisite: Introduction to Bookkeeping or an understanding of bookkeeping and procedures. No senior discount.

Cost:	In District: \$165	Out-of-District: \$170			
SYN:6739	ACNT-1054-101CL				
01/28/12-02/11/12	S	08:30AM-03:30PM	CLC 111	B Martin	
SYN:6742	ACNT-1054-102CL				
04/14/12-04/28/12	S	08:30AM-03:30PM	CLC 111	B Martin	

COMPUTER AND TECHNOLOGY CLASSES

FOR MORE INFORMATION CALL 281-332-1800.

ADOBE PHOTOSHOP, INTRODUCTION-15HRS

Topics address recently identified current events, skills, knowledge, and attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. No senior discount.

Cost:	In District: \$145	Out-of-District: \$150			
SYN:6744	ARTC-1091-201CL				
02/07/12-03/06/12	T	06:00PM-09:00PM	CLC 112	P Medina	

E-MAIL AND CALENDARING SOFTWARE-16HRS

An introduction to e-mail and calendaring software as a desktop information management tool. At the end of this course, students will be able to create and manage messages, schedule appointments and tasks, create and manage contacts, and create and manage tasks and notes. Prerequisite: Basic typing and computer use. No senior discount.

Cost:	In District: \$80	Out-of-District: \$85			
SYN:6788	ITSW-1030-101CL				
04/14/12-05/05/12	S	08:30AM-12:30PM	CLC 112	J Farmer	

COMPUTERS FOR BEGINNERS 2010-12HRS

Structured to assist beginners and those with limited computer knowledge to gain confidence and improve skills and productivity. This hands-on computer class begins with a basic introduction to computer hardware, software, and terminology with the end result of helping the inexperienced PC user become confident and proficient. Class includes an overview of the Microsoft Office Productivity Suite (word processing, spreadsheets and database), and a review of some of the built-in utilities and applications that are part WindowsXP operating system. Prerequisite: Basic typing skills. Bring flash drive. Textbooks are available at COM Bookstore. No senior discount.

Cost:	In District: \$74	Out-of-District: \$79			
SYN:6781	ITSC-1012-201CL				
01/25/12-02/08/12	W	06:00PM-09:00PM	CLC 111	J Hatch	

MICROSOFT EXCEL 2010, INTRODUCTION-12HRS **New!**

Students will learn spreadsheet terminology, program parameters, display characteristics, formatting, and basic mathematical and printing functions. Skills learned satisfy most entry-level industry requirements. Prerequisite: Basic keyboarding and computer use. Bring flash drive. Speak with the instructor before purchasing the textbook. Textbooks are available at COM Bookstore. No senior discount.

Cost:	In District: \$95	Out-of-District: \$100			
SYN:6783	ITSW-1022-101CL				
02/25/12-03/03/12	S	08:30AM-03:30PM	CLC 111	B Martin	

a review of some of the built-in utilities and applications that are part Windows/XP operating system. Prerequisite: basic typing skills. Bring flash drive. Textbooks are available at COM Bookstore. No senior discount.

Cost: In District: \$74 Out-of-District: \$79
SYN:6782 ITSC-1012-101CL
02/25/12-03/03/12 S 08:30AM-03:30PM CLC 112 J Hatch

MICROSOFT OFFICE PROFESSIONAL 2007, INTRODUCTION-36HRS

An introduction to business productivity software applications. Bring flash drive. No textbook needed. No senior discount.

Cost: In District: \$210 Out-of-District: \$215
SYN:6779 ITSC-1022-201CL
01/23/12-02/29/12 MW 06:00PM-09:00PM CLC 112 M Bond

MICROSOFT OFFICE PROFESSIONAL 2007, INTERMEDIATE-36HRS

A continuation of study to business productivity software applications. Bring flash drive. No textbook needed. Prerequisite: Introduction to Microsoft Office Professional 2007. No senior discount.

Cost: In District: \$210 Out-of-District: \$215
SYN:6780 ITSC-1043-202CL
03/19/12-04/25/12 MW 06:00PM-09:00PM CLC 112 M Bond

MICROSOFT EXCEL 2007, INTRODUCTION-8HRS

Students will learn spreadsheet terminology, program parameters, display characteristics, formatting, and basic mathematical and printing functions. Skills learned satisfy most entry-level industry requirements. Prerequisite: Basic keyboarding and computer use. Bring flash drive. Speak with the instructor before purchasing the textbook. Textbooks are available at COM Bookstore. No senior discount.

Cost: In District: \$72 Out-of-District: \$77
SYN:6784 ITSW-1022-103CL
03/10/12-03/10/12 S 08:00AM-05:00PM CLC 112 R Howard

MICROSOFT ACCESS 2007, INTRODUCTION-8HRS

Learn to design a database using Microsoft Access and to manipulate the data to generate reports. In this introductory class you will also learn program parameters, data dictionary, optional field characteristics, calculation, constant default values, database organization and report generation. Prerequisite: Basic keyboarding and computer use. Bring flash drive. Speak with the instructor before purchasing the textbook. Textbooks are available at COM Bookstore. No senior discount.

Cost: In District: \$72 Out-of-District: \$77
SYN:6786 ITSW-1053-101CL
03/24/12-03/24/12 S 08:00AM-05:00PM CLC 112 J Farmer

MICROSOFT WORD 2007, INTRODUCTION-8HRS

Students will learn basic formatting, editing, saving and printing functions while creating a business document. Skills learned satisfy most entry-level industry requirements. Prerequisite: Keyboarding 25 wpm. Bring a flash drive. Speak to the instructor before purchasing the textbook. Textbooks are available at COM Bookstore. No senior discount.

Cost: In District: \$72 Out-of-District: \$77
SYN:6798 POFI-1024-101CL
01/28/12-02/04/12 S 08:30AM-12:30PM CLC 112 R Howard

MICROSOFT WORD 2007, INTERMEDIATE-8HRS

Beyond the basics, learn to use search and replace functions, mail merge, insert graphics and more. Prerequisite: Basic knowledge of word-processing. Bring a flash drive. Speak to the instructor before purchasing the textbook. Textbooks are available at COM Bookstore. No senior discount.

Cost: In District: \$72 Out-of-District: \$77
SYN:6799 POFI-1042-102CL
02/11/12-02/18/12 S 08:30AM-12:30PM CLC 112 R Howard

Classes this Spring

Offered at the COM Learning Center-North County in League City

Intro to Bookkeeping

Quickbooks 2011

Microsoft Office 2010

Legal Office Procedures (Hybrid class)

Sign Language classes offered on Saturdays

Chinese and Arabic

Administrative Assistant Certificate (*Fast-Track*)

This two-part program is designed for new students wanting to gain skills necessary in the administrative assistant, general clerk, clerk typist and general office receptionist fields.

Topics covered:

- ✓ Integrated Software 2007 and Keyboarding
- ✓ Communication Skills for Business and Industry
- ✓ Proofreading and Editing
- ✓ Records and Information Management
- ✓ Job Search and Employment Skills

Feb. 6 - March 2, 2012, Part 1

March 19 - April 16, 2012, Part 2

Call the COM Learning Center-North County at 281-332-1800 or 409-933-8646 to be put on the waiting list for these core courses for providing students the opportunity to develop basic skills for various specialized entry-level office positions. Certificate issued upon successful completion of both Administrative Office Procedures I and II.



MICROSOFT POWERPOINT 2007, INTRODUCTION-8HRS

Learn to produce multimedia presentations using graphics, text, sound and animation. Topics address recently identified skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisite: basic keyboarding and computer use. Bring flash drive. Speak with instructor before purchasing textbook. Textbooks are available at COM Bookstore. No senior discount.

Cost: In District: \$72 Out-of-District: \$77

SYN:6787 ITSW-1037-101CL

01/27/12-02/03/12

F

08:30AM-12:30PM

CLC 112

M Baker

ADMINISTRATIVE OFFICE PROCEDURES I-120HRS

Study of current office procedures, duties, and responsibilities applicable to an office environment. Develop time management techniques, demonstrate appropriate communication skill, and identify the basic skills of an office professional. Prerequisite: Keyboarding 15 wpm. Corequisite course: POFT-1049. Bring a flash drive. Textbooks are available at COM Bookstore. No senior discount. Financial aid available through TPEG for those who qualify. Contact Financial Aid Office for information.

Cost: In District: \$506 Out-of-District: \$511

SYN:6802 POFT-1009-101CL

02/06/12-03/02/12

MTWTHF

09:00AM-04:00PM

CLC 112

M Bond

ADMINISTRATIVE OFFICE PROCEDURES II-120HRS

For those who want to acquire high-demand office skills and return to the workplace quickly. Topics include computer software (Microsoft Word, Excel, Access, etc.), office procedures, communication skills, decision-making, records management, and preparation of business documents to include collecting, classifying and presentation of business data. Perfect for displaced workers, those wanting to change career paths or those wanting to re-enter the office environment with up-to-date skills. Certificates issued upon successful completion of both Administrative Office Procedures I and II. Prerequisite: Administrative Office Procedures I. No senior discount.

Cost: In District: \$506 Out-of-District: \$511

SYN:6803 POFT-1049-102CL

03/19/12-04/16/12

MTWTHF

09:00AM-04:00PM

CLC 112

M Bond

DANCE AND EXERCISE

FOR MORE INFORMATION CALL 281-332-1800.

YOGA-6HRS

Restore health, flexibility and vigor with this total body workout. Low impact exercises designed for people of all ages and abilities to counteract sedentary lifestyles. Introduction will also include special breathing techniques to reduce stress and enhance relaxation. Other benefits of yoga include expanded lung capacity, strengthened muscles and bones, alleviated back problems, bolstered the immune system and control weight problems. Bring exercise mat or large towel. No senior discount.

Cost: In District: \$42 Out-of-District: \$47

SYN:6834 WELL-1000-237CL

02/01/12-03/07/12

W

06:30PM-07:30PM

CSHS TBA

D Matula

SYN:6835 WELL-1000-238CL

03/21/12-04/25/12

W

06:30PM-07:30PM

CSHS TBA

D Matula

NIGHTCLUB CARDIO®-5HRS

Nightclub Cardio® is a cardio dance party that fuses exercise with dance moves in a nightclub setting (i.e. lights low w/ strobe light). It is a series of easy to follow moves set to the hottest hits across multiple genres including hip-hop, freestyle, disco, Latin, breakdancing, belly dancing, bollywood, swing dance and many more. Ages 18 and up. No heels. No senior discount.

Cost: In District: \$48 Out-of-District: \$53

SYN:6953 WELL-7004-239CL

02/07/12-03/06/12

T

06:00PM-07:00PM

CSHS TBA

J Hale

SYN:6955 WELL-7004-240CL

03/20/12-04/17/12

T

06:00PM-07:00PM

CSHS TBA

J Hale

SALSA & MORE-7.5HRS

Learn to dance different rhythms of music that are sweeping the floor across the country: Salsa, Merengue and Bachata. Partner not required. No heels. No senior discount.

Cost: In District: \$48 Out-of-District: \$53

SYN:6836 WELL-7035-235CL

02/02/12-03/08/12

TH

07:45PM-09:00PM

CSHS TBA

M Romero

SYN:6837 WELL-7035-236CL

03/22/12-04/26/12

TH

07:45PM-09:00PM

CSHS TBA

M Romero

ZUMBA-6HRS

Join the revolution that's spreading like wildfire. The Zumba program fuses Latin rhythms and easy-to-follow moves to create a one-of-a-kind fitness program that will tone and sculpt your body while burning unwanted fat. Partner not required. No heels. No senior discount.

Cost: In District: \$48 Out-of-District: \$53

SYN:6832 WELL-7082-235CL

01/30/12-03/05/12

M

06:30PM-07:30PM

CSHS TBA

A Simsen

SYN:6833 WELL-7082-236CL

03/26/12-04/30/12

M

06:30PM-07:30PM

CSHS TBA

A Simsen

LANGUAGES

FOR MORE INFORMATION CALL 281-332-1800.

SIGN LANGUAGE I-15HRS

Students will be introduced to the deaf culture and will explore the perspective of the deaf by studying the history of the deaf community. Students will learn basic American Sign Language grammar and vocabulary as they develop finger spelling skills as well as expressive and receptive sign skills. In this interactive class, the student will engage in different forms of communication to socialize and to provide and obtain information. Textbooks are available at COM Bookstore. No senior discount.

Cost: In District: \$68 Out-of-District: \$73

SYN:6820 SLNG-1091-101CL

01/28/12-02/25/12

S

09:00AM-12:00PM

CLC 113

V Vodounou

SYN:6819 SLNG-1091-201CL

01/31/12-03/06/12

T

06:30PM-09:00PM

CSHS TBA

K Cipriani

SIGN LANGUAGE II-15HRS

A continuation of Sign Language I. Students will develop fluency in both receptive and expressive American Sign Language skills. Students will have many opportunities to practice signing to describe, narrate, and express their own thoughts. Advanced grammar and vocabulary of the American Sign Language will be taught. Prerequisites: Completion of Sign Language I or permission of the instructor. Textbooks are available at COM Bookstore. No senior discount.

Cost: In District: \$68 Out-of-District: \$73

SYN:6822 SLNG-1091-102CL

03/03/12-04/14/12

S

09:00AM-12:00PM

CLC 113

V Vodounou

SYN:6821 SLNG-1091-202CL

03/20/12-04/24/12

T

06:30PM-09:00PM

CSHS TBA

K Cipriani

SPANISH, INTERMEDIATE II-15HRS

A continuation of Spanish Intermediate, Skill Set I. Session includes the study of comparatives and other advanced concepts. Students will continue to build vocabulary, grammar and verbal skills through verbal and written exercises on various topics pertinent to everyday and work situations. This course is also ideal for Latinos/Hispanics wishing to improve their verbal and written communication skills. Prerequisite: Either knowledge of present tense and past tense verb conjugations, completion of Spanish Intermediate I or three years of high school Spanish or by permission of instructor. No senior discount.

Cost: In District: \$68 Out-of-District: \$73

SYN:6828 SPANL-4000-202CL

01/26/12-03/01/12

TH

06:30PM-09:00PM

CSHS TBA

M Whistler

SPANISH, INTERMEDIATE III-15HRS

A continuation Spanish Intermediate, Skill Set II. Students will continue to build vocabulary, grammar and verbal skills through verbal and written exercises on various topics pertinent to everyday and work situations. This course is also ideal for Latino/Hispanics wishing to improve their verbal and written communication skills. Prerequisite: Either completion of Spanish Intermediate II, three years of high school Spanish or by permission of instructor. No senior discount. No class March 15.

Cost: In District: \$68 Out-of-District: \$73

SYN:6824 SPANL-4000-204CL

03/08/12-04/19/12

TH

06:30PM-09:00PM

CSHS TBA

M Whistler

SPANISH INTERMEDIATE IV-15HRS

A continuation of Spanish Intermediate, Skill Set III. Students will continue the study of the mechanics of the language including correct use of the command form and reflexive pronouns. Students are given many opportunities to speak and write on various topics pertinent to everyday and work situations using more complex grammar. This course is also ideal for Latinos/Hispanics wishing to improve their verbal and written communication skills. Prerequisite: Either completion of Spanish Intermediate III, four years of high school Spanish or by permission of instructor. No senior discount.

Cost: In District: \$68 Out-of-District: \$73

SYN:6831 SPANL-4000-206CL

04/26/12-05/31/12

TH

06:30PM-09:00PM

CSHS TBA

M Whistler

SPANISH SKILL SET II-15HRS

A continuation of Spanish, Skills Set I with additional study in correct verb conjugation. Students will continue to build on vocabulary and grammar skills necessary to navigate in everyday and work situations using correct grammatical structure. Prerequisite: Either completion of Spanish, Skills Set I, one year of high school Spanish or by permission of instructor. No senior discount.

Cost: In District: \$68 Out-of-District: \$73

SYN:6829 SPANL-4000-203CL

01/23/12-02/27/12

M

06:30PM-09:00PM

CSHS TBA

M Whistler

SPANISH SKILL SET III-15HRS

A continuation of Spanish, Skills Set II. Session includes the study of relative pronouns and idiomatic expressions. Students will continue to build on vocabulary and grammar skills necessary to navigate in everyday and work situations using correct grammar skills and grammatical structure. Prerequisite: Either completion of Spanish, Skills Set II, or two years of high school Spanish or by permission of instructor. No senior discount. No class March 12.

Cost: In District: \$68 Out-of-District: \$73

SYN:6830 SPANL-4000-205CL

03/05/12-04/16/12

M

06:30PM-09:00PM

CSHS TBA

M Whistler

SPANISH SKILL SET IV-15HRS

A continuation of Spanish, Skills Set III with additional instruction in reading, writing, comprehension and speaking. Session includes the study of past tense verb forms and direct object pronouns. Students will continue to build on vocabulary and grammar skills necessary to navigate in everyday and work situations using correct grammatical structure. Prerequisite: Either completion of Spanish, Skills Set III or two years of high school Spanish or by permission of instructor. No senior discount.

Cost: In District: \$68 Out-of-District: \$73

SYN:6851 SPANL-4000-207CL

04/23/12-05/21/12

M

06:15PM-09:15PM

CSHS TBA

M Whistler

NEW Accelerated Learning Courses

Call 281-332-1800 for information.

Administrative Assistant Certificate (240hrs)

QuickBooks (18hrs)

Office Professional (36hrs, Espanol)

Basic Floral Design (18hrs)

Real Estate (320hrs)

Dental Assistant (100hrs)

Nurses Aide (24hrs)

Phlebotomy (96hrs)

LEISURE AND PERSONAL DEVELOPMENT

FOR MORE INFORMATION CALL 281-332-1800.

BRIDAL FLORAL DESIGNS-15HRS

Class will cover everything you need for a beautiful and personalized wedding. Instruction will cover church pew bows, the bride's bouquet, the attendants' corsages and boutonnieres, reception centerpieces and more. Supply cost ranging from \$125 to \$175 will be payable to the instructor. No senior discount.

Cost: In District: \$55 Out-of-District: \$60

SYN:6750 FMKT-1091-203CL

04/23/12-05/21/12

M

06:30PM-09:30PM

CLC 106

M Haddock

FLORAL DESIGN, BASIC-18HRS

All students will begin with Floral Basics. Techniques for creating arrangements, corsages, bouquets and more, using fresh flowers. Learn to make beautiful professional bows. Choose the right colors, the right size and shape of containers and more. A basic overview of related business topics, including flower shop operation, supplies and equipment, will be presented. Instructor will provide a supply list the first class night. Supply cost ranging from \$125 to \$175 will be payable to the instructor. No senior discount.

Cost: In District: \$65 Out-of-District: \$70

SYN:6748 FMKT-1091-201CL

01/23/12-02/27/12

M

06:30PM-09:30PM

CLC 106

M Haddock

FLORAL DESIGN, ADVANCED-18HRS

A continuation of Basic Floral Design using techniques for creating arrangements, corsages, bouquets and more, using silk flowers. Supply cost ranging from \$125 to \$175 will be payable to the instructor. No senior discount.

Cost: In District: \$65 Out-of-District: \$70

SYN:6749 FMKT-1091-202CL

03/05/12-04/16/12

M

06:30PM-09:30PM

CLC 106

M Haddock

HOW TO WRITE AND SELL SHORT STORIES-15HRS

Explore your creative potential in this fun, multi-genre writing workshop. Whether you are interested in writing short stories, novels, poetry or nonfiction, this is the class for you. This dynamic hands-on class is conducted via classroom exercises, timed writings, lectures on craft and marketing, audiovisual presentation (where applicable) and free weekly critiques and line editing of manuscripts by instructor. All skill levels welcome. Bring your own writing materials: pen, paper or laptop, plus something to read or turn in to instructor on the first night. Short stories are in high demand right now. In this exciting class, discover tips and techniques to turn your story ideas into page-turning fiction. Explore the different genres, plus learn what's hot in today's market. Character development, scene writing and story structure will be taught via lectures and writing assignments. Traditional, as well as "indie," publishing will be addressed. Beginning with the first class, instructor will accept up to eight manuscript pages for critique and review. Taught by a multipublished, award-winning author with more than 24 years experience. No senior discount.

Cost: In District: \$73 Out-of-District: \$78

SYN:6790 LEIS-6005-201CL

01/30/12-02/15/12

MW

06:30PM-09:00PM

CSHS TBA

K Wuttke

WRITING THE NOVEL I-15HRS

Explore your creative potential in this fun, multi-genre writing workshop. Whether you are interested in writing short stories, novels, poetry or nonfiction, this is the class for you. This dynamic hands-on class is conducted via classroom exercises, timed writings, lectures on craft and marketing, audiovisual presentation, where applicable, and free weekly critiques and line editing of manuscripts by instructor. All skill levels welcome. Bring your own writing materials: pen, paper or laptop, plus something to read or turn in to instructor on the first night. Whether you're writing a novel or simply wish to infuse new life into an old project, this class is for you. Students will commit to writing and polishing the first 50 pages of their novel. Individuals with an existing work will edit and revise their first three to five chapters. Lecture topics include novel form, chapters, story structure, characterization and conflict. Writing exercises will relate specifically to each student's novel. Beginning the first night of class, instructor will accept up to 12 manuscript pages for personal critique. Taught by a multipublished, award-winning author with more than 25 years experience. No senior discount.

Cost: In District: \$73 Out-of-District: \$78
 SYN:6791 LEIS-6005-202CL
 02/21/12-03/08/12 TTH 06:30PM-09:00PM CSHS TBA K Wuttke

WRITING THE NOVEL II-15HRS

Explore your creative potential in this fun, multi-genre writing workshop. Whether you are interested in writing short stories, novels, poetry or nonfiction, this is the class for you. This dynamic hands-on class is conducted via classroom exercises, timed writings, lectures on craft and marketing, audiovisual presentation (where applicable) and free weekly critiques and line editing of manuscripts by instructor. All skill levels welcome. Bring your own writing materials: pen, paper or laptop, plus something to read or turn in to instructor on the first night. Students will build upon skills and knowledge obtained in Writing the Novel I, and write or revise up to 300 pages of their novel. Instructor will work closely with each student and offer guidance and feedback. Plot, subplot, story layers, theme, traditional and "indie" publishing will be addressed. Assignments in and out of class will relate specifically to each individual's novel. Bring your own writing materials or laptop and be prepared to write. Starting with the first class, instructor will accept up to 20 double-spaced, typed manuscript pages for review and critique. Taught by a multipublished, award-winning author with more than 25 years experience. No senior discount.

Cost: In District: \$73 Out-of-District: \$78
 SYN:6789 LEIS-6005-203CL
 03/20/12-04/05/12 TTH 06:30PM-09:00PM CSHS TBA K Wuttke

NOTARY PROCEDURES-2HRS

Learn the proper procedures and requirements to qualify and apply for an appointment as a Notary Public in Texas. Attendees will be informed of any updated legal requirements and the liability for misuse of this office. Persons serving as Notary Public, as well as those aspiring to become a Notary, are welcome. No senior discount.

Cost: In District: \$20 Out-of-District: \$25
 SYN:6792 LEIS-9003-201CL
 02/01/12-02/01/12 W 06:30PM-08:30PM CSHS TBA M Smith

TROUBLESHOOTING YOUR PERSONAL COMPUTER-4HRS

Why is your PC running so slow? Did a computer virus infect your PC? Is your hard drive on its last leg or has your monitor or video card failed? What can you do when you press the power button and the unit does not come on? Do you know how to clean up the registry and access the BIOS on your PC? In just four short hours, you will get the answers to these and other questions. No senior discount.

Cost: In District: \$35 Out-of-District: \$40
 SYN:6793 LEIS-9004-101CL
 02/18/12-02/18/12 S 08:30AM-12:30PM CLC 106 J Hatch
 SYN:6794 LEIS-9004-102CL
 04/14/12-04/14/12 S 08:30AM-12:30PM CLC 106 J Hatch

Join the COM Alumni
 and Friends Association
www.com.edu/alumni

MEDICAL/ALLIED HEALTH

FOR MORE INFORMATION CALL 409-933-8224 OR 409-933-9512.

PHLEBOTOMY TECHNICIAN-99HRS

This 99-hour course is designed to introduce the basic knowledge and skills of the phlebotomy profession. Various types of blood collections utilizing the proper techniques and universal precautions will be studied. At the completion of the course, a National Healthcare Association CPT exam will be administered. Textbook is required and is available for class in the COM Bookstore. Course Prerequisite: (1) High school diploma or GED, (2) Completed and approved application which can be picked up at the Public Service Careers Building.

Cost: In District: \$1000 Out-of-District: \$1000

SYN:6495 PLAB-1023-201CL

02/28/12-04/24/12	TTH	06:00PM-09:00PM	AHC 102	D Chandler
03/10/12-04/14/12	S	08:00AM-05:00PM	AHC 102	

MEDICAL BILLING, BASIC-60HRS

In this entry-level course, the principles of insurance and reimbursement processing will be examined. This course will introduce the student to basic assigning and reporting of codes for diagnoses, procedures and services. Various types of insurances, including private and government, will be studied. The textbook required is available at the COM Bookstore.

Cost: In District: \$485 Out-of-District: \$490

SYN:6475 HITT-1013-201CL

01/10/12-03/22/12	TTH	06:00PM-09:00PM	AHC 103	G Parker
03/01/12-03/22/12	TH	06:00PM-09:00PM	CLC 111	

MEDICAL BILLING, ADVANCED-60HRS

Study of coding skills to prepare reimbursement forms in various health care settings for submission to payers. Coding of health records using various classification systems; prepare and execute reimbursement forms; and apply revenue cycle management procedures. Students completing both Medical Billing and Advanced Medical Billing will be eligible to sit for the national licensing exam, NHA Billing and Coding Specialist.

Cost: In District: \$530 Out-of-District: \$535

SYN:6478 HITT-2040-202CL

03/27/12-05/31/12	TTH	06:00PM-09:00PM	AHC 103	G Parker
03/29/12-05/03/12	TH	06:00PM-09:00PM	CLC 111	

HEARTSAVER FA/CPR/AED-7HRS

This course will discuss and demonstrate assessment and management of basic first aid concepts for injured and/or ill adults and children.

Cost: In District: \$75 Out-of-District: \$80

SYN:6489 EMSP-1026-101CL

03/31/12-03/31/12	S	08:30AM-03:30PM	AHC 115	V Schoppe
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CPR INSTRUCTOR-8HRS

Educational theory and skills necessary to prepare the Cardiopulmonary Resuscitation (CPR) instructor candidate to present lectures; facilitate skill stations and conduct student evaluations in CPR courses. Textbook is required.

Cost: In District: \$150 Out-of-District: \$155

SYN:6488 EMSP-1042-101CL

02/25/12-02/25/12	S	08:00AM-05:00PM	AHC 115	V Schoppe
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NURSE AIDE FOR HEALTHCARE I-60HRS

Preparation for entry-level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Students must enroll concurrently in Nurse Aide Clinicals for Healthcare II (NURA-1060) to complete the Certified Nursing Assistant Program. Tuition includes Healthcare Provider CPR certification.

Cost: In District: \$399 Out-of-District: \$404

SYN:6441 NURA-1001-205CL

01/17/12-01/26/12	MTWTHF	09:00AM-05:00PM	AHC 102	J Urps
01/21/12-01/21/12	S	08:30AM-01:30PM	AHC 102	

SYN:6443 NURA-1001-207CL

01/18/12-02/27/12	MW	06:00PM-10:00PM	AHC 102	I Rios
01/21/12-01/21/12	S	08:30AM-01:30PM	AHC 102	

SYN:6461 NURA-1001-209CL

02/13/12-02/22/12	MTWTHF	09:00AM-05:00PM	AHC 102	P Moore
02/18/12-02/18/12	S	08:30AM-01:30PM	AHC 102	

SYN:6464 NURA-1001-211CL

04/18/12-04/27/12	MTWTHF	09:00AM-05:00PM	AHC 102	J Urps
04/21/12-04/21/12	S	08:30AM-01:30PM	AHC 102	

SYN:6466 NURA-1001-213CL

04/30/12-05/09/12	MTWTHF	09:00AM-05:00PM	AHC 102	P Moore
05/05/12-05/05/12	S	08:30AM-01:30PM	AHC 102	

NURSE AIDE FOR HEALTHCARE II-24HRS

Clinical experiences are unpaid, external learning experiences. Students must enroll concurrently in Nurse Aide for Health Care I (NURA-1001) to complete the Certified Nursing Assistant Program. Tuition includes Malpractice Insurance and CE ID (for clinicals).

Cost:	In District: \$152	Out-of-District: \$157			
SYN:6442	NURA-1060-206CL				
01/27/12-01/30/12		TBA TBA		J Urps	
SYN:6444	NURA-1060-208CL				
02/04/12-03/03/12		TBA TBA		I Rios	
SYN:6463	NURA-1060-210CL				
02/23/12-02/25/12		TBA TBA		P Moore	
SYN:6465	NURA-1060-212CL				
04/30/12-05/02/12		TBA TBA		J Urps	
SYN:6467	NURA-1060-214CL				
05/10/12-05/26/12		TBA TBA		P Moore	

CNA REFRESHER-16HRS

Training identified areas to meet continuing education and/overview/update requirements associated with professional licensure or certification. Demonstrate comprehension of current topics or new and updated guidelines.

Cost:	In District: \$250	Out-of-District: \$255			
SYN:6469	NURA-2000-102CL				
01/18/12-05/25/12		S	08:00AM-05:00PM	AHC 102	R McAninch

MEDICATION AIDE-142HRS

Certified Medication Aide course is a 142-hour program that adheres to the regulations and curriculum established by the Department of Aging and Disability Services. The course prepares the student to take the state administered examination. Students are considered Licensed Medication Aides upon passing the state exam. Textbook required, available at COM Bookstore.

Cost:	In District: \$641	Out-of-District: \$646			
SYN:6471	NURA-1013-201CL				
01/18/12-04/25/12		MW	06:00PM-10:00PM	AHC 103	R McAninch
02/11/12-04/14/12		S	08:00AM-05:00PM	AHC 103	

MEDICATION AIDE CE UPDATE-8HRS

This course is designed for individuals who hold a Medication Aide permit and need continuing education as mandated by the Texas Department of Aging and Disability Services. The purpose of this course is to maintain and enhance the competency of Permitted Medication Aides to administer medications, as specified in the Health and Safety Code, Chapter 242 Subchapter F and 40 TAC Chapter 25. The instructor will provide course material.

Cost:	In District: \$50	Out-of-District: \$55			
SYN:6470	NURA-2000-101CL				
01/28/12-01/28/12		S	08:00AM-05:00PM	AHC 103	R McAninch

HEALTHCARE PROVIDER CPR-5HRS

Curriculum and testing include adult one and two rescuer CPR, child CPR, infant CPR, and adult and pediatric foreign body airway obstruction that are designed for the Healthcare Provider. Textbook required, available at COM Bookstore.

Cost:	In District: \$50	Out-of-District: \$55			
SYN:6480	EMSCE-1003-102CL				
02/18/12-02/18/12		S	08:30AM-01:30PM	AHC 115	V Schoppe
SYN:6481	EMSCE-1003-104CL				
03/10/12-03/10/12		S	08:30AM-01:30PM	AHC 115	V Schoppe
SYN:6484	EMSCE-1003-107CL				
05/05/12-05/05/12		S	08:30AM-01:30PM	AHC 115	V Schoppe

ECG TECHNICIAN-60HRS

This introductory course is designed to teach the basic fundamentals of cardiovascular anatomy and physiology. Includes basic dysrhythmias and appropriate treatment. This course also prepares you to take the National Health Career Association exam to certify you as a Certified ECG Technician.

Cost:	In District:\$600	Out-of-District:\$605			
SYN:6507	ECRD-1091-101CL				
02/07/12-04/24/12		TTH	09:00AM-12:00PM	AHC 115	T McGilberry

MUSIC

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GUITAR-BUSY ADULTS/TEENS-2.5HRS

Have you ever wanted to learn the guitar but have difficulty finding the time? In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment and you won't have to take private lessons to do it. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. The instructor will collect required materials fee of \$29 for a workbook and practice DVD in class. Bring Acoustic Guitar. Teens, ages 13 to 15, must be accompanied by a paid adult. No senior discount.

Cost: In District: \$32 Out-of-District: \$37

SYN:6796 MUSIL-2002-101CL

02/25/12-02/25/12

S

09:00AM-11:30AM

CLC 106

A Richards

GUITAR-JUST ONCE BY EAR-2.5HRS

Learn one of music's deepest mysteries: how to play songs without relying on music. A very practical presentation of music theory that includes predicting chord progressions, learning from recording and transposing, all expressed in everyday language. Expand your musical horizons and free yourself from sheet music dependence and be the life of the party. Prior experience with guitar chords recommended. The instructor will collect required materials fee of \$29 for book and practice CD in class. Bring Acoustic Guitar. No senior discount.

Cost: In District: \$32 Out-of-District: \$37

SYN:6797 MUSIL-2002-102CL

02/25/12-02/25/12

S

01:00PM-03:30PM

CLC 106

A Richards

HARMONICA, INTRODUCTION-3HRS

A fun and interactive introduction to playing a harmonica. Taught by legendary local blues harmonica player. No prior music experience or ability to read music required. Bring a diatonic C or Hohner harmonica to class. No senior discount.

Cost: In District: \$32 Out-of-District: \$37

SYN:6795 MUSIL-7010-201CL

03/07/12-03/07/12

W

06:30PM-09:30PM

CLC 106

T Jerome

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REAL ESTATE PRINCIPLES I-32HRS

Overview of licensing as a real estate broker or salesperson. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deed, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures and real estate math. Covers a minimum of three hours classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination and community reinvestment. Textbooks are available at COM Bookstore. No senior discount.

Cost: In District: \$95 Out-of-District: \$100

SYN:6804 RELE-1001-111CL

01/23/12-02/02/12

MTWTH

09:00AM-01:00PM

CLC 106

R Nowak

SYN:6809 RELE-1001-213CL

02/20/12-03/01/12

MTWTH

06:00PM-10:00PM

CSHS TBA

J Myers

REAL ESTATE LAW OF CONTRACTS-32HRS

This class covers elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms and owner disclosure requirements. Textbooks are available at COM Bookstore. No senior discount.

Cost: In District: \$95 Out-of-District: \$100

SYN:6810 RELE-1011-114CL

03/05/12-03/22/12

MTWTH

09:00AM-01:00PM

CLC 106

R Nowak

SYN:6805 RELE-1011-211CL

01/23/12-02/02/12

MTWTH

06:00PM-10:00PM

CSHS TBA

J Myers

REAL ESTATE LAW OF AGENCY-32HRS

This is the study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures and the disclosure of an agency. Textbooks are available at COM Bookstore. No senior discount.

Cost: In District: \$95 Out-of-District: \$100

SYN:6808 RELE-2001-113CL

02/20/12-03/01/12

MTWTH

09:00AM-01:00PM

CLC 106

R Nowak

SYN:6807 RELE-2001-212CL

02/06/12-02/16/12

MTWTH

06:00PM-10:00PM

CSHS TBA

J Myers

REAL ESTATE PRINCIPLES II-32HRS

This class is a continuation of Real Estate Principles I and can be taken before Principles I. Textbooks are available at COM Bookstore. No senior discount.

Cost:	In District: \$95	Out-of-District: \$100			
SYN:6806	RELE-1038-112CL				
02/06/12-02/16/12		MTWTH	09:00AM-01:00PM	CLC 106	R Nowak
SYN:6811	RELE-1038-214CL				
03/05/12-03/22/12		MTWTH	06:00PM-10:00PM	CSHS TBA	J Myers

REAL ESTATE FINANCE-32HRS

An overview of the U.S. Monetary System, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative instruments, laws affecting mortgage lending and the State Housing Agency. Textbooks are available at COM Bookstore. No senior discount.

Cost:	In District: \$95	Out-of-District: \$100			
SYN:6812	RELE-1019-115CL				
03/26/12-04/05/12		MTWTH	09:00AM-01:00PM	CLC 106	R Nowak
SYN:6815	RELE-1019-216CL				
04/09/12-04/19/12		MTWTH	06:00PM-10:00PM	CSHS TBA	R Nowak

REAL ESTATE INVESTMENTS-32HRS

Financing, evaluation and management of real estate investments. Emphasis on real estate investment characteristics, techniques of investment analysis, time-valued money, discounted investment criteria, leverage and applications to property tax implications of owning real estate. Textbooks are available at COM Bookstore. No senior discount.

Cost:	In District: \$95	Out-of-District: \$100			
SYN:6813	RELE-1007-215CL				
03/26/12-04/05/12		MTWTH	06:00PM-10:00PM	CSHS TBA	J Myers

REAL ESTATE APPRAISAL-32HRS

This is the study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures and the disclosure of an agency. Textbooks are available at COM Bookstore. No senior discount.

Cost:	In District: \$95	Out-of-District: \$100			
SYN:6814	RELE-1003-116CL				
04/09/12-04/19/12		MTWTH	09:00AM-01:00PM	CLC 106	R Nowak

REAL ESTATE MATH-32HRS

Students will study basic arithmetic skills including mathematical logic, percentages, interest, time-value of money, depreciation, amortization, pro-ratio and estimation of closing statement. Textbooks are available at COM Bookstore. No senior discount.

Cost:	In District: \$95	Out-of-District: \$100			
SYN:6816	RELE-1025-117CL				
04/23/12-05/03/12		MTWTH	09:00AM-01:00PM	CLC 106	R Nowak
SYN:6817	RELE-1025-217CL				
04/23/12-05/03/12		MTWTH	06:00PM-10:00PM	CSHS TBA	J Myers

REAL ESTATE INITIAL EXAM PREP-16HRS

This class summarizes the required and core classes taken in preparation for the initial real estate state exam. No senior discount.

Cost:	In District: \$63	Out-of-District: \$68			
SYN:6818	RELE-1091-118CL				
05/04/12-05/05/12		FS	09:00AM-05:00PM	CLC 106	R Nowak

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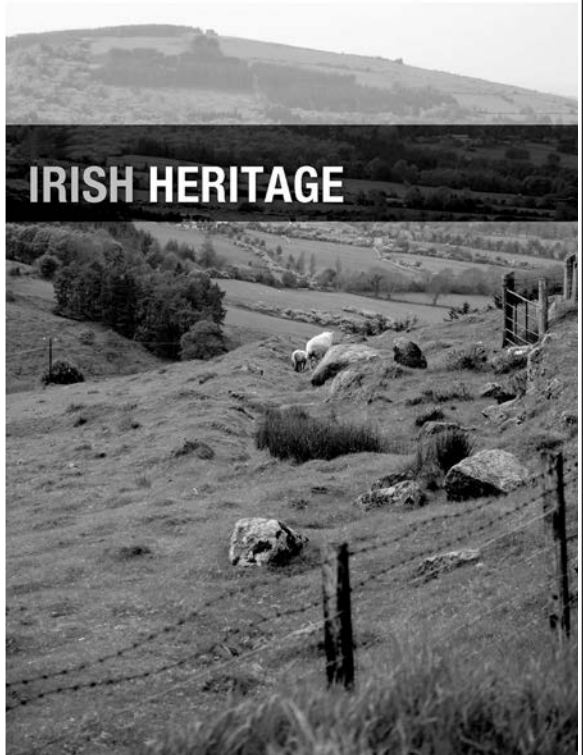
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- ◆ International Quilt Show, Houston
- ◆ Nucracker Market, Houston
- ◆ Bargain Hunters, Houston
- ◆ Wonderland of Lights, College Station
- ◆ Oil and Vinegar Store and Lunch, The Woodlands
- ◆ Houston Museum of Fine Arts, Dutch and Flemish Masterworks
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