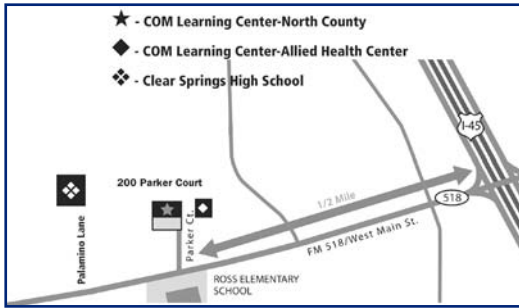


200 PARKER COURT • LEAGUE CITY, TEXAS • 281-332-1800



For information on these classes, contact:

**Lanis Neugent**  
Director  
**Alice Whistler**  
Administrative Assistant  
**Karen Earl**  
Administrative Assistant

ACCOUNTING AND BUSINESS

GETTING TO THE FIRST PAGE OF GOOGLE-2HRS

Are you seeking to optimize your Web site exposure? This workshop includes step by step instruction on strategies that will help boost your Web site position in the search engines, the best directories to register a Web site, the difference between on-page and off-page optimization and many more topics of special interest to all business owners. NO SENIOR DISCOUNT.

Cost: In District: \$45 Out-of-District: \$45

SYN 8911 SPEC-9000-221CL

03/11/10-03/11/10 TH 06:30PM-08:30PM CSHS A Barbosa

NOTARY PROCEDURES AND TRAINING-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 DISCOUNTS

Cost: In District: \$15 Out-of-District: \$20

SYN 8931 LEIS-9003-213CL

03/03/10-03/03/10 W 06:30PM-08:30PM CSHS M Smith

SYN 8932 LEIS-9003-214CL

05/04/10-05/04/10 T 06:30PM-08:30PM CSHS M Smith

QUICKBOOKS, INTRODUCTION TO-16.25HRS

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 3 1/2-inch diskette to first class. Text book available for purchase at CLC. Prerequisite: basic bookkeeping knowledge MAX CLASS SIZE: 8

Cost: In District: \$160 Out-of-District: \$165

SYN 8924 ACNT-1054-200CL

02/08/10-02/15/10 MTWTH 06:15PM-09:30PM CLC-112 B MARTIN

SYN 8925 ACNT-1054-100CL

05/01/10-05/29/10 S 08:30AM-11:45AM CLC-111 B MARTIN

ART AND CRAFTS

KNITTING FUN-6HRS

Have you ever wanted to learn to knit but felt like you don't have the hand-eye coordination required? Forget your fears. Come experience the stress relieving benefits of knitting as you sit around in a group and chat while you create. If you are interested in learning to knit or in improving your knitting skills, join us for this fun, relaxed class for adults (men and women welcomed). Bring one pair of 10-inch long size 9 (5.5mm) knitting needles and one skein of a medium worsted weight yarn. If unsure about suppliers, check with instructor at first class. Instructor will have extra needles and yarn for practice. MAX CLASS SIZE: 10.

Cost: In District: \$30 Out-of-District: \$35

SYN 9089 LEIS-1003-219CL

02/24/10-03/10/10 W 6:30PM-08:30PM CSHS M Daly

SYN 9090 LEIS-1003-220CL

04/07/10-04/21/10 W 6:30PM-08:30PM CSHS M Daly

COURSE DESCRIPTIONS

## MACHINE EMBROIDERY-2.5HRS

You don't have a fancy machine? No problem. Learn machine embroidery using just the zig zag stitch on your machine and a hoop. Please bring your portable sewing machine, a large embroidery hoop, necessary tools to remove presser foot and an extension cord. Pay instructor \$10 for supplies furnished. NO SENIOR DISCOUNTS.

Cost: In District: \$25 Out-of-District: \$30

SYN 8921 LEIS-1021-210CL

03/24/10-03/24/10 W 06:30PM-09:00PM CLC-106 D Munson

SYN 8926 LEIS-1021-111CL

05/01/10-05/01/10 S 09:00AM-11:30AM AHC-102 D Munson

## PAINTING WITH COLORED PENCILS-4HRS

Remember the fun of coloring? You can bring back the fun and paint beautiful art pieces and more with the techniques you will learn in this class. It's fun and very inexpensive. Call 281-332-1800 for a supply list. NO SENIOR DISCOUNTS. MAX CLASS SIZE: 12

Cost: In District: \$20 Out-of-District: \$25

SYN 8939 LEIS-1006-113CL

02/27/10-02/27/10 S 09:00AM-01:00PM CLC-113 J Butler

SYN 8942 LEIS-1006-114CL

04/10/10-04/10/10 S 09:00AM-01:00PM CLC-113 J Butler

## PEN AND INK WITH OIL ROUGING-8HRS

Without knowing how to draw or paint you can create beautiful art work using the old technique of pen and ink in a brand new, fun way. You will use patterns to trace the design and then you will fill in detail lines. Color will be added to your drawing using a technique called "rouging." This fun, easy, new technique is completely correctable –you can't make a mistake. You can create your very own piece of art even if you can't draw a straight line or have never painted before. Please pay instructor \$15 for supplies.

Cost: In District: \$30 Out-of-District: \$35

SYN 8934 LEIS-1006-110CL

03/27/10-03/27/10 S 08:30AM-04:30PM CLC-113 J Butler

## COMPUTER AND TECHNOLOGY CLASSES

### ACCESS, INTRO TO-8HRS

Learn to design a database using MS Access and to manipulate the data to generate reports. In this introduction class you will also learn program parameters, data dictionary, optional field characteristics, calculation, constant default values, database organization and report generation. Bring 3 ½-inch diskette or flash drive to first class. Textbook available for purchase at CLC. Pre-requisite: Basic typing and computer use

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

SYN 8910 ITSW-1053-160CL

03/06/10-03/13/10 S 8:30AM-12:30PM CLC-111 M Bond

### COMPUTERS FOR BEGINNERS-12HRS

Part I and II have been combined to assist the student in gaining confidence, 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 a high-level overview of the Microsoft Office productivity suite (word processing, spreadsheets and database), a review of some of the "built-in" utilities and applications that are part of the Windows/XP operating system, the basics of importing pictures from digital camera, posting pictures on photo-sharing Internet sites and creating music and data CDs. If you have a PC that supports a 3 ½-inch "floppy disk", bring a diskette to the class or a flash drive. Textbook available for purchase at CLC. Pre-requisite: basic typing skills.

Cost: In District: \$70 Out-of-District: \$75

SYN 8929 ITSC-1012-169CL

02/06/10-02/20/10 S 08:30AM-12:30PM CLC-112 J Hatch

SYN 8935 ITSC-1012-270CL

03/24/10-04/28/10 W 06:30PM-08:30PM CLC-112 J Hatch

### EXCEL, INTRO TO-12HRS

Students will learn spreadsheet terminology, program parameters, display characteristics, formatting and basic mathematical and printing functions. Skills learned satisfy most entry-level industry requirements. Bring 3 ½-inch diskette or flash drive to first class. Textbook available for purchase at CLC. Pre-requisite: keyboarding at 25 wpm and computer use.

Cost: In District: \$90 Out-of-District: \$95

SYN 8912 ITSW-1022-261CL

02/16/10-03/04/10 TTH 06:30PM-08:30PM CLC-112 B Martin

SYN 8913 ITSW-1022-162CL

03/26/10-04/09/10 F 08:30AM-02:30PM CLC-111 B Martin

## EXCEL, INTERMEDIATE-12HRS

Instruction in linking worksheets, moving and copying cell contents, mathematical, statistical and financial functions, graphics, sorting and generating reports. Bring 3 ½-inch diskette or flash drive to first class. Textbook available for purchase at CLC. Pre-requisite: basic working experience in Excel.

Cost: In District: \$90 Out-of-District: \$95

SYN 8914 ITSW-1046-163CL

04/16/10-04/30/10

F

08:30AM-12:30PM

CLC-111

B Martin

## ILLUSTRATOR, INTRO-9HRS

An introduction to 2-D illustration using Adobe Illustrator. You will learn the basic principles of illustration in a 2-D environment. Learn how to use templates, layers and basic tools to create illustrations digitally. Learn how to use Illustrator in conjunction with Adobe Photoshop to create eye-popping graphics for any occasion and say goodbye to clip art. No prerequisites. Max class size: 10.

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

SYN 8938 ARTC-1091-101CL

04/24/10-05/01/10

S

08:00AM-12:30PM

CLC-112

S Malm

## PHOTOSHOP, INTRO-16.5HRS

Photoshop is the world's best-known application for photo retouching and enhancement and creation of complex graphics. This class will enhance your digital photography skills by providing a basic understanding of the complex workings of Photoshop software. Topics covered are understanding the Adobe desktop, locating and using tools and palettes, working with and understanding layers, making a selection, choosing the right tool, using various methods of photo retouching, color correction, image repair and restoration. Prerequisite: Must be able to navigate Windows XP environment. Max class size: 10.

Cost: In District: \$120 Out-of-District: \$125

SYN 8940 ARTC-1091-102CL

02/27/10-03/13/10

S

08:00AM-02:00PM

CLC-112

S Malm

## PHOTOSHOP, INTERMEDIATE WKSHP-10HRS

Are you ready to focus your attention on the artistic side of Photoshop? Learn more advanced special effects using layers, masks, filters and more as you create a piece of unique artwork from your photographs. Prerequisite: Intro to Photoshop or working with Photoshop on a daily basis. Max class size: 10.

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

SYN 8941 ARTC-1091-103CL

04/10/10-04/17/10

S

08:00AM-01:00PM

CLC-112

S Malm

## POWERPOINT, 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. Bring 3 ½-inch diskette or flash drive to first class. Textbook available for purchase at CLC. Prerequisite: Basic typing and computer use.

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

SYN 8915 ITSW-1037-164CL

03/27/10-04/10/10

S

08:30AM-12:30PM

CLC-111

R Howard

## PUBLISHER, MS-8HRS

Especially created for those who are interested in creating both basic and multi-page publications, this course will introduce the student to the basic features of Publisher 2007. Participants will learn to format text and paragraphs, customize the workspace, create a new publication, create a facing-pages layout, insert pages, move items and more. Instructor creates layout and publishes own books.

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

SYN 8960 POFI-1005-268CL

04/22/10-05/13/10

TH

06:30PM-08:30PM

CLC-112

G Lyons

## TROUBLESHOOT YOUR 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 DISCOUNTS.

Cost: In District: \$30 Out-of-District: \$35

SYN 8949 LEIS-9004-112CL

03/13/10-03/13/10

S

08:30AM-12:30PM

CLC-113

J Hatch

SYN 8950 LEIS-9004-111CL

04/24/10-04/24/10

S

08:30AM-12:30PM

CLC-113

J Hatch

## 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. Textbook available for purchase at CLC. Pre-requisite: keyboarding.25 wpm.

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

SYN 8957	POFI-1024-165CL				
02/06/10-02/13/10		S	08:30AM-12:30PM	CLC-111	TBA
SYN 8958	POFI-1024-266CL				
03/02/10-03/11/10		TTH	06:30PM-08:30PM	CLC-111	TBA

### WORD, INTERMEDIATE-9HRS

Beyond the basics: learn to use search and replace functions, mail merge, insert graphics and more. Textbook available for purchase at CLC (same book as used in Word, Intro). Pre-requisite: basic knowledge of word-processing.

Cost: In District: \$76 Out-of-District: \$81

SYN 8959	POFI-1042-267CL				
03/25/10-04/08/10		TH	06:30PM-09:30PM	CLC-112	TBA

## DANCE AND EXERCISE

### BELLY DANCING FOR FUN AND FITNESS-6HRS

All ages, shapes and sizes welcome. Students will learn the ancient art of belly dance. The dance history, basic movement techniques and rhythms will be taught and a short choreography will be included. Great class for body, mind and soul. Have fun as you become more flexible, reduce stress and learn a new way to exercise. Costume not required.

Cost: In District: \$40 Out-of-District: \$45

SYN 8969	WELL-2001-239CL				
02/16/10-03/30/10		T	08:00PM-09:00PM	CSHS	Patsi
SYN	WELL-2001-240CL				
04/06/10-05/11/10		T	08:00PM-09:00PM	CSHS	Patsi

### DANCERCIZE LATIN STYLE!-7.5HRS

A combination of Latin dance styles including Cumbia, Salsa, Merengue and our versions of Latin Hip-Hop. Get down, get in shape and get fit while having fun and learning some basic Latin dance steps.

Cost: In District: \$40 Out-of-District: \$45

SYN 8970	WELL-7005-131CL				
02/13/10-03/27/10		S	09:30AM-11:00AM	CLC-106	M Romero
SYN 8973	WELL-7005-132CL				
04/10/10-05/08/10		S	09:30AM-11:00AM	CLC-106	M Romero

### DANCE SALSA AND MORE, INTRO-12HRS

Learn basic steps, foot and hip movements of at least three of the popular Latin dances that are sweeping the country. Great exercise. Partner not required. Instructors are experienced and native dancers with successful experience in dance instruction.

Cost: In District: \$60 Out-of-District: \$65

SYN 8974	WELL-7035-233CL				
02/18/10-04/01/10		TH	07:00PM-09:00PM	CSHS	M Romero
SYN 8975	WELL-7035-234CL				
04/15/10-05/20/10		TH	07:00PM-09:00PM	CSHS	M Romero

### 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. Instruction will also include special breathing techniques to reduce stress and enhance relaxation. Other benefits of Yoga include expand lung capacity, strengthen muscles and bones, alleviate back problems, bolster the immune system and control weight problems. Please bring exercise mat or large towel to class.

Cost: In District: \$40 Out-of-District: \$45

SYN 8976	WELL-1000-135CL				
02/13/10-03/13/10		S	08:00AM-09:12AM	CLC-106	D Matula
SYN 8978	WELL-1000-237CL				
02/24/10-04/07/10		W	07:00PM-08:00PM	CSHS	D Matula
SYN 8977	WELL-1000-136CL				
04/10/10-05/08/10		S	08:00AM-09:12AM	CLC-106	D Matula
SYN 8979	WELL-1000-238CL				
04/14/10-05/19/10		W	07:00PM-08:00PM	CSHS	D Matula

## LANGUAGES

### CHINESE I-15HRS

Course is designed for students who have no prior exposure to the Chinese language. An introduction to the fundamentals of the language will include Pinyin phonetic spelling system, pronunciation and simple vocabulary and grammar patterns. Simple written Chinese characters will be studied.

Cost: In District: \$64 Out-of-District: \$69

SYN 8936 CHINL-4000-209CL

02/18/10-04/01/10 TH 06:30PM-09:00PM CSHS Z Song

### CHINESE II-15HRS

A continuation of Chinese I. Students will practice mastering pronunciation and learn more complex grammar patterns. Everyday phrases, elements of the Chinese culture and learning to read and write simple Chinese characters to properly communicate in Chinese will be included in these classes.

Cost: In District: \$64 Out-of-District: \$69

SYN 8937 CHINL-4000-210CL

04/08/10-05/13/10 TH 06:30PM-09:00PM CSHS Z Song

### PERSIAN I (FARSI)-20HRS

Students will develop proficiency in four areas of the Farsi language: reading, writing, listening comprehension and speaking as well as expanding their knowledge of the history and culture of Iran.

Cost: In District: \$90 Out-of-District: \$95

SYN 8927 FRNLL-4000-211CL

02/25/10-05/06/10 TH 06:30PM-08:30PM CSHS N Doostdar

### RUSSIAN I-12HRS

Students will be introduced to useful everyday words and phrases. Basic Russian grammar and reading exercises will be included in course content.

Cost: In District: \$64 Out-of-District: \$69

SYN 8922 RUSSL-4000-201CL

02/17/10-03/31/10 W 06:30PM-08:30PM CSHS D Lewis

### RUSSIAN II-12HRS

Course is a continuation of RUSSIAN I with instruction in more complex grammar with additional exercises in reading, writing and oral practice.

Cost: In District: \$64 Out-of-District: \$69

SYN 8923 RUSSL-4000-202CL

04/07/10-05/12/10 W 06:30PM-08:30PM CSHS D Lewis

### 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. Textbook: Signing Naturally I available at CLC.

Cost: In District: \$64 Out-of-District: \$69

SYN 8961 SLNG-1091-203CL

02/03/10-03/10/10 W 06:30PM-09:00PM CSHS 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.

Cost: In District: \$64 Out-of-District: \$69

SYN 8962 SLNG-1091-204CL

03/24/10-04/28/10 W 06:30PM-09:00PM CSHS K Cipriani

### SIGN LANGUAGE III-15HRS

A continuation of Sign Language II. Students will continue to practice and develop fluency in expressing their own thoughts as they fine tune their receptive American Sign Language skills. Advanced grammar and vocabulary of the American Sign Language will be taught. Prerequisites: Completion of Sign Language II or permission of the instructor.

Cost: In District: \$64 Out-of-District: \$69

SYN 8964 SLNG-1091-206CL

02/02/10-03/09/10 TTH 06:30PM-09:00PM CSHS K Cipriani

SYN 8963 SLNG-1091-205CL

05/04/10-05/20/10 TTH 06:30PM-09:00PM CSHS K Cipriani

## SPANISH SKILLS REVIEW-14HRS

A review of the mechanics of the language covered in "An Introduction to Spanish" to "Spanish Skill Set III." Students will be drilled in oral and written communication. This class may be repeated as needed. Prerequisite: One to two years of high school or Continuing Education Spanish or by permission of instructor. Max class size: 12.

Cost: In District: \$64 Out-of-District: \$69

SYN 8968 SPANL-4000-233CL

03/03/10-04/21/10

W

06:30PM-08:30PM

CSHS

A Whistler

## SPANISH SKILLS 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.

Cost: In District: \$64 Out-of-District: \$69

SYN 8965 SPANL-4000-230CL

02/02/10-3/09/10

T

6:30PM-09:00PM

CSHS

A Whistler

## SPANISH SKILLS 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 grammatical structure. Prerequisite: Either completion of Spanish Skills Set II or two years of high school Spanish or by permission of instructor.

Cost: In District: \$64 Out-of-District: \$69

SYN 8966 SPANL-4000-231CL

03/23/10-04/27/10

T

6:30PM-09:00PM

CSHS-

A Whistler

## SPANISH SKILLS 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.

Cost: In District: \$64 Out-of-District: \$69

SYN 8967 SPANL-4000-232CL

05/04/10-05/20/10

TTH

06:30PM-09:00PM

CSHS

A Whistler

## LEISURE AND PERSONAL DEVELOPMENT

### DECORATING-NO RULES JUST FUN!-5HRS

Taught by a professional decorator, this class includes helpful hints, money saving tips and fun ideas for furniture layouts, color schemes, lighting, window treatments, accessorizing, designer tricks and more. Learn how to make your rooms more functional and beautiful on any budget you choose and customize your décor using fun do-it-yourself projects. Pay instructor \$7 for the instruction book, "No Rules-Just Fun Decorating". MAX CLASS SIZE: 12.

Cost: In District: \$30 Out-of-District: \$35

SYN 8917 LEIS-1030-208CL

04/22/10-05/06/10

TH

06:30PM-09:00PM

CLC-106

G Lyons

SYN 8920 LEIS-1030-109CL

02/13/10-02/20/10

S

09:00AM-11:00AM

CLC-113

G Lyons

### FLORAL DESIGN, BASICS TO ADVANCE-36HRS

Floral Basics and Advanced have been combined into one class to give students a better opportunity to learn and experience working with both fresh and silk flowers. Although this course may be repeated, all students will begin with Floral Basics. Techniques for creating arrangements, corsages, bouquets, etc. using both fresh and silk flowers will be taught. Learn to make beautiful professional bows, to choose the right colors, the right size and shape of containers and much 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 night of class. (Approx. cost of fresh flowers and supplies could range from \$125 to \$175).

Cost: In District: \$98 Out-of-District: \$103

SYN 8928 FMKT-1091-212CL

02/15/10-05/10/10

M

06:30PM-09:30PM

CLC 106

M Haddock

### SEWING, A BASICS SERIES-10HRS

Come learn the basics of sewing in this relaxed and friendly environment. The class is broken up into four segments: 1.) Learn how to choose and alter a pattern, 2.) fit, lay-out and cut a pattern, 3.) sewing session, bring portable sewing machine and extension cord and 4.) sewing session, complete project.

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

SYN 8944 LEIS-1022-216CL

04/21/10-05/12/10

W

06:30PM-09:00PM

CLC-106

D Munson

**STRESS-FREE WEDDINGS-2HRS**

Taught by a certified wedding consultant, this workshop includes a plan for getting organized, advice on setting a budget, money-saving tips, helpful hints and fun ideas to make your wedding unique. Some ideas will be demonstrated. Pay instructor \$5 for the instruction book, "The Super-Bride's Guide for Dodging Wedding Pitfalls." Ideal workshop for bride or mother-of-the-bride. NO SENIOR DISCOUNTS.

Cost: In District: \$13 Out-of-District: \$18

SYN 8948 LEIS-3050-218CL

04/20/10-04/20/10

T

06:30PM-08:30PM

AHC-115

G Lyons

**YOU'RE ON THE AIR-2HRS**

Voice-overs are hot today. You don't have to be an actor to get voice-over work. With such notable talent as James Earl Jones and Linda Hunt lending their voices to commercials, films and videos, one would think that it would be next to impossible to break into this field. Not so. In this class you'll learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business. Trish Basanyi a successful voice-over artist for Pepsi, Wal-Mart and Verizon, will demonstrate voice-over technique and will introduce students to the business, the numerous opportunities, the income potential and how to have a demo produced. You'll step up to the microphone to do some practice recording and best of all, hear the results. NO SENIOR DISCOUNTS

Cost: In District: \$30 Out-of-District: \$35

SYN 8952 LEIS-1099-220CL

02/24/10-02/24/10

W

7:00PM-09:00PM

CLC-106

T Basanyi

**MEDICAL/ALLIED HEALTH****DENTAL ASSISTANT-100HRS**

The Dental Assistant Program prepares students for entry level positions in one of the fastest growing healthcare professions. The Dental Assistant 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 understanding the scope of practice and practical aspects of dental assisting. Topics include instrument identification, equipment maintenance, tooth structure and oral cavity anatomy, dental anesthesia, sterilization and charting. The laboratory instruction allows the student to experience the "feel" of working in a dental suite. The student will learn the steps necessary to assisting the dentist while providing quality dental care within the community. Practical experience includes tooth charting, restorations, bridge implants, bitewing, pantograph and periapical x-ray and the mixing of dental cements. Additionally, this course includes a six-hour Health Care Provider CPR certification course and covers the relevant material necessary to prepare students to take the State of Texas Registered Dental Assistant (RDT) Exam. Textbooks and materials are included in tuition. Class will meet 5 Saturdays, 9:00a.m. to 4:00p.m., in addition to the Mon/Wed. schedule.

Cost: In District: \$1799 Out-of-District: \$1799

SYN 7827 DNTA-1060-201CL

02/22/10-05/12/10

MW

06:00PM-09:00PM

AHC 104

V Schoppe

02/27/10, 03/13/10, 03/27/10,

04/10/10

S

09:00AM-04:00PM

AHC 104

CPR 04/24/10-04/24/10

09:00AM-04:00PM

AHC 115

**CNA REFRESHER-16HRS**

Training in identified areas to meet continuing education and/or review/update requirements associated with professional licensure or certification. Demonstrate comprehension of current issues or topics or new/updated guidelines. Dates and times will be set on a flexible basis. Contact Vera Schoppe at ext. 512 for available scheduling.

Cost: In District: \$250

Out-of-District: \$255

SYN 8777 NURA-2000-102CL

01/19/10-05/08/10

TBA

TBA

AHC 102

R McAninch

**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. Apply learning theories to instruct a CPR course, explain current CPR principles and recommendations, utilize current CPR recommendations to manage simulations and present lectures, teach skill stations and conduct student evaluations during a CPR course. Prerequisite: Current BTLs card.

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

SYN 7864 EMSP-1042-101CL

04/24/10-04/24/10

S

09:00AM-05:00PM

AHC 115

M Gonzales

### FAST-TRACK NURSE AIDE FOR HEALTHCARE I-58HRS

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 II (clinical) to complete the Certified Nursing Assistant Program. Tuition includes CE ID, state testing fee, textbook and background check.

Cost: In District: \$451 Out-of-District: \$457

SYN 7805 NURA-1001-101CL

01/25/10-02/02/10	MTWTHF	09:00AM-05:00PM	AHC 102	B Barrett
CPR 01/30/10-01/30/10	S	08:30AM-03:30PM	AHC 115	T Burkhalter

### FAST-TRACK NURSE AIDE FOR HEALTHCARE II-24HRS

Clinical experiences are unpaid, external learning experiences. Students must enroll concurrently in Nurse Aide for Health Care I to complete the Certified Nursing Assistant Program. Tuition includes Malpractice Insurance.

Cost: In District: \$132 Out-of-District: \$137

SYN 7807 NURA-1060-103CL

02/03/10-02/06/10	TBA	TBA	TBA	B Barrett
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### HEALTHCARE PROVIDER CPR-6HRS

Curriculum and testing include adult one and two rescuer CPR, child CPR, infant CPR, and adult and pediatric foreign body airway obstruction. Designed for the Healthcare Provider, but is also required for those students who are interested in becoming CPR instructors. Book required and may be purchased in the COM Bookstore.

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

SYN 7861 EMSP-1019-105CL

02/27/10-02/27/10	S	08:30AM-03:30PM	AHC 115	V Schoppe
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### HEARTSAVER/FA/ADULT-6HRS

This course will discuss and demonstrate assessment and management of basic first aid concepts for injured and/or ill adults. Upon successful completion of this course, students will be given a Heartsaver CPR/ First Aid certification card.

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

SYN 7856 EMSP-1026-101CL

02/20/10-02/20/10	S	08:30AM-03:30PM	AHC 115	V Schoppe
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SYN 7859 EMSP-1026-103CL

05/01/10	S	08:30AM-03:30PM	AHA 115	V Schoppe
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### HEARTSAVER/FA/PEDI-6HRS

This course will discuss and demonstrate assessment and management of basic first aid concepts for injured and/or ill children from newborn to adolescence. Upon successful completion of this course, students will be given a Pediatric First Aid certification card which will satisfy the requirement to work in childcare.

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

SYN 7858 EMSP-1026-102CL

03/06/10-03/06/10	S	08:30AM-03:30PM	AHC 115	V Schoppe
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### MEDICAL BILLING-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, to include private and government, will be studied. This course provides the student with an entry level of knowledge of billing and reimbursement for inpatient/outpatient clinics, emergency departments and other medical services who have to file claims for reimbursement.

Cost: In District: \$425 Out-of-District: \$430

SYN 7675 HITT-1013-201CL

01/25/10-04/12/10	MW	6:00PM-9:00PM	AHC 103	G Parker
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### MEDICATION AIDE-142HRS

Certified Medication Aide course is a 142-hour program which adheres to the regulations and curriculum established by the DADS. The course prepares the student to take the state administered examination. Students are considered Licensed Medication Aides upon passing the state exam. Prerequisite: Current Texas CNA license. Tuition includes CE ID, malpractice insurance and state testing fee.

Cost: In District: \$420 Out-of-District: \$425

SYN 7825 NURA-1013-201CL

01/19/10-05/20/10	TTH	06:00PM-10:00PM	AHC 103	R McAninch
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### MEDICATION AIDE CE UPDATE-8HRS

This course is designed for individuals who hold a Medication Aide license 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 Licensed Medication Aides to administer medications, as specified at the Health and Safety Code, Chapter 242 Subchapter F and 40 TAC Chapter 25. Course material will be provided by the instructor.

Cost: In District: \$50 Out-of-District: \$55

SYN 7826 NURA-2000-101CL

02/06/10-02/06/10	S	08:00AM-05:00PM	AHC 103	R McAninch
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## Health Information Management Program

*One of the 20 fastest growing occupations in the United States.*

Designed for persons interested in maintaining components of health information computer systems, protecting patient privacy and much more.

**Also available are the Medical Coding and Medical Transcription Certificates.**

For more information: 409-938-1211, ext. 414 • 888-258-8859, ext. 414 • kfrieze@com.edu

### NURSE AIDE FOR HEALTHCARE I-58HRS

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 for Healthcare II (clinical) to complete the Certified Nursing Assistant Program. Students must complete the application packet and turn it in to PSC before registering for this course. Tuition includes CE ID, state testing fee, textbook and background check.

Cost: In District: \$451 Out-of-District: \$456

SYN 7809 7809 NURA-1001-102CL

01/23/10-03/06/10

S

09:00AM-05:00PM

AHC 102

B Barrett

CPR 01/31/10-01/31/10

SU

01:00PM-07:00PM

AHC 115

T Burkhalter

### NURSE AIDE FOR HEALTHCARE II-24HRS

Clinical experiences are unpaid, external learning experiences. Students must enroll concurrently in Nurse Aide for Health Care I to complete the Certified Nursing Assistant Program. Tuition includes Malpractice Insurance.

Cost: In District: \$132 Out-of-District: \$137

SYN 7811 NURA-1060-104CL

03/27/10-04/17/10

TBA

TBA

TBA

B Barrett

### PHLEBOTOMY-90HRS

The 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom work includes terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice and clinical training in skills and techniques to perform puncture methods. The program also includes lab exercises, live blood draws, work with a training arm and other exercises intended to prepare the student to function as an entry level Phlebotomy Technician. Textbooks and materials are included in tuition. *There is no outside externship rotation included with this program.*

Cost: In District: \$1599 Out-of-District: \$1599

SYN 7865 PLAB-1023-201CL

02/23/10-05/11/10

TTH

06:00PM-09:30PM

AHC 102

03/06/10, 04/10/10, 05/01/10

S

09:00AM-03:00PM

AHC 102/103 V Schoppe

## MUSIC

### GUITAR FOR HOPELESSLY BUSY ADULTS AND TEENS-3HRS

Have you ever wanted to learn the guitar but simply find it difficult to find the time? In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment, without having to take private lessons. In this crash course will learn some basic chords, how to tune your guitar, how to buy a good guitar and get you playing along with your favorite songs right away. Bring your acoustic guitar. Requires purchase of \$29 kit (workbook and practice DVD) from instructor. MAX CLASS SIZE: 15. NO SENIOR DISCOUNTS.

Cost: In District: \$30 Out-of-District: \$35

SYN 8956 MUSIL-7010 124CL

02/27/10-02/27/10

S

09:30AM-12:30PM

CLC-106

A Richards

### HARMONICA, INTRO WORKSHOP-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 first class. NO SENIOR DISCOUNTS.

Cost: In District: \$30 Out-of-District: \$35

SYN 8954 MUSIL-7010 222CL

02/17/10-02/17/10

W

06:30PM-09:30PM

CLC-106

J Terry

SYN 8955 MUSIL-7010 223CL

03/31/10-03/31/10

W

06:30PM-09:30PM

CLC-106

J Terry

**EXPRESS YOURSELF! AN ULTIMATE CREATIVE WRITING WORKSHOP-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. Within a supportive, interactive environment, each student will write and develop imaginative works for his or her own personal enjoyment or for publication. Learn how to tap into your creativity and bring stories to life on the printed page. Gain confidence from practice and instructor's feedback. Learn the craft of writing saleable fiction and nonfiction, plus how and where to market and sell your work. 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). Taught by a published author with 20+ years of experience.

Cost: In District: \$69 Out-of-District: \$74

SYN 8916 LEIS-6005-207CL

04/08/10-05/13/10

TH

06:30PM-09:00PM

CSHS

K Wuttke

**MEMORIES TO MEMOIRS: WRITING YOUR LIFE STORY-7.5HRS**

Whether you are just starting or have been writing for years, this class is perfect for anyone interested in recovering memories to create their story. Participants will be guided through timelines, prompts and exercises that yield memoirs, stories and treasures. A great class for writers working on their life stories and families wishing to save their traditions and legacies. This unique, interactive, supportive approach was created by the instructor and will ensure you of being able to "pass the torch" of your family stories, wisdom and humor.

Cost: In District: \$45 Out-of-District: \$50

SYN 8930 LEIS-6015-212CL

02/25/10-03/11/10

TH

06:30PM-08:30PM

CSHS

D McInnis

**SELF-PUBLISHING ON A BUDGET-4HRS**

Do you long to be a published author but think it's an impossible dream? Learn how to turn that dream into reality with the information offered in this comprehensive self-publishing class. You will learn about book layouts and editing, covers and bindings, pricing and marketing and more. Don't miss out on this opportunity to be a published author. Requires the purchase of a \$6 instruction book from instructor. NO SENIOR DISCOUNTS.

Cost: In District: \$25 Out-of-District: \$30

SYN 8943 LEIS-9010-111CL

02/27/10-03/06/10

S

09:00AM-11:00AM

CLC-113

G Lyons

**WRITE AND SELL SHORT STORIES-15HRS**

Explore the craft of writing short stories through a series of classroom lectures, writing assignments in and out of class and individual guidance from instructor. Topics covered include story structure, character development, scene writing, conflict, point of view and marketing. Although students may write as many short stories as they wish, they will be encouraged to submit their best work to a publisher. Bring pen, paper or lap top the first night and be prepared to write. Instructor will accept up to five pages per student beginning the first night for critique. Taught by a published author.

Cost: In District: \$69 Out-of-District: \$74

SYN 8946 LEIS-6005-217CL

02/18/10-04/01/10

TH

06:30PM-09:00PM

CSHS

K Wuttke

**WRITING CLEARLY, POWERFULLY, PERSONALLY-12HRS**

Students will be assisted in determining what it is they want to say and then how to communicate their ideas more clearly, powerfully and personally in fiction or nonfiction. Instruction will include sentence structure, syntax, word choice, organization and more. Each class will be writing intensive with reviews of samples from students' work.

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

SYN 8951 LEIS-6015-219CL

04/29/10-05/20/10

TH

06:30PM-09:30PM

CSHS

D McInnis

**WRITING THE NOVEL, INTRO-15HRS**

Whether you're thinking about writing a novel or simply need to infuse new life into an unfinished project, this dynamic, introductory class is for you. In this workshop students will plot a story, develop an outline and commit to writing the first fifty pages of their novel. Individuals with an existing work in progress will be encouraged to review and revise the first three chapters and synopsis. Instructor will work closely with each student. Lecture topics include story ideas, an overview of fiction genres, plotting, characterization and conflict. Bring your own writing materials or lap top and be prepared to write. This is an intensive, hands-on course. Beginning the first night of class, instructor will accept up to 15 typed, double-spaced manuscript pages per student for personalized critique. Taught by a published author with 25+ years publishing experience. Prerequisite: students must be familiar with composition and basic fiction techniques. For further questions about this class, e-mail instructor at kimberlyivye2@aol.com. MAX CLASS SIZE 12

Cost: In District: \$69 Out-of-District: \$74

SYN 8933 LEIS-6005-215CL

04/20/10-05/25/10

T

06:30PM-09:00PM

CSHS

K Wuttke

## REAL ESTATE PROGRAM

### New excellerated fast-track real estate program Complete licensure requirements in eight weeks Day and night classes

All Licensure Real Estate classes at COM League City Learning Center are available as 32-hour classes offered in two-week sessions. Classes are held Monday through Thursday mornings and evening. Classes and are designed to enable students to complete the program in eight weeks. The classes may be taken in any order. For information on all real estate classes, contact Rich Nowak at 409-938-1211, ext. 386 or Janet Kidd at ext. 7900.

The Texas Real Estate Commission requires a total of 210 classroom hours before you can take the license exam. There are three required classes and two electives. Three classes are required: Real Estate Principles (or Principles I and Principles II), Real Estate Law of Agency and Real Estate Contracts. It is recommended that Real Estate Math be taken as one of the electives.

### DAY CLASSES

#### 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.

Cost: In District: \$90 Out-of-District: \$95

SYN 9040 RELE-1001-111CL

01/19/10-01/28/10 MTWTH 09:00AM-01:00PM CLC-106 R Nowak

#### REAL ESTATE PRINCIPLES II-32HRS

This class is a continuation of Real Estate Principles I.

Cost: In District: \$90 Out-of-District: \$95

SYN 9042 RELE-1038-112CL

02/01/10-02/11/10 MTWTH 09:00AM-01:00PM CLC-106 R Nowak

#### 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.

Cost: In District: \$90 Out-of-District: \$95

SYN 9049 RELE-2001-113CL

02/15/10-02/25/10 MTWTH 09:00AM-01:00PM CLC-106 R Nowak

#### REAL ESTATE CONTRACTS-32HRS

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.

Cost: In District: \$90 Out-of-District: \$95

SYN 9051 RELE-1011-114CL

03/01/10-03/11/10 MTWTH 09:00AM-01:00PM CLC-106 R Nowak

#### REAL ESTATE MARKETING-32HRS

Topics include real estate professionalism and ethics including the three main areas involved in the Canons of Professional Ethics. Students will learn to prepare a market analysis, a listing agreement, successful salesmanship, time management, advertising, negotiation and closure of financing. Also covered is the Deceptive Trade Practices-Consumer Protection Act.

Cost: In District: \$90 Out-of-District: \$95

SYN 9053 RELE-1021-115CL

03/22/10-4/01/10 MTWTH 09:00AM-01:00PM CLC 113 TBA

#### REAL ESTATE LAW-32HRS

This course 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.

Cost: In District: \$90 Out-of-District: \$95

SYN 9055 RELE-1009-116CL

04/05/10-04/15/10 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-ration and estimation of closing statement.

Cost: In District: \$90 Out-of-District: \$95

SYN 9057 RELE-1025-117CL

04/19/10-04/29/10 MTWTH 09:00AM-01:00PM CLC-106 R Nowak

### 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 DISCOUNTS.

Cost: In District: \$60 Out-of-District: \$65

SYN 9059 RELE-1091-118CL

04/30/10-05/01/10 FS 09:00AM-5:00PM CLC-106 R Nowak

## EVENING CLASSES

### REAL ESTATE PRINCIPLES II-32HRS

This class is a continuation of Real Estate Principles I.

Cost: In District: \$90 Out-of-District: \$95

SYN 9041 RELE-1038-211CL

01/19/10-01/28/10 MTWTH 06:00PM-10:00PM CLC-106 R Nowak

### 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.

Cost: In District: \$90 Out-of-District: \$95

SYN:9048 RELE-1001-212CL

02/01/10-02/11/10 MTWTH 06:00PM-10:00PM CLC 113 R Nowak

### REAL ESTATE CONTRACTS-32HRS

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.

Cost: In District: \$90 Out-of-District: \$95

SYN:9050 RELE-1011-213CL

02/15/10-02/25/10 MTWTH 06:00PM-10:00PM CLC 113 R Nowak

### 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.

Cost: In District: \$90 Out-of-District: \$95

SYN:9052 RELE-2001-214CL

03/01/10-03/11/10 MTWTH 06:00PM-10:00PM CLC 113 R Nowak

### 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.

Cost: In District: \$90 Out-of-District: \$95

SYN 9054 RELE-1019-215CL

03/22/10-4/01/10 MTWTH 06:00PM-10:00PM CLC 113 R Nowak

### REAL ESTATE MATH-32HRS

Students will study basic arithmetic skills including mathematical logic, percentages, interest, time-value of money, depreciation, amortization, pro-ration and estimation of closing statement.

Cost: In District: \$90 Out-of-District: \$95

SYN:9056 RELE-1025-216CL

04/05/10-04/15/10 MTWTH 06:00PM-10:00PM CLC 113 R Nowak

### REAL ESTATE APPRAISALS-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.

Cost: In District: \$90 Out-of-District: \$95

SYN 9058 RELE-1003-217CL

04/19/10-04/29/10 MTWTH 06:00PM-10:00PM CLC 113 TBA