



*Wharton County
Junior College*

Futures Begin Here

SPRING 2003 CONTINUING EDUCATION SCHEDULE



Wharton • Richmond • Sugar Land • Bay City • El Campo

Express Sign-up

Continuing Education's Express "Sign Up" - three easy ways to get a seat in the course you want.

COME-IN

(The Most Personal Way)

You may register in person at the Wharton campus, Sugar Land campus, the Fort Bend Technical Center, or Richmond campus Monday-Friday, 8 a.m. - 5 p.m.

MAIL-IN

(The Postal Service Way)

Simply complete the registration form (or a copy of one) and send it to the address on the form. Use one form for each person. If the course is scheduled to meet within 7 days, please use the "FAX-IN" or "COME-IN" system.

FAX-IN

(The Easiest Way)

REGISTER BY FAX: WHARTON 979-532-6583, SUGAR LAND 281-243-8429, or the FT. BEND TECH CENTER 281-239-1628. Be sure to include your VISA or MASTERCARD number and expiration date. Available 24-hours a day.

IMPORTANT WCJC PHONE NUMBERS

Please register a minimum of four business days prior to the class to assure you'll have a seat in the course!

- Emergency Medical Training.....979-532-6540**
- Law Enforcement & Fire Academy979-532-6554**
- Sugar Land Courses281-243-8495**
- Wharton, Bay City & El Campo Courses979-532-6517**
- Sugar Land Bookstore281-243-8419**
- Wharton Bookstore979-532-6414**
- Ft. Bend Tech Ctr. Bookstore281-239-1513**

You may contact the offices at our toll free number 1-800-561-9252 then enter the last four digits of their phone number.

Disclaimer

This schedule has been carefully prepared to assure that all information is accurate and as complete as possible; however, the college reserves the right to make changes which may result in deviations from the information in the schedule content.

Parking

To park on campus, you need a parking permit. Instructors will have permits at the first class or you may pick one up at the receptionist desk. Place the parking permit on the dash of your car, so it can be seen through the windshield.

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ABBREVIATIONS FOR DAYS OF THE WEEK APPEARS AS FOLLOWS:

Monday = M Tuesday = T Wednesday = W Thursday = Th Friday = F Saturday = Sat Sunday = Sun

Services for Students with Disabilities

Wharton County Junior College is committed to providing a discrimination-free environment for its students with disabilities. Students with disabilities are encouraged to inform the college of any assistance they may need when they apply. Early self-identification will allow the students to receive whatever accommodation they may need as quickly as possible. Students with disabilities are encouraged to register with ADA Coordinator, located in the Office of Student Services and to provide appropriate medical documentation. This action entitles qualified students with disabilities to their legal rights and assures them of receiving information on services and procedures available to them. Disability information is strictly confidential and is not released without consent of the student. It is the responsibility of the student with a disability to voluntarily and confidentially disclose information regarding the nature and extent of the disability. Wharton County Junior College does not assume responsibility for providing special accommodations and services to students who have not identified themselves as having a qualifying disability and who have not made their need known. Specific disability services are based on individual needs and circumstances. To initiate services, students should contact the ADA Coordinator prior to each semester. The ADA Coordinator's office is located in the Office of Student Services at 979-532-6384.

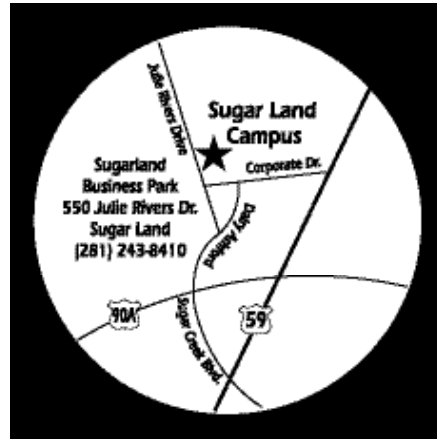
REFUND POLICY

Students requesting refunds at least four full working days prior to the first class meeting shall receive a 100% refund of all tuition and fees unless an earlier refund date is published for an individual course, seminar, workshop, conference, or other non-credit offering. No refund of tuition or fees is issued for requests fewer than three working days prior to the first class meeting. Refunds will be made to the student or applied toward the tuition for another non-credit class.

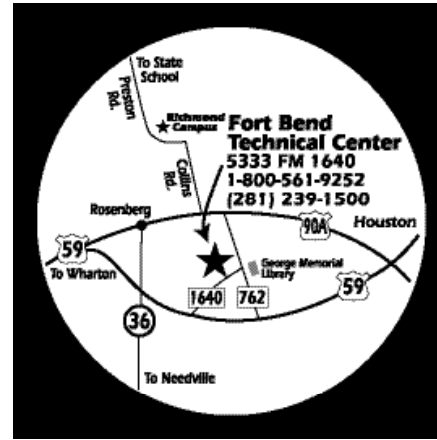
There's a campus near you!



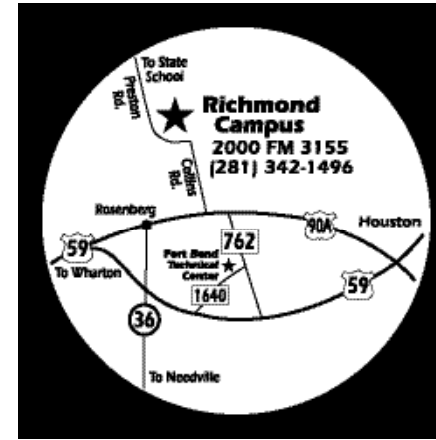
Wharton Campus
911 Boling Highway
Wharton, TX 77488-0080
(979) 532-4560
1-800-561-WCJC (9252)



Sugar Land Campus
550 Julie Rivers Drive
Sugar Land, TX 77478
(281) 243-8410
1-800-561-WCJC (9252)



Fort Bend Technical Center
5333 FM 1640
Richmond, TX 77469
(281) 239-1500
1-800-561-WCJC (9252)



Richmond Campus
2000 FM 3155
Richmond, TX 77469
(281) 342-1496
1-800-561-WCJC (9252)

College Extension Classes also offered at: Bay City, El Campo, and Palacios.

Call 1-800-561-9252, ext. 6303

Visit our website: www.wcjc.edu

Course Name	Course Number	Days	Dates	Location	Hours	Price	More Info
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ONLINE COURSES

Take computer classes in the comfort of your own home or office using your computer and e-mail or our website. All course descriptions can be viewed at <http://www.ed2go.com/wharton>. STUDENTS ARE REQUIRED TO COMPLETE THE ONLINE ORIENTATION FOR EACH COURSE AT THE ABOVE WEBSITE A MINIMUM OF 4 WORKING DAYS PRIOR TO THEIR COURSE BEGINNING. Prerequisite: Students must have Internet access. Registration for these courses follows the same procedure listed on page 2. Call 1-800-561-9252 ext. 1511 for details.

KEYBOARDING

Keyboarding	POFT1010LE61	WF	1/15 - 2/21	Internet Online www.ed2go.com/wharton	24	\$69	Page 22
Keyboarding	POFT1010LE62	WF	2/12 - 3/26	Internet Online www.ed2go.com/wharton	24	\$69	Page 22
Keyboarding	POFT1010LE61	WF	4/9 - 5/23	Internet Online www.ed2go.com/wharton	24	\$69	Page 22
Keyboarding	POFT1010LE62	WF	5/21 - 7/2	Internet Online www.ed2go.com/wharton	24	\$69	Page 22

INTRODUCTION TO WORD

Introduction to Word	POFT1024LE61	WF	1/15 - 2/21	Internet Online www.ed2go.com/wharton	24	\$86	Page 22
Introduction to Word	POFT1024LE62	WF	2/12 - 3/26	Internet Online www.ed2go.com/wharton	24	\$86	Page 22
Introduction to Word	POFT1024LE61	WF	4/9 - 5/23	Internet Online www.ed2go.com/wharton	24	\$86	Page 22
Introduction to Word	POFT1024LE62	WF	5/21 - 7/2	Internet Online www.ed2go.com/wharton	24	\$86	Page 22

INTERMEDIATE WORD

Intermediate Word	POFT1042LE61	WF	1/15 - 2/21	Internet Online www.ed2go.com/wharton	24	\$86	Page 22
Intermediate Word	POFT1042LE62	WF	2/12 - 3/26	Internet Online www.ed2go.com/wharton	24	\$86	Page 22
Intermediate Word	POFT1042LE61	WF	4/9 - 5/23	Internet Online www.ed2go.com/wharton	24	\$86	Page 22
Intermediate Word	POFT1042LE62	WF	5/21 - 7/2	Internet Online www.ed2go.com/wharton	24	\$86	Page 22

INTRODUCTION TO EXCEL

Introduction to Excel	ITSW1022LE61	WF	1/15 - 2/21	Internet Online www.ed2go.com/wharton	24	\$86	Page 22
Introduction to Excel	ITSW1022LE62	WF	2/12 - 3/26	Internet Online www.ed2go.com/wharton	24	\$86	Page 22
Introduction to Excel	ITSW1022LE61	WF	4/9 - 5/23	Internet Online www.ed2go.com/wharton	24	\$86	Page 22
Introduction to Excel	ITSW1022LE62	WF	5/21 - 7/2	Internet Online www.ed2go.com/wharton	24	\$86	Page 22

INTERMEDIATE EXCEL

Intermediate Excel	ITSW1046LE61	WF	1/15 - 2/21	Internet Online www.ed2go.com/wharton	24	\$88	Page 23
Intermediate Excel	ITSW1046LE62	WF	2/12 - 3/26	Internet Online www.ed2go.com/wharton	24	\$88	Page 23
Intermediate Excel	ITSW1046LE61	WF	4/9 - 5/23	Internet Online www.ed2go.com/wharton	24	\$88	Page 23
Intermediate Excel	ITSW1046LE62	WF	5/21 - 7/2	Internet Online www.ed2go.com/wharton	24	\$88	Page 23

Course Name	Course Number	Days	Time	Dates	Location	Room	Hours	Price	More Info
INTRODUCTION TO ACCESS									
Introduction to Access	ITSW1053LE61	WF	1/15 - 2/21	Internet Online	www.ed2go.com/wharton		24	\$86	Page 23
Introduction to Access	ITSW1053LE62	WF	2/12 - 3/26	Internet Online	www.ed2go.com/wharton		24	\$86	Page 23
Introduction to Access	ITSW1053LE61	WF	4/9 - 5/23	Internet Online	www.ed2go.com/wharton		24	\$86	Page 23
Introduction to Access	ITSW1053LE62	WF	5/21 - 7/2	Internet Online	www.ed2go.com/wharton		24	\$86	Page 23
CREATING WEB PAGES									
Creating Web Pages	IMED1016LE61	WF	1/15 - 2/21	Internet Online	www.ed2go.com/wharton		24	\$86	Page 23
Creating Web Pages	IMED1016LE62	WF	2/12 - 3/26	Internet Online	www.ed2go.com/wharton		24	\$86	Page 23
Creating Web Pages	IMED1016LE61	WF	4/9 - 5/23	Internet Online	www.ed2go.com/wharton		24	\$86	Page 23
Creating Web Pages	IMED1016LE62	WF	5/21 - 7/2	Internet Online	www.ed2go.com/wharton		24	\$86	Page 23
INTERMEDIATE WEB PAGES									
Intermediate Web Pages	IMED2015LE61	WF	1/15 - 2/21	Internet Online	www.ed2go.com/wharton		24	\$86	Page 23
Intermediate Web Pages	IMED2015LE62	WF	2/12 - 3/26	Internet Online	www.ed2go.com/wharton		24	\$86	Page 23
Intermediate Web Pages	IMED2015LE61	WF	4/9 - 5/23	Internet Online	www.ed2go.com/wharton		24	\$86	Page 23
Intermediate Web Pages	IMED2015LE62	WF	5/21 - 7/2	Internet Online	www.ed2go.com/wharton		24	\$86	Page 23
INTRODUCTION TO DREAMWEAVER 3									
Introduction to Dreamweaver 3	IMED1016LE63	WF	1/15 - 2/21	Internet Online	www.ed2go.com/wharton		24	\$86	Page 23
Introduction to Dreamweaver 3	IMED1016LE64	WF	2/12 - 3/26	Internet Online	www.ed2go.com/wharton		24	\$86	Page 23
Introduction to Dreamweaver 3	IMED1016LE63	WF	4/9 - 5/23	Internet Online	www.ed2go.com/wharton		24	\$86	Page 23
Introduction to Dreamweaver 3	IMED1016LE64	WF	5/21 - 7/2	Internet Online	www.ed2go.com/wharton		24	\$86	Page 23
INTRODUCTION TO FRONT PAGE 2000									
Introduction to Front Page 2000	IMED1016LE65	WF	1/15 - 2/21	Internet Online	www.ed2go.com/wharton		24	\$86	Page 23
Introduction to Front Page 2000	IMED1016LE66	WF	2/12 - 3/26	Internet Online	www.ed2go.com/wharton		24	\$86	Page 23
Introduction to Front Page 2000	IMED1016LE65	WF	4/9 - 5/23	Internet Online	www.ed2go.com/wharton		24	\$86	Page 23
Introduction to Front Page 2000	IMED1016LE66	WF	5/21 - 7/2	Internet Online	www.ed2go.com/wharton		24	\$86	Page 23
FLASH 5 FOR THE ABSOLUTE BEGINNER									
Flash 5 for the Absolute Beginner	ITNW2036LE61	WF	1/15 - 2/21	Internet Online	www.ed2go.com/wharton		24	\$88	Page 23
Flash 5 for the Absolute Beginner	ITNW2036LE62	WF	2/12 - 3/26	Internet Online	www.ed2go.com/wharton		24	\$88	Page 23
Flash 5 for the Absolute Beginner	ITNW2036LE61	WF	4/9 - 5/23	Internet Online	www.ed2go.com/wharton		24	\$88	Page 23
Flash 5 for the Absolute Beginner	ITNW2036LE62	WF	5/21 - 7/2	Internet Online	www.ed2go.com/wharton		24	\$88	Page 23

Course Name	Course Number	Days	Dates	Location	Hours	Price	More Info
INTRODUCTION TO PHOTOSHOP 6							
Introduction to Photoshop 6	ARTC1051LE61	WF	1/15 - 2/21	Internet Online www.ed2go.com/wharton	24	\$86	Page 23
Introduction to Photoshop 6	ARTC1051LE62	WF	2/12 - 3/26	Internet Online www.ed2go.com/wharton	24	\$86	Page 23
Introduction to Photoshop 6	ARTC1051LE61	WF	4/9 - 5/23	Internet Online www.ed2go.com/wharton	24	\$86	Page 23
Introduction to Photoshop 6	ARTC1051LE62	WF	5/21 - 7/2	Internet Online www.ed2go.com/wharton	24	\$86	Page 23
INTRODUCTION TO QUICKBOOKS							
Introduction to Quickbooks	ACNT1010LE61	WF	1/15 - 2/21	Internet Online www.ed2go.com/wharton	24	\$93	Page 23
Introduction to Quickbooks	ACNT1010LE62	WF	2/12 - 3/26	Internet Online www.ed2go.com/wharton	24	\$93	Page 23
Introduction to Quickbooks	ACNT1010LE61	WF	4/9 - 5/23	Internet Online www.ed2go.com/wharton	24	\$93	Page 23
Introduction to Quickbooks	ACNT1010LE62	WF	5/21 - 7/2	Internet Online www.ed2go.com/wharton	24	\$93	Page 23
PERFORMING PAYROLL IN QUICKBOOKS							
Performing Payroll in Quickbooks	ACNT1010LE63	WF	1/15 - 2/21	Internet Online www.ed2go.com/wharton	24	\$93	Page 23
Performing Payroll in Quickbooks	ACNT1010LE64	WF	2/12 - 3/26	Internet Online www.ed2go.com/wharton	24	\$93	Page 23
Performing Payroll in Quickbooks	ACNT1010LE63	WF	4/9 - 5/23	Internet Online www.ed2go.com/wharton	24	\$93	Page 23
Performing Payroll in Quickbooks	ACNT1010LE64	WF	5/21 - 7/2	Internet Online www.ed2go.com/wharton	24	\$93	Page 23
LAWS OF THE BUSINESS JUNGLE							
Laws of the Business Jungle	BUSG1026LE61	WF	1/15 - 2/21	Internet Online www.ed2go.com/wharton	24	\$108	Page 24
Laws of the Business Jungle	BUSG1026LE62	WF	2/12 - 3/26	Internet Online www.ed2go.com/wharton	24	\$108	Page 24
Laws of the Business Jungle	BUSG1026LE61	WF	4/9 - 5/23	Internet Online www.ed2go.com/wharton	24	\$108	Page 24
Laws of the Business Jungle	BUSG1026LE62	WF	5/21 - 7/2	Internet Online www.ed2go.com/wharton	24	\$108	Page 24
INTERNET MARKETING							
Internet Marketing	ITNW1050LE61	WF	1/15 - 2/21	Internet Online www.ed2go.com/wharton	24	\$108	Page 24
Internet Marketing	ITNW1050LE62	WF	2/12 - 3/26	Internet Online www.ed2go.com/wharton	24	\$108	Page 24
Internet Marketing	ITNW1050LE61	WF	4/9 - 5/23	Internet Online www.ed2go.com/wharton	24	\$108	Page 24
Internet Marketing	ITNW1050LE62	WF	5/21 - 7/2	Internet Online www.ed2go.com/wharton	24	\$108	Page 24
STOCKS, BONDS, & INVESTING: OH MY!							
Stocks, Bonds, & Investing: OH MY!	BUSG1029LE61	WF	1/15 - 2/21	Internet Online www.ed2go.com/wharton	24	\$108	Page 24
Stocks, Bonds, & Investing: OH MY!	BUSG1029LE62	WF	2/12 - 3/26	Internet Online www.ed2go.com/wharton	24	\$108	Page 24
Stocks, Bonds, & Investing: OH MY!	BUSG1029LE61	WF	4/9 - 5/23	Internet Online www.ed2go.com/wharton	24	\$108	Page 24
Stocks, Bonds, & Investing: OH MY!	BUSG1029LE62	WF	5/21 - 7/2	Internet Online www.ed2go.com/wharton	24	\$108	Page 24

Course Name	Course Number	Days	Dates	Location	Hours	Price	More Info
BASIC A+ CERTIFICATION PREP							
Basic A+ Certification Prep	ITNW1001LE61	WF	1/15 - 2/21	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
Basic A+ Certification Prep	ITNW1001LE62	WF	2/12 - 3/26	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
Basic A+ Certification Prep	ITNW1001LE61	WF	4/9 - 5/23	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
Basic A+ Certification Prep	ITNW1001LE62	WF	5/21 - 7/2	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
INTERMEDIATE A+ CERTIFICATION PREP							
Intermediate A+ Certification Prep	ITNW1052LE61	WF	1/15 - 2/21	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
Intermediate A+ Certification Prep	ITNW1052LE62	WF	2/12 - 3/26	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
Intermediate A+ Certification Prep	ITNW1052LE61	WF	4/9 - 5/23	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
Intermediate A+ Certification Prep	ITNW1052LE62	WF	5/21 - 7/2	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
ADVANCED A+ CERTIFICATION PREP							
Advanced A+ Certification Prep	ITNW1052LE63	WF	1/15 - 2/21	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
Advanced A+ Certification Prep	ITNW1052LE64	WF	2/12 - 3/26	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
Advanced A+ Certification Prep	ITNW1052LE63	WF	4/09 - 5/23	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
Advanced A+ Certification Prep	ITNW1052LE64	WF	5/21 - 7/2	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
MCSE CERTIFICATION PREP I							
MCSE Certification Prep I	ITSC2036LE61	WF	1/15 - 2/21	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
MCSE Certification Prep I	ITSC2036LE62	WF	2/12 - 3/26	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
MCSE Certification Prep I	ITSC2036LE61	WF	4/9 - 5/23	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
MCSE Certification Prep I	ITSC2036LE62	WF	5/21 - 7/2	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
MCSE CERTIFICATION PREP II							
MCSE Certification Prep II	ITSC2036LE63	WF	1/15 - 2/21	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
MCSE Certification Prep II	ITSC2036LE64	WF	2/12 - 3/26	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
MCSE Certification Prep II	ITSC2036LE63	WF	4/9 - 5/23	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
MCSE Certification Prep II	ITSC2036LE64	WF	5/21 - 7/2	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
MCSE CERTIFICATION PREP III							
MCSE Certification Prep III	ITNW2051LE61	WF	1/15 - 2/21	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
MCSE Certification Prep III	ITNW2051LE62	WF	2/12 - 3/26	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
MCSE Certification Prep III	ITNW2051LE61	WF	4/9 - 5/23	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
MCSE Certification Prep III	ITNW2051LE62	WF	5/21 - 7/02	Internet Online www.ed2go.com/wharton	24	\$166	Page 24

Course Name	Course Number	Days	Dates	Location	Hours	Price	More Info
MCSE CERTIFICATION PREP IV							
MCSE Certification Prep IV	ITNW2051LE63	WF	1/15 - 2/21	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
MCSE Certification Prep IV	ITNW2051LE64	WF	2/12 - 3/26	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
MCSE Certification Prep IV	ITNW2051LE63	WF	4/9 - 5/23	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
MCSE Certification Prep IV	ITNW2051LE64	WF	5/21 - 7/2	Internet Online www.ed2go.com/wharton	24	\$166	Page 24
INTRODUCTION TO NETWORKING							
Introduction to Networking	ITNW1050LE63	WF	1/15 - 2/21	Internet Online www.ed2go.com/wharton	24	\$86	Page 25
Introduction to Networking	ITNW1050LE64	WF	2/12 - 3/26	Internet Online www.ed2go.com/wharton	24	\$86	Page 25
Introduction to Networking	ITNW1050LE63	WF	4/9 - 5/23	Internet Online www.ed2go.com/wharton	24	\$86	Page 25
Introduction to Networking	ITNW1050LE64	WF	5/21 - 7/2	Internet Online www.ed2go.com/wharton	24	\$86	Page 25

OPEN COMPUTER LAB

Computers are available for you to practice your skills while you are enrolled in a Continuing Education course. The computer lab in Wharton is available Monday through Thursday from 8:00am to 8:00pm and Friday 8:00am to 5:00pm. The lab is located in LaDieu 106. The computer lab in Sugar Land is available Monday through Friday from 8:00am to 5:00pm. The lab in Sugar Land is located in room 402. The lab at the Fort Bend Technical Center is located in room 142. Call (281) 239-1500 for hours and availability.

Course Name	Course Number	Days	Time	Dates	Location	Room	Hours	Price	More Info
AEROBICS									
GROUP FITNESS LEADER PREP									
Group Fitness Leader Prep	AV715LE71	TTh	3:00PM - 5:00PM	1/14 - 2/13	WHARTON	FITNESS	20	\$125	Page 25
PILATES									
Pilates	AV710LE71	MTTh	4:00PM - 5:00PM	2/18 - 4/3	WHARTON	FITNESS	12	\$36	Page 25
FITNESS CONDITIONING									
Fitness Conditioning	AV714LE71	MTTh	5:15PM - 6:15PM	1/9 - 2/6	WHARTON	FITNESS	12	\$36	Page 25
Fitness Conditioning	AV714LE72	MTTh	5:15PM - 6:15PM	2/10 - 3/6	WHARTON	FITNESS	12	\$36	Page 25
Fitness Conditioning	AV714LE73	MTTh	5:15PM - 6:15PM	3/17 - 4/10	WHARTON	FITNESS	12	\$36	Page 25
Fitness Conditioning	AV714LE74	MTTh	5:15PM - 6:15PM	4/14 - 5/12	WHARTON	FITNESS	12	\$36	Page 25
ALCOHOL AWARENESS									
ALCOHOL EDUCATION FOR MINORS (M.I.P.)									
Alcohol Education for Minors	AV721LE91	SAT	9:00AM -12:00PM	1/18 - 1/25	SUGAR LAND	SU122	6	\$40	Page 25
Alcohol Education for Minors	AV721LE41	SAT	9:00AM -12:00PM	2/15 - 2/22	FT BEND TC	TC102	6	\$40	Page 25
Alcohol Education for Minors	AV721LE42	SAT	9:00AM -12:00PM	3/29 - 4/5	FT BEND TC	TC102	6	\$40	Page 25
Alcohol Education for Minors	AV721LE92	SAT	9:00AM -12:00PM	5/3 - 5/10	SUGAR LAND	SU122	6	\$40	Page 25
AVIATION TRAINING									
INTRODUCTION TO AVIATION									
Introduction to Aviation	AERM1001LE90	TTh	6:00PM - 8:30PM	1/28 - 3/6	SUGAR LAND	SU120	30	\$225	Page 25
BUSINESS MANAGEMENT									
BUSINESS LAW									
Business Law	BUSG1026LE90	TTh	6:00PM - 9:15PM	1/14 - 1/28	SUGAR LAND	SUTBA	16	\$100	Page 26
Business Law	BUSG1026LE73	TTh	6:00PM - 9:15PM	2/18 - 3/4	WHARTON	LD103	16	\$100	Page 26
Business Law	BUSG1026LE42	TTh	6:00PM - 9:15PM	3/18 - 4/1	FT BEND TC	TC103	16	\$100	Page 26
SUCCESSFUL MONEY MANAGEMENT									
Successful Money Management	BUSG1029LE41	SAT	8:30AM -12:30PM	2/1 - 2/15	FT BEND TC	TC103	12	\$89	Page 26
Successful Money Management	BUSG1029LE72	SAT	8:30AM -12:30PM	2/22 - 3/8	WHARTON	LD103	12	\$89	Page 26

Course Name	Course Number	Days	Time	Dates	Location	Room	Hours	Price	More Info
COMPUTER PROGRAMS									
MS OFFICE 2000 CERTIFICATE									
MS Office 2000 Certificate	POFI2001LE51,ITSW1045LE51,ITSW1053LE51,ITSW1047LE51								
	MTWThF 8:00AM - 12:00PM			1/13 - 4/17	BAY CITY	BCTTC	150	\$498	Page 26
MS Office 2000 Certificate	POFI2001LE90,ITSW1045LE90,ITSW1053LE90,ITSW1047LE90								
	MTWTh 9:00AM - 3:00PM			1/27 - 3/25	SUGAR LAND	SU408	150	\$498	Page 26
MS Office 2000 Certificate	POFI2001LE93,ITSW1045LE93,ITSW1053LE93,ITSW1047LE93								
	TTh 6:00PM - 9:00PM			2/11 - 7/24	SUGAR LAND	SU408	150	\$498	Page 26
MS Office 2000 Certificate	POFI2001LE40,ITSW1045LE40,ITSW1053LE40,ITSW1047LE40								
	MWF 9:00AM - 3:00PM			2/24 - 5/16	FT BEND TC	TC228	150	\$498	Page 26
A+ CERTIFICATION PREPARATION									
A+ Certification Preparation	CPMT1047LE91	MF	6:00PM - 9:30PM	1/13 - 5/5	SUGAR LAND	SU706	100	\$850	Page 26
• More Computer Courses on page 13.									
COMPUTER AIDED DRAFTING									
BEGINNING AUTOCAD									
Beginning Autocad	DFTG1014LE91	TTh	6:00PM - 9:00PM	1/14 - 1/30	SUGAR LAND	SU401	18	\$138	Page 28
INTERMEDIATE AUTOCAD									
Intermediate Autocad	DFTG1050LE91	TTh	6:00PM - 9:00PM	2/4 - 2/20	SUGAR LAND	SU401	18	\$138	Page 28
ADVANCED AUTOCAD									
Advanced Autocad	DFTG2004LE91	TTh	6:00PM - 9:00PM	2/25 - 3/20	SUGAR LAND	SU401	18	\$138	Page 28
CREATIVE WRITING & PUBLISHING									
CREATIVE WRITING									
Creative Writing	AV4092LE91	Th	6:00PM - 9:00PM	2/6 - 2/27	SUGAR LAND	SUTBA	12	\$79	Page 28
Creative Writing	AV4092LE92	Th	6:00PM - 9:00PM	3/20 - 4/10	SUGAR LAND	SUTBA	12	\$79	Page 28
WRITING WITH POWER									
Writing with Power	POFT1004LE92	TTh	7:00PM - 10:00PM	4/15 - 4/29	SUGAR LAND	SU120	12	\$79	Page 29

Course Name	Course Number	Days	Time	Dates	Location	Room	Hours	Price	More Info
HOW TO GET PUBLISHED									
How to Get Published	AV9122LE91	SAT	10:00AM - 2:00PM	2/15 - 3/8	SUGAR LAND	SU120	16	\$100	Page 29
PUBLISHING LAW									
Publishing Law	AV9123LE91	SAT	10:00AM - 2:00PM	4/5 - 5/3	SUGAR LAND	SU120	16	\$100	Page 29
HOW TO WRITE FOR FILM, TV, OR THEATER									
How to Write for Film, TV, or Theater	AV7193LE91	SAT	9:00AM -12:00PM	1/18 - 2/8	SUGAR LAND	SU120	12	\$79	Page 29
DRIVING PROGRAMS									
DEFENSIVE DRIVING									
Defensive Driving	AV720LE71	MW	6:30PM -9:30PM	2/24 - 2/26	WHARTON	J146	6	\$30	Page 29
Defensive Driving	AV720LE72	MW	6:30PM -9:30PM	5/5 - 5/7	WHARTON	J146	6	\$30	Page 29
PROFESSIONAL DEVELOPMENT									
CHOOSING A CAREER									
Choosing a Career	CREX1003LE91	SAT	9:00AM - 1:00PM	3/22 - 3/29	SUGAR LAND	SU120	8	\$54	Page 29
EMPLOYMENT ESSENTIALS									
Employment Essentials	CREX1091LE51	MTWThF	8:00AM -12:00PM	3/24 - 4/17	BAY CITY	BCTTC	75	\$325	Page 29
CHILD DEVELOPMENT ASSOCIATE									
Child Development Associate	CDEC1016LE91	T	6:00PM -10:00PM						
		SAT	9:00AM - 4:00PM	2/4 - 6/3	SUGAR LAND	SUTBA	120	\$450	Page 29
Child Development Associate	CDEC1016LE72	SAT	9:00AM - 4:30PM	2/27 - 5/24	FT BEND TC	TC103	120	\$450	Page 29
SUBSTITUTE TEACHER TRAINING									
Substitute Teacher Training	EDTC1002LE90	MW	6:00PM - 9:00PM	3/17 - 3/26	SUGAR LAND	SU120	12	\$89	Page 29
TEACHERS AIDE TRAINING									
Teachers Aide Training	EDTC1003LE91	MW	6:00PM - 9:00PM	2/3 - 2/26	SUGAR LAND	SU120	24	\$139	Page 30
BANK TELLER TRAINING									
Bank Teller Training	BNKG1005LE41	TTh	6:00PM - 9:00PM	1/14 - 3/6	FT BEND TC	TC102	48	\$295	Page 30
Bank Teller Training	BNKG1005LE71	TTh	6:00PM - 9:00PM	3/18 - 5/13	WHARTON	J214	48	\$295	Page 30

Course Name	Course Number	Days	Time	Dates	Location	Room	Hours	Price	More Info
REAL ESTATE									
PRINCIPLES OF REAL ESTATE									
Principles of Real Estate I	RELE1002LE91	MTWTh	6:30PM - 9:30PM	1/13 - 2/6	SUGAR LAND	SU701	45	\$165	Page 30
Principles of Real Estate II	RELE2009LE92	MTWTh	6:30PM - 9:30PM	2/11 - 3/6	SUGAR LAND	SU701	45	\$165	Page 30
LAW OF AGENCY									
Law of Agency	RELE2002LE91	MTWTh	6:30PM - 9:30PM	3/17 - 4/9	SUGAR LAND	SU701	45	\$165	Page 30
LAW OF CONTRACT									
Law of Contract	RELE1012LE91	MTWTh	6:30PM - 9:30PM	4/14 - 5/8	SUGAR LAND	SU701	45	\$165	Page 30
REAL ESTATE MANDATORY CONTINUING EDUCATION									
Real Estate Mandatory Continuing Education	RELE2003LE44	FSAT	8:00AM - 5:00PM	1/24 - 1/25	FT BEND TC	TC103	16	\$109	Page 30
Real Estate Mandatory Continuing Education	RELE2003LE71	SAT	8:00AM - 5:00PM	2/15 - 2/22	WHARTON	LD104	16	\$109	Page 30
Real Estate Mandatory Continuing Education	RELE2003LE72	SAT	8:00AM - 5:00PM	4/12 - 4/19	WHARTON	LD104	16	\$109	Page 30
Real Estate Mandatory Continuing Education	RELE2003LE46	FSAT	8:00AM - 5:00PM	5/30 - 5/31	FT BEND TC	TC102	16	\$109	Page 30
REAL ESTATE MARKETING									
Real Estate Marketing	RELE1022LE41	SAT	8:00AM - 5:00PM	1/11 - 2/15	FT BEND TC	TC102	45	\$165	Page 30
PROPERTY MANAGEMENT									
Property Management	RELE1016LE42	SAT	8:00AM - 5:00PM	2/22 - 4/5	FT BEND TC	TC102	45	\$165	Page 30
MORTGAGE LENDING									
Mortgage Lending	BNKG1053LE41	MTWThF	8:30AM -12:30PM	1/27 - 2/12	FT BEND TC	TC103	45	\$195	Page 30
Mortgage Lending	BNKG1053LE73	MTWThF	1:30PM - 5:30PM	2/17 - 3/4	WHARTON	LD105	45	\$195	Page 30
Mortgage Lending	BNKG1053LE42	MTWThF	1:30PM - 5:30PM	4/7 - 4/22	FT BEND TC	TC103	45	\$195	Page 30
Mortgage Lending	BNKG1053LE74	SAT	8:00AM - 5:00PM	2/20 - 3/7	WHARTON	LD105	45	\$195	Page 30
COMPUTERS, ETC.									
KEYBOARDING PART I									
Keyboarding Part I	POFT1010LE41	MTWTh	8:30AM -12:30PM	1/6 - 1/9	FT BEND TC	TC228	16	\$105	Page 26
Keyboarding Part I	POFT1010LE51	MTWTh	8:00AM -12:00PM	1/13 - 1/16	BAY CITY	BCTTC	16	\$105	Page 26
Keyboarding Part I	POFT1010LE90	TTh	6:00PM - 8:00PM	1/14 - 2/6	SUGAR LAND	SU408	16	\$105	Page 26
Keyboarding Part I	POFT1010LE91	SAT	10:00AM -12:00PM	1/18 - 3/8	SUGAR LAND	SU408	16	\$105	Page 26

Course Name	Course Number	Days	Time	Dates	Location	Room	Hours	Price	More Info
Keyboarding Part I	POFT1010LE72	MTThF	9:30AM - 2:30PM	1/6 - 1/10	WHARTON	LD104	16	\$105	Page 26
Keyboarding Part I	POFT1010LE43	MW	6:00PM - 8:00PM	2/3 - 2/26	FT BEND TC	TC228	16	\$105	Page 26
Keyboarding Part I	POFT1010LE76	MTWThF1	2:30PM - 3:45PM	2/24 - 2/28	WHARTON	LD104	16	\$105	Page 26
Keyboarding Part I	POFT1010LE92	WF	9:00AM - 11:00AM	4/23 - 5/16	SUGAR LAND	SU408	16	\$105	Page 26
KEYBOARDING PART II									
Keyboarding Part II	POFT1010LE93	TTh	6:00PM - 8:00PM	4/22 - 5/15	SUGAR LAND	SU408	16	\$105	Page 26
Keyboarding Part II	POFT1010LE44	MW	6:00PM - 8:00PM	3/24 - 4/16	FT BEND TC	TC228	16	\$105	Page 26
INTRODUCTION TO PC'S/WINDOWS									
Introduction to PC's/Windows	ITSC1006LE90	MW	6:00PM - 9:00PM	1/13 - 2/3	SUGAR LAND	SU404	18	\$119	Page 26
Introduction to PC's/Windows	ITSC1006LE91	TTh	9:00AM - 12:00PM	1/14 - 1/30	SUGAR LAND	SU404	18	\$119	Page 26
Introduction to PC's/Windows	ITSC1006LE92	SAT	9:00AM - 12:00PM	1/18 - 2/22	SUGAR LAND	SU404	18	\$119	Page 26
Introduction to PC's/Windows	ITSC1006LE41	SAT	9:00AM - 12:00PM	1/25 - 3/1	FT BEND TC	TC228	18	\$119	Page 26
Introduction to PC's/Windows	ITSC1006LE72	SAT	9:00AM - 12:00PM	2/1 - 3/8	WHARTON	LD104	18	\$119	Page 26
Introduction to PC's/Windows	ITSC1006LE51	MTWThF	8:00AM - 12:00PM	1/21 - 1/27	BAY CITY	BCTTC	18	\$119	Page 26
Introduction to PC's/Windows	ITSC1006LE42	TTh	6:00PM - 9:00PM	2/25 - 3/20	FT BEND TC	TC228	18	\$119	Page 26
INTRODUCTION TO INTERNET AND E-MAIL									
Introduction to Internet and E-Mail	ITNW1007LE71	SAT	12:30PM - 3:30PM	1/11 - 2/15	WHARTON	LD104	18	\$119	Page 26
Introduction to Internet and E-Mail	ITNW1007LE91	SAT	1:00PM - 4:00PM	2/1 - 3/8	SUGAR LAND	SU404	18	\$119	Page 26
Introduction to Internet and E-Mail	ITNW1007LE41	TTh	3:45PM - 6:45PM	3/18 - 4/3	FT BEND TC	TC228	18	\$119	Page 26
INTRODUCTION TO WORD									
Introduction to Word	POFT1024LE90	TTh	9:00AM - 12:00PM	2/4 - 2/20	SUGAR LAND	SU404	18	\$119	Page 27
Introduction to Word	POFT1024LE91	MW	6:00PM - 9:00PM	2/5 - 2/24	SUGAR LAND	SU404	18	\$119	Page 27
Introduction to Word	POFT1024LE92	SAT	9:00AM - 12:00PM	3/1 - 4/12	SUGAR LAND	SU404	18	\$119	Page 27
INTERMEDIATE WORD									
Intermediate Word	POFT1042LE41	FRI	6:00PM - 9:00PM	1/24 - 2/28	FT BEND TC	TC228	18	\$129	Page 27
Intermediate Word	POFT1042LE71	SAT	12:30PM - 3:30PM	2/22 - 4/5	WHARTON	LD104	18	\$129	Page 27
Intermediate Word	POFT1042LE91	TTh	9:00AM - 12:00PM	2/25 - 3/20	SUGAR LAND	SU404	18	\$129	Page 27
Intermediate Word	POFT1042LE90	MW	6:00PM - 9:00PM	2/26 - 3/24	SUGAR LAND	SU404	18	\$129	Page 27
Intermediate Word	POFT1042LE92	SAT	9:00AM - 12:00PM	4/26 - 6/7	SUGAR LAND	SU404	18	\$129	Page 27

Course Name	Course Number	Days	Time	Dates	Location	Room	Hours	Price	More Info
INTRODUCTION TO EXCEL									
Introduction to Excel	ITSW1022LE41	MTWThF	1:30PM - 5:30PM	1/6 - 1/10	FT BEND TC	TC228	18	\$119	Page 27
Introduction to Excel	ITSW1022LE90	TTh	6:00PM - 9:00PM	2/4 - 2/20	SUGAR LAND	SU404	18	\$119	Page 27
Introduction to Excel	ITSW1022LE91	MW	9:00AM -12:00PM	3/17 - 4/2	SUGAR LAND	SU404	18	\$119	Page 27
INTERMEDIATE EXCEL									
Intermediate Excel	ITSW1046LE91	TTh	6:00PM - 9:00PM	2/25 - 3/20	SUGAR LAND	SU404	18	\$129	Page 27
Intermediate Excel	ITSW1046LE41	TTh	6:00PM - 9:00PM	3/4 - 3/27	FT BEND TC	TC228	18	\$129	Page 27
Intermediate Excel	ITSW1046LE92	MW	9:00AM -12:00PM	4/7 - 4/23	SUGAR LAND	SU404	18	\$129	Page 27
INTRODUCTION TO POWERPOINT									
Introduction to Powerpoint	ITSC1002LE71	SAT	9:00AM -12:00PM	3/29 - 5/10	WHARTON	LD104	18	\$119	Page 27
Introduction to Powerpoint	ITSC1002LE91	TTh	6:00PM - 9:00PM	4/1 - 4/22	SUGAR LAND	SU404	18	\$119	Page 27
Introduction to Powerpoint	ITSC1002LE41	MW	6:00PM - 9:00PM	4/21 - 5/7	FT BEND TC	TC228	18	\$119	Page 27
INTRODUCTION TO ACCESS									
Introduction to Access	ITSW1053LE91	MW	6:00PM - 9:00PM	3/26 - 4/14	SUGAR LAND	SU404	18	\$119	Page 27
Introduction to Access	ITSW1053LE41	TTh	6:00PM - 9:00PM	4/22 - 5/8	FT BEND TC	TC228	18	\$119	Page 27
QUICKBOOKS PRO									
Quickbooks Pro	ACNT1010LE41	SAT	8:00AM -12:00PM	2/1 - 3/1	FT BEND TC	TC136	20	\$129	Page 27
Quickbooks Pro	ACNT1010LE91	SAT	1:00PM - 5:00PM	3/22 - 4/26	SUGAR LAND	SU408	20	\$129	Page 27
INTRODUCTION TO VISUAL BASIC									
Introduction to Visual Basic	ITSE1003LE91	SAT	8:00AM - 5:00PM	4/12 - 5/10	SUGAR LAND	SU408	32	\$225	Page 27
NETWORK I									
Network I	ITNW1004LE41	SAT	8:30AM -12:30PM	3/1 - 3/29	FT BEND TC	TC228	16	\$129	Page 27
Network I	ITNW1004LE71	SAT	8:30AM -12:30PM	2/1 - 2/22	WHARTON	LD104	16	\$129	Page 27
NETWORK II									
Network II	ITNW1055LE41	SAT	8:00AM -12:00PM	4/5 - 5/3	FT BEND TC	TC228	16	\$139	Page 27

Course Name	Course Number	Days	Time	Dates	Location	Room	Hours	Price	More Info
WEB DESIGN									
E-Bay Web Design	ITNW1050LE41	FRI	3:10PM - 6:40PM	1/17 - 1/24	FT BEND TC	TC228	7	\$60	Page 28
Web Design Made Easy	ITNW1050LE91	SAT	1:00PM - 4:30PM	2/1 - 2/8	SUGAR LAND	SU408	7	\$60	Page 28
Web Design Made Easy	ITNW1050LE43	SAT	1:00PM - 4:30PM	3/1 - 3/8	FT BEND TC	TC228	7	\$60	Page 28
INTERMEDIATE WEB DESIGN									
Intermediate E-Bay Web Design	ITNW1050LE42	FRI	3:10PM - 6:40PM	2/7 - 2/14	FT BEND TC	TC228	7	\$60	Page 28
Intermediate Web Design	ITNW1050LE92	SAT	1:00PM - 4:30PM	2/15 - 2/22	SUGAR LAND	SU408	7	\$60	Page 28
Intermediate Web Design	ITNW1050LE44	SAT	1:00PM - 4:30PM	4/5 - 4/12	FT BEND TC	TC228	7	\$60	Page 28
ADVANCED WEB DESIGN									
Advanced Web Design	ITNW2036LE45	SAT	1:00PM - 4:30PM	5/3 - 5/10	FT BEND TC	TC228	7	\$60	Page 28
Advanced Web Design	ITNW2036LE91	SAT	1:00PM - 4:30PM	3/1 - 3/8	SUGAR LAND	SU408	7	\$60	Page 28
EMERGENCY MEDICAL SERVICES									
HEALTHCARE PROVIDER CPR									
Healthcare Provider CPR	EMSP1019LE71	SAT	8:00AM - 5:00PM	1/18 - 1/18	WHARTON	J121	8	\$30	Page 31
Healthcare Provider CPR	EMSP1019LE91	SAT	8:00AM - 5:00PM	2/1 - 2/1	SUGAR LAND	SU122	8	\$30	Page 31
Healthcare Provider CPR	EMSP1019LE72	SAT	8:00AM - 5:00PM	3/1 - 3/1	WHARTON	J121	8	\$30	Page 31
Healthcare Provider CPR	EMSP1019LE92	SAT	8:00AM - 5:00PM	4/5 - 4/5	SUGAR LAND	SU122	8	\$30	Page 31
HEALTHCARE PROVIDER CPR - REFRESHER									
Health Care Provider CPR-Refresher	EMSP2057LE71	SAT	8:00AM - 5:00PM	1/18 - 1/18	WHARTON	J121	7	\$20	Page 31
Health Care Provider CPR-Refresher	EMSP2057LE91	SAT	8:00AM - 5:00PM	2/1 - 2/1	SUGAR LAND	SU122	7	\$20	Page 31
Health Care Provider CPR-Refresher	EMSP2057LE72	SAT	8:00AM - 5:00PM	3/1 - 3/1	WHARTON	J121	7	\$20	Page 31
Health Care Provider CPR-Refresher	EMSP2057LE92	SAT	8:00AM - 5:00PM	4/5 - 4/5	SUGAR LAND	SU122	8	\$20	Page 31
BTLS: BASIC TRAUMA LIFE SUPPORT-REFRESHER									
BTLS: Basic Trauma Life Support	EMSP1046LE71	SATSU	8:00AM - 5:00PM	5/3 - 5/4	WHARTON	J146	16	\$85	Page 31
BTLS: Basic Trauma Life Support-Advanced	EMSP1046LE72	SATSU	8:00AM - 5:00PM	5/3 - 5/4	WHARTON	J146	16	\$95	Page 31

Course Name	Course Number	Days	Time	Dates	Location	Room	Hours	Price	More Info
ADVANCED CARDIAC LIFE SUPPORT									
Advanced Cardiac Life Support	EMSP2035LE42	SATSU	8:00AM - 5:00PM	5/16 - 5/17	FT BEND TC	TC101	16	\$150	Page 31
HEALTH & MEDICAL									
NURSE AIDE TRAINING									
Nurse Aide Training	NURA1001LL41, NURA1060LY41	MW CLINICALS	6:00PM - 9:00PM TBA	1/13 - 4/11	RICHMOND	RR008	89	\$330	Page 31
PHLEBOTOMY TECHNICIAN									
Phlebotomy Technician	PLAB1023LL41, PLAB1064LY41	MW CLINICALS	6:00PM - 9:00PM TBA	1/8 - 5/12	RICHMOND	RR007	168	\$495	Page 32
MEDICAL TERMINOLOGY									
Medical Terminology	SRGT1001LE41	TTh	6:00PM - 9:30PM	1/7 - 2/25	FT BEND TC	TC102	48	\$230	Page 32
MEDICAL CLAIMS & CODING									
Medical Claims & Coding	HITT1013LE41	MW	6:00PM - 9:30PM	2/26 - 4/21	FT BEND TC	TC102	48	\$325	Page 32
MEDICAL TRANSCRIPTION FUNDAMENTALS									
Medical Transcription Fundamentals	MRMT1007LE41	SAT	9:00AM - 5:00PM	2/22 - 5/10	FT BEND TC	TC228	80	\$450	Page 32
MEDICATION AIDE UPDATE									
Medication Aide Update	NURA1041LE71	SAT	9:00AM - 5:00PM	3/22 - 3/22	WHARTON	LD105	7	\$40	Page 32
LANGUAGES									
BEGINNING SPANISH									
Beginning Spanish	FRNL1001LE41	TTh	6:00PM - 8:00PM	1/14 - 2/6	FT BEND TC	TC103	16	\$120	Page 32
Beginning Spanish	FRNL1001LE91	TTh	7:00PM - 9:00PM	1/14 - 2/6	SUGAR LAND	SU124	16	\$120	Page 32
Beginning Spanish	FRNL1001LE92	MW	9:00AM - 11:00AM	1/27 - 2/19	SUGAR LAND	SU120	16	\$120	Page 32
Beginning Spanish	FRNL1001LE93	MW	7:00PM - 9:00PM	1/27 - 2/19	SUGAR LAND	SU124	16	\$120	Page 32

Course Name	Course Number	Days	Time	Dates	Location	Room	Hours	Price	More Info
INTERMEDIATE SPANISH									
Intermediate Spanish	FRNL1001LE42	TTh	6:00PM - 8:00PM	2/11 - 3/6	FT BEND TC	TC103	16	\$120	Page 32
Intermediate Spanish	FRNL1001LE94	TTh	7:00PM - 9:00PM	2/11 - 3/6	SUGAR LAND	SU124	16	\$120	Page 32
Intermediate Spanish	FRNL1001LE95	MW	9:00AM -11:00AM	2/24 - 3/26	SUGAR LAND	SU120	16	\$120	Page 32
Intermediate Spanish	FRNL1001LE96	MW	7:00PM - 9:00PM	2/24 - 3/26	SUGAR LAND	SU124	16	\$120	Page 32
ADVANCED SPANISH									
Advanced Spanish	FRNL1001LE97	TTh	7:00PM - 9:00PM	3/18 - 4/10	SUGAR LAND	SU124	16	\$120	Page 33
Advanced Spanish	FRNL1001LE43	TTh	6:00PM - 8:00PM	3/18 - 4/10	FT BEND TC	TC103	16	\$120	Page 33
Advanced Spanish	FRNL1001LE98	MW	9:00AM -11:00AM	3/31 - 4/23	SUGAR LAND	SU120	16	\$120	Page 33
Advanced Spanish	FRNL1001LE99	MW	7:00PM - 9:00PM	3/31 - 4/28	SUGAR LAND	SU124	16	\$120	Page 33
CONVERSATIONAL SPANISH									
Conversational Spanish	FRNL1091LE91	TTh	7:00PM - 9:00PM	4/22 - 5/15	SUGAR LAND	SU124	18	\$129	Page 33
Conversational Spanish	FRNL1091LE92	MW	9:00AM -11:00AM	4/28 - 5/21	SUGAR LAND	SU120	18	\$129	Page 33
Conversational Spanish	FRNL1091LE93	MW	7:00PM - 9:00PM	4/30 - 5/28	SUGAR LAND	SU124	18	\$129	Page 33
CONVERSATIONAL SPANISH FOR NURSING PERSONNEL									
Conversational Spanish for Nursing Personnel	SPNL1002LE41	TTh	8:00PM - 9:30PM	1/14 - 2/20	FT BEND TC	TC103	18	\$129	Page 33
Conversational Spanish for Nursing Personnel	SPNL1002LE42	MW	4:20PM - 5:50PM	2/25 - 4/10	FT BEND TC	TC103	18	\$129	Page 33
CONVERSATIONAL SPANISH FOR SCHOOL OFFICIALS									
Conversational Spanish for School Officials	SPNL1091LE42	MW	4:20PM - 5:50PM	1/14 - 2/20	FT BEND TC	TC103	18	\$129	Page 33
Conversational Spanish for School Officials	SPNL1091LE41	TTh	8:00PM - 9:30PM	2/25 - 4/10	FT BEND TC	TC103	18	\$129	Page 33
ENGLISH-AS-A-SECOND-LANGUAGE-ESL									
BASIC ENGLISH I									
Basic English I	RDCS1003LE41	TTh	8:30AM -11:30AM	1/14 - 1/30	FT BEND TC	TC102	18	\$138	Page 33
Basic English I	RDCS1003LE91	TTh	6:00PM - 9:00PM	1/14 - 1/30	SUGAR LAND	SU122	18	\$138	Page 33
Basic English I	RDCS1003LE42	TTh	6:00PM - 9:00PM	1/21 - 2/6	FT BEND TC	TC102	18	\$138	Page 33
Basic English I	RDCS1003LE71	MW	12:30PM - 3:30PM	2/3 - 2/19	WHARTON	LD105	18	\$138	Page 33
Basic English I	RDCS1003LE74	TTh	6:00PM - 9:00PM	2/4 - 2/27	WHARTON	LD105	18	\$138	Page 33
Basic English I	RDCS1003LE46	TTh	6:00PM - 9:00PM	2/11 - 2/20	FT BEND TC	TC102	18	\$138	Page 33
Basic English I	RDCS1003LE47	TTh	8:30AM -11:30AM	2/25 - 3/20	FT BEND TC	TC102	18	\$138	Page 33

Course Name	Course Number	Days	Time	Dates	Location	Room	Hours	Price	More Info
Basic English I	RDCS1003LE72	MW	8:30AM -11:30AM	3/3 - 3/26	WHARTON	LD112	18	\$138	Page 33
Basic English I	RDCS1003LE73	MW	8:30AM -11:30AM	4/7 - 4/23	WHARTON	LD112	18	\$138	Page 33
BASIC ENGLISH II									
Basic English II	RDCS1003LE92	TTh	6:00PM - 9:00PM	2/4 - 2/20	SUGAR LAND	SU122	18	\$138	Page 33
Basic English II	RDCS1003LE44	MW	6:00PM - 9:00PM	2/24 - 3/26	FT BEND TC	TC102	18	\$138	Page 33
Basic English II	RDCS1003LE47	TTh	8:30AM -12:30PM	3/4 - 3/27	FT BEND TC	TC102	18	\$138	Page 33
Basic English II	RDCS1003LE73	TTh	6:00PM - 9:00PM	3/4 - 3/27	WHARTON	LD105	18	\$138	Page 33
BASIC ENGLISH III									
Basic English III	RDCS1003LE93	TTh	6:00PM - 9:00PM	2/25 - 3/20	SUGAR LAND	SU122	18	\$138	Page 33
Basic English III	RDCS1003LE43	SAT	9:00AM -12:15PM	3/29 - 4/5	FT BEND TC	TC102	18	\$138	Page 33
Basic English III	RDCS1003LE45	MW	6:00PM - 9:00PM	4/7 - 5/23	FT BEND TC	TC102	18	\$138	Page 33
Basic English III	RDCS1003LE46	TTh	8:30AM -12:30PM	3/25 - 4/10	FT BEND TC	TC102	18	\$138	Page 33
BASIC ENGLISH IV									
Basic English IV	RDCS1003LE94	TTh	6:00PM - 9:00PM	3/25 - 4/10	SUGAR LAND	SU122	18	\$138	Page 33
SIGN LANGUAGE									
BEGINNING SIGN LANGUAGE									
Beginning Sign Language	SLNG1002LE92	T	6:00PM - 9:15PM	1/14 - 2/11	SUGAR LAND	SUTBA	16	\$75	Page 34
INTERMEDIATE SIGN LANGUAGE									
Intermediate Sign Language Part I	SLNG1003LE90	M	6:00PM - 9:00PM	1/13 - 3/10	SUGAR LAND	SUTBA	24	\$158	Page 34
Intermediate Sign Language Part I	SLNG1003LE91	Th	6:00PM - 9:00PM	2/13 - 4/10	SUGAR LAND	SUTBA	24	\$158	Page 34
Intermediate Sign Language Part II	SLNG1003LE92	Th	6:00PM - 9:00PM	4/24 - 6/12	SUGAR LAND	SUTBA	24	\$158	Page 34
JUST FOR FUN!									
SCRAPBOOKING									
Scrapbooking	AV7028LE91	SAT	9:00AM -12:00PM	2/8 - 2/8	SUGAR LAND	SUTBA	3	\$28	Page 34
Scrapbooking	AV7028LE92	M	6:00PM - 9:00PM	4/7 - 4/7	SUGAR LAND	SUTBA	3	\$28	Page 34
CALLIGRAPHY									
Calligraphy	AV7026LE91	M	6:30PM - 8:30PM	4/7 - 4/28	SUGAR LAND	SUTBA	8	\$50	Page 34

Course Name	Course Number	Days	Time	Dates	Location	Room	Hours	Price	More Info
BRIDGE BASICS I									
Bridge Basics I	AV7025LE91	MW	6:30PM - 8:30PM	2/3 - 2/26	SUGAR LAND	SUTBA	16	\$139	Page 34
Bridge Basics I	AV7025LE92	TTh	2:00PM - 4:00PM	4/22 - 5/15	SUGAR LAND	SUTBA	16	\$139	Page 34
PHOTOGRAPHY									
Photography	AV7071LE91	SAT	1:00PM - 4:00PM	3/29 - 5/3	SUGAR LAND	SU137	15	\$110	Page 34
CHALK PASTEL ART									
Chalk Pastel Art	CRFT1091LE41	SAT	9:00AM -12:00PM	2/1 - 2/22	FT BEND TC	TC103	12	\$60	Page 34
Chalk Pastel Art	CRFT1091LE71	SAT	9:00AM -12:00PM	4/19 - 5/10	WHARTON	LD113F	12	\$60	Page 34
CASINO GAMES									
BLACKJACK									
Blackjack	AV7024LE91	SAT	9:00AM - 4:00PM	4/5 - 4/5	SUGAR LAND	SUTBA	6	\$45	Page 35
CRAPS									
Craps	AV7024LE92	SAT	9:00AM - 4:00PM	4/12 - 4/12	SUGAR LAND	SUTBA	6	\$45	Page 35
ROULETTE									
Roulette	AV7024LE93	SAT	9:00AM -12:00PM	4/26 - 4/26	SUGAR LAND	SUTBA	3	\$30	Page 35
HOME & GARDEN									
LANDSCAPE DESIGN FOR HOMEOWNERS									
Landscape Design for Homeowners	AV7220LE91	FRI	7:00PM -10:00PM	2/7 - 2/14	SUGAR LAND	SU120	6	\$45	Page 35
LANDSCAPE DESIGN & INSTALLATION FOR CONTRACTORS									
Landscape Design & Installation for Contractors	AV7221LE92	FRI	7:00PM -10:00PM	1/17 - 1/24	SUGAR LAND	SU120	6	\$45	Page 35
SPRINKLER SYSTEMS									
Sprinkler Systems	AV7224LE94	FRI	7:00PM -10:00PM	4/25 - 5/2	SUGAR LAND	SU120	6	\$45	Page 35
IRRIGATION REPAIRS									
Irrigation Repairs	AV7224LE95	FRI	7:00PM -10:00PM	5/9 - 5/9	SUGAR LAND	SU120	3	\$30	Page 35
IRRIGATION CONTROL									
Irrigation Control	AV7224LE96	FRI	7:00PM -10:00PM	5/16 - 5/16	SUGAR LAND	SU120	3	\$30	Page 35

CONTAINER GARDENING

Container Gardening	AV7228LE91	FRI	7:00PM -10:00PM	3/21 - 3/21	SUGAR LAND	SU120	3	\$30	Page 35
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GREEN THUMB WITH INDOOR FOLIAGE PLANTS

Green Thumb With Indoor Foliage Plants	AV7017LE90	FRI	7:00PM -10:00PM	4/4 - 4/4	SUGAR LAND	SU120	3	\$30	Page 36
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BEGINNING SILK/DRIED FLORAL DESIGN

Beginning Silk/Dried Floral Design	AV7027LE93	TUE	6:30PM - 8:30PM	4/1 - 4/22	SUGAR LAND	SUTBA	8	\$50	Page 36
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DECKS, TERRACES, FLAGSTONE/BRICK PATIOS

Decks, Terraces, Flagstone/Brick Patios	AV7229LE91	FRI	7:00PM -10:00PM	2/28 - 3/7	SUGAR LAND	SU120	6	\$45	Page 36
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TEST PREPARATION**A.C.T. PREPARATION**

A.C.T. Preparation	AV7060LE40	SAT	9:00AM -12:00PM	1/11 - 1/25	FT BEND TC	TC102	9	\$55	Page 36
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A.C.T. Preparation	AV7060LE95	SAT	9:00AM -12:00PM	2/5 - 3/1	SUGAR LAND	SU134	9	\$55	Page 36
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A.C.T. Preparation	AV7060LE93	WED	6:00PM - 9:00PM	3/26 - 4/9	SUGAR LAND	SU134	9	\$55	Page 36
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A.C.T. Preparation	AV7060LE71	SAT	9:00AM -12:00PM	3/29 - 4/12	WHARTON	LD103	9	\$55	Page 36
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S.A.T. PREPARATION

S.A.T. Preparation	AV7060LE94	SAT	9:00AM -12:00PM	1/18 - 2/1	SUGAR LAND	SU134	9	\$55	Page 36
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S.A.T. Preparation	AV7060LE41	SAT	9:00AM -12:00PM	2/8 - 2/22	FT BEND TC	TC102	9	\$55	Page 36
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S.A.T. Preparation	AV7060LE92	WED	6:00PM - 9:00PM	2/12 - 2/26	SUGAR LAND	SU134	9	\$55	Page 36
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S.A.T. Preparation	AV7060LE72	TTh	4:00PM - 7:00PM	3/25 - 4/1	WHARTON	LD103	9	\$55	Page 36
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T.A.S.P. PREPARATION

T.A.S.P. Preparation	AV7060LE90	WED	6:00PM - 9:00PM	1/15 - 2/5	SUGAR LAND	SU134	12	\$74	Page 36
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T.A.S.P. Preparation	AV7060LE42	SAT	9:00AM -12:00PM	2/15 - 3/8	FT BEND TC	TC102	12	\$74	Page 36
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T.A.S.P. Preparation	AV7060LE91	SAT	9:00AM -12:00PM	3/29 - 4/26	SUGAR LAND	SU134	12	\$74	Page 36
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Steps for an Online Course: From Beginning to End

1. Select your course and register with WCJC at least four working days prior to your course beginning date. See page 2 for registration method options.
2. Visit the online training web site www.ed2go.com/wharton at least four days prior to the day your class begins.
3. Enter your name for registration on the web site, receive a syllabus, and complete a short orientation.
4. Select the method by which you prefer to receive your lessons:
 - a) via e-mail twice weekly on Wednesday and Friday; or
 - b) via World Wide Web lesson interface on Wednesday and Friday.
5. Complete your lessons and take the final exam. Classes run for six weeks, and you have up to two weeks from the end of class to complete the final exam.
6. Upon successful completion you may request a certificate from WCJC awarding you CEU's.

Important note: You are responsible for Internet access and the required software for the course. (See pages 5-9 for courses.)

ONLINE COMPUTER COURSES

Take computer classes in the comfort of your own home or office using your computer and e-mail or our web site. All course descriptions can be viewed for these online courses at: <http://www.ed2go.com/wharton>. **STUDENTS ARE REQUIRED TO COMPLETE THE ONLINE ORIENTATION AT THE ABOVE WEB SITE A MINIMUM OF 4 WORKING DAYS PRIOR TO THEIR COURSE BEGINNING.** Prerequisite: Students must have Internet access. Registration for these courses follow the same procedure listed on page 2. Call 800-561-9252 ext. 1511 for details.

KEYBOARDING 24 hrs. \$69 Page 5

Use the computer program FasType for Windows to learn the basic skills of touch-typing.

INTRODUCTION TO WORD 24 hrs. \$86 Page 5

Learn how to create and modify documents in Word, the strongest and most popular word-processing program available.

INTERMEDIATE WORD 24 hrs. \$86 Page 5

Take advantage of Word's publishing capabilities to easily create flyers, newsletters, brochures, and other heavily formatted documents.

INTRODUCTION TO EXCEL 24 hrs. \$86 Page 5

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons.

INTERMEDIATE EXCEL **24 hrs. \$88** **Page 5**

Learn how to work faster and more productively by using many of Excel's powerful features such as the PivotTable, Solver, and AutoFilter. Build worksheets with decision-making capabilities, and learn to use advanced graphing techniques.

INTRODUCTION TO ACCESS **24 hrs. \$86** **Page 6**

Learn how to use this powerful and award-winning database to store, locate, print, and automate access to just about any type of important information.

CREATING WEB PAGES **24 hrs. \$86** **Page 6**

Learn how to design, create, and post your very own site on the Internet's World Wide Web. Discover low-cost marketing techniques and search engine strategies.

INTERMEDIATE WEB PAGES **24 hrs. \$86** **Page 6**

Learn how to create professional-quality Web pages using tables, forms, audio, video, and more from a top Web author.

INTRODUCTION TO DREAMWEAVER 3 **24 hrs. \$86** **Page 6**

In this class, you'll learn to create full-featured web sites using Macromedia Dreamweaver 3. This class assumes no knowledge of HTML, web design, or familiarity with Web terminology. We'll move through Dreamweaver basics systematically, familiarizing you with each Dreamweaver feature. We cover it all, including creating forms, Java Applet usage, Timelines and Behaviors, and extending Dreamweaver by downloading and customizing Dreamweaver Extensions.

INTRODUCTION TO FRONTPAGE 2000 **24 hrs. \$86** **Page 6**

No time to learn HTML? Find out how FrontPage 2000 makes it easy to create and upload professional web sites without programming. You'll also learn how to select a web host, and several low-cost marketing strategies.

FLASH 5 FOR THE ABSOLUTE BEGINNER **24 hrs. \$88** **Page 6**

Learn how to create fabulous Flash animations, presentations and Web sites, even if you have no previous knowledge or experience with imaging or animation applications.

INTRODUCTION TO PHOTOSHOP 6 **24 hrs. \$86** **Page 7**

Take an in-depth look at the most practical features of Photoshop 6. Learn how to use layers, filters, actions, blends, composites, seamless patterns, fill layers, and the free transform command. You'll also learn how best to create and save images for the Web.

INTRODUCTION TO QUICKBOOKS **24 hrs. \$93** **Page**

Learn how QuickBooks makes it easy to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates and generate reports.

PERFORMING PAYROLL IN QUICKBOOKS **24 hrs. \$93** **Page**

QuickBooks software can be used to process payroll quickly and easily. This course details all the steps needed for proper set-up and even includes troubleshooting tips and solutions for common problems and mistakes.

LAWS OF THE BUSINESS JUNGLE **24 hrs. \$108** **Page 7**

If you're a small business owner or manager, the very survival of your business depends on your ability to negotiate a wide variety of laws, contracts, leases, and other legal entanglements. This course will teach you strategies and tactics that will not only help save you legal fees, but will also help your business survive and thrive.

INTERNET MARKETING **24 hrs. \$108** **Page 7**

Are you confused about the Internet and wondering if it might benefit your business or organization? This course will help you develop and implement a web strategy or Internet marketing plan. This course is designed for small business owners and marketing directors, advertising personnel, web site designers, and any others who assist business owners with their online marketing and promotion.

**STOCKS, BONDS, AND INVESTING:
OH, MY!** **24 hrs. \$108** **Page 7**

Are you worried that you might not have enough money to make it through retirement? Stop worrying and start planning! The earlier you begin planning for your future, the easier it will be for you to retire. No matter how inadequate you believe your current understanding of finance to be, this course will make you capable to manage your personal finances, make wise investment decisions, and prepare adequately for your future.

BASIC A+ CERTIFICATION PREP **24 hrs. \$166** **Page 7**

The Basic A+ Certification Prep course teaches you about the hardware common to virtually every personal computer - including microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, floppy drives, and hard drives. You'll learn how things work, how to configure everything, and how to troubleshoot in real world environments.

**INTERMEDIATE A+
CERTIFICATION PREP** **24 hrs. \$166** **Page 8**

The Intermediate A+ Certification Prep course teaches you how to work with the command line in Windows; how to install and configure both Windows 9x and Windows 2000, and install hardware in both operating systems; and you even learn how to work with DOS memory management within Windows.

**ADVANCED A+
CERTIFICATION PREP** **24 hrs. \$166** **Page 8**

The Advanced A+ Certification Prep course takes you through an extensive set of technologies, including SCSI, video, modems, printers, multimedia, portable PCs, and networking. You'll study the hardware and learn the software necessary to install, configure, and troubleshoot that hardware.

MCSE CERTIFICATION PREP 1 **24 hrs. \$166** **Page 8**

Prepare for Microsoft Exam 70-210 - Installing, Configuring, and Administering Microsoft Windows 2000 Professional

MCSE CERTIFICATION PREP 2 **24 hrs. \$166** **Page 8**

Prepare for Microsoft Exam 70-215 - Installing, Configuring, and Administering Microsoft Windows 2000 Server

MCSE CERTIFICATION PREP 3 **24 hrs. \$166** **Page 8**

Prepare for Microsoft Exam 70-216 - Implementing and Administering a Microsoft Windows 2000 Network Infrastructure

MCSE CERTIFICATION PREP 4 **24 hrs. \$166** **Page 9**

Prepare for Microsoft Exam 70-217 - Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure

INTRODUCTION TO NETWORKING 24 hrs. \$86 Page 9

Businesses, schools, and other organizations are becoming increasingly reliant on computer networks, which explains why workers with networking skills are in high demand. If you'd like to learn the fundamentals of computer networking in terms you can easily understand, this course is for you. Learn why networks have become so important, how software and hardware makes networking possible, and how networks function. This course will give you the foundation you need to begin training for CCNA Certification or employment in a computer-networking career.

OPEN COMPUTER LAB

Computers are available for you to practice your skills while you are enrolled in a Continuing Education course. The computer lab in Wharton is available Monday through Thursday from 8:00am to 8:00pm and Friday 8:00am to 5:00pm. The lab is located in LaDieu 106. The computer lab in Sugar Land is available Monday through Friday from 8:00am to 5:00pm. The lab in Sugar Land is located in room 402. The lab at the Fort Bend Technical Center is located in room 142. Call (281) 239-1500 for hours and availability.

AEROBICS

GROUP FITNESS LEADER PREPARATION 20 hrs. \$125 Page 10

Expand your career in the fitness industry. Emphasis will be on class format, cueing, choreography development, kinesiology, muscle endurance, and flexibility. **Min. 7**

PILATES 12 hrs. \$36 Page 10

Exercises to enhance core, abdominal strength to improve the quality of movement. Reduce stress, fatigue, and increase energy. Recommended for all fitness levels. **Min. 10**

FITNESS CONDITIONING 12 hrs. \$36 Page 10

This course combines kickboxing and boot camp to make a great workout. The class includes cardio, muscle conditioning, ab work and flexibility. **Min. 10**

ALCOHOL AWARENESS

**M.I.P. (MINOR IN POSSESSION)
ALCOHOL EDUCATION FOR MINORS 6 hrs. \$40 Page 10**

Designed to help participants increase their knowledge about alcohol and drugs among young people. The curriculum includes information on: societal values related to alcohol consumption by minors; the influence of alcohol advertising on young people; the physical, social and psychological effects of alcohol on young people; the relationship between motor vehicle and other accidents and alcohol use; relevant laws relating to the purchase, possession or consumption of alcoholic beverages by minors. **Min.: 5, Max.: 25**

AVIATION TRAINING

**INTRODUCTION TO AVIATION-
PRIVATE PILOT GROUND TRAINING 30 hrs. \$225 Page 10**

Complete classroom course to prepare for the private pilot's written and oral exams. Topics: aircraft orientation, regulations and definitions, airspace, aerodynamics, flight preparation, aircraft systems, aircraft performance, weather, navigation, emergencies and emergency procedures. To obtain a license the student will need to supplement this instruction with hands-on flight training as required by FAR 61. **Min.: 5, Max.: 14**

BUSINESS MANAGEMENT

BUSINESS LAW 16 hrs. \$100 Page 10

A study of choosing the right attorney, organizing the business structure, naming the business, contracting, obtaining permits, and paying taxes. Designed for the person new to business in Texas. **Min.: 6, Max.: 20**

SUCCESSFUL MONEY MANAGEMENT 12 hrs. \$89 Page 10

A study of how to integrate non-insurance financial products/services with life insurance as part of the financial planning process. Preparing financial plans, and preparing financial statements; using insurance as a financial planning tool; analyzing IRS Form 1040; evaluating stocks, bonds, and limited partnerships; starting the plan implementation; investigating the role of disability insurance; and analyzing the liability of the underwriter as a financial planner.

COMPUTER PACKAGES

MS-OFFICE SUITE 2000 CERTIFICATE 150 hrs. \$498 Page 11

This series of classes provides hands-on exercises and realistic applications of the new MS Office 2000 Suite features. The software includes: Word 2000, Excel 2000, Access 2000 and PowerPoint 2000. In addition, MS Office 2000 Suite Web features will be covered. This suite of programs may be used independently or together to create complex documents. Many jobs in today's workplace require knowledge of this best selling software suite. **Pre-requisite: Keyboarding and Beginning Windows 95/98 or equivalent. Internet experience recommended. A textbook and 3.5" disk required. Min.: 9, Max.: 14**

A+ CERTIFICATE PREPARATION 100 hrs. \$850 Page 11

This course will provide the skills and competencies required to properly install, configure, upgrade, troubleshoot, and repair microcomputer hardware. Topics

include learning the basics of the desktop and portable systems; diagnostic techniques; safety and preventative maintenance; motherboard, processors, and memory; basic networking concepts, and printers. This course is designed to prepare students for the A+ certification exam. **Prerequisite: Basic computer and Windows knowledge. Textbook required. Min.: 5, Max.: 10**

COMPUTERS, ETC.

KEYBOARDING PART I 16 hrs. \$105 Page 13

Learn to key the alphabetic reaches and numeric keypad by touch. **Min.: 6, Max.: 14**

KEYBOARDING PART II 16 hrs. \$105 Page 14

This course is a continuation of Keyboarding Part I. Learn to key the figures and symbol keys by touch and skill building. **Min.: 6, Max.: 14**

INTRODUCTION TO PC's & WINDOWS 18 hrs. \$119 Page 14

Hands-on application using MS Windows. You will learn the basic components of the computer system, along with manipulation of the Windows software. Course includes a brief overview of a word processing system-Word 2000-and a graphics program. **Min.: 5, Max.: 14**

INTERNET AND E-MAIL 18 hrs. \$119 Page 14

Learn about Internet terminology and how to get connected. Find out how to send e-mail messages to friends and family and discover fun and interesting Web sites. Students enrolling in this class should have a working knowledge of computers. **Min.: 5, Max.: 14**

INTRODUCTION TO WORD

18 hrs. \$119 Page 14

This first course in Microsoft Word will provide a basic understanding of word processing. Topics include basic terminology, document preparation skills, editing, formatting, modifying, correcting, and printing documents. **Prerequisite: Basic typing skills and Windows knowledge. Textbook and 3.5" disk required. Min.: 6, Max.: 14**

INTERMEDIATE WORD

18 hrs. \$129 Page 14

This course introduces production techniques, search/replace functions, headers/footers, spell check, mail merge, file functions, and printer setup. **Prerequisite: Intro to Word 2000 or equivalent knowledge. A textbook & 3.5" disk required. Min.: 6, Max.: 14**

INTRODUCTION TO EXCEL

18 hrs. \$119 Page 15

This introductory spreadsheet for Windows course is designed to teach fundamentals of data entry, file manipulation, changing the display format, developing and using simple formulas and functions, and printing the spreadsheet. **Prerequisite: Basic typing skills and Windows knowledge. Textbook and 3.5" disk required. Min.: 6, Max.: 14**

INTERMEDIATE EXCEL

18 hrs. \$129 Page 15

Learn more about Excel, including sorting data, statistical and financial functions, graphing data, and linking worksheets. **Prerequisite: Intro to Excel or equivalent knowledge. A textbook & 3.5" disk required. Min.: 6, Max.: 14**

INTRODUCTION TO POWERPOINT

18 hrs. \$119 Page 15

Learn how to prepare professional presentations that can be displayed from your PC. Learn how to project transparencies, print speaker notes and audience handouts, and create slides of a simple text, graphs, and organizational charts. **A textbook and 3.5" disk required. Min.: 6, Max.:15**

INTRODUCTION TO ACCESS

18 hrs. \$119 Page 15

This introductory course covers basics including database concepts, terms, design tables, forms, queries, and reports. **Prerequisite: Basic typing skills and Windows knowledge. A textbook & 3.5"disk required. Min.: 6, Max.: 14**

QUICK BOOKS PRO

20 hrs. \$129 Page 15

Quick Books Pro is one of the most popular accounting software packages. It can simplify the accounting process and give you access to reports needed to analyze your financial condition. In this hands-on course, you will learn to record basic transactions, handle deposits and accounts payable and receivable, create payroll, and generate business reports. **Prerequisite: Introductory knowledge of PC's and Windows and a basic understanding of finance and bookkeeping. A textbook and 3.5" disk required. Min: 5**

INTRODUCTION TO VISUAL BASIC

32 hrs. \$225 Page 15

Visual Basic is the most popular development tool in the world and is probably the easiest to learn. This course will teach students how to maneuver through the Visual Basic environment and how to use the VB language to design windows, add controls to user interfaces, use Structured Query Language (SQL), and develop Windows applications. **Min.: 6, Max.: 14**

NETWORK I

16 hrs. \$129 Page 15

This course is an introduction to local area networks (LANs) as a significant tool in the coordination of modern business offices and operations. This course will examine various production components to determine the best available system for the present need. **Textbook required. Min.:6, Max.:15**

NETWORK II

16 hrs. \$139 Page 15

A continuation of Network I. **Min.: 6, Max.: 15**

WEB DESIGN

EBAY WEB DESIGN 7 hrs. \$60 Page 16

This course is designed to introduce EBAY web pages for selling of items over the Internet. **Prerequisites: Basic word processing. Min.: 6, Max.: 14**

WEB DESIGN MADE EASY 7 hrs. \$60 Page 16

Put up your own web site on the Internet with this introductory web basic course. You will be introduced to an array of topics such as fonts on your site, pictures (gifs vs. jpgs), creating links, backgrounds, tables and alignment issues, counters, on your site, discussion of graphic editors, chat rooms, message boards, animation, JavaScript, browsers, FTP, URL, IP, how to publish your site to the Internet, and the do's & dont's of web page design. **Prerequisite: Basic knowledge of Windows 95, 98 or 2000. Knowledge of surfing the web would be helpful. 3.5" disk required. Min.: 6, Max.: 14**

INTERMEDIATE EBAY WEB DESIGN 7 hrs. \$60 Page 16

This course provides additional instruction on EBAY Web Page design to include use of tables. **Prerequisites: Basic word processing; completion of EBAY Web Design Course. Min.: 6, Max.: 15**

INTERMEDIATE WEB DESIGN 7 hrs. \$60 Page 16

This is a continuation of the Web Design Made Easy course. Explains how your business can profit by having a web site online. **Prerequisite: Web Design Made Easy. Min.: 6, Max.: 14**

ADVANCED WEB DESIGN 7 hrs. \$60 Page 16

Learn how to incorporate scrolling text and interactive buttons, counters, cooperative banner ads, tables, forms, frames into your Web site. **Prerequisite: HTML experience or completion of the Intermediate Web Design course. Min.: 6, Max.: 14**

COMPUTER-AIDED DRAFTING

BEGINNING AUTOCAD 18hrs. \$138 Page 11

An entry-level course designed to teach basic elements of computer-aided drafting. Course will provide practical knowledge to enable the student to construct basic drawings using AutoCAD. Learn how to make drawings by means of absolute, relative and polar coordinates, create hardcopy plots, and create different layers using various colors and line types. **Prerequisite: Minimum six months P.C. experience. Recommended: Prior drafting experience. A textbook & 3.5" disk required. Min.: 6, Max.: 14**

INTERMEDIATE AUTOCAD 18hrs. \$138 Page 11

Students will learn how to use polylines, mirror, osnap, and ortho commands; how to place text on a drawing; how to define a block; and how to do dimensioning. **Prerequisite: Beginning AutoCAD. A textbook & 3.5" disk required. Min.: 6, Max.: 14**

ADVANCED AUTOCAD 18hrs \$138 Page 11

Course lectures and exercises will build upon skills learned in Beginning and Intermediate AutoCAD. Learn advanced dimensioning commands; create multiple objects in a pattern using arrays, and using grips; and learn transparent commands, and editing. **Prerequisite: Intermediate AutoCAD. A textbook & 3.5" disk required. Min.: 6, Max.: 14**

CREATIVE WRITING & PUBLISHING

CREATIVE WRITING 12 hrs. \$79 Page 11

Have you always wanted to write but just didn't know how to get started? Let published author, Terry Keeling, show you how to develop ideas and characters and put them into a story that people will want to read and enjoy. He will also give you tips on getting your stories published. **Min.: 6, Max.: 14**

WRITING WITH POWER

12 hrs. \$79 Page 11

Course designed to teach students how to write superior papers for school and business even under tight deadlines by applying easy-to-use methods that actually make writing a fun and rewarding experience. **Min.: 6, Max.: 14**

HOW TO GET PUBLISHED

16 hrs. \$100 Page 12

Learn how to have your magazine article, novel, screenplay, teleplay, or theatrical play published, and how to negotiate contracts for publication. **Min.: 6, Max.: 14**

PUBLISHING LAW

16 hrs. \$100 Page 12

Learn how to protect your idea for an original article, screenplay, teleplay or theatrical play; how to register a copyright; how to prepare a manuscript to avoid legal problems; and how to protect the authors' subsidiary rights. **Min.: 6, Max.: 14**

HOW TO WRITE FOR FILM, TV, OR THEATER

12 hrs. \$79 Page 12

You will learn how to create and develop an original idea for a movie, television, or theater script; how to write the complete script; how to protect the script from copyright infringement; and how to market that script. Textbook list provided by instructor. **Min.: 6, Max.: 14**

DRIVING PROGRAMS

DEFENSIVE DRIVING

6 hrs. \$30 Page 12

Offered by the National Safety Council, this six-hour course will allow you a 10% discount on your standard insurance policy. This course is also approved for traffic ticket dismissal purposes. **Textbooks: Texas DPS Handbook & Workbook. Please purchase your textbook prior to the first class meeting. No registrations are accepted at the door! Min.: 6, Max.: 25**

PROFESSIONAL DEVELOPMENT

CHOOSING A CAREER

8 hrs. \$54 Page 12

This fun, practical course will teach you how to choose a rewarding career based on your likes and dislikes. This course will help you prepare a plan to get down your career path as efficiently as possible. **Min.: 6, Max.: 14**

EMPLOYMENT ESSENTIALS

75 hrs. \$325 Page 12

This program is designed to give you the business advantage by providing instruction in resume writing, work ethic, interviewing skills and dressing for success. **Textbook Required. Min.: 6, Max.: 19**

CHILD DEVELOPMENT ASSOCIATE

120 hrs. \$450 Page 12

This course provides the 120 clock hours of instruction necessary for the CDA program credential. It offers a variety of experiences used to build practical skills in early childhood. The Council for Early Childhood Professionals and the State of Texas recognize this program. To receive the credential, a student will also need to complete 480 hours working in a licensed childcare facility within 5 years of taking this course. Final testing is administered by the CDA. **The fees for the CDA test are not included in the class cost. Textbook required. Min.: 8, Max.: 20**

SUBSTITUTE TEACHER TRAINING

12 hrs. \$89 Page 12

The substitute teacher will need this information. The course will cover effective class management, teaching in general, and classroom procedures. Ideas, activities, and role-playing will be presented as well as information regarding assignment variations, lesson plans, and non-instructional duties. You will learn educational definitions, legal considerations, qualifications and the placement process. A minimum of 60 college credit hours is required for substitute placement. **Min.: 5, Max.: 20**

TEACHERS AIDE TRAINING **24 hrs. \$139 Page 12**

The role of the teacher aide in the public school system will be discussed. Topics will include: rules and regulations for school personnel; classroom management; behavior modification; office machines and audio-visual equipment; sample application and interview skills. **Min.: 6, Max.: 14**

BANK TELLER TRAINING **48 hrs. \$295 Page 12**

This course will cover basic job skills, teller training, customer service skills, sales, and regulatory compliance, as well as security issues. **Min.: 7, Max.:20**

REAL ESTATE**PRINCIPLES OF REAL ESTATE PART I** **45 hrs. \$165 Page 13**

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. Includes federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. **Min.: 9, Max.: 25**

PRINCIPLES OF REAL ESTATE PART II **45 hrs. \$165 Page 13**

A continuation of Principles of Real Estate Part I. **Min.: 9, Max.: 25**

LAW OF AGENCY **45 hrs. \$165 Page 13**

A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and the disclosure of an agency. **Min.: 9, Max.: 25**

LAW OF CONTRACT **45 hrs. \$165 Page 13**

A review of real estate contracts required by Section 6A(3) of the Real Estate License Act with emphasis on general contract law requirements. Also covers the purpose, history, and working process of the Broker-Lawyer Committee. Includes preparation of real estate contract forms with emphasis on the ones most commonly used. **Min.: 9, Max.: 25**

New REAL ESTATE MANDATORY CONTINUING EDUCATION **16 hrs. \$109 Page 13**

Provides mandatory continuing education as required by the Texas Real Estate Commission. Includes updates on the profession and legal topics. Textbook will be furnished. **Min.: 10, Max.: 25**

New REAL ESTATE MARKETING **45 hrs. \$165 Page 13**

A study of real estate professionalism and ethics, characteristics of successful salespersons, time management; psychology of marketing, listing procedures, advertising, and negotiating and closing financing. Needed skills in today's competitive real estate market. **Textbook required. Min.: 9, Max.: 25**

New REAL ESTATE PROPERTY MANAGEMENT **45 hrs. \$165 Page 13**

A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act. **Textbook required. Min.: 9, Max.: 25**

New MORTGAGE LENDING **48 hrs. \$165 Page 13**

Overview of the mortgage lending market and process. Emphasis on documentation, credit evaluation, federal regulation, and state laws related to mortgage loans. **Textbook required. Min.:9, Max.: 25**

EMERGENCY MEDICAL SERVICES

HEALTHCARE PROVIDER CPR 8 hrs. \$30 Page 16

This is an 8-hour course designed for person considering a career in health care profession or wanting the skills to save a life. The student will be trained in the techniques in lifesaving skills of respiratory and cardiac emergencies involving adults, children, and infants. Upon completion, the students will receive a CPR card from the American Heart Association. This is a required course for all students enrolling into the EMT Program. **(Additional costs include the required textbook and pocket mask) Min.: 5, Max.: 15**

HEALTHCARE PROVIDER CPR - REFRESHER 7 hrs. \$20 Page 16

This is a 7-hour skills course to verify that a student's skills are current. Upon completion, the student will have satisfied the pre-requisite for the EMT and EMT I class. **Min.: 5, Max.: 20**

BTLS: BASIC TRAUMA LIFE SUPPORT 16 hrs. \$85 Page 16

This course is designed to teach Paramedics, EMT-I's and other advanced EMS providers the skills necessary to recognize mechanisms of injury, assess, perform critical interventions, package, and transport the trauma patient. The primary purpose of the course is to provide the student with the fundamental knowledge and experience necessary to get the trauma patient to the emergency department in the best possible condition. A major focus of the course is the identification of conditions that require immediate transport. **(Additional cost include BTLS Advanced textbook and BTLS Pin.) Min.: 6, Max.:20**

ADVANCE CARDIAC LIFE SUPPORT 16 hrs. \$150 Page 17

This course is designed to five new or current healthcare providers the knowledge and skills necessary to recognize to treat cardiac related emergencies. Topics discussed include advanced airway management, cardiac arrhythmias, electrical therapy, IV techniques, cardiovascular pharmacology, invasive monitoring techniques, special resuscitation situations, and ethical aspects of CPR and Emergency Cardiac Care. At the completion of this class, students will be able to apply their knowledge to actual patient treatment to improve outcomes due to cardiac arrhythmias and arrest. Written and skills evaluations are used to determine proficiency. **Prerequisite: Current enrollment in a paramedic level course or the need to renew existing ACLS card. (Cost includes ACLS Book and ACLS Care. An ACLS pin is not included, but may be purchased through the AHA). Min.: 4, Max.: 20**

HEALTH & MEDICAL

NURSE AIDE TRAINING 89 hrs. \$330 Page 17

This course provides preparation for entry level nursing assistants to achieve a level of knowledge, skill, and ability, essential for providing basic care to residents of long-term care facilities. Upon passing the state exam, the student will enter the field as a Certified Nurse Aide. **Prerequisites: Pre-TASP Reading test with score of 14 or above; copy of high school transcript showing graduation or GED; immunization records or boosters for Measles, Mumps, Rubella (MMR), Tetanus within the last 10 years (Td), Varicella (Chickenpox) or evidence of disease, Hepatitis B series completed or started by the beginning of class; TB skin test with results within 60 days of course beginning. Additional requirements: 2 textbooks required; Workbook recommended, but not required; scrubs (top and bottom), stethoscope, watch with second hand, non-skid shoes; State test cost estimates are \$65-\$75. Call for information flyer. Min.: 8, Max.: 20**

PHLEBOTOMY TECHNICIAN 168 hrs. \$495 Page 17

This course will provide skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Emphasis is placed on infection prevention, proper patient identification, labeling of specimens, quality assurance, specimen handling, processing, and accessioning. Additional topics include professionalism, ethics, and some medical terminology. Class meets for 8 weeks prior to clinical rotations. Course includes 120 hours of work-based instruction through clinical rotations. **Prerequisites: Pre-TASP Reading test with score of 14 or above; copy of high school transcript showing graduation or GED; Immunization records or boosters for Measles, Mumps, Rubella (MMR), Tetanus within last 10 years (Td), Varicella (Chickenpox) or evidence of disease, Hepatitis B series completed or started by the beginning of class; TB skin test with results within 60 days of course beginning. Requirements: Textbooks, Clinical Handbook & packet, 2 lab coats, 1 box of gloves - all purchased from WCJC bookstore. Min.: 6, Max.: 18. Call for information flyer.**

MEDICAL TERMINOLOGY 48 hrs. \$230 Page 17

This course is an overview of basic medical terminology related to the healthcare industry. Emphasis is placed on human body systems, anatomy, diseases, and treatment. Relevant clinical examples and current topics of medical interest will be covered whenever possible. Homework, exams, and regular attendance are important. **Textbook required. Min.: 6, Max.: 20.**

MEDICAL CLAIMS & CODING 48 hrs. \$325 Page 17

This course provides information on completion of medical claims forms and provides skills and knowledge in the medical records field for ICD-9 and CPT coding of insurance forms for reimbursement of medical services. The student will identify different nomenclatures and classifications systems, and assign codes using appropriate rules, principles, and guidelines. **Prerequisites: Medical Terminology Course completion. Pre-TASP reading test score of 14 or above. Textbook required. Min.: 6, Max.: 20**

MEDICAL TRANSCRIPTION FUNDAMENTALS**80 hrs. \$450 Page 17**

This course provides the fundamentals of medical transcription with hands-on experience in transcribing actual physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Course is designed to develop speed and accuracy. **Prerequisites: Medical Terminology Course, word processing skills, keyboarding skills of greater than 30 words per minute. Textbook required. Min.: 6, Max.: 20**

MEDICATION AIDE UPDATE 7hrs \$40 Page 17

Fulfillment of the annual education renewal requirements for the Certified Medication Aide. Topics include review and update of medication aide training rules, medication administration, and related responsibilities. **Min.: 5, Max.: 20**

LANGUAGES**BEGINNING SPANISH 16 hrs. \$120 Page 17**

Learn basics of the Spanish language with emphasis on grammatical concepts, vocabulary, and conversation. Culture, traditions, and social etiquette of Spanish-speaking countries will be presented, as well as business vocabulary and phrases. This class is designed for those with no Spanish-speaking skills. **Textbook required. Min.: 5, Max.: 14**

INTERMEDIATE SPANISH 16 hrs. \$120 Page 18

This is a continuation of Beginning Spanish with a focus on improving pronunciation, vocabulary, grammar, and conversation. **Prerequisite: Beginning Spanish or equivalent knowledge. Textbook used in Beginning Spanish is required. Min.: 5, Max.: 14**

ADVANCED SPANISH 16 hrs. \$120 Page 18

This course is designed to expand vocabulary, build comprehension, and focus on conversation. **Prerequisite: Intermediate Spanish. Textbook required. Min.: 5, Max.: 14**

CONVERSATIONAL SPANISH 18 hrs. \$129 Page 18

This course is designed for students who have taken Beginning, Intermediate and Advanced Spanish. The class will be conducted entirely in Spanish, and will include role-playing. **Min.: 5, Max.: 14**

CONVERSATIONAL SPANISH FOR NURSING PERSONNEL 18 hrs. \$129 Page 18

This course is designed for instruction in selected vocabulary of technical and medical terms and communication needed by those employed in the medical field. The student will utilize Spanish phrases for greetings, common expressions, giving directions as care givers, giving commands necessary for general procedures and examinations, and will foster a more relaxed and less isolated environment for the Spanish-speaking patient and /or family members. **Textbook Required. Min.: 6, Max.: 20**

CONVERSATIONAL SPANISH FOR SCHOOL OFFICIALS 18 hrs. \$129 Page 18

This course is designed to train non-Spanish-speaking teachers, staff, and administrators in language skills that will allow more effective interaction with Spanish-speaking parents, students and visitors. Learning simple greetings, give basic instructions, identifying student needs, engage in security measures, etc. and provide a more relaxed and cooperative environment for all involved in the communicative process. **Textbook required. Min.: 6, Max.: 20**

BASIC ESL - ENGLISH AS A SECOND LANGUAGE

BASIC ENGLISH I 18 hrs. \$138 Page 18

A basic conversational English course designed for the non-English speaker. Curriculum concentrates on the development of survival skills and emphasizes listening, speaking, oral reading, and writing in English. Pronunciation of the English alphabet will be part of this course. **Min.: 5, Max.: 14**

BASIC ENGLISH II 18 hrs. \$138 Page 19

A basic conversational English course designed for the non-English speaker. This class will continue to develop English survival skills and emphasizes listening, speaking, oral reading and writing in English. This course will include the following: how to complete forms for such items as a driver's license, apartment lease, electricity, telephone connection, medical emergency and school records. **Textbook required. Min.: 5, Max.: 14**

BASIC ENGLISH III 18 hrs. \$138 Page 19

A basic English course designed for the non-English speaker. This class will include grammar, reading, and writing in English, with an emphasis on common and proper nouns, regular and irregular verbs, adverbs, and adjectives. **Prerequisite: Basic English II class recommended. Textbook required. Min.: 5, Max.: 14**

BASIC ENGLISH IV 18 hrs. \$138 Page 19

An English course designed for the non-English speaker. This class will include grammar, and reading and writing in English. The class will include nouns, prepositions, regular, and irregular verbs, adverbs, and adjectives. **Prerequisite: Basic English III class recommended. A textbook required. Min.: 5, Max.: 14**

SIGN LANGUAGE

BEGINNING SIGN LANGUAGE 16 hrs. \$75 Page 19

Students will be introduced to the use of manually coded English. If you are interested in becoming an interpreter, communicating with the deaf, or developing vocabulary and signs, this class is for you. You will be introduced to finger spell, sign a vocabulary of over 700 signs concepts, and sign simple conversational sentences. Emphasis will be placed on expressive and receptive skills.

A textbook required. Min.: 5, Max.: 14

INTERMEDIATE SIGN LANGUAGE I 24 hrs. \$158 Page 19

The student will express and comprehend expanded core vocabulary, exhibit advanced skills in expressive and receptive ASL communications, and initiate context specific conversations in ASL. **Min.: 6, Max.: 14**

INTERMEDIATE SIGN LANGUAGE II 24 hrs. \$158 Page 19

This course involves intensive practice of American Sign Language (ASL) for workers with the deaf. **Prerequisite: Beginning and Intermediate Sign Language I. Min.: 6, Max.: 14**

JUST FOR FUN!

SCRAPBOOKING 3 hrs. \$28 Page 19

Come have fun while you're learning the value of organizing and preserving the photos and stories of your life. You will learn about page layout variations, how to choose and crop your photos and choosing colors for photo mounting paper. The class will also discuss the value of journaling and how to bring your scrapbook to life using special souvenirs of important moments in your life. **Min.: 4, Max.: 14**

CALLIGRAPHY 8 hrs. \$50 Page 19

Try your hand at the fine art of calligraphy. Learn the history and basics of stroke techniques. Explore the varied styles of writing as you design your own cards. Purchase of your own calligraphy pen set is required. Pens can be purchased at local hobby craft stores. **Min.: 5, Max.: 14**

BRIDGE BASICS I 16 hrs. \$139 Page 20

Learn to play Bridge with three-time world champion Shawn Quinn. In this introductory course, Ms. Quinn will provide a well-balanced overview of bidding, play and defense using thirty-two carefully prepared practice hands. Come join the fun and learn this fascinating game. **Min.: 4, Max.: 16**

PHOTOGRAPHY 15 hrs. \$110 Page 20

See past technicalities in this non-technical course, and learn to make better, more interesting, more exciting pictures with nearly any kind of camera, from single-use to sophisticated. De-mystify what cameras, films, filters and flashes really do, move on to secrets of the image-boosting power of composition, apply what you learn to photographing a professional model, then analyze your results. Instructor George L. Rosenblatt draws upon his award-winning, world-wide experience as a published photojournalist to answer your questions and help you get the pictures you want. **Min.: 5, Max.: 15**

CHALK PASTEL ART 12 hrs. \$60 Page 20

Learn how to paint with pastels. Learn to see from an artist's viewpoint. This course will show how to control the pastel so you can mix color on paper. The participant will complete a variety of pictures-one per class period. **Supplies required: Box of 24 "Nupastels" (purchased by student and brought to the class); paper to be purchased from instructor at approximately \$.50 per class period. Min.: 5, Max.: 14**

CASINO GAMES

BLACKJACK 6 hrs. \$45 Page 20

This class is designed for anyone who has an interest in learning to play 21 at a winning level. Learn basic strategy and how to adjust it according to specific conditions. Cost of materials used in the class is included in the tuition cost. **Min.: 4, Max.: 10**

CRAPS 6 hrs. \$45 Page 20

In this class you will learn the rules, odds, percentages and strategies for playing this very popular casino game. **Min.: 4, Max.: 10**

ROULETTE 3 hrs. \$30 Page 20

This is a hands-on opportunity to learn the rules and strategies of playing one of the most popular casino games. **Min.: 4, Max.: 20**

HOME & GARDEN

LANDSCAPE DESIGN FOR HOMEOWNERS 6 hrs. \$45 Page 20

Learn step-by-step how to professionally design and properly install your one-of-a-kind new landscape project with curb appeal. Instruction will be provided on buying plants and trees, soil, and fertilizer wholesale. You will learn about soil preparation that is a one-of-a-kind procedure that assures deep healthy roots to promote beautiful plants and flowers with little effort. You will receive instruction in pruning, transplanting, and having continual color. **Min.: 4, Max.: 14**

LANDSCAPE DESIGN & INSTALLATION FOR CONTRACTORS 6 hrs. \$45 Page 20

This course is for those who want to work as a landscape contractor. Learn the following: designing and drawing to scale a beautiful professional colored

landscape plan, estimating labor and material cost of the total job (small or large); mixing soils that will make all plants grow fast and healthy; and locating customers and working with them. **Min.: 4, Max.: 14**

SPRINKLER SYSTEMS 6 hrs \$45 Page 20

Save money by installing your own automatic electrically-timed and operated irrigation system. Learn step by step all you need to know about installing an irrigation system. In class, each student will design an irrigation system for his/her own home. An irrigation system for an average 65'X120' lot (with all parts) costs \$700-\$1,000. One person with a helper can do the installation in a week-end or two. **Min.: 4, Max.: 14**

IRRIGATION REPAIRS 3 hrs. \$30 Page 20

Don't pay others to repair your home irrigation system. Learn the basics of an irrigation system, and how to perform basic repairs. Most repairs need only simple tools, inexpensive parts, and a basic understanding to perform them. Save your money for a rainy day. **Min.: 4, Max.: 14**

IRRIGATION CONTROL 3 hrs. \$30 Page 20

Do you run your irrigation controller for 5 minutes, 45 minutes, once a week, twice a week or seven times per week? Is your yard looking dry, or do you often see excessive water running down the street? Learn the basics of why and how to set the automatic irrigation controller to keep your lawn healthy and to maximize and conserve water use. **Min.: 4, Max.: 14**

CONTAINER GARDENING 3 hrs. \$30 Page 21

Instruction is provided on growing large or small, indoor or outdoor plants for patios or balconies using proper soil and fertilizing. You will also be provided information on how most shrubs, flowers, dwarf trees, and palms are easily grown. **Min.: 4, Max.: 14**

**GREEN THUMB WITH
INDOOR FOLIAGE PLANTS****3 hrs. \$30 Page 21**

Each plant has its own requirements to grow well, and your success is in proportion to how you meet those requirements. Learn how to grow indoor plants with a new procedure to maximize success. **Min.: 4, Max.: 14**

**BEGINNING SILK/
DRIED FLORAL DESIGN****8 hrs. \$50 Page 21**

Learn the basic techniques of using silk to create beautiful floral arrangements. The supply fee for this class will vary according to the project. **Min.: 4, Max.: 14**

**DECKS, TERRACES, & FLAGSTONE
/BRICK PATIOS****6 hrs. \$45 Page 21**

Turn your backyard into a lovely outdoor entertainment area. Information will be provided to you on how easy it is and you will save money and enjoy the work. You will get a landscape plan in class designed by a landscape architect. Design of waterfalls and lily ponds will also be discussed. **Min.: 4, Max.: 14**

TEST PREPARATION & STUDY SKILLS**A.C.T. PREP****9 hrs. \$55 Page 21**

This course prepares students to take the ACT by utilizing practice tests and intensive work on problem areas. Students will be introduced to all sections of the ACT exam. **Textbook required. Min.: 6, Max.: 20**

S.A.T. PREP**9 hrs. \$55 Page 21**

This course is to prepare students for the SAT with intensive work on mathematics and verbal skills. Students will dramatically build vocabulary and learn strategies for successful scoring. **Textbook required. Min.: 6, Max.: 20**

T.A.S.P. PREP**12 hrs. \$74 Page 21**

The class consists of a review of skills in reading, math, and writing designed to help you study and prepare for the T.A.S.P. test. The test measures skills needed to perform effectively in college courses. All Texas public institutions of higher learning require the T.A.S.P. test. **Textbook required. Min.: 6, Max.: 20**

**NEW FOR 2002-2003!
Bank Teller Training****48 HOUR COURSE**

This course provides basic job skills, basic teller training, customer service skills, sales, regulatory compliance, as well as security issues.

This course is offered as an evening course at the Wharton campus and the Fort Bend Technical Center in Richmond.

**SEE PAGES ___ AND ___ FOR SCHEDULES
AND COURSE REQUIREMENTS.**

CALL TO RECEIVE AN INFORMATIONAL BROCHURE:

281-239-1511



Nurse Aide Training

*A certificate program
offered by Medical
Continuing Education*

The program for nurse aide consists of 89 hours of on-campus and clinical preparing students to work in a hospital or long term care facility taking care of patient's personal needs. This course is offered as an evening course alternating each semester between the Wharton and Richmond campuses. The certification exam is administered at the end of the program.

NOTE: Houston Galveston Area Council offers a tuition reimbursement program for qualified individuals.

*See pages 17 & 18 for schedules and course requirements.
Call to receive an informational flyer: (281) 239-1541*

Swim Camp

**Weekly Sessions starting May 30
Activities 9 am - 5 pm**

Call 281-634-5892

**Don Cook Natatorium on Lexington behind Aerodome.
Cost \$125 per week. Drop off 8:00 am; pickup 6:00 pm**

Activities at the indoor pool include:

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Classes begin January 13, 2003!

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Please contact:

Russell Hill

Coordinator of Business & Industry Training

800-561-9252, x. 1531

russellh@wcjc.edu

REGISTRATION FORM

PLEASE REGISTER TWO WEEKS PRIOR TO FIRST CLASS DAY!

- Assures a space in the course. So course materials are available for all students.
- Gives time for notification in the event of cancellation or a change in time or location.

Social Security # _____ Driver's License # _____ Date of Birth ____ / ____ / ____

Last Name _____ First Name _____ Male/Female (circle one)

Address _____ City County _____ Zip _____

Home Phone () _____ Work Phone () _____

Email Address _____

Optional Information for State Reporting Purposes
 White Black Hispanic Asian
 American Indian Non-Resident/Alien

Course Number Course Title Date Begins Cost

Please check number for accuracy

Course Number	Course Title	Date Begins	Cost

F Purchase required books before the first class day. F

Check appropriate box and mail this form to that address:

Please make all checks payable to: Wharton County Junior College

- | | | |
|--|---|--|
| <input type="checkbox"/> Wharton Co. Jr. College
Wharton, Richmond,
Bay City & El Campo courses
Continuing Education
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Wharton, Tx 77488 | <input type="checkbox"/> Wharton Co. Jr. College
Ft. Bend Technical Center
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5333 FM 1640
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550 Julie Rivers Drive
Sugar Land, Tx 77478 |
|--|---|--|

FAX-IN

Send us your registration form by fax.
Payment must accompany registration!

FAX NUMBERS

Wharton: 979-532-6583
Sugar Land: 281-243-8429
Ft. Bend Tech Ctr.: 281-239-1628

Card: MasterCard VISA

Card #: _____

Card Expires: _____

Authorized Signature _____

Please Print Authorized Signature _____

Spring 2003



Wharton County Junior College

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Wharton, Texas 77488-0080
(800) 561-9252

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