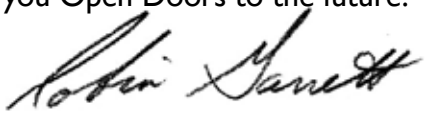
Open doors

LONE STAR COLLEGE KINGWOOD

The Continuing Education Division of Lone Star College-Kingwood is dedicated to helping you achieve your educational goals. We offer a wide variety of classes in workforce skills, adult education, and leisure during the day, evening, weekend, and online. These classes will continue to begin throughout the fall.

Yes, we have a wonderful new name and logo! You will still find the same friendly Continuing Education staff available to discuss courses and certificate programs with you and assist with your registration. The opportunities are here, at Lone Star College-Kingwood, to help you Open Doors to the future.



Robin Garrett, Interim Senior Program Manager
Continuing Education and Workforce Development

Contents

Information 2
Registration Form 6
KidCare Forms 7
Certificate Programs. 10
Workforce. 14
- Business & Professional. 14
- Child Care & Development 16
- Computer Technology. 17
- Health Occupations 32
- Workforce Communication 36
- Real Estate. 37
- Teacher Certification Program 38
- Welding 42

Personal Development 43
- Arts–Ceramics. 43
- Arts–Music. 44
- Arts–Photography 45
- Computers 46
- Ed2Go 48
- GED. 54
- Languages. 55
- Personal Growth 58
- Recreation 59
- Test Preparation. 61

Staff 62
Index 64

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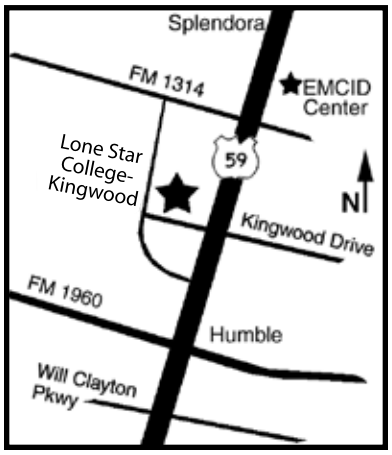
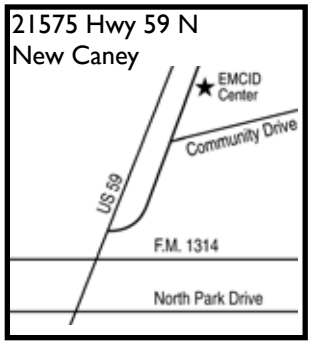
The Lone Star College-Kingwood Continuing Education schedule is published four times per year (March, April, July, November) by the staff of Lone Star College System, 5000 Research Forest Drive, The Woodlands, TX 77381-4356. Volume 4, Number 3 July 15, 2008. Periodical postage is paid at Spring TX.

Contact Information

LONE STAR COLLEGE–KINGWOOD



LSC–EMCID



Fall Hours Of Operation

Continuing Education

CLA 107	Mon–Thu, 8am–7 pm Fri, 8am–5pm
20000 Kingwood Drive Kingwood, TX 77339	281.312.1660 or 1661 281.312.1612 (Fax)
ESL/GED	281.312.1447 or 281.312.1457

Academy for Lifelong Learning

EMCID 111 21575 Hwy 59N New Caney, TX 77357	Mon–Fri 8 am–5 pm 281.312.1750 281.354.7700 (Fax)

Bookstore (SFA 114) 281.312.1699

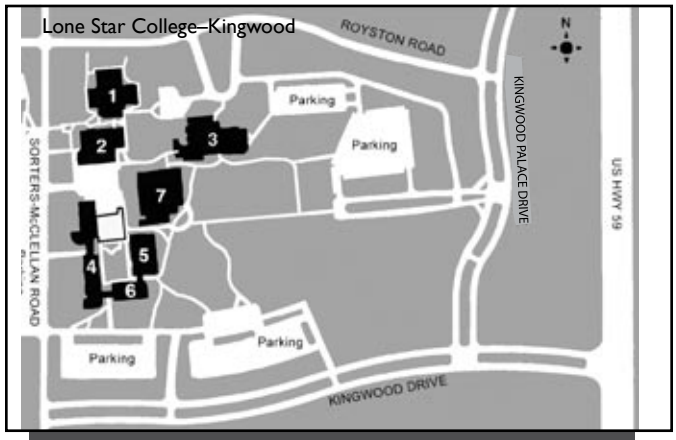
Business Office (SFA 113) 281.312.1581

Financial Aid Office (SFA 119) 281.312.1624

Fall Calendar

LSC–Kingwood offices will be closed on these dates:

Labor Day ..... Aug 30–Sep 1
Thanksgiving ..... Nov 27–30
Winter Holiday .....Dec 22–Jan 4



1–Fitness Center (FTC)	4–Classroom Bldg A (CLA)
2–Classroom Bldg B (CLB)	5–Library (LIB)
3–Student Center/ Fine Arts (SFA)	6–Administration Bldg (ADM)
	7–Health & Science Bldg (HSB)

LSC–Cy-Fair
9191 Barker Cypress Road
Cypress TX 77433-1383
281.290.3200 Phone
281.290.5284 Fax
CyFair.LoneStar.edu/ce

LSC–Kingwood
20000 Kingwood Drive
Kingwood, TX 77339-3801
281.312.1660 or 1661 Phone
281.312.1612 Fax
Kingwood.LoneStar.edu/ce

LSC–Montgomery
3200 College Park Drive
Conroe, TX 77384
936.273.7000 Phone
936.273.7262 Fax
Montgomery.LoneStar.edu/ce

LSC–North Harris
2700 W.W. Thorne Drive
Houston, TX 77073-3499
281.618.5634 Phone
281.618.7141 Fax
NorthHarris.LoneStar.edu

LSC–Tomball
30555 Tomball Parkway
Tomball, TX 77315-4036
281.357.3676 Phone
281.357.3726 Fax
Tomball.LoneStar.edu/ce

Continuing Education schedules are published by each college within the Lone Star College System. Please contact each college directly for class and registration information.

For information or to register call 281.312.1660 or 281.312.1661
You may also register online (Kingwood.LoneStar.edu/ce), by fax (281.312.1612), or in person (CLA 107)

MISSION STATEMENT: Lone Star College-Kingwood Continuing Education provides affordable, quality education opportunities for the life-long learner. With the assistance of our expert instructors, we intend to exceed your expectations for professional and personal training and development. In all our work, Continuing Education reflects a spirit of cooperation, vitality, innovation, collaboration, and creativity.

ACADEMY OF LIFELONG LEARNING (ALL): The Academy for Lifelong Learning offers courses taught by volunteers for area residents 50+ years old. The ALL program began in February 2004 and now has over 700 members. The membership fee of $10 per academic year allows members to attend the ALL courses held at East Montgomery County Improvement District complex (EMCID) in New Caney. For more information contact Pat Chandler at 281.312.1749 or Phyllis Smith at 281.312.1750.

BOOKS AND SUPPLIES: Books and supplies are not included in the cost of the course unless indicated in the course description. Books may be purchased on campus in the College Bookstore (SFA 102). Books may also be ordered from efollet.com. Supply lists will be provided at the first class meeting. For more information call 281.312.1699.

BUSINESS TRAINING INSTITUTE: Lone Star College-Kingwood provides professional, effective employee and organizational development services customized to meet the specific needs of an organization. The Lone Star College–Kingwood Business Training Institute is a resource and partner delivering high quality consulting, assessment and training services. For more information contact Frances Andrews at 281.312.1473.

CANCELLATIONS: Classes with insufficient enrollment are cancelled 1 to 5 days prior to the class start date. Every effort will be made to notify you by phone when a class is cancelled. Please make sure that the Continuing Education Office has your current contact information. Payment may be transferred to another class, or a 100% refund will be issued.

CERTIFICATES:

Course Certificate: A certificate is awarded upon satisfactorily completing a workforce education course. The certificate will award CEUs. Courses can also be taken for personal enrichment.

Workforce Development Certificate: A Continuing Education Workforce Development Certificate is a group of related continuing education courses that provide the learner with occupation-specific workplace skills. A Certificate of Completion is awarded upon completing the Workforce Development Certificate. Computer Workforce Development Certificates must be completed within a two-year time frame.

CEU (Continuing Education Units): One CEU is equal to the successful completion of ten contact hours in a workforce related continuing education class. CEUs are recognized internationally as a measure of substantive professional education and training. Transcripts listing CEU credits satisfactorily completed are available upon request.

DISABILITY SUPPORT SERVICES: LoneStar College System is dedicated to providing access and services in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Support services for students with disabilities are provided on an individual basis, upon the student's request. Requests for these services should be made through the office of counseling services. For information or assistance call 281.312.1453 (voice) or 281.312.1515 (TDD).

DISCOVERY COLLEGE: Lone Star College-Kingwood's summer youth program gives students an opportunity to enhance existing talents or develop new ones through a variety of classes encouraging hands-on participation in age-appropriate groups. For more information visit Kingwood.LoneStar.edu/discoverycollege

DISTANCE LEARNING: Distance Learning is any course not confined to a classroom. Distance Learners enjoy the convenience of courses delivered online.

EQUAL OPPORTUNITY: Lone Star College-Kingwood is committed to the principle of equal opportunity in education and employment. The college does not discriminate against individuals on the basis of race, color, gender, religion, disability, age, veteran status, national origin or ethnicity in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other college administered programs and activities.

ENGLISH FOR NON-NATIVE SPEAKERS: Lone Star College-Kingwood offers two separate ESOL programs. The free ESOL Program is offered through the Continuing Education Division. Students must be at least 18 years old and attend an orientation to enroll for these classes. For a list of orientation sessions, please see page 57.

Continuing Education also offers ESOL courses through the Intensive English Program for communication improvement and academic purposes. These classes are not free. For a list of these courses, please see page 55. To register for ESOL classes in the Intensive English Program, please see the international student advisor in SFA 116.

FINANCIAL AID: Texas Public Education Grants (TPEG) are available to assist students, based on need. TPEG funds are available for a portion of tuition only. Applications are available at the Financial Aid Office in the Student Fine Arts Building. Workforce Investment Act (WIA) approved programs are certified by the Gulf Coast Workforce Development Board to provide education and training to eligible students with awarded vouchers under the WIA. For more information call Jan Werner at 281.312.1667. To find out more about the WIA and Gulf Coast Careers, call 1.888.469.JOBS (5627) to find the center nearest you.

GENERAL EDUCATION DEVELOPMENT (GED): Lone Star College-Kingwood and Region VI offer many opportunities to obtain a GED. Please see page 54 for more information or contact Tommie Valle at 281.312.1457 or visit Kingwood.LoneStar.edu/ged

GED CERTIFICATES: GED Certificates (after 1994) can be found on the Texas Education Agency's website at www.tea.state.tx.us/ged/GEDsearch.html.

Information Pages

KIDCARE: KidCare is a licensed child care facility providing supervision for children ages 4 to 12 while a parent or legal guardian attends evening classes on the Lone Star College-Kingwood main campus. KidCare is located in CLA 115. Register in CLA 107, Monday through Thursday 8am to 7pm and Friday 8am to 5pm. For registration information go to Kingwood.LoneStar.edu/KidCare or contact 281.312.1660 or 1661. Forms can be found on pages 6-8.

LINKED COURSES: Continuing Education works closely with the Semester Credit Hour (SCH) divisions to offer linked classes in which both SCH and CE students are enrolled in the same section. Students who register for these classes will need to have a GED or high school diploma, demonstrate required college-level readiness and have completed any prerequisites established by the college. Prerequisites may be determined at www.Kingwood.LoneStar.edu/ce or by calling Lone Star College-Kingwood Continuing Education at 281.312.1660. Students interested in receiving SCHs should enroll through the credit registration process. Students registering through CE earn Continuing Education Units (CEUs). Some CEU courses will articulate to semester credit hours (SCHs). Students interested in transferring CEUs into SCHs may contact the College Admissions Office at 281.312.1613.

PAYMENTS: Payment is due at time of registration. Cash, check, money order, VISA, MasterCard, American Express or Discover cards are accepted and must be for the exact amount. Fees are subject to change.

REFUND POLICY: A 100% refund is provided if a "drop/add" form is completed and submitted to the registration office before a course begins. No refund is provided after the course begins.

REGISTRATION: See page 5–6.

RETURNED CHECKS: There is a $31.87 charge for returned checks. Registration for the class may be cancelled and all records withheld until the fees are paid. Student may not enroll and/or continue in class until payment is made.

SEX OFFENDER POLICY: Effective September 1, 2003, the Texas Code of Criminal Procedure 62.03(h) requires each person who is required to register as a sex offender and who intends to be employed, work with a contractor, or attend classes at an institution of higher education to register with the campus police department within 7 days. Current Lone Star College System board policy requires that sex offenders seeking to enroll at, provide services to, or be employed with Lone Star College System to submit information pertinent to his or her offenses to the District Review committee to determine his or her eligibility for enrollment, vendor services or employment. A person seeking to be a student shall be required to be approved before completing the registration process.

STUDENT AGE: Continuing Education courses are primarily designed to serve adult learners. Students between the ages of 15 and 17 must have written parental permission. Students ages 13 to 14 must have a parent enrolled in the same class. Some courses are designed for younger students, older students, or for a specific educational level. A responsible adult must be on campus with a student under the age of 16. Some courses have a Senior Citizen Discount for students 60 years of age or older.

TEACHER CERTIFICATION PROGRAM: To address the critical teaching shortage, Lone Star College-Kingwood developed the Teacher Certification Program (TCP). For the individual with an earned Bachelor's degree, TCP provides the opportunity to become a certified teacher in the State of Texas with a reasonable investment of time and money. For information call 281.312.1716 or email kctcp@LoneStar.edu.

WEBSITE: The Lone Star College-Kingwood Continuing Education homepage is Kingwood.LoneStar.edu/ce and the Lone Star College-Kingwood Continuing Education schedule can be found at Kingwood.LoneStar.edu/ceschedule.

WEEKEND COLLEGE: Lone Star College-Kingwood offers several programs allowing students to complete a course of study and attend classes only on weekends.

PUBLICATION LAYOUT: Designs in Print of Lone Star College-Kingwood: Pam Clarke, Manager; Clayton Murphy, Intern; Paulina Puente, Intern; Continuing Education: Devon Alexander, Shelia Benard, Beverly Bodenhamer, and Danny R. Osburn.

Registration Forms

Forms are available in this schedule on page 6 and on our website at Kingwood.LoneStar.edu/ce. Payment is due at the time of registration. Students may register for Continuing Education courses by any of the following methods:

By Mail: Payment is due at the time of registration and must accompany registration form.

By Telephone: You may register by telephone at the following numbers: Lone Star College-Kingwood Continuing Education - 281.312.1660 or 1661; Academy for Lifelong Learning (ALL) at 281.312.1750; and Teacher Certification Program (TCP) at 281.312.1716.

By Fax: The registration form may be faxed to the Lone Star College-Kingwood Continuing Education office at 281.312.1612. Include your credit card number, expiration date, billing address, security code and signature. Available 24 hours a day, 7 days a week.

In Person: Register in person at the Continuing Education Office, Classroom Building A, Room 107. Early registration is encouraged; waiting to register may cause the class to be cancelled due to insufficient enrollment.

Online: Most courses are available through online registration. Before you register online, credit card payment is required and all financial obligations to the College District must have been met.

Instructions for Online Registration – Continuing Education:

- Go to Kingwood.LoneStar.edu/ce
- On the CE homepage, locate the box entitled REGISTRATION
- Click on Search and Register
- The Search and Register for Continuing Education is a multi-purpose page, you may search, register or search and register
- In the first field, type in the Key Word representing the course for which you are searching
- In the Location Box, enter the location (if this left blank, all courses in the District found matching the search will be displayed)
- Click on Submit
- You will be brought to a Select Classes Page
- On the left hand side of this page, click in the box next to the class you would like to register for.
- Click on Submit at the bottom of the page

  or... You may also complete the form by entering the Course Code Number exactly as shown in the catalog (example CARTS 3940464 KC201). Ignore the 5 digit number shown in the catalog preceding the lettered prefix
- Click submit at the bottom of the page
- You will be brought to a Select Classes Page
- On the left hand side of this page, Click in the box next to the class you would like to register for
- Click on Submit at the bottom of the page
- If you were not logged in to the Lone Star College-Kingwood website, the next screen will take you to a Personal Identification page. Follow the instructions carefully on this page and click Submit
- On the Pay for Classes page, VERIFY the class information. If incorrect, follow the instructions at the top of the page. Remove the class and recalculate the amount due. Complete the page with your credit card information and click on Submit
- Confirmation page appears. Print for your records
- If you have any problems, please contact the District Help Desk at 832.813.6600 or Lone Star College-Kingwood 281.312.1660 or 281.312.1661

Online Registration Tips:

- If you have previously registered at any Lone Star College, you may expedite your registration by logging on to My Records and click on the link Register and Pay for Continuing Education Courses
- Enter as much information as possible to reduce the risk of timing out (at least three fields)
- Use the Location drop-down box to find your campus choice
- Do not hit Submit more than once
- If there is no activity for 5 minutes *or* the search is too broad, you will time out. Do not click the back button on your browser! Instead, click the Menu link in the upper right-hand corner of the screen

Continuing Education
Registration Form

You can fax, mail, or deliver this form in person see schedule for information.
You may also register online.

Year: 20 _____ **Term (circle one):** SP SU FA	**Type of Training:** ❑ Continuing Education ❑ Contract Training	**Residence: I currently reside** ❑ in the state of Texas (2N) ❑ not in the state of Texas (5N) I reside in: State _____ Country _____	**Are you...?** ❑ DARS Qualified ❑ Hazelwood Exempt ❑ TAA Qualified ❑ TPEG Qualified ❑ WIA Qualified
Will you be participating in a Workforce Development Certificate? ❑ Yes ❑ No If yes, which Certificate? _____			

The following questions are used by the state to help provide support for our programs. Although not required, your cooperation is apprciated.

Ethnicity (Select one): ❑ White, non-Hispanic ❑ Black, non-Hispanic ❑ Hispanic ❑ Asian/Pacific Islander ❑ American Indian or Alaskan Native ❑ International ❑ I do not wish to answer.	**Additional information (Check all that apply):** ❑ Academically disadvantaged ❑ Economically disadvantaged ❑ Disability. Type of disability _____ ❑ Limited English skills ❑ Displaced homemaker ❑ Single parent

Social Security Number _____ – _____ – _____ **Student ID#** _____

Complete Legal Name: Last _____ **First** _____ **Middle** _____ **Previous Last Name(s)** _____

Preferred E-mail Address _____ **Date of Birth** ___/___/____ **Gender:** ❑ M ❑ F

Home Phone _____ **Business Phone** _____ **Cell Phone** _____ **FAX:** _____

Current Address **Address Change?** ❑ Yes ❑ No

Street _____ **Apt#** _____

County _____ **City** _____ **State** _____ **Zip** _____

Mailing Address (if different)

Street _____ **Apt#** _____

County _____ **City** _____ **State** _____ **Zip** _____

Registration # ex: 55555	Course Title Introduction to Computers	Course # CITSC 2100103	Location LSC-Cy-Fair	Start Date 09/02/08	Course Fee $180

Payment is due at time of registration. Make all checks payable to Lone Star College System.
Please read refund policy in class schedule. • Visit Web site: www.LoneStar.edu • Affirmative Action/EEO College
For information on bacterial meningitis please go to www.Tdh.state.tx.us

Total fee
Method of payment
Entered by
Date
TeleCheck code
Receipt #

Emergency Contact Information:

Name _____ **Relationship** _____

Home Phone _____ **Alt Phone** _____

Student Signature _____ **Date** _____

Charge to my ❑ Discover ❑ MasterCard ❑ VISA ❑ AMEX **Card Expiration Date** _____ **Last 3 digits on card back** _____

Card Number _____ **Authorized Signature** _____

Name on Card _____ **Billing Address (include ZIP)** _____

Revised Jun08

KidCare Admission Information

Facility Name		Director's Name	
Child's Name		Date of Birth	Child's Home Telephone No.
Child's Address			
Date of Admission	Date of Withdrawal	Hours and days child will be in care	
Parent's or Guardian's Name		Address (if different from child's address)	
List telephone numbers where parents/guardian may be reached while child will be in care:	**Mother's Telephone No.**	**Father's Telephone No.**	**Guardian's Telephone No.**
Give the name, address and phone number of person to call in case of an emergency if parents / guardian cannot be reached:			**Relationship**
I hereby authorize the childcare facility to allow my child to leave the childcare facility ONLY with the following persons. (NAME and PHONE NUMBER)			

CHECK ALL THAT APPLY:

1. ☐ **TRANSPORTATION:** I hereby ☐ give ☐ do not give – my consent for my child to be transported and supervised by facility's employees:
   Check box for emergency care ☐ on field trips ☐ to and from home ☐ to and from school
2. ☐ **WATER ACTIVITIES:** I hereby ☐ give ☐ do not give – my consent for my child to participate in water activities:
   ☐ sprinkler play ☐ splashing/wading pools ☐ swimming pools ☐ water table play
3. ☐ **FIELD TRIPS:** I hereby ☐ give ☐ do not give – my consent for my child to participate in Field Trips:
   Parent's Comments :
4. ☐ **RECEIPT OF WRITTEN OPERATIONAL POLICIES.**
   I acknowledge receipt of the operational policies including those for discipline and guidance.

Signature - Parent or Legal Guardian

SCHOOL AGE CHILDREN:

☐ My child attends the following school:

Name of School and Address _____ School Ph.# _____

CHECK ALL THAT APPLY:

Name of sibling(s):

☐ His / her immunization record is on file at the school and all immunizations and tuberculosis test are current. Current Vision and Hearing screening records are also on file.

☐ My child has permission to ☐ ride a bus, ☐ walk to and from school, and/or ☐ be released to the care of his/her sibling(s) under 18 years old.

List any special problems that your child may have, such as allergies, existing illness, previous serious illness, injuries during the past 12 months, any medication prescribed for long-term continuous use, and any other information which staff should be aware of:

AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION:

In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize the person in charge to take my child to:

Name of Physician:	Address :	Ph.# :
Name of Hospital :	Address :	Ph.# :

I give consent for this facility to secure any and all necessary emergency medical care for my child.

Signature - Parent or Legal Guardian

KidCare Health Requirements

Name of Child:	Date of Birth :

IMMUNIZATIONS	Date / dose 1	Date / dose 2	Date / dose 3	Date / booster	Date / booster
DTP / DTaP / DT					
POLIO IPV or OPV					
MEASLES Rubeola / Serampion					
MUMPS					
RUBELLA					
Hib					
Hepatitis A					
Hepatitis B					
TB TEST (if required)	☐ Positive	☐ Negative	Date :		
Varicella (see below)					

Varicella (chickenpox) vaccine is not required if your child has had chickenpox disease. If your child has had chickenpox, please complete the statement: My child had varicella disease (chickenpox) on or about (date)_____ and does not need varicella vaccine.

_____ Parent's signature

_____ Date

Signature of Health Care Professional _____ Date _____

Signature of staff making handwritten copy of record _____ Date _____

ADMISSION REQUIREMENT: One of the following must be presented when your child (under the age of 5 years) is admitted to the day care facility or within one week of admission. Check to indicate the option you select:

☐ HEALTH-CARE PROFESSIONAL'S STATEMENT: I have examined the above named child within the past year and find that he / she is physically able to take part in the day care program.

_____ Health Care Professional's Signature

_____ Date

☐ A copy of the medical screening form of the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program, if no referral for further diagnosis and treatment is indicated.

☐ A form or written statement from a health service or clinic.

If you do not have any of the above:

☐ PARENT'S STATEMENT: My child has been examined within the past year by a health care professional and is able to participate in the day care program:

Name and address of health care professional:

☐ Within 12 months of admission, I will obtain a health care professional's statement and will submit it to the day care facility.
OR

☐ My child has an appointment for a physical examination:

Date:	Name and Address of health care professional:

I will submit the statement, from a health care professional to the child-care facility following the examination.

_____ Signature - Parent or Legal Guardian

_____ Date

HEARING	DATE		SIGNATURE	
Hz	1000	2000	4000	PASS ☐
R				
L				FAIL ☐
VISION	**DATE**		**SIGNATURE**	
R20/ _____	L20/ _____			PASS ☐ FAIL ☐

☐ **NOTE: If medical diagnosis and treatment and / or immunization and TB testing conflict with your religious beliefs, you must sign an affidavit to that effect and attach it to this form. If immunization and / or TB testing would be injurious to your child or family, you must obtain a certificate (signed by a health care professional) to that effect and attach it to this form.**

KidCare Program

Only $25 per semester per child!

Lone Star College-Kingwood KidCare is licensed by the Texas Department of Family Protective Services as an evening child care program. KidCare provides supervision for children, ages 4-12, while a parent attends classes on campus. The parent must provide a copy of his/her course enrollment form at Lone Star College-Kingwood each semester, the birth certificate for each child, immunization records, and other information required by the state of Texas. $25

Este programa proporcionar · las supervisión para niños (de 4 de 12 años) mientras un padre asiste las clases. El padre debe mostrar la la prueba de la matriculatión en el Colegio de Kingwood cada semestre cuando registrar. $25

85019 M–Th 8/25-12/11 5–10P CLA 115

85020: Monday 85021: Tuesday
85022: Wednesday 85023: Thursday

Is your teen asking for the car keys?

Check out our Driver's Education Program! It's designed for students of all ages who want to get a Texas Driving permit.

See page 58.

Academy for Lifelong Learning

Lone Star College Kingwood
Academy for Lifelong Learning

Lone Star College-Kingwood's Academy for Lifelong Learning offers classes taught by volunteers for area residents 50+ years old. The ALL Program, began in February 2004, now has over 700 members. The membership fee of $10 per academic year, allows members to attend the ALL classes held at Lone Star College-Kingwood's offsite center, East Montgomery County Improvement District Complex in New Caney. This site is easily accessible just off Highway 59, about five minutes north of the main campus.

Members receive the monthly schedule of classes via email. Thirty to forty varied classes are offered each month including exercise, computer, knitting, history, and more. Additionally, the Academy has a Book Club that meets the 4th Tuesday of each month and a Writing Club that meets the 2nd Monday of the month.

For more information call 281.312.1750 or 281.312.1749.

The complete schedule and registration forms are available online at **Kingwood.LoneStar.edu/ce**

Certificate Programs

CERTIFICATE	REQUIRED COURSES	SUB	CRSE	HOURS	FEE	PAGE
Administrative Office Support – Level I	Keyboarding Speed and Accuracy (online)*	CPOFT	2109303	32	$164	24
	Professionalism in the Workplace I	CBMGT	2109121	16	$82	42
	Business and Professional Writing I	CPOFT	2100402	24	—	—
* Prerequisite minimum 25 wpm with 5 or less errors; otherwise Keyboarding I must also be taken.	Computer Fundamentals ❶	CITSC	2101202	24	$124	17
	Word I ❶ ❷	CPOFI	2100301	16	$82	31
	Excel I ❶ ❷	CITSW	2102224	16	$82	30
	Administrative Assisting Fundamentals (online)	CEDGO	2102202	48	$99	49
Administrative Office Assistant – Level 2	Word II ❷	CPOFI	2104202	16	$82	31
	Excel II ❷	CITSW	2104606	16	$82	30
	Powerpoint I ❷	CITSW	2103702	16	$82	22
	Access I ❷	CITSW	2105311	16	$82	18
	Office Accounting	CACNT	2100106	24	$124	14
	Business and Professional Writing II	CETWR	2104303	24	—	—
	Professionalism in the Workplace II	CBMGT	2109122	16	$82	42
	Administrative Systems (online)	CPOFT	2203102	48	$198	15
The following recommended courses provide additional skill sets to strengthen employment potential:						
	Language course					
	Project Management					
	Quick Books I	CACNT	2104202	16	$82	14
AutoCAD Computer Aided Drafting Technician	AutoCAD Introduction	CDFTG	2101401	32	$196	17
	AutoCAD Intermediate	CDFTG	2105001	32	$196	17
	Auto CAD Advanced	CDFTG	2200401	32	$196	17
Child Development Associate	Child Development Associate	CCDEC	2105401	120	$366	16
	CPR for Healthcare Providers	CEMSP	2101904	8	$42	32
Child Care Director	Child Development Associate	CCDEC	2105401	120	$366	16
	Principles of Management	CBMGT	2101201	48	$132	15
	CPR for Healthcare Providers	CEMSP	2101904	8	$42	32
Cisco Certification	Exploration – Network Fundamentals	CITCC	2100101	80	$188	28
	Exploration – Routing Protocols Concept	CITCC	2100401	80	$188	28
	Exploration – Accessing the WAN	CITCC	2201001	80	$188	28
	Exploration – LAN Switching and Wireless	CITCC	2200801	80	$188	28
Computer Support Technician	A+ Certification Training	CITSC	2102520	96	$678	29
	Desktop Support Technician	CITNW	2109102	48	$198	29
The following recommended courses provide additional skill sets to strengthen employment potential:						
	IC^3 Certification (Computing Fundamentals, Key Applications, Living Online)				$45/test	26/46
Dental Assisting	Dental Assisting – Lecture	CDNTA	2105301	128	$1,030	32
	Dental Assisting – Clinical	CDNTA	2106001	48	$390	32
	CPR for Healthcare Providers	CEMSP	2101904	8	$42	32
	Insurance Fee	CINSL	8100019	—	$19	32

For information or to register call 281.312.1660 or 281.312.1661
You may also register online, (Kingwood.LoneStar.edu/ce), by fax (281.312.1612), or in person (CLA 107)

Certificate Programs

CERTIFICATE	REQUIRED COURSES	SUB	CRSE	HOURS	FEE	PAGE
Digital Publishing	Photoshop I ❷	CITSW	2100302	16	$82	21
	Photoshop II ❷	CGRPH	2109104	16	$82	21
	PowerPoint I ❷	CITSW	2103702	16	$82	22
	PowerPoint II ❷	CITSW	2104102	16	$82	22
	Digital Publishing–InDesign	CGRPH	2100205	32	$164	19
Healthcare Leadership	Communication Skills for Healthcare (online)	CBMGT	2102215	32	$164	33
	Leadership Skills for Healthcare Pros. (online)	CBMGT	2102011	32	$164	33
	Fundamentals in Healthcare Supervision (online)	CBMGT	2102002	32	$164	33
	Team Building for Healthcare Pros	CBMGT	2101901	32	$164	33
Medical Transcriptionist	Computer Fundamentals ❶	CITSC	2101202	24	$124	17
	Keyboarding Level I	CPOFT	2101002	32	$164	24
	Word I ❶ ❷	CPOFI	2100301	16	$82	31
	Word II ❷	CPOFI	2104202	16	$82	31
	Medical Terminology I (linked)	CHITT	2100502	64	$144	15
	Medical Transcription I (linked)	CMRMT	2100701	80	$144	—
	Medical Transcription II (linked)	CMRMT	2203301	80	$188	—
The following recommended courses provide additional skill sets to strengthen employment potential:						
	Medical Terminology II (linked)	CPOFM	2202301	80	$156	—
Medication Aide (must be CNA)	Medication Aide	CNURA	2101302	140	$426	34
Nurse Aide	Nurse Aide Lecture	CNURA	2100105	64	$326	34
	Nurse Aide Clinical	CNURA	2106003	24	$124	34
	CNA State Exam (proctor)	CTEST	8900400	16	$12	34
	CPR for Healthcare Providers	CEMSP	2101904	8	$42	32
	Insurance Fee	CINSL	8100019		$19	34
Office Accounting	Computer Fundamentals ❶	CITSC	2101202	24	$124	17
	Excel I ❶ ❷	CITSW	2102224	16	$82	30
	Excel II ❷	CITSW	2104606	16	$82	30
	Office Accounting I	CACNT	2100106	24	$124	14
	Office Accounting II	CACNT	2104201	24	$124	14
	Quickbooks I	CACNT	2101002	16	$82	14
	Quickbooks II	CACNT	2104302	16	$82	14
	Word I ❶ ❷	CPOFI	2100301	16	$82	31
	Word II ❷	CPOFI	2104202	16	$82	31

❶ IC^3 tests (pg 26) may be substituted for coursework.

❷ 48-hour online class (pg 30) may be substituted for Level I and II.

❸ Web Page Creation–Online (CIMED 2100201 pg 23) may be substituted for HTML and Dreamweaver

The complete schedule and registration forms are available online at **Kingwood.LoneStar.edu/ce**

Certificate Programs

CERTIFICATE	REQUIRED COURSES	SUB	CRSE	HOURS	FEE	PAGE
Office Software Applications	Computer Fundamentals ❶	CITSC	2101202	24	$124	17
	Word I ❶ ❷	CPOFI	2100301	16	$82	31
	Word II ❷	CPOFI	2104202	16	$82	31
	Excel I ❶ ❷	CITSW	2102224	16	$82	30
	Excel II ❶	CITSW	2104606	16	$82	30
	PowerPoint I ❷	CITSW	2103702	16	$82	22
	PowerPoint II ❷	CITSW	2104102	16	$82	22
	Access I ❷	CITSW	2105311	16	$82	18
	Access II ❷	CITSW	2105509	16	$82	18
	Outlook	CITSW	2103001	16	$82	24
The following recommended courses provide additional skill sets to strengthen employment potential:						
	Internet, Introduction ❶	CITNW	2100702	16	$82	23
	Microsoft Producer	CITSW	2104103	8	$42	—
	Networking, Introduction -or-	CEDGO	2100401	24	$99	49
	Home and Small Office Networking	CITNW	2109235	16	$82	28
Payroll Professional APA	Paytrain Fundamentals	CACNT	2109108	30	$304	14
	Paytrain Mastery	CACNT	2109107	36	$366	14
Phlebotomy	Theory	CPLAB	2102301	96	$486	35
	Clinical	CPLAB	2106001	120	$606	35
	Insurance	CINSL	8100019		$19	35
Project Management	Project Mgmt Fundamentals (online)	CEDGO	7100034	24	$99	49
	Project Management Applications (online)	CEDGO	7200040	24	$99	49
	Project Scheduling/Microsoft Project (online)	CCNAT	2203201	48	$198	29
Real Estate	Real Estate Principles I	CRELE	2100206	32	$139	37
	Real Estate Principles II	CRELE	2200902	32	$139	37
	Real Estate Law Of Agency	CRELE	2101004	32	$139	37
	Real Estate Law of Contracts	CRELE	2101207	32	$139	37
	Real Estate Elective	CRELE				37
Teacher Certification						
	Pedagogy and Professional Responsibilities	CATCP	7000062	108	$756	38
	Internship	CATCP	7000065	96	$925	38
	Internship 2	CATCP	7000066	96	$925	38
	Student Teaching	CATCP	7200010	96	$895	38
Web Design	HTML ❸	CITNW	2105910	24	$124	—
	Dreamweaver ❸	CIMED	2100202	32	$164	23
	Photoshop I ❷	CITSW	2100302	16	$82	21
	Photoshop 2 ❷	CGRPH	2109104	16	$82	21
	Designing Effective Websites (online)	CEDGO	7100024	24	$99	49
	Digital Media Authoring Using Flash	CITSC	2203401	24	$124	25
	Fireworks	CARTC	2109007	16	$82	23
	PDF File Creation	CITSW	7100001	4	$50	24/46
	Achieving Top Search Engine Positions (online)	CEDGO	7000021	24	$99	49
	Marketing Business on the Internet (online)	CEDGO	7300016	24	$99	49
	Introduction to CSS & XHTML (online)	CEDGO	7300024	24	$99	49

CERTIFICATE	REQUIRED COURSES	SUB	CRSE	HOURS	FEE	PAGE
Welding Level I: Entry	Shielded Metal Arc Welding (SMAW) Part I	CWLDG	2100302	36	$186	42
	Blueprint Reading for Welders	CDFTG	2102301	30	$154	42
	Shielded Metal Arc Welding (SMAW) Part II	CWLDG	2100304	36	$186	42
	Professionalism in the Workplace	CBMGT	2109121	16	$82	42
Welding Level II: Intermediate	Pre-requisite & Level I Certification					
	Gas Metal Arc Welding (GMAW) (MIG) Part I	CWLDG	2104301	36	$186	42
	Gas Metal Arc Welding (GMAW) (MIG) Part II	CWLDG	2204403	36	$186	42
Welding Level III: Advanced	Pre-requisite & Level II Certification					
	Gas Tungsten Arc Welding (GTAW) (TIG) Part I	CWLDG	2100600	48	$224	42
	Gas Tungsten Arc Welding (GTAW) (TIG) Part II	CWLDG	2100601	48	$224	42
Welding Level IV: Expert	Pre-requisite & Level III Certification					
	Shielded Metal Arc Welding Pipe I (SMAW)	CWLDG	2104101	36	$186	42
	Shielded Metal Arc Welding Pipe II (SMAW)	CWLDG	2104102	36	$186	42

❶ IC^3 tests (pg 26) may be substituted for coursework.

❷ 48-hour online class (pg 30) may be substituted for Level I and II.

❸ Web Page Creation–Online (CIMED 2100201 pg 23) may be substituted for HTML and Dreamweaver

Accounting

Office Accounting I

This course focuses on analyzing, classifying and recording business transactions. Emphasis is placed on understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payroll. Textbook purchased by student.
2.4 CEUs $124

LSC-Kingwood

80949	CACNT	2100106	KC134	MW	9/8-9/24	6PM-10PM	CLA 112

Office Accounting II

Focus on accounting for merchandising, notes payable, notes receivable, valuation of receivables, valuation of plant and equipment, and voucher system. 2.4 CEUs $124

LSC-Kingwood

81034	CACNT	2104201	KC135	MW	9/29-10/15	6PM-10PM	

PayTrain Fundamentals

The PayTrain Fundamentals course teaches the fundamental payroll calculations and applications providing students with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. This course is ideal for new payroll professionals, those who support the payroll industry, those who are preparing for the FPC Certification from the American Payroll Association, and those who wish to take the Mastery course. Enrollees receive live classroom instruction and access to interactive online quizzes, games, and application exercises to reinforce topics learned. Topics include: Payroll concepts, payroll calculations, fringe benefits, payroll reporting and employment taxes, record keeping and payroll practices, payroll accounting, administration. Participants who successfully complete the course can expect to function as entry-level payroll administrators. Textbook to be purchased by student. 3.0 CEUs $304

LSC-Kingwood

78918	CACNT	2109108	KC102	Sa	9/13-10/18	9AM-2PM	ADM 105

PayTrain Mastery

PayTrain Mastery is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP Certification from the American Payroll Association. Enrollees receive live classroom instruction and access to interactive online games and applications to reinforce topics learned. Please note, the PayTrain Fundamentals course is a pre-requisite. Topics include: Employee vs. Independent Contractor, payroll tax reporting, Fair Labor Standards, federal taxation and other legislation, payroll accounting, record keeping and systems, payroll management and administration. Participants who successfully complete the course can be considered for advancement to supervisory and managerial positions in payroll. Textbook to be purchased by student. 3.6 CEUs $366

LSC-Kingwood

78917	CACNT	2109107	KC101	Sa	10/25-12/13	9AM-2:15PM	ADM 105

QuickBooks I

Set up accounts; record and process basic transactions, journal entries, accounts receivable and payable; and generate fundamental business reports. Additional topics include cost accounting, budget controls, and year-end reporting. Prerequisites: Windows and Office Accounting or equivalent experience. Textbook to be purchased by student. 1.6 CEUs $82

LSC-Kingwood

80947	CACNT	2101002	KC132	Sa	9/27-10/18	8AM-12PM	CLA 112
81023	CACNT	2101002	KC101	MW	10/20-10/29	6PM-10PM	CLA 106

QuickBooks II

Enhance your skills using advanced features in accounts receivable, transactions, invoicing, adjustments, and security features. Topics include advanced report verification and generation. Prerequisite: QuickBooks I or equivalent experience. Textbook to be purchased by student. 1.6 CEUs $82

LSC-Kingwood

75593	CACNT	2104302	KC392	MW	7/28-8/6	6PM-10PM	CLA 112
80948	CACNT	2104302	KC133	Sa	10/25-11/15	8AM-12PM	CLA 112
81061	CACNT	2104302	KC102	MW	11/3-11/12	6PM-10PM	CLA 106

Communication

Business English

Development of written and oral communication skills required to produce effective communication in a technological business environment. Topics include composition of business letters, memos, and reports. Emphasis on proofreading, grammar, spelling and vocabulary. Must have high school diploma, successful completion of GED or be in the early admissions program. Textbook required. This course linked to POFT 1301. Prerequisites: Recommended placement of ENGL 0307 or higher, or ENGL 0326 for non-native speakers, from ASSET or COMPASS test results. 8.0 CEUs $156

LSC-Kingwood

83216	CPOFT	2100110	21001	TTh	9/8-12/14	8:30AM-11:20AM	ADM 207

Late Start: 9/8 - 12/14

Business Ethics

Discussion of the ethical issues, the development of a moral frame of reference and the need for an awareness of social justice in management practices and business activities. Review of ethical responsibilities and relationships between organizational departments, divisions, executive management, and the public. This course is linked to BMGT 1341. Prerequisite: ENGL 0305 or ENGL 0316 AND ENGL 0307 or 0326, or higher level course (ENGL 1301), or placement by testing 4.8 CEUs $144

LSC-Kingwood

82896	CBMGT	2104101	21001	TTh	8/25-12/14	9:30AM-10:50AM	ADM 208

Human Resource Management

Human Relations Skills

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. This course is linked to HRPO 1311.
4.8 CEUs $144

LSC-Kingwood

82994	CHRPO	2101102	21001	MW	8/25-12/14	9:30AM-10:50AM	LIB 224

Law

Business Law I

Principles of law which form the legal framework for business activity including applicable statutes, contracts, personal and real property, wills and trusts, consumer law, and agency. Textbook required. This course linked to BUSI 2301. Prerequisites: ENGL 0305 or ENGL 0316 and ENGL 0307 or 0326 or higher level course (ENGL 1301) or placement of testing. 4.8 CEUs $144

LSC-Kingwood

82911	CBUSI	3200501	21001	TTh	8/25-12/14	8AM-9:20AM	ADM 112

Management

Administrative Systems

Computer application software proficiency and basic office procedures competency. This capstone course employs advanced concepts of project management and office procedures utilizing previously learned office skills. Students will complete an integrated office simulation. Prerequisites: CE Program Manager Approval
4.8 CEUs $198

KC Distance Learning

75447	CPOFT	2203102	KD303	Tu	8/5-10/28
80919	CPOFT	2203102	KD101	Tu	9/2-11/25
80920	CPOFT	2203102	KD102	Tu	10/7-1/13
80921	CPOFT	2203102	KD103	Tu	11/4-2/3
80922	CPOFT	2203102	KD104	Tu	12/2-3/3

Business Principles

Fundamental business principles including structure, functions, resources, and operational processes. Textbook required. This course linked to BUSI 1301. Prerequisites: ENGL 0305 or ENGL 0316 and ENGL 0307 or 0326 or higher level course (ENGL 1301) or placement of testing. 4.8 CEUs $144

LSC-Kingwood

82897	CBUSI	3100101	21001	TTh	8/25-12/14	9:30AM-10:50AM	ADM 112

Information and Project Management

Critical path methods for planning and controlling projects. Includes time/cost trade-offs, resource utilization, stochastic considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision. This course is linked to BMGT 1309. 4.8 CEUs $144

LSC-Kingwood

82895	CBMGT	2102301	21001	TTh	8/25-12/14	11AM-12:30PM	ADM 208

Import Customs Regulations

A study of the duties and responsibilities of the licensed customs broker or customhouse broker. Topics include processes for customs clearance including appraising, bonded warehouse entry, examination of goods, harmonized tariffs, fees, boning, penalty consumption and liquidation, computerized systems, laws, and regulations. This course is linked with IBUS 2345. Prerequisite: IBUS 1301 or departmental approval 4.8 CEUs $144

LSC-Kingwood

82999	CIBUS	2204502	23701	Sa	10/27-12/14	8:30AM-3:15PM	ADM 112

Marketing

Principles of Marketing

Introduction to the marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. Must have high school diploma, successful completion of GED or be in the early admissions program. Textbook required. This course linked to MRKG 1311.
4.8 CEUs $144

LSC-Kingwood

83199	CMRKG	2101101	21001	MW	8/25-12/14	11AM-12PM	ADM 112

Medical Office Skills

Medical Insurance

Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues. Must have high school diploma, successful completion of GED or be in the early admissions program. Textbook required. This course linked to POFM 1327. Prerequisites: POFM 1313 (or Medical Terminology I Comp). 8.0 CEUs $156

LSC-Kingwood

83214	CPOFM	2102701	22001	M	8/25-12/14	6PM-9:50PM	ADM 207

1 additional hr/wk required in lab.

Medical Office Procedures

Introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence, and business transactions. Emphasis on human relations and customer service skills. Must have high school diploma, successful completion of GED or be in the early admissions program. Textbook required. This course linked to POFM 1309. Prerequisites: Keyboarding proficiency. 8.0 CEUs $156

LSC-Kingwood

83212	CPOFM	2100902	21001	MW	9/8-12/14	10:30AM-1:10PM	ADM 207

Late Start 9/8 - 12/14

Medical Terminology I

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostics procedures. Prerequisites: ENGL 0305 or ENGL 0316 AND ENGL 0307 or 0326, or higher level course (ENGL 1301), or placement by testing; MATH 0306. This course linked to HITT 1305. 6.4 CEUs $144

LSC-Kingwood

82991	CHITT	2100502	21001	MW	8/25-12/14	8AM-10:20AM	ADM 207

Late start: 9/8 - 12/14

Business Law

Learn the Law at LSC-Kingwood!

Child Care Professionals

Child Development Associate

This course provides the training required to apply for the Child Development Associate credential sponsored by The Council for Early Childhood Professional Recognition. A study of the principles of normal child growth and development from conception to adolescence focusing on physical, cognitive, social, and emotional domains of development will be taught. Participants must complete 120 hours of formal child care education in eight subject areas mandated by the Council in one semester. The additionally required 480 hours (12 weeks) of experience in a licensed day care facility with observation labs can be completed during the semester or within a five year period. An additional $325.00 application fee must be paid to the Council for Early Childhood Professional Recognition when submitting an application to take the final assessment from them. TPEG funds available. 12.0 CEUs $366

LSC-EMCID

79352 CCDEC 2105401 KM101 W 8/26-12/9 6PM-9PM

KidCare Program

Only $25 per semester per child!

Lone Star College-Kingwood KidCare is licensed by the Texas Department of Family Protective Services as an evening child care program. KidCare provides supervision for children, ages 4-12, while a parent attends classes on campus. The parent must provide a copy of his/her course enrollment form at Lone Star College-Kingwood each semester, the birth certificate for each child, immunization records, and other information required by the state of Texas. $25

Este programa proporcionar · las supervisión para niños (de 4 de 12 años) mientras un padre asiste las clases. El padre debe mostrar la la prueba de la matriculatión en el Colegio de Kingwood cada semestre cuando registrar. $25

85019 M–Th 8/25-12/11 5–10P CLA 115

85020: Monday 85021: Tuesday
85022: Wednesday 85023: Thursday

Academy for Lifelong Learning

Courses for individuals 50+ for only $10 per academic year.

Call 281.312.1750

For information or to register call 281.312.1660 or 281.312.1661
You may also register online (Kingwood.LoneStar.edu/ce), by fax (281.312.1612), or in person (CLA 107)

AutoCAD

AutoCAD Introduction

Topics include CAD-CAM equipment selection and interface; software selection and installation; creating, editing and plotting of line drawings for architectural, electrical, circuit, mechanical, or interior design; creating, storing and retrieving predefined components; line, circle, arc, trace, curve, ellipses; adding text and dimensions. 3.2 CEUs $196

LSC-Kingwood

75587	CDFTG	2101401	KC386	Tu	7/22-9/9	6PM-10PM	CLA 112
80961	CDFTG	2101401	KC136	W	10/15-12/10	6PM-10PM	CLA 112

no class on 11/26

AutoCAD Intermediate

Topics include applications; creating, sorting, and retrieving predefined components; placing, rotating, and scaling components; modifying; rubber banding; adding text and dimensions to drawings; multi layering drawings, grids, orthogonal mode; data storage format for writing auxiliary programs; input and output devices; resolution and physical limitations. 3.2 CEUs $196

LSC-Kingwood

75602	CDFTG	2105001	KC341	Th	8/14-10/2	6PM-10PM	CLA 112
80962	CDFTG	2105001	KC137	Tu	9/23-11/11	6PM-10PM	CLA 112

AutoCAD, Advanced

Two- and three-dimensional drawings using three-dimensional display options and specifying user-defined coordinate systems.

3.2 CEUs $196

LSC-Kingwood

80963	CDFTG	2200401	KC138	Th	10/16-12/11	6PM-10PM	CLA 112

no class on 11/27

Inventor

This course addresses training in the design software Inventor.

4.2 CEUs $258

LSC-Kingwood

80965	CENTC	2109104	KC139	M	9/15-12/8	6:30PM-10PM	CLA 112

no class on 11/24

Computers, Introduction

Computer Fundamentals

Computer systems and their uses in today's business communities. Instruction in computer terminology, hardware, application software, and the Windows operating system to manage files and control the operating environment. The Internet and issues surrounding its use will be addressed. Textbook required 2.4 CEUs $124

LSC-Kingwood

80704	CITSC	2101202	KC112	TTh	8/26-9/11	8:30AM-12:30PM	CLA 104
81081	CITSC	2101202	KC113	TTh	8/26-9/11	6PM-10PM	CLA 106
81083	CITSC	2101202	KC114	Sa	8/30-9/13	8AM-4:30PM	CLA 106

30 minute lunch

81010	CITSC	2101202	KC141	MTWTh	9/15-9/25	9AM-12PM	CLA 112

Computers, Introduction

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and application in business and other segments in society. Fundamentals of computer problem-solving and programming may be discussed and applied. Examines applications and software relating to a specific curricular area. This course is equivalent to COSC 1401. Must have high school diploma, successful completion of GED or be in the early admissions program. Textbook required. This course linked to ITSC 1401. Prerequisites: Course may be taken as co-requisite with ENGL 0305 or ENGL 0316 and ENGL 0307 or 0326. 8.0 CEUs $200

LSC-Kingwood

83196	CITSC	2100103	21001	MWF	8/25-12/14	8AM-9:35AM	ADM 203

CIT—Computers and Information Technology

Where do I start???

If you can not type 20 words per minute, take **Keyboarding**.

If you type 20 words per minute, but do not understand how to save and print documents, search the internet, use email, manipulate Windows, move and copy folders, or find documents, you should take

Computer Fundamentals.

Data Base Management

Access Complete - Online 2003

Instruction in terminology, developing a plan for organizing data, designing files, records and fields, entering data, record selection/queries, indexing, report generation, program parameters, data dictionary, optional field characteristics, data manipulation, browsing, table revisions, table merging, mailing labels, report arithmetic, and data and file transfer. This course is designed to prepare students for the Microsoft Office Users Specialist Access Exam. Students must have access to the Internet, e-mail and Microsoft Access. Prerequisite: Windows training or equivalent knowledge. Student must purchase textbook and online supplement. 4.8 CEUs $198

KC Distance Learning

75437	CITSW	2105402	KD303	Tu	8/5-10/28
80822	CITSW	2105402	KC131	Tu	9/2-11/25
80823	CITSW	2105402	KD132	Tu	10/7-1/13
80824	CITSW	2105402	KD133	Tu	11/4-2/3
80825	CITSW	2105402	KD134	Tu	12/2-3/3

Access Complete - Online 2007

Instruction in terminology, developing a plan for organizing data, designing files, records and fields, entering data, record selection/queries, indexing, report generation, program parameters, data dictionary, optional field characteristics, data manipulation, browsing, table revisions, table merging, mailing labels, report arithmetic, and data and file transfer. This course is designed to prepare students for the Microsoft Office Users Specialist Access Exam. Students must have access to the Internet, e-mail and Microsoft Access. Prerequisite: Windows training or equivalent knowledge. Student must purchase textbook and online supplement. 4.8 CEUs $198

KC Distance Learning

75441	CITSW	2105402	KD373	Tu	8/5-10/28
80806	CITSW	2105402	KD101	Tu	9/2-11/25
80807	CITSW	2105402	KD102	Tu	10/7-1/13
80810	CITSW	2105402	KC103	Tu	11/4-2/3
80812	CITSW	2105402	KD104	Tu	12/2-3/3

Access I

Instruction in program parameters, data dictionary, optional field characteristics, calculation, constant default values, designing data entry forms, database organization, and report generation. Implement proper database design utilizing tables, queries, calculations, and reports. Prerequisite: Windows training or equivalent knowledge. Student must purchase textbook and 3.5" diskette or USB drive. 1.6 CEUs $82

LSC-Kingwood

75590	CITSW	2105311	KC389	MTWTh	7/28-7/31	8:30AM-12:30PM	CLA 104
75596	CITSW	2105311	KC395	TTh	8/5-8/14	6PM-10PM	CLA 104
75619	CITSW	2105311	KC108	TTh	9/15-9/25	6PM-10PM	CLA 106
75630	CITSW	2105311	KC115	MW	10/27-11/5	8:30AM-12:30PM	CLA 106
81027	CITSW	2105311	KC149	MTWTh	11/10-11/13	8:30AM-12:30PM	CLA 112

Access II

Instruction in data validation, data manipulation, browsing through records, record selection and query, indexing, and sorting. Prerequisites: Access I or equivalent knowledge. Student must purchase textbook and 3.5" diskette or USB drive. 1.6 CEUs $82

LSC-Kingwood

61208	CITSW	2105509	KC324	TTh	7/22-7/31	8:30AM-12:30PM	CLA 106
75595	CITSW	2105509	KC394	MTWTh	8/4-8/7	8:30AM-12:30PM	CLA 104
61209	CITSW	2105509	KC325	MW	8/4-8/20	6:30PM-9:10PM	CLA 106
75608	CITSW	2105509	KC101	TTh	8/19-8/28	6PM-10PM	CLA 104
75623	CITSW	2105509	KC111	TTh	9/30-10/9	6PM-10PM	CLA 106
75633	CITSW	2105509	KC117	MW	11/10-11/19	8:30AM-12:30PM	CLA 106
81028	CITSW	2105509	KC150	MTWTh	11/17-11/20	8:30AM-12:30PM	CLA 112

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Desktop Publishing

Desktop Publishing

Survey of definitions, terminology, advantages, interactive and batch mode, typefaces, text entry, editing, text formatting, hyphenation, justification, long document features, on-screen a page layout, graphic capabilities, spelling checker, printing, and file handling.
3.2 CEUs $164
LSC-Kingwood
81071 CGRPH 2100202 KC109 TTh 9/16-10/9 8:30AM-12:30PM CLA 106

Digital Publishing - InDesign

Survey of definitions, terminology, advantages, interactive and batch mode, typefaces, text entry, editing, text formatting, hyphenation, justification, long document features, on-screen page layout, graphic capabilities, spelling checker, printing and file handling. The fundamentals of using digital layout as a primary publishing tool and the basic concepts associated with typography and page layout.
Textbook required 3.2 CEUs $164
LSC-Kingwood
80697 CGRPH 2100205 KC110 TTh 11/11-12/11 6PM-10PM CLA 104
no class on 11/25 nor 11/27

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Graphics

3-D Animation I

Three-dimensional (3-D) modeling and rendering techniques including lighting, staging, camera, and special effects. Emphasizes 3-D modeling building blocks using primitives to create simple and complex objects. This course is linked to ARTV 1341. Prerequisites: ARTV 1345 and ARTC 1302. 9.6 CEUs $156

LSC-Kingwood

82653 CARTV 2104101 21001 TTh 8/25-12/14 1:30PM-4:20PM CLB 123

OFFERED ONLY IN THE FALL. Using 3ds max. For more info contact karsan.hirani@lonestar.edu.

Basic Animation

Examination of concepts, characters, and storyboard for basic animation production. Emphasizes creating movement and expression utilizing traditionally or digitally generated image sequences. Textbook required. Linked to ARTV 1303. Must have high school diploma, successful completion of GED, or be in the early admissions program 9.6 CEUs $156

LSC-Kingwood

82651 CARTV 2100301 21001 MW 8/25-12/14 1PM-3:30PM CLB 123

(Formerly ARTC 1301) Using 3ds Max, Flash & traditional animation to study animation principles. Required in AAS Game Design & Simulation and AAS Visual Comm. 3D animation degree. For more info. contact donna.monteferante@lonestar.edu.

Photography II (Digital Photos On Your Computer)

This course is a continuation of the Digital Photography Intro course and is designed to assist the beginning digital photographer to take better photos by understanding and making use of 1) digital browsers, 2) digital organizers and 3) digital editing. 0.4 CEUs $36

LSC-Kingwood

75583	CARTS	3940492	KC382	Tu	7/15-7/15	12:30PM-4:30PM	CLA 104
75598	CARTS	3940492	KC397	Sa	8/9-8/9	10AM-2PM	CLA 104
80692	CARTS	3940492	KC105	Su	9/7-9/7	1PM-5PM	CLA 104
80693	CARTS	3940492	KC106	Sa	10/4-10/4	10AM-2PM	CLA 104
80694	CARTS	3940492	KC107	Su	11/9-11/9	1PM-5PM	CLA 104
80695	CARTS	3940492	KC108	Su	12/14-12/14	1PM-5PM	CLA 104
81066	CARTS	3940492	KC116	Th	12/18-12/18	6PM-10PM	CLA 106

Interactive Multimedia I

Exploration of the use of graphics and sound to create interactive multimedia animations using industry standard authoring software. Must have high school diploma, successful completion of GED or be in the early admissions program. Textbook required. This course linked to IMED 1345. Prerequisites: ARTC 1302 (or Digital Imaging I). 9.6 CEUs $144

LSC-Kingwood

83006 CIMED 2104501 21001 TTh 8/25-12/14 1:30PM-4:20PM ADM 204-A

Using Adobe Flash. Required in Graphic Design & Multimedia tracks of AAS Visual Comm. Degree & Design (Artist) track of AAS Game & Design Simulation. For more info. contact donna.monteferante@lonestar.edu.

Game Design & Development, Introduction

Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry. Textbook required. This course linked to GAME 1303. Must have high school diploma, successful completion of GED, or be in the early admissions program. 8.0 CEUs $144

LSC-Kingwood

82948 CGAME 2100301 21001 TTh 8/25-12/14 1:30PM-3:50PM ADM 204

This is a core class required for both specializations of the Game Design & Simulation Degree & Certificate. For more info, visit Gaming at www.kwctechnology.com.

Level Design

Introduction to the tools and concepts used to create levels for games and simulations. Incorporates level design, architecture theory, concepts of critical path and flow, balancing, play testing, and storytelling. Includes utilization of toolsets from industry titles. Prerequisite: Department approval; Student must have successfully completed 9 hours in specialization. This course is linked to GAME 1304. Textbooks required. 8.0 CEUs $144

LSC-Kingwood

82952 CGAME 2100401 21001 F 8/25-12/14 9AM-1:50PM ADM 204

This is a core class required for both specializations of the Game Design & Simulation Degree & Certificate. Pre-req Instructor Approval. Additional 1 hr/wk required in lab. For more info, visit Gaming at www.kwctechnology.com.

Microsoft Visio

Introduction to computerized presentation graphics that leads the participant through planning, design, and production of business graphics and charts. Presentation files are produced utilizing multimedia software. Use Microsoft Visio to create business and technical diagrams that document and organize complex ideas, processes, and systems. 2.4 CEUs $124

LSC-Kingwood

75601	CITSW	2103704	KC340	MW	8/11-8/27	6PM-10PM	CLA 112
	using visio						
81022	CITSW	2103704	KC146	Su	10/5-11/9	8AM-12PM	CLA 112
81107	CITSW	2103704	KC122	MW	12/1-12/17	6PM-10PM	CLA 106

Multimedia, Introduction

A survey of the theories, elements, and hardware/software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, web page development, and interactive presentations. Emphasis on conceptualizing and producing effective multimedia presentations. Must have high school diploma, successful completion of GED or be in the early admissions program. Textbook required. This course linked to IMED 1301. 9.6 CEUs $156

LSC-Kingwood

83000	CIMED	2100101	21001	F	8/25-12/14	9AM-1:50PM	ADM 204-A

Using various Multimedia software: Required course in ALL tracks of Visual Comm. AAS Degree. Additional 1 hr/week required in lab.

Photoshop Elements

Graphics software for image enhancement, photo retouching, and image composition. Upload, organize, and improve the pictures taken with a digital camera or from a scanner. Archive photos, create slide shows and web galleries and make the high quality prints using Photoshop Elements software. Prerequisites: Computer Fundamentals/Windows & Digital Camera Concepts or equivalent knowledge required. Textbook & USB Stick Drive required. 2.4 CEUs $124

LSC-Kingwood

81016	CITSW	2100301	KC142	W	9/3-10/8	6PM-10PM	CLA 112
81084	CITSW	2100301	KC115	Tu	11/11-12/16	8:30AM-12:30PM	CLA 106

Each course has a minimum required enrollment. Once that minimum number is reached, the class is a "Go". Find a class you like, encourage a friend to join you. Sometimes two or three people make the difference between "Go" or "Cancel."

Photoshop I

Graphics software for image enhancement, photo retouching, and image composition. Apply the basics of digital imaging, and use of common tools, palettes, and commands for manipulating images and compressing them for the fastest downloads. Prerequisites: Computer Fundamentals/Windows or equivalent knowledge required. Textbook & USB Stick Drive required. 1.6 CEUs $82

LSC-Kingwood

81089	CITSW	2100302	KC116	TTh	10/14-10/23	8:30AM-12:30PM	CLA 106
80707	CITSW	2100302	KC114	TTh	10/14-10/24	6PM-10PM	CLA 104

KC Distance Learning

75548	CITSW	2100302	KD303	Tu	8/5-9/2		
80778	CITSW	2100302	KD101	Tu	9/2-9/30		
80779	CITSW	2100302	KD102	Tu	10/8-11/4		
80780	CITSW	2100302	KD103	Tu	11/11-12/9		

Photoshop II

Develop your skills as you explore photo manipulation and illustration techniques. Topics include: photograph combination, embossing, masking, channel techniques, type, add colorizing B&W photographs. Text required. 1.6 CEUs $82

LSC-Kingwood

75585	CGRPH	2109104	KC384	MW	7/21-7/30	1PM-5PM	CLA 104
81072	CGRPH	2109104	KC110	TTh	10/28-11/6	8:30AM-12:30PM	CLA 106
80703	CGRPH	2109104	KC111	TTh	10/28-11/6	6PM-10PM	CLA 104

KC Distance Learning

75577	CGRPH	2109104	KD303	Tu	8/5-9/2		
80769	CGRPH	2109104	KD101	Tu	9/2-9/30		
80771	CGRPH	2109104	KD102	Tu	10/8-11/4		
80772	CGRPH	2109104	KD103	Tu	11/11-12/9		

PowerPoint Complete - Online 2003

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text sound, animation and/or video may be used in presentation development. This course is designed to prepare students for the Microsoft Office Specialist PowerPoint Exam. 4.8 CEUs $198

KC Distance Learning

75500	CITSW	2101001	KD303	Tu	8/5-10/28
80789	CITSW	2101001	KD131	Tu	9/2-11/25
80791	CITSW	2101001	KD132	Tu	10/7-1/13
80793	CITSW	2101001	KD133	Tu	11/4-2/3
80794	CITSW	2101001	KD134	Tu	12/2-3/3

PowerPoint Complete - Online 2007

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text sound, animation and/or video may be used in presentation development. This course is designed to prepare students for the Microsoft Office Specialist PowerPoint Exam. 4.8 CEUs $198

KC Distance Learning

75506	CITSW	2101001	KD373	Tu	8/5-10/28
80785	CITSW	2101001	KD101	Tu	9/2-11/25
80786	CITSW	2101001	KD102	Tu	10/7-1/13
80787	CITSW	2101001	KD103	Tu	11/4-2/3
81073	CITSW	2101001	KD104	Tu	12/2-3/3

PowerPoint I

Introduction to computerized presentation graphics that leads the participant through planning, design, and production of business graphics and charts. Presentation files are produced utilizing multimedia software. Microsoft PowerPoint is used to create dynamic presentations that incorporate special effects. Prerequisite: Windows or equivalent knowledge. Student must purchase textbook and diskette or USB drive. 1.6 CEUs $82

LSC-Kingwood

60982	CITSW	2103702	KC310	TTh	8/5-8/14	8:30AM-12:30PM	CLA 106
75612	CITSW	2103702	KC103	MW	8/25-9/10	8:30AM-12:30PM	CLA 106
No class 9/1 or 9/3							
75617	CITSW	2103702	KC106	TTh	9/2-9/11	6PM-10PM	CLA 104
81020	CITSW	2103702	KC145	MTWTh	10/13-10/16	8:30AM-12:30PM	CLA 112
80808	CITSW	2103702	KC116	TTh	10/14-10/23	8:30AM-12:30PM	CLA 104
75629	CITSW	2103702	KC114	TTh	10/14-10/23	6PM-10PM	CLA 106
81104	CITSW	2103702	KC120	TTh	10/14-10/23	6PM-10PM	CLA 106
81105	CITSW	2103702	KC121	Sa	10/18-10/25	8AM-4:30PM	CLA 106
30 minute lunch							

PowerPoint II

Create and modify multimedia presentations complete with slides, charts, and special effects. Microsoft PowerPoint is used to create dynamic presentations for demonstrations and the Web using graphs, charts, hyperlinks, objects, and timings. Prerequisite: PowerPoint I or equivalent knowledge. Student must purchase textbook and diskette or USB drive. 1.6 CEUs $82

LSC-Kingwood

61191	CITSW	2104102	KC314	TTh	7/22-7/31	6PM-10PM	CLA 106
76007	CITSW	2104102	KC101	TTh	8/19-8/28	8:30AM-12:30PM	CLA 106
75618	CITSW	2104102	KC107	MW	9/15-9/24	8:30AM-12:30PM	CLA 106
75620	CITSW	2104102	KC109	TTh	9/16-9/25	6PM-10PM	CLA 104
81024	CITSW	2104102	KC147	MTWTh	10/20-10/23	8:30AM-12:30PM	CLA 112
80811	CITSW	2104102	KC117	TTh	10/28-11/6	8:30AM-12:30PM	CLA 104
75632	CITSW	2104102	KC116	TTh	10/28-11/6	6PM-10PM	CLA 106
81110	CITSW	2104102	KC124	Sa	11/1-11/8	8AM-4:30PM	CLA 106
30 minute lunch							

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Internet/Web

Buy and Sell on eBay

Online auctions match buyers with sellers in a global marketplace. Discover how to sell and buy merchandise on eBay. Create ads, upload images, and conduct the financial transaction. 0.8 CEUs $26

LSC-Kingwood

81067	CBUSG	3000016	KC107	MW	10/13-10/15	6PM-10PM	CLA 106
81069	CBUSG	3000016	KC108	MW	12/15-12/17	8:30AM-12:30PM	CLA 106

Dreamweaver

Web page creation with graphic elements. Includes mark-up languages, use of Web authoring software, and study of websites and browsers. Design, organize and develop web pages and sites using Dreamweaver. Internet Basic, HTML or equivalent knowledge. A book or disk (or USB drive) are required. 3.2 CEUs $164

LSC-Kingwood

75592	CIMED	2100202	KC391	M	7/28-8/18	6PM-10PM	CLA 106

HYBRID - lab time required outside of class.

Fireworks

Use Fireworks to design, animate, optimize, and export images using professional design tools such as slices, color palettes, effects precise cursors, brush, and pencil tools. Design comprehensive graphics applications to let designers work with both vector art and bitmap images without ever switching tools. Prerequisite: Internet Essentials. Text and disk may be required. 1.6 CEUs $82

LSC-Kingwood

75589	CARTC	2109007	KC388	Th	7/24-8/14	1PM-5PM	CLA 104
81063	CARTC	2109007	KC104	MW	9/29-10/8	6PM-10PM	CLA 106

Internet, Introduction

Introduction to the Internet includes using browsers, searching for information, using e-mail and downloading files. Perform basic research to address company/business needs. Prerequisite: Intro to Computers and Windows. Students may be required to purchase book and diskette. 1.6 CEUs $82

LSC-Kingwood

75606	CITNW	2100702	KC100	MTWTh	8/18-8/21	8:30AM-12:30PM	CLA 104
81076	CITNW	2100702	KC111	Su	11/2-11/23	1PM-5PM	CLA 106
81079	CITNW	2100702	KC112	TTh	12/2-12/11	6PM-10PM	CLA 106
80992	CITNW	2100702	KC140	MTWThF	12/8-12/11	8:30AM-12:30PM	CLA 112

Web Page Creation - Online

Web page creation with graphic elements. Includes mark-up languages, use of Web authoring software, and study of websites and browsers. Design, layout and publishing techniques for Web documents. Utilizes techniques for developing tables and forms using HTML and Dreamweaver. Prerequisite: Internet browser and email experience. Requirements: Internet access and email. Student must have access to the MX version of Dreamweaver or greater. 3.2 CEUs $164

KC Distance Learning

75540	CIMED	2100201	KD303	Tu	8/5-10/28
80774	CIMED	2100201	KD101	Tu	9/2-11/25
80775	CIMED	2100201	KD102	Tu	10/7-1/13
80776	CIMED	2100201	KD103	Tu	11/4-2/3
80777	CIMED	2100201	KD104	Tu	12/2-3/3

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Integrated Software

Outlook

An introduction to e-mail and calendaring software as a desktop information management tool. Increase productivity with the Microsoft Outlook address/phone list, appointment/events, tasks, journals, and e-mail organizational tools. The purchase of a book is required. Prerequisite: Internet Basic or equivalent knowledge.
1.6 CEUs $82

LSC-Kingwood

60966	CITSW	2103001	KC306	TTh	8/5-8/14	6PM-10PM	CLA 106
75599	CITSW	2103001	KC398	MTWTh	8/11-8/14	8:30AM-12:30PM	CLA 104
60962	CITSW	2103001	KC105	TTh	9/2-9/11	8:30AM-12:30PM	CLA 106
75624	CITSW	2103001	KC112	TTh	9/30-10/9	6PM-10PM	CLA 104
81103	CITSW	2103001	KC129	Su	10/5-10/26	1PM-5PM	CLA 106
75634	CITSW	2103001	KC118	TTh	11/11-11/20	6PM-10PM	CLA 106
75635	CITSW	2103001	KC119	MW	12/1-12/10	8:30AM-12:30PM	CLA 106
81019	CITSW	2103001	KC144	MTWTh	12/1-12/4	8:30AM-12:30PM	CLA 112

PDF File Creation

Create and use PDF documents by converting various file types into the PDF document format. 0.4 CEUs $50

LSC-Kingwood

81128	CITSW	7100001	KC127	M	11/17-11/17	6PM-10PM	CLA 106

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Join the bowling class in your spare time!

Keyboarding

Keyboarding, Level I

Skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. Textbook required. 3.2 CEUs $164

KC Distance Learning

75472	CPOFT	2101002	KD303	Tu	8/5-10/28	
80907	CPOFT	2101002	KD101	Tu	9/2-11/25	
80908	CPOFT	2101002	KD102	Tu	10/7-1/13	
80909	CPOFT	2101002	KD103	Tu	11/4-2/3	
80910	CPOFT	2101002	KD104	Tu	12/2-3/3	

Keyboarding Speed and Accuracy

Review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy. Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Students must be able to keyboard by touch. Book required. 2.4 CEUs $124

KC Distance Learning

80911	CPOFT	2109303	KD101	Tu	9/2-11/25	
80912	CPOFT	2109303	KD102	Tu	10/7-1/13	
80913	CPOFT	2109303	KD103	Tu	11/4-2/3	
80914	CPOFT	2109303	KD104	Tu	12/2-3/3	
75466	CPOFT	2109303	KD303	Tu	8/5-10/28	

Keyboarding - Advanced

Specialized/production keyboarding with increased emphasis on rough draft, handwritten, and disarrayed copy and problem-solving and decision-making skills. Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisite: Keyboarding Speed and Accuracy or Keyboard 30 wpm by touch. Book required.
3.2 CEUs $164

KC Distance Learning

75485	CPOFT	2109304	KD303	Tu	8/5-10/28	
80915	CPOFT	2109304	KD101	Tu	9/2-11/25	
80916	CPOFT	2109304	KD102	Tu	10/7-1/13	
80917	CPOFT	2109304	KD103	Tu	11/4-2/3	
80918	CPOFT	2109304	KD104	Tu	12/2-3/3	

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You may also register online (Kingwood.LoneStar.edu/ce), by fax (281.312.1612), or in person (CLA 107)

Multimedia

3-D Modeling and Rendering

Techniques of three dimensional (3-D) modeling utilizing appropriate software. Includes the creation and modification of 3-D geometric shapes, use of a variety of rendering techniques, camera light sources, texture, and surface mapping. (Formally CARTC 2104501) Linked with ARTV 1345 9.6 CEUs $156

LSC-Kingwood

82656 CARTV 2104501 21001 TTh 8/25-12/14 9:30AM-12:30PM CLB 123

Using 3ds max. Required course in AAS Game Design (Designer Track) & AAS Visual Comm. Multimedia & 3D Animation Tracks.

Digital Media Authoring using Flash

Plan, develop, and evaluate a multimedia project using digital authoring software (Flash). Emphasizes interactive design and user interface issues. Course is production-based with hands-on experience developing streaming web-based multimedia presentations including animation, sound, and graphics. 2.4 CEUs $124

LSC-Kingwood

81062 CARTC 2107101 KC103 MW 9/8-9/24 6PM-10PM CLA 106

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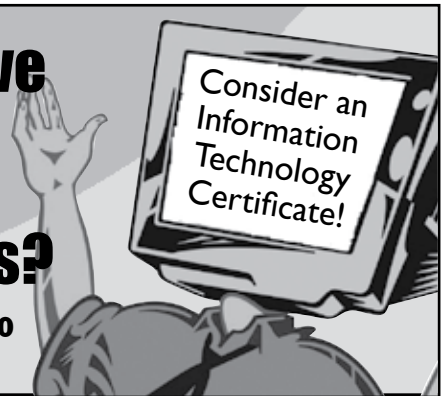


Microsoft Office Certification

IC³ - Computing Fundamentals Test

The Computing Fundamentals IC³ examination validates skills and expertise in computer hardware, software and operating systems. $45

LSC-Kingwood

80981 CTEST 8900115 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

IC³ - Key Applications Test

The Key Applications IC³ examination validates skills and expertise in basic word processing and spreadsheet applications. $45

LSC-Kingwood

80978 CTEST 8900113 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

IC³ - Living Online Test

The Living Online IC³ examination validates skills and expertise in basic networking, email, Internet and Web functions. $45

LSC-Kingwood

80979 CTEST 8900114 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

IC³ - Microsoft Office Specialist Exam

Fee imposed to examinee when providing a voucher from Certiport to cover the test fee. For use with Microsoft Office Specialist and IC³ exams only. $10

LSC-Kingwood

80982 CTEST 8920028 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MCAS Exam (Access)

The Microsoft Certified Application Specialist - Access certification (based on globally recognized standards) demonstrate your computing skills in Microsoft Access 2007 and help advance your career prospects in a competitive job market. $80

LSC-Kingwood

83189 CTEST 8200013 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MCAS Exam (Excel)

The Microsoft Certified Application Specialist - Excel certification (based on globally recognized standards) demonstrate your computing skills in Microsoft Excel 2007 and help advance your career prospects in a competitive job market. $80

LSC-Kingwood

83180 CTEST 8200010 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MCAS Exam (Outlook)

The Microsoft Certified Application Specialist - Outlook certification (based on globally recognized standards) demonstrate your computing skills in Microsoft Outlook 2007 and help advance your career prospects in a competitive job market. $80

LSC-Kingwood

83186 CTEST 8200012 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MCAS Exam (PowerPoint)

The Microsoft Certified Application Specialist - PowerPoint certification (based on globally recognized standards) demonstrate your computing skills in Microsoft PowerPoint 2007 and help advance your career prospects in a competitive job market. $80

LSC-Kingwood

83184 CTEST 8200011 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MCAS Exam (Vista for Business Worker)

The Microsoft Certified Application Specialist - Windows Vista certification (based on globally recognized standards) demonstrate your computing skills in Microsoft Windows Vista and help advance your career prospects in a competitive job market. $80

LSC-Kingwood

83190 CTEST 8200014 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MCAS Exam (Word)

The Microsoft Certified Application Specialist - Word certification (based on globally recognized standards) demonstrate your computing skills in Microsoft Word 2007 and help advance your career prospects in a competitive job market. $80

LSC-Kingwood

83192 CTEST 8200015 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MS Office Specialist (Access)
This Microsoft Office Specialist test validates skills and expertise in the use of Access at the proficient level. The test is conducted within the application environment and measures expertise against the Microsoft Access standard. $80

LSC-Kingwood

80977 CTEST 8900111 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MS Office Specialist (Excel-Core)
This Microsoft Office Specialist test validates skills and expertise in the use of Excel at the proficient level. The test is conducted within the application environment and measures expertise against the Microsoft Excel standard. $80

LSC-Kingwood

80970 CTEST 8900103 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MS Office Specialist (Excel-Expert)
This Microsoft Office Specialist test validates skills and expertise in the use of Excel at the Expert level. The test is conducted within the application environment and measures expertise against the Microsoft Excel standard. $80

LSC-Kingwood

80971 CTEST 8900104 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MS Office Specialist (Outlook)
This Microsoft Office Specialist test validates skills and expertise in the use of Outlook at the expert level. The test is conducted within the application environment and measures expertise against the Microsoft Outlook standard. $80

LSC-Kingwood

80976 CTEST 8900110 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MS Office Specialist (PowerPoint)
This Microsoft Office Specialist test validates skills and expertise in the use of PowerPoint at the expert level. The test is conducted within the application environment and measures expertise against the Microsoft PowerPoint standard. $80

LSC-Kingwood

80969 CTEST 8900101 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MS Office Specialist (Word-Core)
This Microsoft Office Specialist test validates skills and expertise in the use of Word at the proficient level. The test is conducted within the application environment and measures expertise against the Microsoft Word standard. $80

LSC-Kingwood

80973 CTEST 8900105 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MS Office Specialist (Word-Expert)
This Microsoft Office Specialist test validates skills and expertise in the use of Word at the expert level. The test is conducted within the application environment and measures expertise against the Microsoft Word standard. $80

LSC-Kingwood

80974 CTEST 8900106 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

What certification can do for you

Certification, whether in A+, MCDST, Payroll, Microsoft Office Specialist, CNA, or others, sets you apart from those who are not certified. Certification becomes a public recognition of professional achievement, both within and outside of your profession. For many, certification becomes a personal professional goal—a way to test knowledge and measure it against one's peers. Others see certification as an aid to career advancement.

Professional certification can be your passport into the workforce.

For the established professional, certification serves to meet professional development requirements.

Job Outlook and Salary

Occupational data is available at the Texas Workforce Commission Web site: http://www.texasworkforce.org/

Networking

Exploration - Accessing the WAN

This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describes user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS). Linked with ITCC 1474 Prerequisite: ITCC 1491 or CITCC 2109101 and ITCC 1472 or CITCC 2107201 8.0 CEUs $188

LSC-Kingwood

83193 CITCC 2107401 22801 WF 10/20-12/14 5PM-10PM ADM 203
8 week course: 10/20 - 12/14.

Exploration - LAN Switching and Wireless

This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operation, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced. Linked with ITCC 1473 Prerequisite: ITCC 1491 or ITCC 2109101 8.0 CEUs $188

LSC-Kingwood

83174 CITCC 2107301 22801 WF 8/25-10/17 5PM-10PM LIB 226
8 week course: 8/25 - 10/17.

Exploration - Network Fundamentals

A course introducing the architecture, structure, functions, components, and models of the Internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; performing basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. Linked with ITCC 1491 Prerequisite: ITSC 1401 or COSC 1401 or CITSC 2100103 or CPMT 1403 or BCIS 1405; COSC 1309 or ITSE 1402 or CITSE 2100202 8.0 CEUs $188

KC Distance Learning

83008 CITCC 2109101 22801 WF 8/25-12/14 5PM-10PM LIB 226

Exploration - Routing Protocols Concept

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Recognize and correct common routing issues and problems. Model and analyze routing processes. Linked with ITCC 1472 Prerequisite: ITCC 1491 or CITCC 2109101. 8.0 CEUs $188

LSC-Kingwood

83168 CITCC 2107201 22801 WF 10/20-12/14 5PM-10PM LIB 226
8 week course: 8/25 - 10/17.

Home and Small Office Networking

New technologies are available and affordable, which enable the installation and maintenance of a small network in a home or small office: share Internet access, files, printers, and add entertainment with multi-player games. Wired and wireless network setup, maintenance and security are addressed. 1.6 CEUs $82

LSC-Kingwood

75586 CITNW 2109235 KC385 Tu 7/22-8/12 1PM-5PM CLA 104

Important information for students!

Enroll early! To ensure you can register for the course you want, register at least one week before the class starts. You can even register online!

Continuing Education Course Updates: We not only offer classes year-round, we create them year-round! Get the latest course information at our website Kingwood.LoneStar.edu/ce

Bring a friend!

Find a course you like and encourage a friend to join you. Sometimes two or three people make the difference between "go" and "cancel."

For information or to register call 281.312.1660 or 281.312.1661
You may also register online (Kingwood.LoneStar.edu/ce), by fax (281.312.1612), or in person (CLA 107)

PC Support Services

A+ Certification Training

A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. The A+ Certification Training Program prepares individuals for a career as a computer technician in the information technology industry. This course covers the various responsibilities and tasks required for a computer technician to successfully perform in a customer environment. 9.6 CEUs $678

LSC-Kingwood

80706	CITSC	2102520	KC113	MW	11/10-2/12	6PM-10PM	CLA 104
	No Class 12/22, 12/25, 12/29, 1/1						

Basic PC Maintenance

An introduction to personal computer repairs, upgrades, and system maintenance. Do you want to install a CD, a new hard drive, add more memory or troubleshoot your system? This hands on course covers basic PC maintenance and upgrades. 1.6 CEUs $82

LSC-Kingwood

75615	CCPMT	2100020	KC104	MW	8/25-9/10	6PM-10PM	CLA 104
	No class 9/1 or 9/3						
80696	CCPMT	2100020	KC109	MW	10/27-11/5	6PM-10PM	CLA 104

Desktop Support Technician

Addresses the implementation and desktop support needs of customers in a variety of stand-alone and network operating system environments. In-depth, hands-on training for Information Technology (IT) professionals responsible for the planning, implementation, management, and support of desktop operating systems. 4.8 CEUs $198

LSC-Kingwood

85498	CITNW	2109120	KC101	MW	9/15-10/22	6PM-10PM	CLA 104

Go Geek!

Interested in computer technology?

We have computer courses for all interests!

See pages 17–31.

Project

Project Scheduling using MS-Project

A study of conventional scheduling using critical-path-method; precedence and arrow networks; Gantt charts; monthly reports; and crashing time schedule. Explore the process of organizing, scheduling, and managing several tasks in a required sequence so that a project is completed within a specified time period and budget. Requirements: MS-Project 2003, Internet access, e-mail, and Netscape or Internet Explorer Web browser. 4.8 CEUs $198

KC Distance Learning

75532	CCNBT	2203201	KD303	Tu	8/5-10/28		
80320	CCNBT	2203201	KD101	Tu	9/2-11/25		
80321	CCNBT	2203201	KD102	Tu	10/7-1/13		
80322	CCNBT	2203201	KD103	Tu	11/4-2/3		
80323	CCNBT	2203201	KC104	Tu	12/2-3/3		

Academy for Lifelong Learning

Courses for individuals 50+ for only $10 per academic year.

Call 281.312.1750

Spreadsheets

Excel Core & Expert - Online 2003

Instruction in theory/uses of electronic spreadsheets, including application, fundamental formula creation, model design and modification, formatting features, display characteristics, editing, moving and copying, sorting, mathematical, statistical and financial function, report generation, and other features. This course is designed to prepare students for the Microsoft Office Specialist Excel Core and Expert Exam. 4.8 CEUs $198

KC Distance Learning

75456	CITSW	2104501	KD303	Tu	8/5-10/28
80799	CITSW	2104501	KD131	Tu	9/2-11/25
81074	CITSW	2104501	KD101	Tu	9/2-11/25
80802	CITSW	2104501	KD132	Tu	10/7-1/13
80803	CITSW	2104501	KD133	Tu	11/4-2/3
80804	CITSW	2104501	KD134	Tu	12/2-3/3

Excel Core & Expert - Online 2007

Instruction in theory/uses of electronic spreadsheets, including application, fundamental formula creation, model design and modification, formatting features, display characteristics, editing, moving and copying, sorting, mathematical, statistical and financial function, report generation, and other features. This course is designed to prepare students for the Microsoft Office Specialist Excel Core and Expert Exam. 4.8 CEUs $198

KC Distance Learning

75462	CITSW	2104501	KD373	Tu	8/5-10/28
80796	CITSW	2104501	KD102	Tu	10/7-1/13
80797	CITSW	2104501	KD103	Tu	11/4-2/3
80798	CITSW	2104501	KD104	Tu	12/2-3/3

Excel I

Instruction in terminology, machine use, program parameters, display characteristics, formatting features, mathematical functions, and printing. Create and modify workbooks, format worksheets, create and apply ranges, and create and print reports. Additional topics include using formulas, creating and modifying lines and objects. Prerequisite: Windows or equivalent knowledge. Textbook and 3.5" diskette or USB drive to be purchased by student. 1.6 CEUs $82

LSC-Kingwood

75609	CITSW	2102224	KC102	TTh	8/19-8/28	6PM-10PM	CLA 106
75622	CITSW	2102224	KC110	MW	9/29-10/8	8:30AM-12:30PM	CLA 106
81017	CITSW	2102224	KC143	MTWTh	10/27-10/30	8:30AM-12:30PM	CLA 112
80708	CITSW	2102224	KC115	TTh	11/11-11/20	8:30AM-12:30PM	CLA 104
81092	CITSW	2102224	KC117	TTh	11/11-11/20	6PM-10PM	CLA 106
81093	CITSW	2102224	KC118	Sa	11/15-11/22	8AM-4:30PM	CLA 106

30 minute lunch

Excel II

Instruction in moving and copying, cell contents; sorting mathematical, statistical, and financial function; data and time arithmetic; report generation; and built-in graphics support. Create formulas to generate mathematical functions; create charts and produce reports. Additional topics include lists, filters, date mapping, data validation, macros, and saving to HTML format. Textbook and 3.5" diskette USB drive to be purchased by student. 1.6 CEUs $82

LSC-Kingwood

75584	CITSW	2104606	KC383	MTWTh	7/21-7/24	8:30AM-12:30PM	CLA 104
61195	CITSW	2104606	KC318	TTh	7/22-7/31	6PM-10PM	CLA 104
75616	CITSW	2104606	KC105	TTh	9/2-9/11	6PM-10PM	CLA 106
75628	CITSW	2104606	KC113	MW	10/13-10/22	8:30AM-12:30PM	CLA 106
81026	CITSW	2104606	KC148	MTWTh	11/3-11/6	8:30AM-12:30PM	CLA 112
80813	CITSW	2104606	KC118	TTh	12/2-12/11	8:30AM-12:30PM	CLA 104
81118	CITSW	2104606	KC125	TTh	12/2-12/11	6PM-10PM	CLA 106
81122	CITSW	2104606	KC126	Sa	12/6-12/13	8AM-4:30PM	CLA 106

30 minute lunch

Office Software Application Certificates

Are you interested in rejoining the work force or simply updating your computer and office skills?
We have certificate programs just for that.
Call **281.312.1660** or **281.312.1661**

For information or to register call 281.312.1660 or 281.312.1661
You may also register online (Kingwood.LoneStar.edu/ce), by fax (281.312.1612), or in person (CLA 107)

Word Processing

Word Core & Expert - Online 2003

Word Processing application to produce mailable documents. This course is designed to prepare students for the Microsoft Office Specialist Word Core and/or Expert Certification. Requirements: Internet access, e-mail, and MS-Word. Book and tutorial software required. 4.8 CEUs $198

KC Distance Learning

75549	CPOFI	2202501	KD303	Tu	8/5-10/28
80830	CPOFI	2202501	KD131	Tu	9/2-11/25
80831	CPOFI	2202501	KD132	Tu	10/7-1/13
80832	CPOFI	2202501	KD133	Tu	11/4-2/3
80833	CPOFI	2202501	KD134	Tu	12/2-3/3

Word Core & Expert - Online 2007

Word Processing application to produce mailable documents. This course is designed to prepare students for the Microsoft Office Specialist Word Core and/or Expert Certification. Requirements: Internet access, e-mail, and MS-Word. Book and tutorial software required. 4.8 CEUs $198

KC Distance Learning

75556	CPOFI	2202501	KD373	Tu	8/5-10/28
80826	CPOFI	2202501	KD101	Tu	9/2-11/25
80827	CPOFI	2202501	KD102	Tu	10/7-1/13
80828	CPOFI	2202501	KD103	Tu	11/4-2/3
80829	CPOFI	2202501	KD104	Tu	12/2-3/3

Word I

Introduction to word processing terminology and basic word processing concepts. Create, edit, save, and print a word document, place and align text, format characters and paragraphs, use tab-setting options. Additional topics covered are page numbers, headers and footers, templates, writing tools, columns, tables, and managing documents. Prerequisite: Windows or equivalent knowledge. Textbook and 3.5" diskette or USB drive to be purchased by student. 1.6 CEUs $82

LSC-Kingwood

75588	CPOFI	2100301	KC387	TTh	7/22-7/31	6PM-10PM	CLA 106
75591	CPOFI	2100301	KC390	MW	7/28-8/6	8:30AM-12:30PM	CLA 106
80814	CPOFI	2100301	KC119	TTh	9/16-9/25	8:30AM-12:30PM	CLA 104
81129	CPOFI	2100301	KC128	TTh	9/16-9/25	6PM-10PM	CLA 106
81132	CPOFI	2100301	KC129	Sa	9/20-9/27	8AM-4:30PM	CLA 106
	30 minute lunch						
81030	CPOFI	2100301	KC151	MTWTh	9/29-10/2	8:30AM-12:30PM	CLA 112

Word II

Word processing production techniques. Includes search and replace functions, headers and footers, mail merge, file functions, and printer setup. Prerequisite: Word I. Textbook required. 1.6 CEUs $82

LSC-Kingwood

75597	CPOFI	2104202	KC396	TTh	8/5-8/14	6PM-10PM	CLA 106
75600	CPOFI	2104202	KC399	MW	8/11-8/20	8:30AM-12:30PM	CLA 106
80815	CPOFI	2104202	KC120	TTh	9/30-10/9	8:30AM-12:30PM	CLA 104
81134	CPOFI	2104202	KC130	TTh	9/30-10/9	6PM-10PM	CLA 106
81136	CPOFI	2104202	KC131	Sa	10/4-10/11	8AM-4:30PM	CLA 106
	30 minute lunch						
81031	CPOFI	2104202	KC152	MTWTh	10/6-10/9	8:30AM-12:30PM	CLA 112

¿Habla Español?

Does your company or agency need work specific Spanish language training? We can help!

Lone Star College-Kingwood can provide results-driven corporate and government training in occupational Spanish and cross-cultural issues, using its inventory of training programs. We combine the expertise of language and work specific curriculum design specialists with the knowledge and experience of real world practitioners (police officers, physicians, paramedics, probation and correctional officers, counselors, social workers, nurses, teachers, dentists, business persons, supervisors, etc.)

For more information call 281.312.1473

It's never too late...to Open Doors!

"I am so excited. I am ready to take on the world! Getting my GED is like winning the lotto to me. I am so ready to attend regular classes and further myself in this world. I have many goals and the GED is the first step. Look out world, here I come!"

—Joann Goss

Whether you are enhancing your workplace skills, training for a new career, or taking leisure learning classes, we have a course for you!!

ATTENTION HEALTH OCCUPATIONS STUDENTS!

Texas Law (25 Texas Administrative Code (TAC) ß 97.63 and 97.64) requires that all students enrolled in health-related courses which will involve direct patient contact in medical or dental care facilities be immunized against measles, rubella, mumps and diphtheria, tetanus and Hepatitis B. Students must submit a statement indicating the month and year of each immunization when registrating for classes. All immunization requirements must be met to proceed in a clinical course. Students who are not in compliance with the above policy will not be permitted to participate in clinical activities.

For Dental Assistant Certifications—The Texas Board of Dental Examiners requires certification in Radiology, Jurisprudence & Infection Control for all registered dental assistants effective September 2006. **For information, call 281.312.1585 or email tabitha.m.anderson@LoneStar.edu.**

CPR

CPR for the Health Care Provider

Instruction in lifesaving skills of respiratory (choking and near-drowning) and cardiac emergencies involving adults, children, and infants. Meets requirements of certifying agency, American Heart Association. Instructor is certified by American Heart Association. Bring $16 for AHA book fees. $42.

LSC-Kingwood.

75848	CEMSP	2101904	KC321	Sa	7/26-7/26	8AM-5PM	FTC 102
84104	CEMSP	2101904	KC110	Sa	8/23-8/23	8AM-5PM	FTC 102
75859	CEMSP	2101904	KC111	Sa	8/30-8/30	8AM-5PM	FTC 102
84105	CEMSP	2101904	KC112	Sa	9/20-9/20	8AM-5PM	FTC 102
84402	CEMSP	2101904	KC189	Sa	9/20-9/20	8AM-5PM	FTC 102
84467	CEMSP	2101904	KC199	Sa	9/27-9/27	8AM-5PM	FTC 102
84106	CEMSP	2101904	KC113	Sa	10/25-10/25	8AM-5PM	FTC 102
84472	CEMSP	2101904	KM179	Sa	10/25-10/25	8AM-5PM	FTC 102
84107	CEMSP	2101904	KC114	Sa	11/22-11/22	8AM-5PM	FTC 102
84108	CEMSP	2101904	KC115	Sa	12/20-12/20	8AM-5PM	FTC 102

Cleveland High School

84644	CEMSP	2101904	KW102	Sa	9/27-9/27	8AM-5PM
84639	CEMSP	2101904	KW101	Sa	10/18-10/18	8AM-5PM

Dental Assistant

Dental Assisting - Lecture

This course incorporates comprehensive procedures and applications for the general and specialty areas in dentistry. This course prepares the student to function competently and safely as a chair -side dental assistant. This module focuses on office procedures, communication skills, basic dental anatomy and instrumentation, basic equipment operation and maintenance, preparation of examination and treatment areas, infection control, safety issues, and clinical dental radiology. Textbooks, supplies, and uniform are not included in tuition. A complete Hepatitis B immunization is required. Co-requisite: Dental assistant clinical course, insurance liability.

12.8 CEUs $1030

LSC-Kingwood

84797	CDNTA	2100301	KC303	FSa	7/18-7/19	8AM-5PM	CLA 101
84798	CDNTA	2100301	KC304	FSa	8/15-8/16	8AM-5PM	CLA 101
84399	CDNTA	2105301	KC189	TWTh	9/2-11/12	9AM-1PM	CLA 101
84407	CDNTA	2105301	KC199	TWTh	9/9-11/19	6PM-10PM	CLA 101

Dental Assisting - Clinical

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by clinical professional. A complete Hepatitis B immunization and completion of the dental assistant lecture course are required. Co-requisite: Insurance liability.

4.8 CEUs $390

Offsite for Kingwood

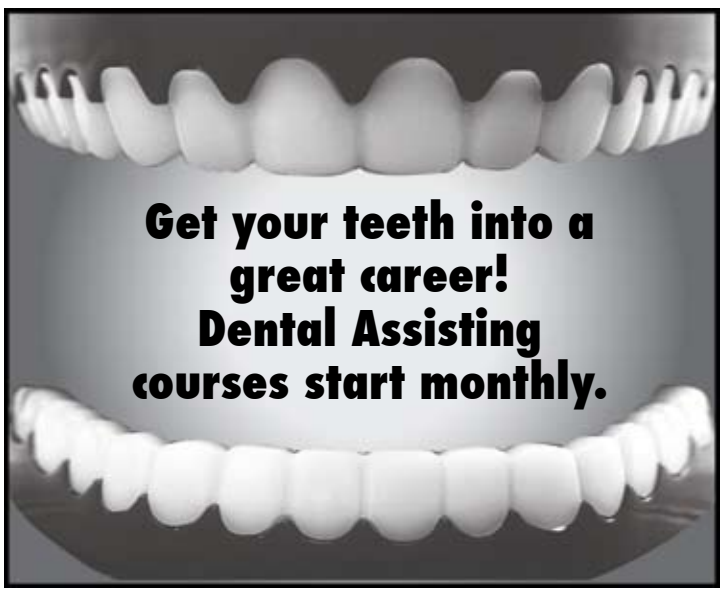
84401	CDNTA	2106001	KC189	MTWThF	11/17-11/28	8AM-5PM
84465	CDNTA	2106001	KC199	MTWThF	11/24-12/5	8AM-5PM

Insurance Fee Fall

Fall Insurance coverage for students enrolled in low risk health specialties. $19

LSC-Kingwood

84405	CINSL	8100019	KC189		8/25-12/14
84469	CINSL	8100019	KC199		8/25-12/14



For information or to register call 281.312.1660 or 281.312.1661
You may also register online (Kingwood.LoneStar.edu/ce), by fax (281.312.1612), or in person (CLA 107)

Dental Office Management
The study of business office procedures, including telephone management, appointment control, receipt of payment for dental services, completion of third party reimbursement forms, supply inventory maintenance, data entry for charges and payments, recare management, Federal and state guidelines regarding health care providers, and operating basic business equipment.
4.8 CEUs $198
LSC-Kingwood

84243	CDNTA	2105102	KC105	F	9/13-11/28	1PM-5PM	CLA 101

Nitrous Oxide Sedation Monitoring
Preparation of dental auxiliary personnel in the specific area of nitrous oxide monitoring for the state examination as mandated by the Texas State Board of Dental Examiners. 0.8 CEUs $182
LSC-Kingwood

85134	CDHYG	2100201	KC101	F	9/19-9/19	8AM-5PM	HSB 105

Registered Dental Assistant Exam Review
Preparation for Dental Assistants to meet Texas State Board of Dental Examiners (TSBDE) examination requirements. Includes review of radiology, infection control, and jurisprudence. Prerequisite: Completion of a registered Dental Assisting course or prior employment as a Dental Assistant 1.6 CEUs $130
LSC-Kingwood

84797	CDNTA	2100301	KC303	FSa	7/18-7/19	8AM-5PM	CLA 101
84798	CDNTA	2100301	KC304	FSa	8/15-8/16	8AM-5PM	CLA 101
80246	CDNTA	2100301	KC101	FSa	9/12-9/13	8:30AM-5:30PM	CLA 101
84240	CDNTA	2100301	KC102	FSa	10/17-10/18	8AM-5PM	
84404	CDNTA	2100301	KC189	FSa	11/14-11/15	8AM-5PM	CLA 101
84468	CDNTA	2100301	KC199	FSa	11/21-11/22	8AM-5PM	CLA 101
84242	CDNTA	2100301	KC104	FSa	12/12-12/13	8AM-5PM	

Terminology for the Dental Professional
This course focuses on the definitions of dental terms with an emphasis on clinical use of these terms to provide a broad knowledge of the professional language. Emphasizes effective communication and professional relationships with patients. 3.2 CEUs $164
LSC-Kingwood

84245	CDNTA	2109104	KC107	M	9/15-12/22	9AM-12PM	CLA 101
84244	CDNTA	2109104	KC106	M	9/15-12/22	6PM-9PM	CLA 101

Looking for something in health care?

See pages 32–35 or call 281.312.1660 or 281.312.1661.

Healthcare Professionals

Communication Skills Healthcare Supervisors
Basic theory of communication skills as appropriate and applicable to individuals or groups in the business environment. Includes listening, speaking, writing, and communicating non-verbally. This course aims to create an awareness of the need for good communication skills in providing and delivering more effective healthcare services; provide an understanding of the principles of good communication; demonstrate some of the important communication skills required of healthcare professionals; and improve the personal communication skills of healthcare professionals 3.2 CEUs $164
KC Distance Learning

84084	CBMGT	2102215	KD101	Tu	9/2-10/21	

Fundamentals in Healthcare Supervision
Discussion of basic supervisory tasks, performance skills, common problems encountered, and effective solution strategies. This course was designed to for those seeking to serve in supervisory positions at organizations providing and/or assessing health and public health services. 3.2 CEUs $164
KC Distance Learning

84086	CBMGT	2101002	KD102	Tu	10/21-12/9	

Leadership Skills Healthcare Professionals
Concepts and skills of leadership in the work setting. Introduces leadership and motivational theories and leadership styles. Includes evaluation of leadership performance. Introduction to leadership topics essential for those seeking to serve in mid-level and senior positions at organizations providing and/or assessing health and public health services. 3.2 CEUs $164
KC Distance Learning

84088	CBMGT	2102011	KD101	Tu	9/2-10/21	

Team Building for Healthcare Professionals
Basic principles of building and sustaining teams in organizations, includes team dynamics, process improvement, trust and collaboration, and the role of the individual. This course was designed to for healthcare services supervisors and managers who wish to gain a better understanding of team dynamics and the skills needed to be an effective team member. 3.2 CEUs $164
KC Distance Learning

84089	CBMGT	2101901	KD102	Tu	10/21-12/9	

Make no bones about it!

LSC-Kingwood's Human Anatomy & Physiology Reviews are recommended by 8 out of 10 doctors!

Medication Aide

Medication Aide

Instruction in preparation and administration of designated medications by non-licensed nursing personnel employed in licensed health care agencies including the responsibilities associated with such administration. Student must be currently employed in a facility as a nurse aide or non-licensed direct care staff person on the first official day of the medication aide training program. Student must also have been employed for 90 days in a nursing home, MHMR or TDCJ facility within the twelve-month period preceding the course. GED or high school diploma required. Textbook required.

14.0 CEUs $426

LSC-Kingwood

84246	CNURA	2101302	KC108	TWTh	9/9-11/26	9AM-1PM
84247	CNURA	2101302	KC109	SSu	9/13-11/9	8AM-5PM

Medication Aide Refresher

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. 0.7 CEUs $86

LSC-Kingwood

75862	CNURA	2104102	KC323	Sa	7/19-7/19	8AM-5PM	CLA 108
84115	CNURA	2104102	KC357	Sa	7/26-7/26	8AM-5PM	CLA 101
84117	CNURA	2104102	KC358	Sa	8/16-8/16	8AM-5PM	CLA 101
75864	CNURA	2104102	KC111	Sa	8/23-8/23	8AM-5PM	CLA 108
84118	CNURA	2104102	KC119	Sa	9/27-9/27	8AM-5PM	CLA 101
84120	CNURA	2104102	KC120	Sa	10/18-10/18	8AM-5PM	CLA 101
84122	CNURA	2104102	KC121	Sa	11/15-11/15	8AM-5PM	CLA 101
84131	CNURA	2104102	KC122	Sa	12/13-12/13	8AM-5PM	CLA 101

Certified Nurse Aides are needed now more than ever!

If you are interested in a career in nursing, the Certified Nurse Aide course is an excellent place to start.

Convenient payment plans!

Call 281.312.1660 or 281.312.1661 for more information.

Nurse Aide

Certified Nurse Aide-Lecture

Preparation for entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team.

6.4 CEUs $326

LSC-Kingwood

84620	CNURA	2100105	KC101	MTuW	8/4-9/8	9AM-1PM	CLA 108
84624	CNURA	2100105	KC102	Sa	9/6-10/25	8AM-5PM	CLA 108
84632	CNURA	2100105	KC103	TWTh	10/7-11/11	6PM-10PM	CLA 108
84636	CNURA	2100105	KC104	MTuW	11/17-12/22	9AM-1PM	CLA 108

Cleveland High School

84637	CNURA	2100105	KW101	MW	9/8-11/17	6PM-9PM	
84642	CNURA	2100105	KW102	TTh	9/9-11/18	6PM-9PM	

Certified Nurse Aide for Health-Clinical

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

2.4 CEUs $124

LSC-Kingwood Off Site

84621	CNURA	2106003	KC101	TWTh	9/9-9/11	8AM-5PM
84625	CNURA	2106003	KC102	MTuSu	10/26-10/28	8AM-5PM
84631	CNURA	2106003	KC103	WThF	11/12-11/14	8AM-5PM
84635	CNURA	2106003	KC104	MTuW	12/29-12/31	8AM-5PM

Cleveland High School

84638	CNURA	2106003	KW101	WThF	11/19-11/21	8AM-5PM
84643	CNURA	2106003	KW102	WThF	11/19-11/21	8AM-5PM

Insurance Fee Fall

Fall Insurance coverage for students enrolled in low risk health specialties. $19

LSC-Kingwood

84622	CINSL	8100019	KC101	9/9-9/11
84626	CINSL	8100019	KC102	10/26-10/28
84630	CINSL	8100019	KC103	11/12-11/14
84634	CINSL	8100019	KC104	12/29-12/31

Cleveland High School

84640	CINSL	8100019	KW101	11/19-11/21
84645	CINSL	8100019	KW102	11/19-11/21

Nurse Aide Refresher

Upgrading current skills and instruction in recently developed techniques needed for effective patient care. This is an update of the information learned through the Nurse Aide Certification course and/or other specific patient care techniques. 0.8 CEUs $99

LSC-Kingwood

84234	CNURA	2200501	KC324	Sa	7/19-7/19	8AM-5PM	CLA 108
69262	CNURA	2200501	KC312	Sa	7/26-7/26	8AM-5PM	CLA 108
84235	CNURA	2200501	KC125	Sa	8/23-8/23	8AM-5PM	CLA 108
84236	CNURA	2200501	KC126	Sa	9/20-9/20	8AM-5PM	CLA 108
84237	CNURA	2200501	KC127	Sa	10/25-10/25	8AM-5PM	CLA 108
84238	CNURA	2200501	KC128	Sa	11/15-11/15	8AM-5PM	CLA 108
84239	CNURA	2200501	KC129	Sa	12/13-12/13	8AM-5PM	CLA 108

CNA State Exam
State exam for certified nurse aide including written exam and skills test. Student must have successfully completed the college's Certified Nurse Aid course, a state approved program or have a letter of authorization from the State to take the exam. The student is responsible for state exam fee. 1.6 CEUs $12

LSC-Kingwood

84623	CTEST	8900400	KC101		8/25-12/14
84627	CTEST	8900400	KC102		8/25-12/14
84629	CTEST	8900400	KC103		8/25-12/14
84633	CTEST	8900400	KC104		8/25-12/14

Cleveland High School

84641	CTEST	8900400	KW101		8/25-12/14
84646	CTEST	8900400	KW102		8/25-12/14

Nursing Prerequisite Review

Human Anatomy and Physiology I – Review
In-depth coverage of the structure and function of the human body. Topics include cell structure and function; tissues; body organization; and the integumentary, skeletal, muscular, nervous, and endocrine systems. Emphasis on homeostasis. 4.8 CEUs $198

LSC-Kingwood

84248	CSCIT	2100701	KC110	MW	8/25-10/1	6PM-9PM	

Human Anatomy and Physiology II – Review
A continuation of Human Anatomy and Physiology I with in-depth coverage of the structure and function of the human body. Topics include the digestive, respiratory, cardiovascular, lymphatic, immune, excretory, and reproductive systems. Emphasis on homeostasis.
4.8 CEUs $198

LSC-Kingwood

84249	CSCIT	2100801	KC111	MW	10/6-11/26	6PM-9PM	

NCLEX-PN

NCLEX-PN Review Course for Practical Nurse
Review of nursing knowledge and skills, study skills, stress management techniques, and test taking strategies to prepare the graduate vocational nurse (GVN) to take the NCLEX-PN.
1.6 CEUs $149

LSC-Kingwood

84251	CVNSG	2205001	KC113	ThF	8/7-8/8	8AM-5:30PM	CLA 114

Phlebotomy

Phlebotomy-Theory
Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology. 9.6 CEUs $486

LSC-EMCID

84470	CPLAB	2102301	KM179	TWTh	9/9-10/30	9AM-1PM	EMID 110

Phlebotomy-Clinical
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
12.0 CEUs $606

Offsite for Kingwood

84471	CPLAB	2106001	KM179	MTWThF	11/3-11/21	8AM-5PM	

Insurance Fee Fall
Fall Insurance coverage for students enrolled in low risk health specialties. $19

LSC-Kingwood

84473	CINSL	8100019	KM179		8/25-12/14		

Phlebotomy Certification Exam Retest
Phlebotomy Certification Exam Retest. This is for students that were unsuccessful on passing either portion of the phlebotomy certification exam. 0.2 CEUs $24

LSC-Kingwood

84250	CTEST	8900120	KC112		8/25-12/14		

¿Habla usted español?
¿Por qué no ?

Spanish for Health Care Professionals

Learn practical Spanish to improve delivery of health care services.

See page 36
or call 281.312.1660 or 281.312.1661.

ESOL Communication Skills

Communication for Workplace I

Designed for students whose primary language is other than English. Presentation of industry-related basic reading, writing, speaking, and listening skills. Emphasis on high-frequency vocabulary (basic sight words) and phonics; refining oral and written production and listening skills for enhanced job productivity; and increasing control of the English sound system to minimize on the job miscommunication or misperception due to foreign accent. The course provides learners with coping skills and cultural information necessary for written and oral workplace communication. It offers learners the opportunity to develop, practice and apply the basic structures of English, and to perform simple speaking, reading, and writing job-related tasks. Students enrolled in this course should have basic literacy skills in their native language and be familiar with Roman script.. 6.4 CEUs $134

LSC-Kingwood

85058	CCOMG 2100073	KC101	TTh	8/25-12/14	6:30PM-8:20PM

LSC-EMCID

85045	CCOMG 2100073	KM101	MTWTh	8/25-10/17	8:30AM-10:20AM
85053	CCOMG 2100073	KM102	MTWTh	10/20-12/14	8:30AM-10:20AM

Communication for Workplace II

Provides on-the-job dynamic communicative practice for students whose primary language is other than English, exposing students to the uses of language in a variety of relevant job-related contexts. This course helps increase proficiency in speaking and writing skills necessary for successful communication. Students gain mastery in the use of the basic structures of the language and can perform practical work-related oral and written tasks. The course focuses on continued emphasis on high-frequency vocabulary and phonics; and extensive practice in occupational reading, comprehension, listening, and speaking. 6.4 CEUs $134

LSC-Kingwood

85059	CCOMG 2100148	KC101	TTh	8/25-12/14	6:30PM-8:20PM

LSC-EMCID

85048	CCOMG 2100148	KM101	MTWTh	8/25-10/17	8:30AM-10:20AM
85054	CCOMG 2100148	KM102	MTWTh	10/20-12/14	8:30AM-10:20AM

Communication for Workplace III

Improvement in reading vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job success. Focus on recognition and comprehension of idioms, analogies, antonyms, and synonyms, and context clues. Interpretation of factual material and inferences associated with job-related communication. Students increase their degree of fluency, accuracy, and comprehension in listening, speaking, writing, and reading skills necessary to satisfy the job demands. The course expands students' active vocabulary and comprehension of short paragraphs and enables them to work toward mastery of the major structures of the language as well as the basic mechanics of writing for professional communication. 6.4 CEUs $134

LSC-Kingwood

85060	CCOMG 2100456	KC101	MW	8/25-12/14	6:30PM-8:20PM

LSC-EMCID

85050	CCOMG 2100456	KM101	MTWTh	8/25-10/17	10:30AM-12:20PM
85055	CCOMG 2100456	KM102	MTWTh	10/20-12/14	10:30AM-12:20PM

Communication for Workplace IV

Designed for students whose primary language is other than English. Focus on comprehending challenging industrial and job-related materials. Emphasis on industry-related vocabulary development and skills acquisition, including determining meaning from context, identifying word forms and variation in meaning, synonyms and antonyms, context clues, connotation and denotation, and fact and opinion. This course continues to provide dynamic communicative practice, exposing students to the uses of language in a variety of job-related contexts. This course enhances students' ability to interact and exchange information, take surveys, role-play situations, and discuss various everyday situations and job-related topics.

6.4 CEUs $134

LSC-Kingwood

85061	CCOMG 2100562	KC101	MW	8/25-12/14	6:30PM-8:20PM

LSC-EMCID

85052	CCOMG 2100562	KM101	MTWTh	8/25-10/17	10:30AM-12:20PM
85057	CCOMG 2100562	KM102	MTWTh	10/20-12/14	10:30AM-12:20PM

Occupational Specific English

English for Health Care Professionals

Mastery of a selected vocabulary of technical/occupational terms, including appropriate pronunciation of terms and use of English language structures required by industry for successful on-the-job performance. The aim of this course is to improve communication, writing, reading, and listening skills and to build cultural and social awareness necessary for successful careers in Healthcare industry. 4.8 CEUs $102

LSC-Kingwood

85062	CCOMG 2100674	KC101	TTh	8/25-12/14	6:30PM-8:20PM

Real Estate Law of Agency

A study of law of agency including principle-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. A "core" real estate course. Textbook required. 3.2 CEUs $139

LSC-Kingwood

78934	CRELE	2101004	KC118	MTWTh	9/8-9/18	6PM-10PM
78930	CRELE	2101004	KC114	MTWTh	10/20-10/30	9AM-1PM

KC Distance Learning

75264	CRELE	2101004	KD304	Tu	7/15-10/13
75265	CRELE	2101004	KD305	Tu	8/5-11/3
83385	CRELE	2101004	KD101	Tu	9/2-11/25
83395	CRELE	2101004	KD102	Tu	10/7-12/30
83396	CRELE	2101004	KD103	Tu	11/4-1/26
83397	CRELE	2101004	KD104	Tu	12/2-2/24

Real Estate Law of Contracts

A review of real estate contracts required by section 6A (3) of the Real Estate License Act with emphasis on general contract law requirements. Also covers the purpose, history, and working process of the Broker-Lawyer Committee. Includes preparation of real estate contract forms with emphasis on the most commonly used forms. A "core" real estate course. Textbook required. 3.2 CEUs $139

LSC-Kingwood

78935	CRELE	2101207	KC119	MTWTh	9/22-10/2	6PM-10PM
78931	CRELE	2101207	KC115	MTWTh	11/3-11/13	9AM-1PM

KC Distance Learning

75271	CRELE	2101207	KD304	Tu	7/15-10/13
75272	CRELE	2101207	KD305	Tu	8/5-11/3
83386	CRELE	2101207	KD101	Tu	9/2-11/25
83398	CRELE	2101207	KD102	Tu	10/7-12/30
83399	CRELE	2101207	KD103	Tu	11/4-1/26
83400	CRELE	2101207	KD104	Tu	12/2-2/24

Real Estate Principles I

An overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveyance of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures and real estate mathematics. Also including federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. A "core" real estate course. Textbook required.
3.2 CEUs $139

LSC-Kingwood

78933	CRELE	2100206	KC117	MTWTh	10/6-10/16	6PM-10PM
78929	CRELE	2100206	KC113	MTWTh	11/17-12/4	9AM-1PM

No class 11/24 through 11/27.

KC Distance Learning

75277	CRELE	2100206	KD304	Tu	7/15-10/13
75278	CRELE	2100206	KD305	Tu	8/5-11/3
83384	CRELE	2100206	KD101	Tu	9/2-11/25
83392	CRELE	2100206	KD102	Tu	10/7-12/30
83393	CRELE	2100206	KD103	Tu	11/4-1/26
83394	CRELE	2100206	KD104	Tu	12/2-2/24

Real Estate Principles II

Overview of licensing as a broker or salesperson. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing, discrimination, housing credit discrimination, and community reinvestment. Fulfills at least 30 of 60 hours of required instruction for salesperson license. Textbook required. 3.2 CEUs $139

LSC-Kingwood

78940	CRELE	2103802	KC123	MTWTh	10/20-10/30	6PM-10PM
78932	CRELE	2103802	KC116	MTWTh	12/8-12/18	9AM-1PM

KC Distance Learning

83389	CRELE	2103802	KD101	Tu	9/2-11/25
83404	CRELE	2103802	KD102	Tu	10/7-12/30
83405	CRELE	2103802	KD103	Tu	11/4-1/26
83406	CRELE	2103802	KD104	Tu	12/2-2/24
75282	CRELE	2103802	KD304	Tu	7/15-10/13
75283	CRELE	2103802	KD305	Tu	8/5-11/3

Real Estate Investment

This course covers real estate investment characteristics, techniques of investment analysis, time-value of money, discounted and non-discounted investment criteria, leverage, tax shelters depreciation, and applications to income tax. A "Core" real estate course. Textbook required. 3.2 CEUs $139

LSC-Kingwood

78937	CRELE	2100810	KC121	MTWTh	11/3-11/13	6PM-10PM

Real Estate Marketing

A study of real estate professionalism and ethics; characteristics of successful salespersons; time management; psychology of marketing; listing procedures; advertising; negotiating and closing financing; and the Deceptive Trade Practices Act, Consumer Protection Act and commercial code. Textbook required. 3.2 CEUs $139

LSC-Kingwood

78939	CRELE	2102201	KC122	MTWTh	11/17-11/27	6PM-10PM

KC Distance Learning

83387	CRELE	2102201	KD101	Tu	9/2-11/25
83401	CRELE	2102201	KD102	Tu	10/7-12/30
83402	CRELE	2102201	KD103	Tu	11/4-1/26
83403	CRELE	2102201	KD104	Tu	12/2-2/24
75288	CRELE	2102201	KD304	Tu	7/15-10/13
75289	CRELE	2102201	KD305	Tu	8/5-11/3

Real Estate Finance

This course covers monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financing instruments, equal credit opportunity acts, community reinvestment act, and state housing agency. A "core" real estate course. Textbook required. 3.2 CEUs $139

LSC-Kingwood

74857	CRELE	2102008	KC307	MTWTh	7/28-8/7	6PM-10PM
78936	CRELE	2102008	KC120	MTWTh	12/1-12/11	6PM-10PM

What is TCP?

Lone Star College–Kingwood's Continuing Education recognizes a need for increasing the number of certified teachers in an efficient and cost-effective way. To address this pressing need, three years ago the college developed the Teacher Certification Program (TCP). For the professional with an earned Bachelor's degree, TCP provides the opportunity to become a certified teacher in the State of Texas with a very reasonable investment of time and money.

How Do I Learn More About TCP?

- To download an application and find out more information about our program, visit our website at www.Kingwood.LoneStar.edu/tcp
- If you have questions, please feel free to contact us via email: kctcp@LoneStar.edu.
- Please attend one of the following information sessions:

Monday, August 4 ..... 5 pm
Wednesday, August 20 ..... 5 pm
Tuesday, September 2 ..... 5 pm
Tuesday, October 7 ..... 5 pm
Tuesday, November 4 ..... 5 pm
Tuesday, December 2 ..... 5 pm

Late Fall Application Deadline . . . . . August 15, 2008
Spring Application Deadline . . . . . October 1, 2008
Late Spring Application Deadline . . . . . December 1, 2008

Kimberly Rutledge, Susan Bedwell and Twyla Coy

We want to help you become a successful teacher in Texas. We are outcome-driven and customer-focused. Our varied backgrounds compliment your success in our program. Please stop by or make an appointment to learn more about the exciting and rewarding profession of teaching!

Application And Admission Information

Information sessions will be held monthly to provide the information needed to apply to the Teacher Certification Program. You can also go to our website for more detailed information: Kingwood.LoneStar.edu/tcp

All applications submitted by the deadline are processed and reviewed by members of Teacher Certification Advisory Board. Candidates who are admitted into the program will receive an invitation to attend an orientation meeting to register for the program. Lone Star College Kingwood offers certifications in 55 different areas. To see a complete list of the certifications we offer, and to find out state requirements for becoming a teacher in Texas, please visit www.sbec.state.tx.us.

Admission Requirements

A complete application must be submitted to be considered for admission to the Teacher Certification Program. The following documents must be included in the application.

- A completed Teacher Certification Program Application
- Registration form and $40.00 application fee
- Official Transcripts from all colleges and universities ("Official" means in a sealed envelope)

  Note: International students must submit a detailed course by course transcript assessment with U.S. equivalency
- Qualifying test scores from the last five years (2003)

  Note: Scores can be from any of the following: THEA, TASP, SAT, GRE, ACT, COMPASS, or ASSET
- Resumé (list experience working with children)
- Three professional references
- An essay discussing "Why I Want to Be a Teacher"
- If you received your degree outside the United States, you may be asked to complete the COMPASS-ESL or submit documentation that you meet the requirements for ESL Level 4
- An explanation of any criminal history

Teacher Certification Program Requirements

- Successful completion of 30 hours of observations
- Successful completion of the Pedagogy Course ($756)
- Successful completion of Internship I and Internship II ($1850)
  or Successful completion of 12 week Student Teaching Experience ($895)
- Pass all required TExES tests (Content, PPR, and additional tests if applicable)
- Successful completion of the Tools for Teaching Module ($72) (Required for Student Teachers)
- Successfully complete the Special Education Comprehensive Course (if applicable)

For information or to register call 281.312.1660 or 281.312.1661
You may also register online (Kingwood.LoneStar.edu/ce), by fax (281.312.1612), or in person (CLA 107)

Pedagogy and Professional Responsibilities Course (PPR) – Required

Students will learn to design developmentally appropriate classroom instruction and assessment. Create a positive, productive learning environment managed in a way that encourages cooperation and self-discipline. Instruction will also include ways to effectively communicate with students, coworkers, parents, or guardians to develop trusting relationships. The legal and ethical requirements for teaching in the state of Texas will also be included in the curriculum. Students will be expected to apply technology applications during this class as part of the instructional process. All students are required to pass the TExES exam for Educators in Texas to receive certification. This course is open to anyone interested in finding out more about the teaching field. Prerequisite: Bachelor's Degree. This course is a hybrid course. Classes meet face-to-face and additional coursework responsibility is completed through eCollege. This course is open to all educators in the community. Payment Plan available.

10.8 CEUs $756

LSC-Kingwood

75198	CATCP	7000062	KC305	MTWTh	7/21-8/14	8AM-2PM
Hybrid							
82312	CATCP	7000062	KC104	Tu	9/2-12/16	6PM-9:30PM
82313	CATCP	7000062	KC105	W	9/3-12/17	6PM-9:30PM
82315	CATCP	7000062	KC106	Sa	9/6-12/20	9AM-12:30PM
82311	CATCP	7000062	KC107	MW	10/6-12/17	6PM-9:30PM

Considering a career in teaching?

LSC-Kingwood offers a post baccalaureate program for individuals seeking certification. LSC-Kingwood is the largest community college teacher certification program in the state of Texas. For the individual with an earned Bachelor's Degree, TCP provides the opportunity to become a certified teacher, with a reasonable investment of time and money.

Christina Halvatzis of Kingwood stated "I almost completed the entire teaching certification program at UT, while I was an undergrad there, but was going to have to stay longer to do my student teaching so I just graduated with a BA in History and no certification. I went through several programs trying to see if anyone would accept my credits from UT and not make me take PPR over again, but I had no luck. LSC-Kingwood Teacher Certification Program was cheaper and close to home so I decided to go with them. Kingwood was much cheaper than the others based on tuition and time. I have been happy with my Internship experience, supervisor, and mentor."

LSC-Kingwood's continuing education provides affordable, quality education opportunities for the life-long learner. For more information call 281.312.1716 or online at Kingwood.LoneStar.edu/ce.

Tools for Teaching – Course

The design and strategies in this 14 hour module were developed by Dr.. Fred Jones. The tools presented prepare all teachers for designing their classroom to minimize discipline problems and maximize instruction. The Tools for Teaching Module will also address specific strategies on how to deal with disruptive behavior. With these tools, any teacher can become more confident and effective as an educator.

This module will be open to everyone in the community.

- Courses will be offered monthly throughout the semester.
- Courses will meet for 3 hours once a week, for 4 consecutive weeks.
- Courses will be open to all educators in the community.

Tools for Teaching Module

The Tools for Teaching module will address specific strategies on how to deal with disruptive classroom behavior. The design and strategies in the module were developed by Dr. Fred Jones. The tools presented prepare teachers for designing their classroom to minimize discipline problems and maximize instruction. These tools will help promote confidence and effective teaching. 1.4 CEUs $72

LSC-Kingwood

75393	CATCP	7200009	KC311	W	7/16-8/6	6PM-9:30PM
75396	CATCP	7200009	KC313	M	8/4-8/25	6PM-9:30PM
75394	CATCP	7200009	KC312	Sa	8/9-8/30	9AM-12:30PM
82323	CATCP	7200009	KC121	MW	8/11-8/20	6PM-9:30PM
82325	CATCP	7200009	KC122	Tu	9/9-9/30	6PM-9:30PM
82324	CATCP	7200009	KC123	Sa	9/20-10/4	9AM-12:30PM
82317	CATCP	7200009	KC124	Su	10/12-11/2	1PM-4:30PM
82318	CATCP	7200009	KC125	W	10/15-11/5	6PM-9:30PM
82319	CATCP	7200009	KC126	Sa	11/1-11/22	9AM-12:30PM
82320	CATCP	7200009	KC127	M	11/3-11/24	6PM-9:30PM
82321	CATCP	7200009	KC128	Su	11/30-12/21	1PM-4:30PM
82322	CATCP	7200009	KC129	MW	12/8-12/17	6PM-9:30PM

Did you know?

- Great student teachers get hired by their schools!
- LoneStar College-Kingwood offers a convenient payment plan!

Special Education Comprehensive Course

This is a requirement for all candidates seeking a Special Education certification.

Special Education Comprehensive prepares the teacher for certification by teaching the knowledge, roles, and responsibilities needed to perform the skills outlined by the State Board of Educator Standards for Special Education teachers EC-12. This comprehensive course will include knowledge of the characteristics and behaviors related to diagnosed disabilities. Teachers will learn to develop Individualized Education plans, lesson plans, formal and informal assessments, and other job functions related to the administration of the Special Education Department in public schools. Students will understand co-teaching, peer to peer relationships and socialization, behavioral interventions and best practices for self-contained or full-inclusion classroom settings.

This course is a hybrid course. Classes meet face-to-face once weekly. Additional coursework responsibility is completed through eCollege. This course is open to all educators in the community. Payment Plan available. 9.6 CEUs $486

LSC-Kingwood

82310 CATCP 7000025 KC101 M 9/8-12/15 6PM-9:30PM

Student Teaching Course

The Student Teaching course is designed to emphasize the achievement of state specific standards leading to a Texas Standard certification. The course provides students with an exciting preparation training and field-based experience at the appropriate grade and content level. Student teachers work with a mentor teacher at a K-12 school and with a Lone Star College Kingwood or participating college supervisor. Prerequisites: Students will satisfactorily complete the Pedagogy and Professional Responsibilities and Tools for Teaching courses, pass the TExES content exam, complete a Department interview and obtain Department approval. Payment Plan available. 13.6 CEUs $895

All my exes passed the TExES...

because they took classes at Lone Star College-Kingwood!

Let us help you prepare to take the Texas Examination of Educator Standards (TExES) Exams. These courses are open to any educator in our community.

For information on the Teacher Certification Program call **281.312.1716**.

What Should I Do When I Find A Teaching Position?

- You must register and pay the first semester of the Internship.
- The Internship is paid in two installments of $925 each.
- You will be required to attend a mandatory New Teacher Orientation Sessions. (You must be registered for the Internship before attending the New Teacher Orientation Sessions.)

Internship Course

The Internship is designed to provide interns with hands-on experience related to every aspect of the teaching profession. The Internship will consist of observations in individual, small group, and whole-class instruction, as well as receiving support through an internet-based course-management system called eCollege. Throughout the Internship experience, the candidate will become a self-confident and effective practitioner. Interns serve their internship for one school year. Payment Plan available.

Internship I (Required)

Payment for Internship I is due at time of hire by a school district as the Teacher of Record. Internship I consists of a mandatory New Teacher Orientation, on-site supervision, ECollege assignments and discussions, and a minimum of 2 special topic seminars per semester. At the conclusion of Internship I, Interns will be given a Mid-Year Progress Report. 9.6 CEUs $925

Internship II (Required)

Payment for Internship II is due at beginning of the second semester of teaching. Internship II consists of on-site supervision, ECollege assignments and discussions, a minimum of 2 special topic seminars per semester and a mandatory Saturday completer's meeting. At the conclusion of Internship II, a Standard Recommendation Form is completed by the Principal, Mentor, and Lone Star College Kingwood Supervisor. 9.6 CEUs $925

Internship Extension Fee (if applicable)

Beginning August 1, 2008, an internship extension fee of $300 per semester will be charged to all students who have completed Internship I and Internship II and not successfully met all the requirements for the Texas Standard Teaching Certificate. These interns will be supervised by the Lone Star College- Kingwood Intern Supervisor for each semester that an extension is required. NOTE: According to SBEC guidelines, a person may only teach under a Probationary Certificate for a maximum of three years. $300

For information or to register call 281.312.1660 or 281.312.1661
You may also register online (Kingwood.LoneStar.edu/ce), by fax (281.312.1612), or in person (CLA 107)

TExES Reviews

TExES Review: Generalist EC-4

The TExES review course is an overview of the standards and competencies needed to pass the TExES examination. The course provides students with preparation training at the appropriate grade and content levels. 0.7 CEUs $86

82346 CATCP 7200012 KC106 Sa 9/20-9/20 9AM-4PM
82332 CATCP 7200012 KC122 Sa 10/25-10/25 9AM-4PM

TExES Review: Generalist 4-8

The TExES review course is an overview of the standards and competencies needed to pass the TExES examination. The course provides students with preparation training at the appropriate grade and content levels. 0.7 CEUs $86

82304 CATCP 7200012 KC107 Sa 9/20-9/20 9AM-4PM
82333 CATCP 7200012 KC123 Sa 10/25-10/25 9AM-4PM

TExES Review: Math 4-12

The TExES review course is an overview of the standards and competencies needed to pass the TExES examination. The course provides students with preparation training at the appropriate grade and content levels. 0.7 CEUs $86

82342 CATCP 7200012 KC102 Sa 9/20-9/20 9AM-4PM
82328 CATCP 7200012 KC118 Sa 10/25-10/25 9AM-4PM

TExES Review: PPR EC-12

The TExES review course is an overview of the standards and competencies needed to pass the TExES examination. The course provides students with preparation training at the appropriate grade and content levels. 0.7 CEUs $86

82337 CATCP 7200012 KC112 Sa 10/4-10/4 9AM-4PM
82340 CATCP 7200012 KC129 Sa 11/1-11/1 9AM-4PM

TExES Review: PPR EC-4

The TExES review course is an overview of the standards and competencies needed to pass the TExES examination. The course provides students with preparation training at the appropriate grade and content levels. 0.7 CEUs $86

82336 CATCP 7200012 KC111 Sa 10/4-10/4 9AM-4PM
82339 CATCP 7200012 KC128 Sa 11/1-11/1 9AM-4PM

TExES Review: Science 4-12

The TExES review course is an overview of the standards and competencies needed to pass the TExES examination. The course provides students with preparation training at the appropriate grade and content levels. 0.7 CEUs $86

82341 CATCP 7200012 KC101 Sa 9/20-9/20 9AM-4PM
82327 CATCP 7200012 KC117 Sa 10/25-10/25 9AM-4PM

TExES Review: Social Studies 4-12

The TExES review course is an overview of the standards and competencies needed to pass the TExES examination. The course provides students with preparation training at the appropriate grade and content levels. 0.7 CEUs $86

82305 CATCP 7200012 KC108 Sa 9/20-9/20 9AM-4PM
82334 CATCP 7200012 KC124 Sa 10/25-10/25 9AM-4PM

TExES Review: Special Education

The TExES review course is an overview of the standards and competencies needed to pass the TExES examination. The course provides students with preparation training at the appropriate grade and content levels. 0.7 CEUs $86

82306 CATCP 7200012 KC109 Sa 9/20-9/20 9AM-4PM
82335 CATCP 7200012 KC125 Sa 10/25-10/25 9AM-4PM
LSC-Kingwood

TExES Review: ELAR 4-12

The TExES review course is an overview of the standards and competencies needed to pass the TExES examination. The course provides students with preparation training at the appropriate grade and content levels. 0.7 CEUs $86

82347 CATCP 7200012 KC105 Sa 9/20-9/20 9AM-4PM
82331 CATCP 7200012 KC121 Sa 10/25-10/25 9AM-4PM

TExES Review: Bilingual Supplemental

The TExES review course is an overview of the standards and competencies needed to pass the TExES examination. The course provides students with preparation training at the appropriate grade and content levels. 0.7 CEUs $86

82343 CATCP 7200012 KC103 Sa 9/20-9/20 9AM-4PM
82329 CATCP 7200012 KC119 Sa 10/25-10/25 9AM-4PM

TExES Review: ESL Supplemental

The TExES review course is an overview of the standards and competencies needed to pass the TExES examination. The course provides students with preparation training at the appropriate grade and content levels. 0.7 CEUs $86

82344 CATCP 7200012 KC104 Sa 9/20-9/20 9AM-4PM
82330 CATCP 7200012 KC120 Sa 10/25-10/25 9AM-4PM

Our Teacher Certification Supervisors have more than 300 years combined experience with local school districts. Learn from the best!

Shielded Metal Arc Welding I
Students will develop knowledge and skills in the welding process; safety and health, use and care of hand tools, and five essentials of shield metal arc, strike and control the arc, run a straight bead in the flat position, complete a series of beads, and restart a continuous bead and fill the crater; perform fillet welds in the flat, horizontal, vertical, and overhead positions; discuss electrode selection, power sources, and safety. Students work independently in the welding booth under the guidance of an instructor to meet and/or exceed the competencies. Break test may be used. Prerequisite: None. Student purchases personal tools, supplies and workbook.
3.6 CEUs $186
New Caney High School
79339 CWLDG 2100302 KN101 MTWTh 8/18-9/1 5:30PM-9:30PM

Blueprint Reading for Welders
Symbols/graphic language required in the interpretation of working drawings for specific occupations. Reading and interpreting blueprints including information on computer-aided design and computer numerical control. Students will develop the skills needed to interpret all types of working sketches and prints, from the simplest to the most complex, through step-by-step instructions. Both AWS and ISO welding symbols are covered, as well as auxiliary views, detail views, projections, sections, and detail and assembly drawings. Other topics covered include pipe welding symbols, metric and dual dimensioning, bills of materials, ISO for welding, and first and third angle orthographic projection. 3.0 CEUs $184
New Caney High School
78920 CDFTG 2102301 KC104 MTWTh 9/2-9/15 5:30PM-9:30PM
83409 CDFTG 2102301 KN101 MTWTh 9/2-9/15 5:30PM-9:30PM

Shielded Metal Arc Welding II
This course covers the theory and introduction to the shielded metal arc welding (SMAW) processes. Skill in the welding process and the selection of materials and equipment will be stressed.
3.6 CEUs $186
New Caney High School
79341 CWLDG 2100304 KN101 MTWTh 9/16-9/30 5:30PM-9:30PM

Professionalism in the Workplace I
This course is designed to help you develop the personal qualities, attitude, motivation, values, and interpersonal skills to function as a member of a working team. Topics include self-esteem, self-improvement, getting along with others, relating to customers, communicating effectively, and employability skills. 1.6 CEUs $82
New Caney High School
83411 CBMGT 2109121 KN101 MTWTh 10/1-10/7 5:30PM-9:30PM

Gas Metal Arc I
Students will acquire knowledge and skills in Gas Metal Arc Welding using mild steel; perform fillet welds in the flat, horizontal, vertical, and overhead positions. Students work independently in the welding booth under the guidance of an instructor to meet and/or exceed the competencies. Written test and visual guidance are given. Prerequisite: Welding Basics, or placement by employer or instructor. Student purchases personal tools, supplies and workbook.
3.6 CEUs $186
New Caney High School
79343 CWLDG 2104301 KN101 MTWTh 10/8-10/22 5:30PM-9:30PM

Gas Metal Arc Welding GMAW MIG
This course covers advanced principles of welding with emphasis on special processes and special needs of students. 3.6 CEUs $186
New Caney High School
83412 CWLDG 2204403 KN101 MTWTh 10/23-11/6 5:30PM-9:30PM

Gas Tungsten Arc Welding GTAW TIG I
Fundamental principles of Gas Tungsten Arc Welding (GTAW). Includes setup and safe use of GTAW equipment as well as instruction in flat positions on joint designs. Students are trained in the basic techniques of gas tungsten arc welding, safety and health, preparation for welding, start-up equipment adjustment, and shutdown. Students will use the gas tungsten arc welding process to produce quality fillet on mild carbon steel, in the flat and horizontal positions. Students work independently in the welding booth under the guidance of an instructor to meet and/or exceed the competencies. Written and visual examinations will be given. Perquisites: Shielded Metal Arc or Gas Metal Arc classes. Student purchases personal tools, supplies and workbook. 4.8 CEUs $246
New Caney High School
83436 CWLDG 2100600 KN101 MTWTh 11/10-11/20 5:30PM-9:30PM

Gas Tungsten Arc Welding GTAW TIG II
Fundamental principles of Gas Tungsten Arc Welding (GTAW). Includes setup and safe use of GTAW equipment as well as instruction in flat positions on joint designs. Students will use the gas tungsten arc welding process to produce quality fillet welds on mild carbon steel, in the vertical and overhead positions; introduction to groove welding. Students work independently in the welding booth under the guidance of an instructor to meet and/or exceed the competencies. Written test and visual examinations will be given. Prerequisite: Gas Tungsten Arc Welding I. 4.8 CEUs $246
New Caney High School
83437 CWLDG 2100601 KN102 MTWTh 12/1-12/18 5:30PM-9:30PM

Open the door...

To a new career in welding at Lone Star College-Kingwood!

For information or to register call 281.312.1660 or 281.312.1661
You may also register online (Kingwood.LoneStar.edu/ce), by fax (281.312.1612), or in person (CLA 107)

Ceramics

Ceramics I

An introduction to ceramics processes through the study of basic materials and techniques. Includes hand building, bisque, glazing and firing procedures, as well as the use of the potter's wheel. Must have high school diploma, successful completion of GED or be in the early admissions program. Students supply their own clay.

9.6 CEUs $164

LSC-Kingwood

80331	CARTS	3234601	21001	MW	8/25-12/14	9:05AM-11:55AM	CLB 122
80333	CARTS	3234601	21002	TTh	8/25-12/14	1:30PM-4:20PM	CLB 122
80334	CARTS	3234601	22001	TTh	8/25-12/14	6PM-8:50PM	CLB 122

Ceramics II

This course investigates advanced techniques, as well as the creative possibilities of clay, glazes and firing procedures. Prerequisite: Ceramics I or permission from instructor. Must have high school diploma, successful completion of GED or be in the early admissions program. Students supply their own clay. 9.6 CEUs $164

LSC-Kingwood

80335	CARTS	3234701	21001	MW	8/25-12/14	9:05AM-11:55AM	CLB 122
80336	CARTS	3234701	21002	TTh	8/25-12/14	1:30PM-4:20PM	CLB 122
80337	CARTS	3234701	22001	TTh	8/25-12/14	6PM-8:50PM	CLB 122

Would you like to teach at Lone Star College?

Our courses vary from personal enrichment to professional training. If you are interested in teaching at Lone Star College-Kingwood, please contact our office. We would love to have you join our Continuing Education family.

Job requirements vary but
a Master's degree is not required.

Call 281.312.1660 or 281.312.1661.

Academy for Lifelong Learning

Lone Star College-Kingwood's Academy for Lifelong Learning offers classes taught by volunteers for area residents 50+ years old. The ALL Program, began in February 2004, now has over 700 members. The membership fee of $10 per academic year, allows members to attend the ALL classes held at Lone Star College-Kingwood's offsite center, East Montgomery County Improvement District Complex in New Caney. This site is easily accessible just off Highway 59, about five minutes north of the main campus.

Members receive the monthly schedule of classes via email. Thirty to forty varied classes are offered each month including exercise, computer, knitting, history, and more. Additionally, the Academy has a Book Club that meets the 4th Tuesday of each month and a Writing Club that meets the 2nd Monday of the month.

For more information call 281.312.1750 or 281.312.1749.

Music Appreciation Tour

Italy, Austria, and the Czech Republic

May 22-31, 2009

2 days in Venice, Salzburg, Vienna, and Prague.

Highlights Include

St. Stephen's Cathedral •
St. George's Basilica •
Schonbrunn Palace •
Mirabell Gardens •
St.Mark's Square •
Mozart's House •
Charle's Bridge •
Doge's Palace •
Grand Canal •
Old Royal Palace in Prague •
Abbey-Palace of Melek •

$3,729 per person, double occupancy.

Price Includes

Roundtrip Airfaire, 3 and 4 Star hotels, breakfast daily, 4 dinners, air-conditioned motor coach services, 24-hour tour manager local guides in major cities, and entrance fees to featured attractions.

For more information contact:

Dr. Todd Miller, Professor of Music at Lone Star College-Kingwood and Conductor of the Kingwood Chorale and Chamber Orchestra @ 281.312.1485.

Music

Chamber Singers

The Chamber Singers are a small vocal ensemble performing sacred and secular choral literature of various eras including madrigals. Audition required. Linked to MUEN 1151. 4.8 CEUs $56

LSC-Kingwood

81005 CMUEN 3105101 21001 TTh 8/25-12/14 11AM-12:20PM SFA 103
Audition required. Email todd.miller@lonestar.edu for audition and info.

Concert Choir

Concert Choir is a large vocal ensemble performing large-scale sacred and secular works. In addition to local concerts, the group participates in campus activities. The Choir is open to students with vocal experience. Students accepted by audition only! 4.8 CEUs $56

LSC-Kingwood

80968 CMUEN 3930001 22001 M 8/25-12/14 7PM-10PM SFA 103
Kingwood Chorale. Audition required. Email todd.miller@lonestar.edu for audition and info.

Jazz Ensemble

The study and performance of big band jazz. Swing, Latin, rock and other jazz styles are included. Linked to MUEN 1127.
4.8 CEUs $56

LSC-Kingwood

81154 CMUEN 3930002 21001 Tu 8/25-12/14 1:30PM-2:50PM SFA 103
Kingwood Jazz Combo. Audition required. Email james.d.stubbs@lonestar.edu for audition and info.
80964 CMUEN 3930002 22001 Tu 8/25-12/14 7PM-10PM SFA 103
Kingwood Big Band. Audition required. Email james.d.stubbs@lonestar.edu for audition and info.

Piano Class I

Beginning keyboard instruction using electronic piano. Persons with some skills may work at own pace. Space is limited! Must have high school diploma, successful completion of GED or be in the early admissions program. Linked to MUSI 1181. 4.8 CEUs $76

LSC-Kingwood

81018 CMUSI 3118101 21002 TTh 8/25-12/14 11AM-12:20PM SFA 105

Piano Class II

Keyboard instruction for the general music major as well as the non-music major that wishes to learn piano. The use of electronic pianos permits individual instruction. Must have high school diploma, successful completion of GED or be in the early admissions program. Linked to MUSI 1182. 4.8 CEUs $76

LSC-Kingwood

81013 CMUSI 3118201 21002 TTh 8/25-12/14 11AM-12:20PM SFA 105

Symphony Orchestra

The study and performances of music compositions for full orchestra, including string, woodwinds, brass, and percussion. Audition required.
4.8 CEUs $56

LSC-Kingwood

81153 CMUEN 3112301 22001 Th 8/25-12/14 7PM-10PM SFA 103
Kingwood Pops Orchestra. Audition required. Email gary.liebst@lonestar.edu for audition and info.

Buy and Sell on eBay

Online auctions match buyers with sellers in a global marketplace. Discover how to sell and buy merchandise on eBay. Create ads, upload images, and conduct the financial transaction.

0.8 CEUs $56

LSC-Kingwood

81067	CBUSG	3000016	KC107	MW	10/13-10/15	6PM-10PM	CLA 106
81069	CBUSG	3000016	KC108	MW	12/15-12/17	8:30AM-12:30PM	CLA 106

PDF File Creation

Create and use PDF documents by converting various file types into the PDF document format. 0.4 CEUs $50

LSC-Kingwood

81128	CITSW	7100001	KC127	M	11/17-11/17	6PM-10PM	CLA 106

Digital Photography I (Intro to Digital)

This course is designed to assist the beginning digital photographer to take better photos by understanding and making use of 1) camera controls, 2) sharpness, 3) exposure, 4) light and color, 5) flash, 6) white balance, 7) resolution and 8) composing images. 0.4 CEUs $36

LSC-Kingwood

75594	CARTS	3940491	KC393	Sa	8/2-8/2	10AM-2PM	CLA 104
80685	CARTS	3940491	KC101	Su	8/31-8/31	1PM-5PM	CLA 104
80686	CARTS	3940491	KC102	Sa	9/27-9/27	10AM-2PM	CLA 104
80687	CARTS	3940491	KC103	Su	11/2-11/2	1PM-5PM	CLA 104
80691	CARTS	3940491	KC104	Sa	12/13-12/13	10AM-2PM	CLA 104
81065	CARTS	3940491	KC105	Tu	12/16-12/16	6PM-10PM	CLA 106

Digital Photography II (Digital Photos on your Computer)

This course is a continuation of the Digital Photography Intro course and is designed to assist the beginning digital photographer to take better photos by understanding and making use of 1) digital browsers, 2) digital organizers and 3) digital editing. 0.4 CEUs $36

LSC-Kingwood

75583	CARTS	3940492	KC382	Tu	7/15-7/15	12:30PM-4:30PM	CLA 104
75598	CARTS	3940492	KC397	Sa	8/9-8/9	10AM-2PM	CLA 104
80692	CARTS	3940492	KC105	Su	9/7-9/7	1PM-5PM	CLA 104
80693	CARTS	3940492	KC106	Sa	10/4-10/4	10AM-2PM	CLA 104
80694	CARTS	3940492	KC107	Su	11/9-11/9	1PM-5PM	CLA 104
80695	CARTS	3940492	KC108	Su	12/14-12/14	1PM-5PM	CLA 104
81066	CARTS	3940492	KC116	Th	12/18-12/18	6PM-10PM	CLA 106

Microsoft Office Certification

IC^3 - Computing Fundamentals Test

The Computing Fundamentals IC^3 examination validates skills and expertise in computer hardware, software and operating systems. $45

LSC-Kingwood

80981	CTEST	8900115	KT101	Sa	12/13-12/14		SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

IC^3 - Key Applications Test

The Key Applications IC^3 examination validates skills and expertise in basic word processing and spreadsheet applications. $45

LSC-Kingwood

80978	CTEST	8900113	KT101	Sa	12/13-12/14		SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

IC^3 - Living Online Test

The Living Online IC^3 examination validates skills and expertise in basic networking, email, Internet and Web functions. $45

LSC-Kingwood

80979	CTEST	8900114	KT101	Sa	12/13-12/14		SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

IC^3/Microsoft Office Specialist Exam

Fee imposed to examinee when providing a voucher from Certiport to cover the test fee. For use with Microsoft Office Specialist and IC^3 exams only. $10

LSC-Kingwood

80982	CTEST	8920028	KT101	Sa	12/13-12/14		SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MCAS Exam (Access)

The Microsoft Certified Application Specialist - Access certification (based on globally recognized standards) demonstrate your computing skills in Microsoft Access 2007 and help advance your career prospects in a competitive job market. $80

LSC-Kingwood

83189	CTEST	8200013	KT101	Sa	12/13-12/14		SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MCAS Exam (Excel)

The Microsoft Certified Application Specialist - Excel certification (based on globally recognized standards) demonstrate your computing skills in Microsoft Excel 2007 and help advance your career prospects in a competitive job market. $80

LSC-Kingwood

83180	CTEST	8200010	KT101	Sa	12/13-12/14		SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MCAS Exam (Outlook)
The Microsoft Certified Application Specialist - Outlook certification (based on globally recognized standards) demonstrate your computing skills in Microsoft Outlook 2007 and help advance your career prospects in a competitive job market. $80

LSC-Kingwood

83186 CTEST 8200012 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MCAS Exam (PowerPoint)
The Microsoft Certified Application Specialist - PowerPoint certification (based on globally recognized standards) demonstrate your computing skills in Microsoft PowerPoint 2007 and help advance your career prospects in a competitive job market. $80

LSC-Kingwood

83184 CTEST 8200011 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MCAS Exam (Vista for Business Worker)
The Microsoft Certified Application Specialist - Windows Vista certification (based on globally recognized standards) demonstrate your computing skills in Microsoft Windows Vista and help advance your career prospects in a competitive job market. $80

LSC-Kingwood

83190 CTEST 8200014 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MCAS Exam (Word)
The Microsoft Certified Application Specialist - Word certification (based on globally recognized standards) demonstrate your computing skills in Microsoft Word 2007 and help advance your career prospects in a competitive job market. $80

LSC-Kingwood

83192 CTEST 8200015 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MS Office Specialist (Access)
This Microsoft Office Specialist test validates skills and expertise in the use of Access at the proficient level. The test is conducted within the application environment and measures expertise against the Microsoft Access standard $80

LSC-Kingwood

80977 CTEST 8900111 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MS Office Specialist (Excel-Core)
This Microsoft Office Specialist test validates skills and expertise in the use of Excel at the proficient level. The test is conducted within the application environment and measures expertise against the Microsoft Excel standard. $80

LSC-Kingwood

80970 CTEST 8900103 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MS Office Specialist (Excel-Expert)
This Microsoft Office Specialist test validates skills and expertise in the use of Excel at the Expert level. The test is conducted within the application environment and measures expertise against the Microsoft Excel standard. $80

LSC-Kingwood

80971 CTEST 8900104 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MS Office Specialist (Outlook)
This Microsoft Office Specialist test validates skills and expertise in the use of Outlook at the expert level. The test is conducted within the application environment and measures expertise against the Microsoft Outlook standard. $80

LSC-Kingwood

80976 CTEST 8900110 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MS Office Specialist (PowerPoint)
This Microsoft Office Specialist test validates skills and expertise in the use of PowerPoint at the expert level. The test is conducted within the application environment and measures expertise against the Microsoft PowerPoint standard. $80

LSC-Kingwood

80969 CTEST 8900101 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MS Office Specialist (Word-Core)
This Microsoft Office Specialist test validates skills and expertise in the use of Word at the proficient level. The test is conducted within the application environment and measures expertise against the Microsoft Word standard. $80

LSC-Kingwood

80973 CTEST 8900105 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

MS Office Specialist (Word-Expert)
This Microsoft Office Specialist test validates skills and expertise in the use of Word at the expert level. The test is conducted within the application environment and measures expertise against the Microsoft Word standard. $80

LSC-Kingwood

80974 CTEST 8900106 KT101 Sa 12/13-12/14 SFA 204

Testing available Monday-Friday. Call 281.312.1660 or 1661 to register or for more information.

Update your skills, discover a new talent, or chart a new career path at your own pace in the comfort of your own home or office. Online courses make it easy to begin now to achieve your goals.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

Requirements: The following six-week online classes require Internet access, email and the Microsoft Internet Explorer web browser. In addition, some classes may require Windows, Excel or other software programs as indicated in the course description. Before registering for any course, go to our Online Instruction Center and read the complete course requirements for that course. Just follow these steps and you are on your way!

How to get started:

- Visit our Online Instruction Center at **www.ed2go.com/kingwood/ce**
- Click the Orientation link and follow the instructions to enroll and pay for your course. During orientation, you will learn important information about your course.
- Choose your course then click on the Enroll Now button. Sign up for the course by choosing a start date. Follow the instructions on each page. You will also be provided an opportunity to choose the name and password you will use to access your course. ***Print or save this information. These steps are critical!*** You cannot access your course until you complete orientation and payment has been made.
- When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you provided during orientation.

After completing the required orientation, your name will be added to the class roster. The Online Course Coordinator then verifies the roster which "unlocks" the class to give you access to your course lessons.

Course dates:

4/16/08 – 5/23/08
5/21/08 – 6/27/08
6/18/08 – 7/25/08
7/16/08 – 8/22/08

Registration deadline is one week after the course start date. You have two weeks after the end date of class to complete the final exam with an additional extension of 10 days. A Letter of Successful Completion may be obtained from the Online Instruction Center.

If you have questions or need further assistance, contact

Shelia Benard
281.312.1660 • sbenard@LoneStar.edu

Beverly Bodenhamer
281.312.1661 • beverly@LoneStar.edu

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If you are interested in a career in nursing, the Certified Nurse Aide course is an excellent place to start.

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¿Habla usted español?
¿Por qué no?

Learn to speak Spanish!

See page 56 or call 281.312.1660 or 281.312.1661.

GED Requirements

Texas Education Agency (TEA) regulations as of January 2007 state that any student wishing to take the GED test must first take the Test of Adult Basic Education (TABE), or the Official Practice Test for the GED (OPT), or the Armed Forces Vocational Aptitude Battery (ASVAB), and meet certain criteria. Lone Star College–Kingwood offers the TABE during the free 3-day orientation. There is no pre-registration required for GED Orientation, simply go to the Student Fine Arts Building, Room 125 at the scheduled time.

Those wishing to register for the GED Test must present their test scores. GED Test registration is done in person in the Continuing Education Office (CLA 107). For more information call 281.312.1457.

Minimum Test Score

Minimum Test Score on TABE A or D
(Reading: 567, Math: 566, Language: 560)
or
Minimum Test Score on
GED Official Practice Test: 460
or
Minimum Test Score on ASVAB Test: 50 AFQT

16 years old

- Valid Texas ID or Texas Drivers License or US Government Issued ID
- Social Security Card (optional)
- Withdrawal form from high school
- Parental consent form (parent must accompany student for registration)
- **Court Order**

17 years old

- Valid Texas ID or Texas Drivers License or US Government Issued ID
- Social Security Card (optional)
- Withdrawal form from high school
- Parental consent form (parent must accompany student for test registration)

18 years or older

- Valid Texas ID or Texas Drivers License or US Government Issued ID
- Social Security Card (optional)

GED Orientation

This orientation introduces students to the expectations of the class, their responsibilities, and general rules of participation. Students are given the TABE assessment to determine grade level and critical academic areas for improvement. 1.2 CEUs No Fee

LSC-Kingwood

60333	CDEVS	8910001	KC303	TuWF	7/15-7/18	9AM-12PM	SFA 125
			or	TuWF	7/15-7/18	9AM-12PM	SFA 126
60334	CDEVS	8910001	KC304	TuWF	7/15-7/18	6PM-10PM	SFA 125
			or	TuWF	7/15-7/18	6PM-10PM	SFA 126
60336	CDEVS	8910001	KC305	TuWF	8/12-8/15	9AM-12PM	SFA 125
			or	TuWF	8/12-8/15	9AM-12PM	SFA 126
60337	CDEVS	8910001	KC306	TuWF	8/12-8/15	6PM-10PM	SFA 125
			or	TuWF	8/12-8/15	6PM-10PM	SFA 126
82406	CDEVS	8910001	KC101	TuWF	9/16-9/19	9AM-12PM	SFA 125
			or	TuWF	9/16-9/19	9AM-12PM	SFA 126
82408	CDEVS	8910001	KC102	TuWF	9/16-9/19	6PM-9PM	SFA 125
			or	TuWF	9/16-9/19	6PM-9PM	SFA 126
82414	CDEVS	8910001	KC103	TuWF	10/14-10/17	9AM-12PM	SFA 125
			or	TuWF	10/14-10/17	9AM-12PM	SFA 126
82415	CDEVS	8910001	KC104	TuWF	10/14-10/17	6PM-9PM	SFA 125
			or	TuWF	10/14-10/17	6PM-9PM	SFA 126

GED Test Full

The General Education Development Test is an adult education service that enables a student to earn a certificate issued by the Texas Education Agency. $80

LSC-Kingwood

60350	CTEST	8900012	KC303	F	8/8-8/9	5PM-10PM	CLA 114
			and	Sa	8/8-8/9	8AM-3PM	CLA 114
67809	CTEST	8900012	KC101	F	9/12-9/13	5PM-10PM	CLA 114
			and	Sa	9/12-9/13	8AM-3PM	CLA 114
67811	CTEST	8900012	KC102	F	10/10-10/11	5PM-10PM	CLA 114
			and	Sa	10/10-10/11	8AM-3PM	CLA 114
67812	CTEST	8900012	KC103	F	11/21-11/22	5PM-10PM	HSB 214
			and	Sa	11/21-11/22	8AM-3PM	HSB 214

GED Test Partial

This partial GED test is limited to persons who have successfully completed and passed all but one or two of the 5 parts of the GED test. Upon registering for the partial GED test, student must provide proof of passing 3 parts of the test. $30

LSC-Kingwood

60356	CTEST	8900011	KCL33	F	8/8-8/9	5PM-10PM	CLA 114
			and	Sa	8/8-8/9	8AM-3PM	CLA 114
67810	CTEST	8900011	KC111	F	9/12-9/13	5PM-10PM	CLA 114
			and	Sa	9/12-9/13	8AM-3PM	CLA 114
67813	CTEST	8900011	KC112	F	10/10-10/11	5PM-10PM	CLA 114
			and	Sa	10/10-10/11	8AM-3PM	CLA 114
67814	CTEST	8900011	KC113	F	11/21-11/22	5PM-10PM	HSB 214
			and	Sa	11/21-11/22	8AM-3PM	HSB 214

For information or to register call 281.312.1660 or 281.312.1661
You may also register online (Kingwood.LoneStar.edu/ce), by fax (281.312.1612), or in person (CLA 107)

English for Speakers of Other Languages (ESOL)

ESOL Language Skills Workshop

Designed for students whose primary language is other than English. Focus on comprehending challenging industrial and job-related materials. Emphasis on industry-related vocabulary development and skills acquisition, including determining meaning from context, identifying word forms and variation in meaning, synonyms and antonyms, context clues, connotation and denotation, and fact and opinion. Refines the use of listening, speaking, reading, and writing skills necessary for personal, academic, and business communication. Incorporates negotiated student/instructor-generated content and accommodates individual goals in a workshop format.

4.8 CEUs $144

LSC-Kingwood

80403	CENGL	3100558	21001	F	8/25-12/14	9AM-10:20AM
80404	CENGL	3100558	21801	MTWTh	8/25-10/17	1:30PM-2:50PM
80405	CENGL	3100558	21802	MTWTh	10/20-12/14	1:30PM-2:50PM

ESOL Oral Communication, High Beginning

In this course students have the opportunity to develop fluency and accuracy in speaking and to apply strategies for comprehending and processing short spoken passages on familiar topics. Students who enroll in this course should have basic literacy skills in their native language and be familiar with Roman script. Open lab available. This course carries institutional credit but will not transfer and may not be used to meet degree requirements. Prerequisite: ENGL 0331; or Placement by exam. Linked to ENGL 0343 9.6 CEUs $144

LSC-Kingwood

80285	CENGL	3004301	21001	MTWTh	8/25-12/14	8:30AM-9:55AM
80286	CENGL	3004301	21002	MTWTh	8/25-12/14	1PM-2:25PM
80287	CENGL	3004301	22001	MW	8/25-12/14	6PM-8:50PM

ESOL Oral Communication, Intermediate

In this course students increase proficiency in the spoken language necessary for personal, academic, and professional communication. They develop skills at using functional language for giving advice, describing, narrating, and expressing ability and possibility, and making predictions. Students acquire and practice strategies for comprehending statements and short spoken passages. Open lab available. This course carries institutional credit but will not transfer and may not be used to meet degree requirements. Prerequisite: ENGL 0343, or ENGL 0331 with "B" or above , or ENGL 0332 with "C" or above, or ENGL 0333, or placement by exam.

Linked to ENGL 0344 9.6 CEUs $144

LSC-Kingwood

80288	CENGL	3004401	21001	MTWTh	8/25-12/14	8:30AM-9:55AM
80289	CENGL	3004401	21002	MTWTh	8/25-12/14	1PM-2:25PM
80290	CENGL	3004401	22001	MW	8/25-12/14	6PM-8:50PM

ESOL Oral Communication, High Intermediate

In this course students use sophisticated grammar structures and precise vocabulary in speaking and are able to comprehend short lectures. Open lab available. This course carries institutional credit but will not transfer and may not be used to meet degree requirements. Prerequisite: ENGL 0344, or ENGL 0333 with "B" or above, or ENGL 0334 or placement by exam. This course is linked to ENGL 0345. 9.6 CEUs $144

LSC-Kingwood

80291	CENGL	3004501	21001	MTWTh	8/25-12/14	8:30AM-9:55AM
80292	CENGL	3004501	21002	MTWTh	8/25-12/14	1PM-2:25PM
80295	CENGL	3004501	22001	MW	8/25-12/14	6PM-8:50PM

ESOL Oral Communication, Advanced

In this course students comprehend and practice increasingly sophisticated structures in speech, and will be able to take notes from a spoken source. Open lab available. This course carries institutional credit but will not transfer and may not be used to meet degree requirements. Prerequisite: ESOL Oral Communication 3 or ENGL 0345, ENGL 0334; ENGL 0335; or placement by exam.

9.6 CEUs $144

LSC-Kingwood

80296	CENGL	3004601	21001	MTWTh	8/25-12/14	8:30AM-9:50AM

ESOL Reading, High Beginning

This course develops nonnative English students' reading and vocabulary skills for personal, academic, and professional communication by using vocabulary-controlled materials based on diverse themes. The course includes extensive practice in reading and comprehending simple short stories and articles, and writing related sentences. Focus is on literal comprehension, identifying the main idea, and developing a useful and personally relevant vocabulary base. Writing is required to complement some reading activities. Students who enroll in this course should have basic literacy skills in their native language and be familiar with Roman script Open lab available. This course carries institutional credit but will not transfer and may not be used to meet degree requirements. Prerequisite: ENGL 0311 or placement by exam. Linked to ENGL 0377.

8.0 CEUs $144

LSC-Kingwood

80277	CENGL	3003701	21002	MTWTh	8/25-12/14	7:15AM-8:25AM
80276	CENGL	3003701	21001	MTWTh	8/25-12/14	11:30AM-12:45PM
80278	CENGL	3003701	22001	MW	8/25-12/14	6PM-8:30PM

ESOL Reading, Intermediate

This course develops nonnative English students' reading and vocabulary skills for personal, academic, and professional communication by using materials based on a number of topics. The course includes extensive practice in reading and comprehending multi-paragraph descriptive and narrative articles, stories, reports, and dictionary entries, and writing related paragraphs. Focus is on literal comprehension, identification of inferred main ideas, speed development, word analysis, vocabulary expansion, and dictionary skills. Writing is required to complement varied reading activities. Open lab available. This course carries institutional credit but will not transfer and may not be used to meet degree requirements. Prerequisite: ENGL 0337, or ENGL 0311 with "B" or above, or ENGL 0312 with "C" or above, or ENGL 0313, or placement by exam. Linked to Engl 0338 8.0 CEUs $144

LSC-Kingwood

80280	CENGL	3003801	21002	MTWTh	8/25-12/14	7:15AM-8:25AM
80279	CENGL	3003801	21001	MTWTh	8/25-12/14	11:30AM-12:45PM
80281	CENGL	3003801	22001	MW	8/25-12/14	6PM-8:30PM

ESOL Reading, High Intermediate

This course continues to develop nonnative English students' reading and vocabulary skills for personal, academic and professional purposes using a wide variety of text types and topics. The course includes extensive practice in reading and comprehending multi-page articles, narratives, reports, editorials, opinion essays, and reference materials, and writing related responses. Focus is on interpretation of factual material and inferences; increasing speed while maintaining comprehension; recognition and comprehension of idioms, analogies, synonyms and antonyms, and context clues; word analysis; and paraphrasing and summarizing selected passages. Writing is required to complement reading activities. Open lab available. This course carries institutional credit but will not transfer and may not be used to meet degree requirements. This course linked with ENGL 0339. Prerequisite: Engl 0313 minimum grade B; Engl 0314; or placement by exam. 8.0 CEUs $144

LSC-Kingwood

80283	CENGL	3003901	21002	MTWTh	8/25-12/14	7:15AM-8:25AM
80282	CENGL	3003901	21001	MTWTh	8/25-12/14	11:30AM-12:45PM
80284	CENGL	3003901	22001	MW	8/25-12/14	6PM-8:30PM

ESOL Writing, High Beginning

In this course students have the opportunity to develop, practice, and apply the basic structures of English and to perform simple writing tasks. Students who enroll in this course should have basic literacy skills in their native language and be familiar with Roman script. Open lab available. This course carries institutional credit but will not transfer and may not be used to meet degree requirements. This course linked with ENGL 0353. Prerequisite: Engl 0321 or placement by exam. 9.6 CEUs $144

LSC-Kingwood

80305	CENGL	3005301	21001	MTWTh	8/25-12/14	10AM-11:25AM
80307	CENGL	3005301	21002	MTWTh	8/25-12/14	2:30PM-3:55PM
80309	CENGL	3005301	22001	TTh	8/25-12/14	6PM-8:50PM

ESOL Writing Intermediate

In this course students increase proficiency in the writing skills necessary for basic personal and academic communication. Students use process writing techniques to write simple paragraphs and gain mastery in the use of the basic structures of the language. Open lab available. This course carries institutional credit but will not transfer and may not be used to meet degree requirements. This course linked with ENGL 3054. Prerequisite: ESOL Writing 1, ESOL Reading 1, and ESOL Oral Communication 2; or ENGL 0321 MINIMUM GRADE B; ENGL 0322 MINIMUM GRADE C; ENGL 0323 or placement by exam. 9.6 CEUs $144

LSC-Kingwood

80310	CENGL	3005401	21001	MTWTh	8/25-12/14	10AM-11:25AM
80312	CENGL	3005401	21002	MTWTh	8/25-12/14	2:30PM-3:55PM
80313	CENGL	3005401	22001	TTh	8/25-12/14	6PM-8:50PM

ESOL Writing, High Intermediate

In this course students use sophisticated grammar structures in writing short essays using process writing techniques. Open lab available. This course carries institutional credit but will not transfer and may not be used to meet degree requirements. Prerequisite: ENGL 0354, or ENGL 0323 with "B" or above, or ENGL 0324, or placement by exam Linked to ENGL 0355 9.6 CEUs $144

LSC-Kingwood

80314	CENGL	3005501	21001	MTWTh	8/25-12/14	10AM-11:25AM
80315	CENGL	3005501	21002	MTWTh	8/25-12/14	2:30PM-3:55PM
80316	CENGL	3005501	22001	TTh	8/25-12/14	6PM-8:50PM

ESOL Writing Advanced

In this course students use process writing techniques to write academic essays such as comparison and contrast, classification, cause and effect and argument. Open lab available. Prerequisite: ENGL 0355, or ENGL 0324 with "A" or above, or ENGL 0325 with "C", or placement by exam LINKED to ENGL 0356 9.6 CEUs $144

LSC-Kingwood

80317	CENGL	3005601	21001	MTWTh	8/25-12/14	10AM-11:25AM
80318	CENGL	3005601	22001	TTh	8/25-12/14	6PM-8:50PM

¿Habla Español?

Does your company or agency need work specific Spanish language training? We can help!

Lone Star College-Kingwood can provide results-driven corporate and government training in occupational Spanish and cross-cultural issues, using its inventory of training programs. We combine the expertise of language and work specific curriculum design specialists with the knowledge and experience of real world practitioners (police officers, physicians, paramedics, probation and correctional officers, counselors, social workers, nurses, teachers, dentists, business persons, supervisors, etc.)

For more information call 281.312.1473

For information or to register call 281.312.1660 or 281.312.1661
You may also register online (Kingwood.LoneStar.edu/ce), by fax (281.312.1612), or in person (CLA 107)

SAT Preparation

This course prepares high school students to take the SAT test. Students will learn test strategies and clues to answering questions from both the verbal and math portions of the SAT test. Verbal instruction will include methods to increase comprehension, understand the author's point of view, sentence completion and analogy questions. Vocabulary will also be emphasized during the class. Math emphasis is on analyzing the test and utilizing logic and reasoning. Textbook required. Tuition does not include textbook. 0.8 CEUs $41

LSC-Kingwood

83446	CDEVS	3900013	KC101	Sa	9/27-9/27	8AM-5PM
83448	CDEVS	3900013	KC102	Sa	10/25-10/25	8AM-5PM
83449	CDEVS	3900013	KC103	Sa	11/22-11/22	8AM-5PM

SAT Preparation

This course prepares high school students to take the new 2005 SAT Test. Students will learn critical thinking, and test strategies for both the verbal and math portions of the SAT test. Verbal instruction will include methods to increase reading comprehension, understanding author's point of view, sentence completion, vocabulary emphasis, and student-written essay. Math instruction will include methods to increase problem recognition, analysis, logic utilization and deductive reasoning with an increased emphasis on topics such as linear functions, manipulations, and geometric properties. Textbook required. 3.2 CEUs $164

LSC-Kingwood

83450	CDEVS	3900402	KC101	MTWTh	9/15-9/25	5:30PM-9:30PM
83451	CDEVS	3900402	KC102	MTWTh	10/13-10/23	5:30PM-9:30PM
83452	CDEVS	3900402	KC103	MTWTh	11/10-11/20	5:30PM-9:30PM

Lone Star College-Kingwood offers SAT Prep Classes

"I did check my son Matt's scores on the SAT prior to and after the one day prep class that he took at LSC-Kingwood. His combined score for verbal and math increased by 130 points! I really, really wish that I had known that LSC-Kingwood offered SAT prep classes. I had only heard of the Princeton/Kaplan type courses, and frankly at $900 those were not within our budget. I would love to know how well he could have done if he had taken the two week course. I will definitely enroll my younger son when it is time for him to begin preparing for the test."

—Suzanne Greenwood, Matt's mother

The Scholastic Aptitude Test? Actually, the initials SAT no longer stand for anything. When the test was invented in 1926, SAT was an acronym for Scholastic Aptitude Test. By 1993, however, the College Board had dropped the word "aptitude" from the title and was calling the SAT a "reasoning test."

No big deal… . It's just a test, right? Not really. The reality, unfortunately, is a bit more disturbing. When it comes to admission, the college entrance exam is the second-most critical factor that admission officers at most schools consider. Only grades count for more. If that wasn't enough pressure, the College Board officially unveiled a new – longer SAT exam last spring.

SAT prep courses have been around for a long time, but for many students they just weren't practical because of the expense in time and money. The good news is that it no longer has to cost a lot of money to get prepared for the SAT. Lone Star College-Kingwood offers several options ranging from $50 to $500. Students can choose from an eight hour class, a 32 hour class and a more in-depth 40 hour course offered jointly with the University of Houston. These courses are designed to prepare students for the verbal, math and written portions of the SAT Test. Instructors focus on test taking strategies and clues.

For general information about Lone Star College-Kingwood, visit our website at Kingwood.LoneStar.edu/ce or call 281.312.1660.

CONTINUING EDUCATION STAFF

Devon Alexander
Marketing

Devon is a sixteen-year resident of Kingwood. She has a degree in Business Management from the University of Nebraska and is working on her Master's Degree. She is a graduate of the Leadership North Houston Program. Devon is very active in the community, serving on the boards of several philanthropic and civic groups. Contact Devon at 281.312.1664 or devon.l.alexander@LoneStar.edu.

Tabitha Anderson
Health Occupations

Tabitha is a doctoral candidate at Penn State University in Workforce Education and Development specializing in Training & Development. She holds a Master of Public Health degree in Health Policy and Management from Texas A&M and a bachelor of science in human resource development from Indiana State. Tabitha is responsible for the allied health programs. You may reach her at 281.312.1585 or tabitha.m.anderson@LoneStar.edu.

Frances Andrews
Business and Marketing

Frances holds a BBA degree from the University of Houston. She is currently pursuing a Master's Degree in the same field also from the University of Houston. For information regarding business and marketing, call Franes at 281.312.1473 or frances.andrews@LoneStar.edu.

Susan Bedwell, Ph.D.
Teacher Certification Program

Susan was appointed to her position as Program Manager in January 2004. She comes to Lone Star College–Kingwood after extensive leadership experience in education, program development, fundraising, governmental affairs work and advocacy. Susan received her Ph.D. from The University of Texas. Contact Susan at 281.312.1579 or susan.l.bedwell@LoneStar.edu.

Shelia M. Benard
Registration & Information

Shelia has over 18 years of customer service experience. She is currently pursuing her AAS degree in Human Services. She has chosen to pursue this field of study so that she can continueto reach out to others Call Shelia at 281.312.1660 or shelia.m.benard@LoneStar.edu.

Beverly Bodenhamer
Registration & Information

Beverly is a native Texan pursuing a career in Administrative Assistance and Graphic Design. She has over 19 years of customer service experience and enjoys assisting students who wish to further their education. Call Beverly at 281.312.1661 or beverly.l.bodenhamer@LoneStar.edu.

Pat Chandler
EMCID Center

Pat holds a Bachelor of Science in Education from Auburn University. She is responsible for the Academy for Lifelong Learning, a program offering free courses for senior adults taught by volunteers. She also manages the other activities and personnel at Lone Star College–Kingwood's off-site center located at the EMCID Complex in New Caney. Contact Pat at 281.312.1749 or pat.chandler@LoneStar.edu.

Twyla Coy
Teacher Certification Program

Twyla joined the Teacher Certification Program as a Program Coordinator in January 2005. She holds a BA in Speech Communication and is pursuing a Master's Degree at The University of Houston. Contact Twyla at 281.312.1716 or twyla.m.coy@LoneStar.edu.

Missy Eitreim
Business and Marketing

Missy has a B.A. in English from Texas A&M University. She is currently pursuing the web design certificate from Lone Star College–Kingwood. Missy has 10 years of experience in advertising and marketing. Contact Missy at 281.312.1562 or missy.eitreim@LoneStar.edu

CONTINUING EDUCATION STAFF

Bob Floyd
Computer Information Technology

Bob coordinates the Computer Information Technology programs, provides administrative support and maintains the division's website. Bob is IC3 Certified and holds an AAS Degree in Computer Science Contact Bob at 281.312.1516 or bob.floyd@LoneStar.edu.

Sabrina Galaviz
Health Occupations

Sabrina attended North Harris College in 1999 and graduated with an Associates of Liberal Arts in 2005. She is currently waiting to receive her LVN application letter and has plans to become an RN. She is excited about working at Lone Star College-Kingwood. Contact Sabrina at Sabrina.Galaviz@LoneStar.edu

Alma Garcia
Registration & Information

Alma earned a bachelor's degree from Colegio Anglo Español in Monterrey Mexico before moving to the U.S. She retired from AT&T in California with over 30 years of customer service experience. Her desire to stay active and be of service to the community brought her to LSC-Kingwood in 2007, where her many years of experience are being used assisting students. Contact Alma at 281.312.1660 or alma.a.garcia@LoneStar.edu.

Robin Garrett, Ed.S.
Senior Program Manager

Robin holds B.S., M.S., and Ed.S. degrees and is pursuing a Ph.D. Robin is serving as the Interim Senior Program Manager in charge of Continuing Education at Lone Star College-Kingwood. She is a Microsoft Office Specialist, Master Instructor, IC^3 Certified Instructor, and a CEC (Certified E-Commerce Consultant). Contact Robin at 281.312.1643 or robin.garrett@LoneStar.edu.

Danny Osburn
Office Coordinator

Danny started his career at Lone Star College-Kingwood in 1984, where he spent five years in the business office before joining the Continuing Education family. Danny is a great resource for CE and the College. Contact Danny at 281.312.1461 or danny.r.osburn@LoneStar.edu.

Cathleen Quayle
Division Operations Manager

Cathleen joined the Continuing Education team at Lone Star College–Kingwood in November 2007 but has been working for Lone Star College for two years. She holds a Bachelor's Degree from Tulane University and has ten years of experience in administration and customer service. You may reach her at 281.312.1643 or cathleen.a.quayle@LoneStar.edu.

Linda Currie Rogers
Academy of Lifelong Learning

Linda has over 16 years experience in customer service and leader training. She has been working with scheduling at Lone Star College-Kingwoodís Offsite Center since 2007. Linda may be called at 281.312.1756 or by email at Linda.Rogers@LoneStar.edu

Kimberly Rutledge
Teacher Certification Program

Kimberly joined the TCP team as a Staff Assistant II in October 2006. She has many years of experience providing outstanding customer service and administrative assistance. Kimberly is currently pursuing her AAS degree in Business Management at Lone Star College–Kingwood. Contact Kimberly at 281.312.1716 or kimberly.m.rutledge@LoneStar.edu.

Phyllis Smith
Academy for Lifelong Learning

Phyllis has a B.S. in English from the University of Wisconsin Milwaukee (UWM). She earned a Wisconsin Real Estate Brokers License that she keeps active. Phyllis began working at Lone Star College–Kingwood in1988. Since 2004, she has worked at the EMCID Center assisting with the activities involved with the Academy for Lifelong Learning. Contact Phyllis at 281.312.1750 or phyllis.d.smith@LoneStar.edu.

Index

TITLE	Page
3-D Animation I	20
3-D Modeling and Rendering	25
A+ Certification Training	29
Access	18
Administrative Systems	15
Aqua Aerobics I	59
AutoCAD	17
Basic Animation	20
Basic PC Maintenance	29
Blueprint Reading for Welders	42
Bowling	59
Business English	14
Business Ethics	14
Business Law I	15
Business Principles	15
Buy and Sell on eBay	23, 46
Ceramics	43
Certified Nurse Aide	34
Chamber Singers	44
Child Development Associate	16
Communication for Workplace	36
Communication Skills Healthcare Supervisors	33
Computer Fundamentals	17
Computers, Introduction	17
Concert Choir	44
CPR for the Health Care Provider	32
Dance, Country/Western	59
Dance, Social and Popular	59
Dental Assisting	32
Dental Office Management	33
Desktop Publishing	19
Desktop Support Technician	29
Digital Photography	45, 46
Dreamweaver	23
Ed2Go	49
Emotional Well-Being	58
English for Health Care Professionals	36
ESOL Language Skills Workshop	55
ESOL Oral Communication	55
Excel	30
Excel Core & Expert	30
Exploration–Accessing the WAN	28
Exploration–LAN Switching and Wireless	28
Exploration–Network Fundamentals	28
Exploration–Routing Protocols Concept	28
Family Wellness and Personal Growth	58
Fireworks	23
Flash	25
Fundamentals in Healthcare Supervision	33
Game Design & Development, Introduction	20
Gas Metal Arc I	42
Gas Metal Arc Welding GMAW MIG	42
Gas Tungsten Arc Welding GTAW TIG I	42
Gas Tungsten Arc Welding GTAW TIG II	42
GED Orientation	54
GED Test	54
Golf I	59
Home and Small Office Networking	28
Human Anatomy and Physiology	35
Human Relations Skills	14
IC^3–Computing Fundamentals Test	26, 46
IC^3–Key Applications Test	26, 46
IC^3–Living Online Test	26, 46
IC^3–Microsoft Office Specialist Exam	26, 46
Import Customs Regulations	15
InDesign	19
Infant Massage	58
Information and Project Management	15
Interactive Multimedia I	20
Internet, Introduction	23
Inventor	17
Jazz Ensemble	44
Keyboarding	24
Kid Care Program	58
Leadership Skills Healthcare Professionals	33
Level Design	20
MCAS Exam	26, 46, 47
Medical Insurance	15
Medical Office Procedures	15
Medical Terminology I	15
Medication Aide	34
Medication Aide Refresher	34
Microsoft Visio	20
MS Office Specialist	27, 47
Multimedia, Introduction	21
NCLEX–PN Review Course for Practical Nurse	35
Nitrous Oxide Sedation Monitoring	33
Nurse Aide Refresher	34
Office Accounting	14
Outlook	24
PayTrain Fundamentals	14
PayTrain Mastery	14
PDF File Creation	24, 46
Personal Finance	58
Phlebotomy	35
Photoshop	21
Photoshop Elements	21
Piano Class	44
PowerPoint	22
PowerPoint Complete	22
Principles of Marketing	15
Professionalism in the Workplace	42
Project Scheduling using MS-Project	29
QuickBooks	14
Real Estate	37
Registered Dental Assistant Exam Review	33
SAT Preparation	61
Scuba	60
Shielded Metal Arc Welding	42
Sign Language	57
Spanish	57
Symphony Orchestra	44
Teacher Certification Program	38
Team Building for Healthcare Professionals	33
Teen Driver Education Program	58
Terminology for the Dental Professional	33
Tips and Tricks of Successful Readers	58
Web Page Creation - Online	23
Welding	42
Word	31
Word Core & Expert	31
Yoga	60