START something!

KINGWOOD COLLEGE

A NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE

Whether you are entering the workforce for the first time, need to upgrade your technical skills, or are seeking a new career, Kingwood College's division of Continuing Education is the place for you to Start Something.

We offer you the training and skills required to become successful and reach your educational goals. Take one course, complete a workforce certificate, obtain industry certification or learn new skills that can be immediately applied to the workplace. The opportunities are here and the choices are yours.

Terry Sawma

Terry Sawma, Ed.D., Vice President
Continuing Education and Workforce Development

Contents

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The Office of Vice President,
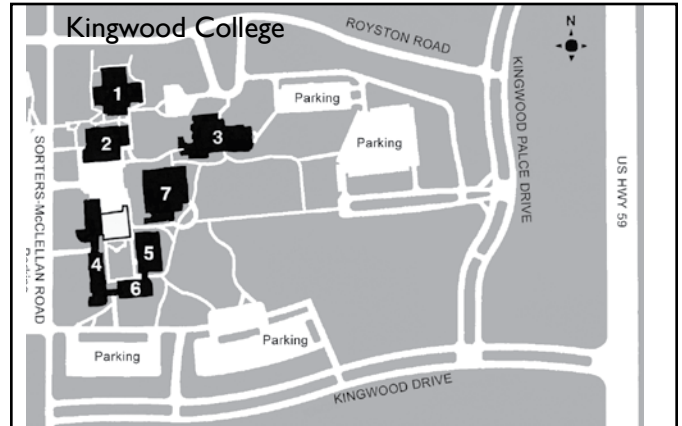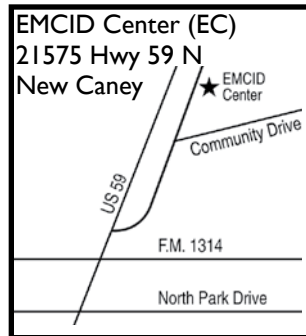**Continuing Education and Workforce Development**
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KINGWOOD COLLEGE (KC)

OFF-SITE: EMCID

EMCID Center (EC)
21575 Hwy 59 N
New Caney

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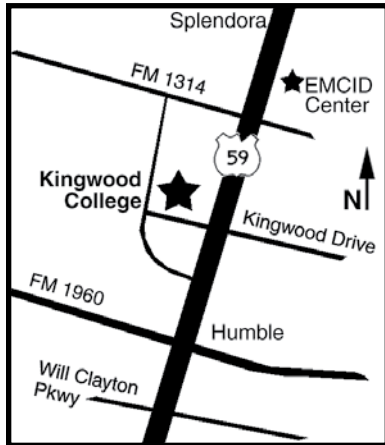
1–Fitness Center (FTC)
2–Classroom Bldg B (CLB)
3–Student Center/
  Fine Arts (SFA)
4–Classroom Bldg A (CLA)
5–Library (LIB)
6–Administration Bldg (ADM)
7–Health & Science Bldg (HSB)

Spring Hours Of Operation

Continuing Education

CLA 107	Mon–Fri, 8 am–5 pm
20000 Kingwood Drive	281.312.1660 or 1661
Kingwood, TX 77339	281.312.1612 (Fax)

ESL/GED: 281.312.1447
or 281.312.1457

Academy for Lifelong Learning

EMCID 111	Mon–Fri, 8 am–7 pm
21575 Hwy 59N	281.312.1750
New Caney, TX 77357	281.354.7700 (Fax)

Bookstore (SFA 114) 281.312.1699

Business Office (SFA 113) 281.312.1581

Financial Aid Office (SFA 119) 281.312.1606

Spring Calendar

Kingwood College offices will be closed on these dates:

Martin Luther King Day	Monday, January 21
District Conference Day	Thursday, February 21
Mid-Semester Break	Thursday–Sunday, March 13–16
Spring Holiday	Friday–Sunday, March 21–23
Memorial Day	Saturday–Monday, May 24–26

KidCare Program

Only $25 per semester per child!

The KidCare Program provides supervision for children, ages 4–12, while a parent attends evening classes at Kingwood College. Parents must provide a copy of their course enrollment form, the child's birth certificate, registration and KidCare enrollment form when registering the child into the KidCare Program. KidCare is located in CLA 115.

Este programa proporcionará la supervisión para niños de 4 de 12 años mientras un padre asiste las clases durante la tarde. El padre debe mostrar la prueba de la matriculación en el Colegio de Kingwood cada semestre cuando registrar. KidCare es localizado en CLA 115.

60599	**M–Th**	**1/14–5/8**	**5–10P**
60600: Monday		60601: Tuesday	
60602: Wednesday		60603: Thursday	

Online or in line – it's your choice!
Students can register using My Records at www.register.nhmccd.edu

For information or to register call 281.312.1660 or 281.312.1661
You may also register online, by fax (281.312.1612), or in person (CLA 107)

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MISSION STATEMENT: Kingwood College 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: Kingwood College provides professional, effective employee and organizational development services customized to meet the specific needs of an organization. The Kingwood College Business Training Institute is a resource and partner delivering high quality consulting, assessment and training services. For more information contact Dr. Ike Williams 281.312.1562 or 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 of Completion 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: NHMCCD 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: Kingwood College'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. Concepts of math, science, art, reading and computer technology are taught in a project-oriented way making learning not just fun, but irresistible. More than 45 different courses are offered in academic prep, art and creativity, arts and communication, fitness, engineering, science and technology. A complete list of 2008 summer classes can be found online at kingwoodcollege.com/discoverycollege beginning March 2008.

DISTANCE LEARNING: Distance Learning is any course not confined to a classroom. Distance Learners enjoy the convenience of courses delivered online. Please see pages 41–52 for a listing of distance education courses.

EQUAL OPPORTUNITY: Kingwood College 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: Kingwood College offers two separate English Language Programs (ESL or ESOL). These courses offer English classes for non-native speakers. Students must be at least 18 years old. See pages 53–56 in the schedule for more information or call 281.312.1457 or 281.312.1447.

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, you call 1.888.469.JOBS (5627) to find the center nearest you.

GENERAL EDUCATION DEVELOPMENT (GED): Kingwood College and Region VI offer many opportunities to obtain a GED. Please see page 57 for more information or contact Tommie Valle at 281.312.1457.

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.

The complete schedule and registration forms are available online at **kingwoodcollege.com/ce**

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 Kingwood College main campus.

KidCare is located in CLA 115. Register in CLA 107, Monday through Friday from 8am to 5pm. For registration information go to page 23 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.kingwoodcollege.com/ce or by calling Kingwood College 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.

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 NHMCCD board policy requires that sex offenders seeking to enroll at, provide services to, or be employed with NHMCCD 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, Kingwood College 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@nhmccd.edu.

WEBSITE: The Kingwood College Continuing Education homepage is www.kingwoodcollege.com/ce and the Kingwood College Continuing Education schedule can be found at www.kingwoodcollege.com/ceschedule.

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

PUBLICATION LAYOUT: Designs in Print of Kingwood College: Pam Clarke, Manager; Graphic Design interns: Ember Ashton, Amy Callahan, Clint Machella; Continuing Education: Devon Alexander. Cover design by Clint Machella.

Cy-Fair College
9191 Barker Cypress Rd.
Cypress TX 77433-1383
281.290.3200 Phone
281.290.5284 Fax
cyfaircollege.com/ce

Kingwood College
20000 Kingwood Drive
Kingwood, TX 77339-3801
281.312.1660 or 1661 Phone
281.312.1612 Fax
kingwoodcollege.com/ce

Montgomery College
3200 College Park Drive
Conroe, TX 77384
936.273.7000 Phone
936.273.7262 Fax
montgomerycollege.com/ce

North Harris College
2700 W.W. Thorne Dr.
Houston, TX 77073-3499
281.618.5634 Phone
281.618.7141 Fax
northharriscollege.com

Tomball College
30555 Tomball Parkway
Tomball, TX 77315-4036
281.357.3676 Phone
281.357.3726 Fax
tomballcollege.com/ce

Continuing Education schedules are published by each college within the North Harris Montgomery Community College District. Please contact each college directly for class and registration information.

The complete schedule and registration forms are available online at **kingwoodcollege.com/ce**

Registration Forms

Forms are available in this schedule on page 6 and on our website at kingwoodcollege.com/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: Kingwood College 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 Kingwood College 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 www.kingwoodcollege.com/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 slide 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 slide 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 Kingwood College 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 Kingwood College 281.312.1660 or 1661.

Online Registration Tips:

- If you have previously registered at any NHMCCD 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.

The complete schedule and registration forms are available online at **kingwoodcollege.com/ce**
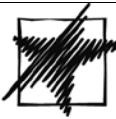
You can fax, mail, or deliver this form in person to any location listed below. You may also Register online at the websites, below.

Cy-Fair College
9191 Barker Cypress Rd.
Cypress, TX 77433-1383
281-290-3200 Ph
281-290-5284 Fax
cyfaircollege.com/goto/ce

Kingwood College
20000 Kingwood Drive
Kingwood, TX 77339-3801
281-312-1660 Ph
281-312-1612 Fax
kingwoodcollege.com/goto/ce

Montgomery College
3200 College Park Drive
Conroe, TX 77384-4500
936-273-7000 Ph
936-273-7262 Fax
montgomery-college.com/ce

North Harris College
2700 W. W. Thorne Drive
Houston, TX 77073-3499
281-618-5634 Ph
281-618-7141 Fax
northharriscollege.com

Tomball College
30555 Tomball Parkway
Tomball, TX 77315-4036
281-357-3676 Ph
281-357-3726 Fax
tomballcollege.com/goto/ce

Fairbanks Center
14955 Northwest Freeway
Houston, TX 77040
832-782-5000 Ph
832-782-5035 Fax

EMCID Center
21575 Hwy 59N
New Caney, TX 77357
281-312-1750 Ph
281-354-7700 Fax

Conroe Center
102 Longview Drive
Conroe, TX 77301
936-271-6000 Ph
936-271-6001 Fax

Carver Center
281-618-5800 Ph
281-618-5803 Fax
Parkway Center
281-260-3501 Ph
281-260-3511 Fax

Willow Chase Center
9449 Grant Road
Houston, TX 77070-4561
281-401-5300 Ph

Semester: 20_____SP
20_____SU
20_____FA

Type of Training: _____Continuing Education
_____Contract Training
_____Academy for Lifelong Learning

Will you be participating in a Workforce Development Certificate?   ❑ Yes   ❑No

If yes, which Certificate? _____

Are you?
❑ Hazelwood Exempt
❑ TAA Qualified
❑ TPEG Qualified
❑ TRC Qualified
❑ WIA Qualified

Residence: I currently reside in:

the state of Texas.   _____ Yes (2N)   _____ No

a state other than Texas.   _____ Yes (5N)   _____ No   State _____

a country other than the United States. _____ Yes (5N)   _____ No   Country _____

This information is used to better understand and serve our community and in no way impacts the service to a student.

Complete Legal Name

Last: _____ First: _____ Middle: _____ Previous Last Name(s) _____

Preferred Email Address: _____

Current Address   Address Change? ❑ Yes ❑ No

Street: _____ Apt#: _____

County: _____ City: _____ State: _____ Zip: _____

Mailing Address (if different)

Street: _____ Apt#: _____

County: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

Social Security Number: _____-_____-_____   Date of Birth: _____ / _____ / _____   Gender: ❑ M ❑ F

Registration #	Course Title	Course #	Location	Start Date	Course Fee
EX: 55555	Introduction To Computers	CITSC 2100103	North Harris	09/11/06	$180

Payment is due at time of registration. Make all checks payable to NHMCCD.
PLEASE READ REFUND POLICY IN CLASS SCHEDULE.
For information on bacterial meningitis please go to www.Tdh.state.tx.us
Visit websites: http://www.nhmccd.edu
Affirmative Action/EEO College

TOTAL FEE	
METHOD OF PAYMENT	
ENTERED BY	
DATE	
CODE	

Emergency Contact Information:

Name: _____

Relationship: _____ Home Ph: _____ Alt Ph: _____

_____
Student Signature on line   Date

Charge to my: ❑ Discover   ❑ MasterCard   ❑ VISA   ❑ AMEX   Card Expiration Date:_____ V-code (security code) _____

Card Number _____ Authorized Signature _____

Name on Card _____ Billing Address (include zip) _____

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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

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 ☐

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☐ **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.

Kingwood College sponsors tour to Switzerland, Austria, and Germany
MARCH 7–16, 2008

Join Kingwood College for an exciting spring break trip to Switzerland, Austria and Germany, March 7-16. This trip provides a wonderful opportunity for members of the community and college to make new friends while exploring some of Europe's most scenic destinations with a professional tour guide and college host, Diane Blanco.

The trip begins with an overnight flight to Frankfurt, Germany and includes tours of Frankfurt, historic Wurzburg, and the 16th century town of Rothenburg. Drive along one of the most beautiful roads in the world, the Romantic Road, on the journey to Munich. Tour Munich's Olympic Stadium, Victory Arch and the Marienplatz with its Gothic town hall and glockenspiel.

Continue on to Lake Chiemsee and Salzburg, the setting for "The Sound of Music" movie; see Mozart's birthplace and Cathedral Square. From Salzburg travel to Innsbruck and the Imperial Palace and the Golden Roof, then to Liechtenstein, at only 16 square miles one of Europe's smallest countries.

Arrive in Lucerne and take the cable car to the summit of the impressive Mount Pilatus, explore the medieval town, take a lakeside walk and visit their excellent shops.

Stop at the Rhine Falls and cross the German border into the Black Forest and enjoy views of old town Heidelberg and the Neckar River before heading back to Frankfurt for the flight home.

Trip cost: $2600 per person, double occupancy. Private room: additional $390.

> **Prices include** round-trip airfare on American Airlines, hotel costs, transfer fees, eight buffet breakfasts, 3 three-course table d'hote dinners or buffets, and trip insurance.

> Individuals may use frequent flyer miles.

> First-class hotels will include Sheratons, Hiltons, and at least one elegant local hotel.

> **Reservations** should be made with Ann Chamberlain at Kingwood Travel as soon as possible, as space is limited. Contact Ann at 281-358-5464 or ann@kingwoodtvl@webmail.com

> Don't wait, register today!!!

Academy for Lifelong Learning

Kingwood College'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 Kingwood College'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.

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Certificate Programs

CERTIFICATE	REQUIRED COURSES	SUB	CRSE	HOURS	FEE	PAGE
Adminstrative Office Support – Level 1	Keyboarding Speed and Accuracy*	CPOFT	2109303	32	$164	20, 39
	Professionalism in the Workplace I	CBMGT	2109121	16	$82	19, 38
	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	25
	Word I ❶ ❷	CPOFI	2100301	16	$82	36, 45
	Excel I ❶ ❷	CITSW	2102224	16	$82	35, 44
	Administrative Assisting Fundamentals	CEDGO	2102202	48	$99	48
Administrative Office Assistant – Level 2	Word II ❷	CPOFI	2104202	16	$82	36, 45
	Excel II ❷	CITSW	2104606	16	$82	35, 44
	Powerpoint 1 ❷	CITSW	2103702	16	$82	29, 42
	Access 1 ❷	CITSW	2105311	16	$82	25, 26, 41
	Office Accounting	CACNT	2100106	24	$124	17
	Business and Professional Writing II	CETWR	2104303	24	—	—
	Professionalism in the Workplace II	CBMGT	2109122	16	$82	19, 38
	Adminstrative Systems	CPOFT	2203102	48	$198	19, 38

The following recommended courses provide additional skill sets to strengthen employment potential:

	Language course					
	Project Management					
	Quickbooks I	CACNT	2104202	16	$82	17
AutoCAD Computer Aided Drafting Technician	AutoCAD Introduction	CDFTG	2101401	32	$196	25
	AutoCAD Intermediate	CDFTG	2105001	32	$196	25
	Auto CAD Advanced	CDFTG	2200401	32	$196	25
Child Development Associate	Child Development Associate	CCDEC	2105401	120	$366	17
	CPR for Healthcare Providers	CEMSP	2101904	8	$42	58
Child Care Director	Child Development Associate	CCDEC	2105401	120	$366	17
	Principles of Management	CBMGT	2101201	48	$132	—
	CPR for Healthcare Providers	CEMSP	2101904	8	$42	58
Cisco Certification	Exploration – Network Fundamentals	CITCC	2100202	80	$188	32
	Exploration – Routing Protocols Concept	CITCC	2107201	80	$188	32
	Exploration – Accessing the WAN	CITCC	2107401	80	$188	32
	Exploration – LAN Switching and Wireless	CITCC	2107301	80	$188	32
Computer Gaming	Gaming Industry, Intro (online)	CEDGO	7000404	24	$99	50
	Game Design and Development (linked with GAME 1303)	CGAME	2100301	80	$144	28
	Photoshop I ❷	CITSW	2100302	16	$82	29, 41
	Photoshop II ❷	CGRPH	2109104	16	$82	29, 41
	Basic Animation (linked with ARTV 1301)	CARTV	2100301	96	$156	27
	Director (online)	CEDGO	2200051	24	$99	—
	VB.net (online)	CEDGO	7100041	24	$99	49, 52
	Alice 2.0 Programming (online)	CEDGO	7400073	24	$99	52
Computer Literacy	Computer Fundamentals ❶	CITSC	2101202	24	$124	25
	Word I ❶ ❷	CPOFI	2100301	16	$82	36
	Excel I ❶ ❷	CITSW	2102224	16	$82	35, 44
	Internet, Introduction ❶	CITNW	2100702	16	$82	30

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

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CERTIFICATE	REQUIRED COURSES	SUB	CRSE	HOURS	FEE	PAGE
Computer Support	A+ Certification Training	CITSC	2102520	96	$678	33
Technician	Desktop Support Technician	CITMC	2203001	48	$198	—
The following recommended courses provide additional skill sets to strengthen employment potential:						
	IC³ Certification (Computing Fundamentals, Key Applications, Living Online)				$45/test	31
Dental Assisting	Dental Assisting – Lecture	CDNTA	2105301	128	$1,030	58
	Dental Assisting – Clinical	CDNTA	2106001	48	$390	58
	CPR for Healthcare Providers	CEMSP	2101904	8	$42	58
	Insurance Fee	CINSL	8100019		$19	—
Digital Publishing	Photoshop I ❷	CITSW	2100302	16	$82	29, 41
	Photoshop II ❷	CGRPH	2109104	16	$82	29, 42
	PowerPoint I ❷	CITSW	2103702	16	$82	29, 41
	PowerPoint II ❷	CITSW	2104102	16	$82	29, 42
	Digital Publishing–InDesign	CGRPH	2100205	32	$164	26
Digital Sound Certificate	Digital Sound	CARTV	2104302	32	$324	27
	Audio Production	CMUSC	2109101	24	$244	27
	Recording Mixing and Mastering	CMUSC	2109102	24	$244	27
The following recommended courses provide additional skill sets to strengthen employment potential:						
	Live Sound Workshop	CMUSC	2102001	16	$162	27
Graphic Design	Computer Fundamentals ❶	CITSC	2101202	24	$124	25
	Photoshop 1	CITSW	2100302	16	$82	29, 41
	Photoshop 2	CGRPH	2109104	16	$82	29, 42
	Design Projects for Adobe Illustrator (online)	CEDGO	7000058	24	$99	—
	Elective–pre-approved graphic design course			16+		
Legal Office Receptionist	Computer Fundamentals ❶	CITSC	2101202	24	$124	25
	Word I ❶ ❷	CPOFI	2100301	16	$82	36, 45
	Word II ❷	CPOFI	2104202	16	$82	36, 45
	Legal Terminology, Comp.	CPOFL	2100501	80	$172	21, 40
	Legal Office Procedures	CPOFL	2100301	80	$172	21, 40
	Business Communication I	CPOFT	2100104	80	$172	19, 38
	Office Accounting I	CACNT	2100106	24	$124	17
Medical Secretary	Computer Fundamentals ❶	CITSC	2101202	24	$124	25
	Word I ❶ ❷	CPOFI	2100301	16	$82	36, 45
	Word II ❷	CPOFI	2104202	16	$82	36, 45
	Medical Terminology I (linked)	CHITT	2100502	64	$144	22, 40
	Medical Office Procedures	CPOFM	2100902	80	$172	22, 40
	Medical Insurance	CPOFM	2102701	80	$172	—
The following recommended courses provide additional skill sets to strengthen employment potential:						
	Medical Software Applications	CPOFM	2100201	48	$144	22

❶ IC³ tests may be substituted for coursework.
❷ 48-hour online class may be substituted for Level I and II.
❸ Web Page Creation–Online (CIMED 2100201 pg 44) may be substituted for HTML and Dreamweaver

The complete schedule and registration forms are available online at **kingwoodcollege.com/ce**

Certificate Programs

CERTIFICATE	REQUIRED COURSES	SUB	CRSE	HOURS	FEE	PAGE
Medical Transcriptionist	Computer Fundamentals ❶ -or-	CITSC	2101202	24	$124	25
	Computer Applications in Business ❶	CITSC	2102202	24	$124	—
	Keyboarding Level I	CPOFT	2101002	32	$164	20, 39
	Word I ❶ ❷	CPOFI	2100301	16	$82	36, 45
	Word II ❷	CPOFI	2104202	16	$82	36, 45
	Medical Terminology I (linked)	CHITT	2100502	64	$144	22, 40
	Medical Transcription I (linked)	CMRMT	2100701	80	$144	22, 40
	Medical Transcription II (linked)	CMRMT	2203301	80	$188	22, 40
The following recommended courses provide additional skill sets to strengthen employment potential:						
	Medical Terminology II (linked)			80		22
Medication Aide	Medication Aide	CNURA	2101302	140	$426	60
Nurse Aide	Nurse Aide	CNURA	2100104	88	$294	60
	CNA State Exam (proctor)	CTEST	8900400	16	$12	55
	CPR for Healthcare Providers	CEMSP	2101904	8	$42	58
	Insurance Fee	CINSL	8100019		$19	55
Office Accounting	Computer Fundamentals ❶	CITSC	2101202	24	$124	17
	Excel I ❶ ❷	CITSW	2102224	16	$82	35, 44
	Excel II ❷	CITSW	2104606	16	$82	35, 44
	Office Accounting I	CACNT	2100106	24	$124	17
	Office Accounting II	CACNT	2104201	24	$124	17
	Quickbooks I	CACNT	2101002	16	$82	17
	Quickbooks II	CACNT	2104302	16	$82	17
The following recommended courses provide additional skill sets to strengthen employment potential:						
	Word I ❶ ❷	CPOFI	2100301	16	$82	36, 45
	Word II ❷	CPOFI	2104202	16	$82	36, 45
Office Software Skills	Computer Fundamentals ❶	CITSC	2101202	24	$124	25
	Word I ❶ ❷	CPOFI	2100301	16	$82	36, 45
	Word II ❷	CPOFI	2104202	16	$82	36, 45
	Excel I ❶ ❷	CITSW	2102224	16	$82	35, 44
	Excel II ❶	CITSW	2104606	16	$82	35, 44
	PowerPoint I ❷	CITSW	2103702	16	$82	29, 42
	PowerPoint II ❷	CITSW	2104102	16	$82	29, 42
	Access I ❷	CITSW	2105311	16	$82	25, 26, 41
	Access II ❷	CITSW	2105509	16	$82	25, 26, 41
	Outlook	CITSW	2103001	16	$82	30
The following recommended courses provide additional skill sets to strengthen employment potential:						
	Internet, Introduction ❶	CITNW	2100702	16	$82	30
	Microsoft Producer	CITSW	2104103	8	$42	—
	Networking, Introduction -or-	CEDGO	2100401	24	$99	50
	Home and Small Office Networking	CITNW	2109235	16	$82	32

For information or to register call 281.312.1660 or 281.312.1661
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Certificate Programs

CERTIFICATE	REQUIRED COURSES	SUB	CRSE	HOURS	FEE	PAGE
American Payroll Association	Paytrain Fundamentals	CACNT	2109108	30	$304	18
Professional Certificate	Paytrain Mastery	CACNT	2109107	36	$366	18
Photography	Camera Techniques	CPHTC	2109121	24	$134	—
	Digital Imaging	CPHTC	2109123	24	$134	—
	Basic Darkroom Skills	CPHTC	2109102	24	$134	—
	Color Photography	CPHTC	2109122	24	$134	—
	Studio Lighting	CPHTC	2100301	24	$134	—
	Portrait Photography	CPHTC	2109101	16	$82	—
Programming	Computer Programming, Introduction	CITSE	2100202	80	$200	34, 43
	C++ Programming, Introduction	CITSE	2100701	80	$200	34, 44
	Visual Basic, Introduction	CITSE	2103101	80	$184	34, 44
Project Management	Project Mgmt Fundamentals (online)	CEDGO	7100034	24	$99	48
	Project Management Applications (online)	CEDGO	7200040	24	$99	48
	Project Scheduling/Microsoft Project (online)	CCNAT	2203201	48	$198	21, 39
Real Estate	Real Estate Principles I	CRELE	2100206	32	$139	63
	Real Estate Principles II	CRELE	2200902	32	$139	63
	Real Estate Law Of Agency	CRELE	2101004	32	$139	63
	Real Estate Law of Contracts	CRELE	2101207	32	$139	63
	Real Estate Elective	CRELE				63
Video Editing	Computer Fundamentals ❶	CITSC	2101202	24	$124	25
	Digital Video	CARTV	2105101	48	$198	27
	TV Studio Production	CRTVB	2102501	96	$156	—
Web Design	HTML ❸	CITNW	2105910	24	$124	35
	Dreamweaver ❸	CIMED	2100202	32	$164	35
	Photoshop 1 ❷	CITSW	2100302	16	$82	29, 41
	Photoshop 2 ❷	CGRPH	2109104	16	$82	29, 42
	Designing Effective Websites (online)	CEDGO	7100024	24	$99	—
	Digital Media Authoring Using Flash	CITSC	2203401	24	$124	—
	Fireworks	CARTC	2109007	16	$82	30
	PDF File Creation	CITSW	7100001	4	$50	30
	Achieving Top Search Engine Positions (online)	CEDGO	7000021	24	$99	52
	Marketing Business on the Internet (online)	CEDGO	7300016	24	$99	51
	Introduction to CSS & XHTML (online)	CEDGO	7300024	24	$99	52

The following recommended courses provide additional skill sets to strengthen employment potential:

	XML (Extensible Markup Language)	CITNW	2203615	16	$82	—
	Introduction to ASP.net (online)	CEDGO	7000123	24	$99	52
	Introduction to JSP.net (online)	CEDGO	7100027	24	$99	52
	Intro to Macromedia Director (online)	CEDGO	7200051	24	$99	—

❶ IC³ tests may be substituted for coursework.
❷ 48-hour online class may be substituted for Level I and II.
❸ Web Page Creation–Online (CIMED 2100201 pg 44) may be substituted for HTML and Dreamweaver

The complete schedule and registration forms are available online at **kingwoodcollege.com/ce**

Art

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/$137 Sr. Citizen
Kingwood College

59333	CARTS	3234601	21001	MW	1/14-5/11	1:30PM-4:20PM	CLB 122
59337	CARTS	3234601	21002	TTh	1/14-5/11	1:30PM-4:20PM	CLB 122
59338	CARTS	3234601	22001	TTh	1/14-5/11	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/$137 Sr. Citizen
Kingwood College

59339	CARTS	3234701	21001	MW	1/14-5/11	1:30PM-4:20PM	CLB 122
59340	CARTS	3234701	21002	TTh	1/14-5/11	1:30PM-4:20PM	CLB 122
59341	CARTS	3234701	22001	TTh	1/14-5/11	6PM-8:50PM	CLB 122

Design I

The emphasis of this course is two-dimensional design, including the fundamentals of line, form, texture, shape and space within a composition. Ink, colored pencils and acrylic paint may be used. Student provides supplies; a list is provided the first day of class. Must have a high school diploma, successful completion of GED or be in the early admissions program. 9.6 CEUs $154/$127 Sr. Citizen
Kingwood College

| 59275 | CARTS | 3131101 | 21001 | TTh | 1/14-5/11 | 9:30AM-12:20PM | CLB 124 |

Design II

The construction of three-dimensional forms using a variety of compositional approaches and materials. Must have high school diploma, successful completion of GED or be in the early admissions program. 9.6 CEUs $154/$127 Sr. Citizen
Kingwood College

| 59276 | CARTS | 3131201 | 21001 | MW | 1/14-5/11 | 9:05AM-11:50AM | |

Drawing I

Study space and form through the use of perspective, line and value in an introductory course in freehand drawing. Must have high school diploma, successful completion of GED or be in the early admissions program. 9.6 CEUs $154/$127 Sr. Citizen
Kingwood College

59277	CARTS	3930002	21001	MW	1/14-5/11	9:05AM-11:55AM	CLB 126
59312	CARTS	3930002	21002	TTh	1/14-5/11	9:30AM-12:20PM	CLB 126
59314	CARTS	3930002	21003	TTh	1/14-5/11	1:30PM-4:20PM	CLB 126
59318	CARTS	3930002	21001	TTh	1/14-5/11	6PM-8:50PM	CLB 126

Drawing II

This course expands upon the concepts introduced in Beginning Drawing and stresses the conceptual, expressive and anatomical aspects of drawing. Must have high school diploma, successful completion of GED or be in the early admissions program.
9.6 CEUs $154/$127 Sr. Citizen
Kingwood College

| 59322 | CARTS | 3930003 | 21001 | MW | 1/14-5/11 | 1:30PM-4:20PM | CLB 126 |

Painting I

This beginning course introduces various painting theories and techniques using acrylics and other media. Must have high school diploma, successful completion of GED or be in the early admissions program. Textbook and supplies purchased by student; a list will be provided the first day of class. 9.6 CEUs $154/$127 Sr. Citizen
Kingwood College

| 59325 | CARTS | 3231601 | 21001 | F | 1/14-5/11 | 9:05AM-2:50PM | CLB 126 |

Painting II

A continuation of Painting I with an emphasis on individual expression. Must have high school diploma, successful completion of GED or be in the early admissions program. Textbook and supplies purchased by student; a list will be provided the first day of class.
9.6 CEUs $154/$127 Sr. Citizen
Kingwood College

| 59328 | CARTS | 3231701 | 21001 | F | 1/14-5/11 | 9:05AM-2:50PM | CLB 126 |
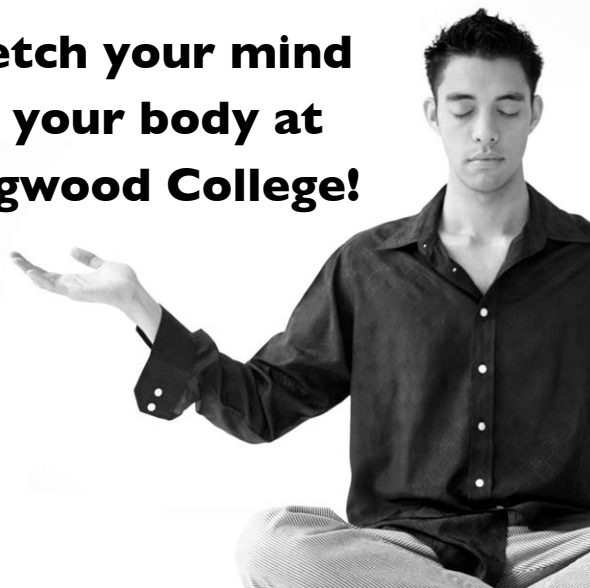
For information or to register call 281.312.1660 or 281.312.1661
You may also register online (kingwoodcollege.com/ce), by fax (281.312.1612), or in person (CLA 107)

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Music

Band, Symphonic

The study of a wide variety of literature for woodwinds, brass and percussion instruments through rehearsal and performance. Open to all community members with instrumental experience. Bring instrument to first class. Certain instruments may be checked out from the college. Music is provided. 4.2 CEUs $56/$46 Sr. Citizen

Kingwood College

59261 CMUEN 3212401 22001 M 1/14-5/11 7PM-10PM SFA 102
Kingwood Community Band. Audition required. Email james.d.stubbs@ nhmccd.edu for audition and info.

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/$46 Sr. Citizen

Kingwood College

59253 CMUEN 3105101 21001 TTh 1/14-5/11 11AM-12:20PM SFA 103
Chamber Singers. Audition required. Email todd.miller@nhmccd.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. A maximum of 4 credit hours may be earned. Prerequisites/Co-requisites: Course may be taken as a co-requisite with ENGL 0305 or ENGL 0316 and ENGL 0307 or 0326, or higher level course (ENGL 1301), or placement by testing. 4.8 CEUs $56/$46 Sr. Citizen

Kingwood College

59252 CMUEN 3930001 22001 M 1/14-5/11 7PM-10PM SFA 103
Kingwood Chorale. Audition required. Email todd.miller@nhmccd.edu for audition and info.

Jazz Ensemble

The study and performance of big band jazz. Swing, Latin, rock and other jazz styles are included. 4.8 CEUs $56/$46 Sr. Citizen

Kingwood College

59247 CMUEN 3930002 21001 TTh 1/14-5/11 1:30PM-2:50PM SFA 103
Kingwood Jazz Combo. Audition required. Email james.d.stubbs@nhmccd. edu for audition and info.
59249 CMUEN 3930002 22001 Tu 1/14-5/11 7PM-10PM SFA 103
Kingwood Big Band. Audition required. Email james.d.stubbs@nhmccd.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. 4.8 CEUs $76/$66 Sr. Citizen

Kingwood College

59237 CMUSI 3118101 21002 TTh 1/14-5/11 11AM-12:20PM SFA 105
59236 CMUSI 3118101 21001 MWF 1/14-5/11 11:15AM-12:10PM SFA 105
59238 CMUSI 3118101 21003 MW 1/14-5/11 1:30PM-2:50PM 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/$46 Sr. Citizen

Kingwood College

59245 CMUEN 3112301 22001 Th 1/14-5/11 7PM-10PM SFA 103
Kingwood Pops Orchestra. Audition required. Email gary.liebst@nhmccd. edu for audition and info.

KidCare Program

Only $25 per semester per child!

The KidCare Program provides supervision for children, ages 4–12, while a parent attends evening classes at Kingwood College. Parents must provide a copy of their course enrollment form, the child's birth certificate, registration and KidCare enrollment form when registering the child into the KidCare Program. KidCare is located in CLA 115.

Este programa proporcionará la supervisión para niños de 4 de 12 años mientras un padre asiste las clases durante la tarde. El padre debe mostrar la prueba de la matriculación en el Colegio de Kingwood cada semestre cuando registrar. KidCare es localizado en CLA 115.

60599	M–Th	1/14–5/8	5–10P
60600: Monday		60601: Tuesday	
60602: Wednesday		60603: Thursday	

Photography

Digital Photo Workshop

What is the difference between film and digital cameras? What should I look for when purchasing a digital camera, and how do I use my camera to take better pictures? Are these some questions you are constantly asking yourself? Register for this class and find out the answers to these questions and learn how to properly use a scanner and how to upload your pictures to your computer. The last two days will be spent in the software, PhotoShop, where you will learn some of the basics on improving your pictures. This course is an excellent introduction into the world of "digital photography." 1.6 CEUs $50/$41 Sr. Citizen

Kingwood College

51130	CPHOT	3930030	KC201	Sa	12/29-1/19	9AM-1PM	CLA 104

Digital Photography, Introduction

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/$30 Sr. Citizen

Kingwood College

51136	CARTS	3940491	KC170	MW	12/3-12/5	11AM-1PM	CLA 104
51139	CARTS	3940491	KC175	Su	12/9-12/16	10AM-12PM	CLA 104
60931	CARTS	3940491	KC208	Sa	1/12-1/12	10AM-2PM	CLA 104
60934	CARTS	3940491	KC209	Sa	2/9-2/9	10AM-2PM	CLA 104
60935	CARTS	3940491	KC210	Sa	3/1-3/1	10AM-2PM	CLA 104
60943	CARTS	3940491	KC211	Sa	4/12-4/12	10AM-2PM	CLA 104
60948	CARTS	3940491	KC212	Sa	5/10-5/10	10AM-2PM	CLA 104

Digital Photography, Intermediate

This course is a continuation of the Introduction to Digital Photography 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/$30 Sr. Citizen

Kingwood College

51147	CARTS	3940492	KC174	MW	12/10-12/12	10AM-12PM	CLA 104
51131	CARTS	3940492	KC202	Sa	12/15-12/15	10AM-2PM	CLA 104
60958	CARTS	3940492	KC213	Sa	1/19-1/19	10AM-2PM	CLA 104
60973	CARTS	3940492	KC214	Sa	2/16-2/16	10AM-2PM	CLA 104
60996	CARTS	3940492	KC215	Sa	3/8-3/8	10AM-2PM	CLA 104
61001	CARTS	3940492	KC216	Sa	4/19-4/19	10AM-2PM	CLA 104
61002	CARTS	3940492	KC217	Sa	5/17-5/17	10AM-2PM	CLA 104

Photography I

A beginning course in photography that includes cameras, lenses, photographic materials and techniques, black and white darkroom procedures and photographic composition. Students will purchase supplies and book. Supply list will be provided at first class meeting. Must have 35mm, single lens reflex camera with capability of manual control for focus and exposure. Must have a high school diploma, successful completion of GED or be in the early admissions program. 9.6 CEUs $164/$137 Sr. Citizen

Kingwood College

59342	CPHOT	3235601	21001	MW	1/14-5/11	1:30PM-4:20PM	CLB 116
59344	CPHOT	3235601	22001	MW	1/14-5/11	6PM-8PM	CLB 116

Photography II

A continuation of Photo I, students will study photographic theories, techniques and processes. Analysis and use of design and compositional elements in photography are stressed. Students must have 35mm, single lens reflex camera with capacity of manual control for focus and exposure. Students will also purchase their own supplies. Must have high school diploma, successful completion of GED or be in the early admissions program. 9.6 CEUs $164/$137 Sr. Citizen

Kingwood College

59346	CPHOT	3235701	21001	MW	1/14-5/11	1:30PM-4:40PM	CLB 116

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

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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
Kingwood College
60847 CACNT 2100106 KC201   MW   1/14-2/4   6PM-10PM   CLA 112
   No class January 21, 2008.

Office Accounting II
This course focuses on accounting for merchandising businesses. Topics will include notes payable, notes receivable, valuation of receivables, valuation of plant and equipment, and use of a voucher system. Textbook to be purchased by student. 2.4 CEUs $124
Kingwood College
60857 CACNT 2104201 KC204   MW   2/11-2/27   6PM-10PM   CLA 112

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
Kingwood College
60851 CACNT 2101002 KC202   Sa   1/12-2/2   1PM-5PM   CLA 112
60856 CACNT 2101002 KC203   MW   3/17-3/26   6PM-10PM   CLA 112

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
Kingwood College
51128 CACNT 2104302 KC176   MW   12/10-12/19 6PM-10PM   CLA 112
60860 CACNT 2104302 KC205   Sa   2/9-3/1   1PM-5PM   CLA 112
60863 CACNT 2104302 KC206   MW   3/31-4/9   6PM-10PM   CLA 112

Child Care Professional

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 normal child growth and development 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
Kingwood College
61287 CCDEC 2105401 KC231   M   1/14-5/12   6PM-9PM
   Meets on: 1/14, 1/28, 2/11, 2/25, 3/17, 3/31, 4/14, 4/28, 5/12

Financial Planning

Personal Finance
Identify the financial problems which people ordinarily encounter in personal money management. Topics include financial planning, budgeting, insurance, buying taxes, use of credit, consumer protection, investing, savings, home ownership, estate planning and basic statistics as applied to consumer problems. High school diploma or GED required. 4.8 CEUs $132/$107 Sr. Citizen
Kingwood College
58997 CBUSI 3130701 21001   MW   1/14-5/11   1:30PM-2:50PM ADM 207

Personal Finance
A study of the financial problems encountered in managing family financial affairs. Topics include financial security for the family, budgeting, use of credit, home ownership, financial tangles, and saving and investment planning. Textbook required. This course linked to BUSI 1307. 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/$117 Sr. Citizen
KC Distance Learning
58861 CBUSI 3100401 2W001   1/14-5/11
   Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email carol.p.mckenzie@nhmccd.edu or call 281.312.1454 ext. 66374# after registering.

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
KC Distance Learning
58872 CHRPO 2101102 2W001   1/14-5/11
   Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email dadams@nhmccd.edu or call 281.312.1646 after registering.

Human Resource Management
Behavioral and legal approaches to the management of human resources organizations. Textbook required. This course linked to HRPO 2301. 4.8 CEUs $144
KC Distance Learning
58873 CHRPO 2200101 2W001   1/14-5/11
   Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email dadams@nhmccd.edu or call 281.312.1646 after registering.

Payroll Professionals

Payroll 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. 3.0 CEUs $304

Kingwood College

61249 CACNT 2109108 KC201   Sa   1/19-2/23   9AM-2PM   CLA 211

Payroll 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. 3.6 CEUs $366

Kingwood College

61250 CACNT 2109107 KC202   Sa   3/29-5/10   9AM-2:15PM   CLA 211

Occupational Profile

Accounting Clerk

Average hourly wage:. $13.70

Average openings in Texas per year
due to replacement: 2,493

Average openings in Texas per year
due to growth: 819

Kingwood College courses
   Office Accounting Certificate

2004 Source: http://socrates.cdr.state.tx.us

Small Business

Small Business Financing

A study of the financial structure of a small business. Topics address business finance, including where the funds come from and what they are used for; budgeting including planning and preparing, record keeping, taxation, insurance, and banking. Textbook required. This course linked to BUSG 1341. 4.8 CEUs $144

KC Distance Learning

58850 CBUSG 2104101 2W001   1/14-5/11

   Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email melanie.henderson@nhmccd.edu or call 281.312.1454 ext. 66136# after registering.

Small Business Management

Starting and operating a small business. Includes facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. Textbook required. This course linked to BUSG 2309. 4.8 CEUs $144

KC Distance Learning

58852 CBUSG 2200901 2W001   1/14-5/11

   Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email richard.l.oliver@nhmccd.edu or call 281.312.1454 ext. 66234# after registering.

Taxes

Federal Income Tax: Individual

A study of the laws currently implemented by the IRS, providing a working knowledge of preparing taxes for the individual. Must have high school diploma, successful completion of GED or be in the early admissions program. Textbook required. This course linked to ACNT 1331. Prerequisites: ENGL 0304, 0306, MATH 0306.
4.8 CEUs $144

KC Distance Learning

58836 CACNT 2103101 2W801   1/14-3/7

   8 week course, 1/14 - 3/7. Required Orientation: Online http://orientation. nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email twanna.y.dempsey@nhmccd.edu after registering.

Federal Income Tax: Partnership/Corporation

Introduction to the tax laws as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for a partnership, sub chapter S, and corporation. Must have high school diploma, successful completion of GED or be in the early admissions program. Textbook required. This course is linked to ACNT 1347. Prerequisites: ACNT 1331 or Federal Income Tax: Individual Comp, ENGL 0304, 0306, MATH 0306.
4.8 CEUs $144

KC Distance Learning

58840 CACNT 2104701 2W801   3/17-5/11

   8 week course, 3/17 - 5/11. Required Orientation: Online http://orientation. nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email twanna.y.dempsey@nhmccd.edu after registering.

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

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General Office Skills

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

52008	CPOFT	2203102 KD104	12/4-3/4
60892	CPOFT	2203102 KD201	1/15-4/1
60933	CPOFT	2203102 KD202	2/12-4/1
60936	CPOFT	2203102 KD203	3/4-5/27
60939	CPOFT	2203102 KD204	4/1-6/24
60940	CPOFT	2203102 KD205	5/6-7/29

Business Communications

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Principles of effective oral and written business communications. Activities include writing business messages for a variety of business situations, writing both formal and informal business reports and presenting business data orally. Textbook required. This course linked to BUSI 2304. Prerequisites: ENGL 1301. 4.8 CEUs $144/$117 Sr. Citizen

KC Distance Learning

58865	CBUSI	3100104 2W001	1/14-5/11

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

Kingwood College

59127	CPOFT	2100110 21001	TTh	1/14-5/11	8AM-10:20AM ADM 207

KC Distance Learning

58939	CPOFT	2100110 2W001	1/14-5/11

Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email sherry.young@nhmccd.edu or call 281.312.1697 after registering.

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

KC Distance Learning

58845	CBMGT	2104101 2W001	1/28-5/11

Late start class, 1/28. Required Orientation: Online http://orientation. nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email linda.holcomb@nhmccd.edu or call 281.312.1567 after registering.

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/$117 Sr. Citizen

Kingwood College

58999	CBUSI	3200501 21001	TTh	1/14-5/11	8AM-9:20AM	ADM 112

Atascocita High School

58833	CBUSI	3200501 20001	Tu	1/14-5/11	6PM-9PM

KC Distance Learning

58863	CBUSI	3200501 2W001	1/14-5/11

Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email jason.m.medley@nhmccd.edu after registering.

Business Logistics, Introduction

A systems approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, packaging, order processing, and materials handling. Prerequisite: ENGL 0305 or ENGL 0316; ENGL 0307 or ENGL 0326; or placement by testing. 4.8 CEUs $144

KC Distance Learning

59167	CLMGT	2101901 29001	1/14-5/11

Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email michael.c.milam@nhmccd.edu after registering. Class meets 4 Saturdays 8:00 a.m. - 9:50 a.m. 1/26, 2/23, 3/29, 4/26.

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/$117 Sr. Citizen

Kingwood College

58990	CBUSI	3100101 21001	MW	1/14-5/11	9:30AM-10:50AM ADM 112
58992	CBUSI	3100101 21002	TTh	1/14-5/11	1:30PM-2:50PM ADM 112

KC Distance Learning

58853	CBUSI	3100101 2W001	1/14-5/11

Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email linda. holcomb@nhmccd.edu or call 281.312.1567 after registering.

Customer Relations
Topics address general principles of customer service, including skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student. This course is linked to MRKG 1301. 4.8 CEUs $144

KC Distance Learning

58948	CMRKG	2100102	2W801		1/14-3/7

8 week course, 1/14 - 3/7. Required Orientation: Online http://orientation. nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email dadams@nhmccd.edu or call 281.312.1646 after registering.

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 appraisement, 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

Kingwood College

58930	CIBUS	2204502	23801	Sa	3/29-5/11	8:30AM-3:50PM	ADM 112

Import-Export I, Principles
A study of the import and export management processes and procedures. Topics include governmental controls, licensing of products, documentation, commercial invoices, and traffic procedures. Application to human and public relations, management of personnel, finance and accounting procedures. Must have high school diploma, successful completion of GED or be in the early admissions program. Textbook required. Linked to IBUS 1301 4.8 CEUs $198

Kingwood College

58926	CIBUS	2100101	22001	M	1/14-5/11	6PM-9PM	ADM 112

International Business and Trade, Introduction
The techniques for entering the international marketplace. Emphasis on the impact and dynamics of socio-cultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. Must have high school diploma, successful completion of GED or be in the early admissions program. Textbook required. This course linked to IBUS 1305. 4.8 CEUs $144

KC Distance Learning

58879	CIBUS	2100501	2W001		1/14-5/11

Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email linda. holcomb@nhmccd.edu or call 281.312.1567 after registering.

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

51993	CPOFT	2101002	KD104	12/4-3/4
60898	CPOFT	2101002	KD201	1/15-4/1
60967	CPOFT	2101002	KD202	2/12-5/6
60968	CPOFT	2101002	KD203	3/4-5/27
60969	CPOFT	2101002	KD204	4/1-6/24
60970	CPOFT	2101002	KD205	5/6-7/29

Keyboarding, Level II - Speed and Accuracy Building
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. 3.2 CEUs $164

KC Distance Learning

51996	CPOFT	2109303	KD104	12/4-3/4
60897	CPOFT	2109303	KD201	1/15-4/1
60960	CPOFT	2109303	KD202	2/12-5/6
60961	CPOFT	2109303	KD203	3/4-5/27
60963	CPOFT	2109303	KD204	4/1-6/24
60965	CPOFT	2109303	KD205	5/6-7/29

Keyboarding, Level III
Specialized/production keyboarding with increased emphasis on rough draft, handwritten, and unarranged 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

51999	CPOFT	2109304	KD104	12/4-3/4
60899	CPOFT	2109304	KD201	1/15-4/1
60972	CPOFT	2109304	KD202	2/12-5/6
60976	CPOFT	2109304	KD203	3/4-5/27
60978	CPOFT	2109304	KD204	4/1-6/24
60979	CPOFT	2109304	KD205	5/6-7/29

Marketing, Principles
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

Kingwood College

59115	CMRKG	2101101	21001	TTh	1/14-5/11	1:30PM-2:50PM	LIB 220
59117	CMRKG	2101101	21801	MW	3/17-5/11	11AM-1:50PM	ADM 208

Materials Handling, Introduction
Introduces the concepts and principles of materials management to include inventory control and forecasting activities. Prerequisites: Must have high school diploma, successful completion of GED or be in the early admissions program. ENGL 0305, 0313 or 0314; ENGL 0307 or ENGL 0326; or placement by testing. 4.8 CEUs $144

KC Distance Learning

59168	CLMGT	2102101	29001		1/14-5/11

Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email keith.l.mcbride@nhmccd.edu after registering. Class meets 4 Saturdays 10:00 a.m. - 11:50 a.m. 1/26, 2/23, 3/29, 4/26.

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

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Problem Solving & Decision Making

Decision-making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids. This course is linked with BMGT 2303. 4.8 CEUs $144

Kingwood College

58968 CBMGT 2200301 22801   TTh   3/17-5/11   6:30PM-9:20PM   LIB 224

KC Distance Learning

58849 CBMGT 2200301 2W001   1/14-5/11

Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email shanaz.a.jessa@nhmccd.edu or call 281-312-1454 ext.66453# after registering.

Project Management and Information

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

Kingwood College

58965 CBMGT 2102301 21001   TTh   1/28-5/11   9:30AM-10:50AM ADM 208

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

51971 CCNBT 2203201 KD104   12/4-3/4
60907 CCNBT 2203201 KD201   1/15-2/5
61008 CCNBT 2203201 KD202   2/12-5/6
61009 CCNBT 2203201 KD203   3/4-5/27
61011 CCNBT 2203201 KD204   4/1-6/24
61014 CCNBT 2203201 KD205   5/6-7/29

Supervision

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined. Prepares the student with leadership and communications skills needed to motivate. Linked with BMGT 1301. 4.8 CEUs $144

Kingwood College

58963 CBMGT 2100101 22801   TTh   1/14-3/7   6:30PM-9:20PM   LIB 224

KC Distance Learning

58843 CBMGT 2100101 2W001   1/14-5/11

Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email deborah.h.hughes@nhmccd.edu after registering.

Warehouse/Distribution Center Management

Emphasis on physical distribution and total supply chain management. Includes warehouse operations management, hardware and software operations, bar codes, organizational effectiveness, just-in-time manufacturing, continuous replenishment, and third party logistics providers. This course is linked with LMGT 1425. Prerequisite: ENGL 0305, 0313 or 0314; ENGL 0307 or ENGL 0326; or placement by testing. 8.0 CEUs $188

KC Distance Learning

59171 CLMGT 2102501 29001   1/14-5/11

Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email adrian.k.patton@nhmccd.edu after registering. Class meets 4 Saturdays 12:30 p.m. - 2:20 p.m. 1/26, 2/23, 3/29, 4/26.

Legal Office Skills

Legal Document Processing

Skill development in the production of legal documents used in the legal and court systems. Prerequisites: Document Formatting and Skill building or Introduction to Word Processing. Purchase of textbook and diskette required. This course linked to POFL 2301. 8.0 CEUs $156

KC Distance Learning

59154 CPOFL 2200101 2W001   1/14-5/11

Required Orientation: Online http://orientation.nhmccd.edu or Tues. Jan 15 7-8:00pm ADM 208 or Sat Jan 19, 9-10:00am, ADM 203. Email sherry.young@nhmccd.edu or call 281-312-1697 after registering.

Legal Office Procedures

Study of administrative duties of support personnel in a law office including issues involved in understanding and using social, organizational, and technological systems. This class is the capstone for the Legal Office Receptionist certificate. Textbook to be purchased by student. This course linked to POFL 1303. 8.0 CEUs $156

KC Distance Learning

59119 CPOFL 2100301 2W001   1/14-5/11

Required Orientation: Online http://orientation:nhmccd.edu or Tues. Jan 15, 7:00pm-8:00pm ADM 203. Email Sherry.young@nhmccd.edu or call 281-312-1697 after registering

Legal Terminology

An introduction to legal terminology including spelling, pronunciation, and definition of legal terms and an overview of the law and the professions. This course is linked with POFL 1305. Textbook to be purchased by student. Prerequisite: Keyboarding proficiency 8.0 CEUs $156

KC Distance Learning

59122 CPOFL 2100501 2W001   1/14-5/11

Online orientation: http://orientation.nmhccd.edu or Tueslk Jan 15 7-8:00 pm ADM 203. Email Sherry.young@nhmccd.edu or call 281-312-1697 after registering.

Legal Office Skills

More Legal Office course information on page 40.

Medical Office Skills

Medical Transcription I

Fundamentals of medical transcription with hands-on experience in transcribing actual physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. Textbook required. Linked to MRMT 1307. Must have high school diploma, successful completion of GED, or be in the early admissions program. ENGL 0305 or ENGL 0316 and ENGL 0307 or ENGL 0326, or higher level course (ENGL 1301), or placement by testing.
6.4 CEUs $144

KC Distance Learning

58938   CMRMT 2100701 29001   1/14-5/11

Class meets 4 times during the semester. The 1st meeting will be for orientation Wed., Jan. 16th, 6:00 - 9:00 p.m., ADM 207 Email janet.l.domenico@nhmccd.edu or call 281.312.1454 ext. 66170# after registering.

Medical Transcription II

Production of advanced reports of actual physician dictation with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Textbook required. Linked to MRMT 2433. Must have high school diploma, successful completion of GED, or be in the early admissions program. ENGL 0305 or ENGL 0316 and ENGL 0307 or ENGL 0326, or higher level course (ENGL 1301), or placement by testing. 8.0 CEUs $188

KC Distance Learning

59112   CMRMT 2203301 29001   1/14-5/11

Class meets 4 times during the semester. The 1st meeting will be for Wed. Jan. 19th, 6:00pm-9:00pm, ADM 207. Email Janet.l.domenico@nhmccd.edu or call 281-312-1454 ext 66170# after registering.

Medical Coding Basics

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. Prerequisite: HITT 1305 (Medical Terminology). This course is linked to POFM 1300. 6.4 CEUs $156

Kingwood College

59120   CPOFM 2100002 22001   M   1/14-5/11   6PM-9:50PM   ADM 207

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

Kingwood College

59124   CPOFM 2100902 21001   MW   1/14-5/11   8AM-10:20AM   ADM 207

Medical Software Applications

Medical software applications for the management and operation of health care information systems. Textbook required. Linked to POFM 1302. Must have high school diploma, successful completion of GED, or be in the early admissions program. ENGL 0305 or ENGL 0316 and ENGL 0307 or ENGL 0326, or higher level course (ENGL 1301), or placement by testing. ITSC or COSC 1401 (or Introduction to Computers CITSC 2100103). 4.8 CEUs $144

Kingwood College

59123   CPOFM 2100201 21001   MW   1/14-5/11   10:30AM-12:50PM ADM 207

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

KC Distance Learning

58868   CHITT 2100502 2W001   1/14-5/11

Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email wendy.l.creighton@nhmccd.edu or call 281.312.1454 ext. 66565# after registering.

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

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Child Care

KidCare Program

KidCare is a licensed child care facility providing supervision for children ages 4–12 while a parent or legal guardian attends evening classes on the Kingwood College main campus. When registering a child into KidCare, parents must provide:

- a copy of their course schedule,
- a birth certificate for the child (as well as proof of guardianship if applicable),
- a completed KidCare enrollment form (which can be found on our website and on page 7–8 of this schedule),
- a completed Kingwood College registration form (which can be found on our website and on page 6 of this schedule)
- and the $25 per child, per semester fee.

Space is limited and enrollment is taken on a first come, first served basis. If a child is absent for thirty days, the child will be dropped from KidCare, unless prior notice is given. KidCare is located in CLA 115. Register in CLA 107, Monday through Friday from 8am to 5pm. Please call 281.312.1660/1661 for more information.

Este programa proporcionará la supervisión para niños de 4 de 12 años mientras un padre asiste las clases durante la tarde. El padre debe mostrar la prueba de la matriculación en el Colegio de Kingwood cada semestre cuando registrar. KidCare es localizado en CLA 115.

El Programa de KidCare provee supervision para niños de edades 4–12 años mientras el padre atiende clases de noche en Kingwood College.

El padre debe mostrar prueba de su matricula en Kingwood College, copia del certificado de nacimiento del niño, la forma completa de matricula en el Programa de KidCare del niño y tambien la forma de admiciones completa. El espacio es limitado. Todo niño que este ausente por 30 dias o mas sin autorizacion, sera expulsado del Programa. KidCare esta localizado en CLA 115.

Kingwood College KidCare
Kingwood College
| 60599 | CYTHS | 3911111 | KKIDS | MTWTh | 1/14-5/8 | 5PM-10PM | CLA 115 |

Kingwood College
60600	CYTHS	3922222	K1MON	M	1/14-5/5	5PM-10PM	CLA 115
60601	CYTHS	3922222	K2TUE	Tu	1/15-5/6	5PM-10PM	CLA 115
60602	CYTHS	3922222	K3WED	W	1/16-5/7	5PM-10PM	CLA 115
60603	CYTHS	3922222	K4THU	Th	1/17-5/8	5PM-10PM	CLA 115

Discovery College

Kingwood College Summer Youth Program

Kingwood College's own "Discovery College" gives students an opportunity to enhance existing talents or develop new ones through a variety of classes that encourage hands-on participation in age-appropriate groups. Concepts of math, science, art, reading and computer technology are taught in a project-oriented way that makes learning not just fun, but irresistible. More than 45 different courses are offered in academic prep; art and creativity; arts and communication; fitness, engineering, science and technology. A complete list of 2008 summer classes will be found online at kingwoodcollege.com/discoverycollege in March 2008. For more information contact Devon Alexander at 281.312.1664 or email devon@nhmccd.edu.

Driver Safety

AARP Driver Safety

This is a classroom refresher course especially designed for drivers age 50 and better but is open to all ages. It's the nations first and largest classroom refresher course geared especially to your safety needs. Participants do not need to be an AARP member to attend. Newly updated and revised material includes information on handling aggressive drivers, anti-lock brakes, handling car phones distractions, new defensive driving techniques, adjusting your driving to age-related changes in vision, hearing, and reaction time and much, much more. The course is for those individuals who are interested in improving their driving skills and applying for a discount for their automobile insurance. This course is not eligible for use in dismissing a moving violation ticket. There is a $10 per person supply fee payable the first class day. 0.8 CEUs No Fee
Kingwood College
| 52247 | CSFTY | 3900008 | KC105 | TuW | 12/4-12/5 | 9AM-1PM |

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 kingwoodcollege.com/ce

Teen Driver Education Program

This class is designed for students who are between the ages of 14-17 years old and wish to get a Texas Driver's Permit. This class will prepare students to sit for the Texas driver permit examination administered through the Texas Department of Public Safety (DPS). A DE-964E form, required by DPS, will be issued to students who successfully complete this course. This course satisfies the 32 hours in-classroom instruction required by the state of Texas for a student to apply for a Texas Driver's Permit. Student's will only be allowed to make-up to a total of 3 missed class sessions. 3.2 CEUs $110

Kingwood College

61293	CSFTY	3980002 KC232	MTWTh	1/7-1/31	5PM-7PM
61294	CSFTY	3980002 KC233	MTWTh	2/4-2/28	6PM-8PM
61296	CSFTY	3980002 KC234	MTWTh	4/7-5/1	6PM-8PM
61297	CSFTY	3980002 KC235	MTWTh	5/5-5/30	6PM-8PM

Family Growth

Emotional Wellness

An 8-week interactive course designed to increase emotional health. Topics include: stress management and relaxation; personal strengths identification; problem solving; goal setting and time management; communication, self-esteem; feelings identification. 1.6 CEUs $82/$66 Sr. Citizen

Kingwood College

61289	CHUMD	3900058 KC236	Tu	1/15-3/4	10AM-12PM
61291	CHUMD	3900058 KC237	Tu	4/1-5/20	10AM-12PM

Family Wellness & Personal Growth

A six week parenting course designed to increase parental skills in the following areas: communication and listening; guidance; teaching and discipline; coping with emotions; anger s and stress management; self-care; goal setting; development and temperament issues. 1.2 CEUs $62/$50 Sr. Citizen

Kingwood College

61299	CHUMD	3900059 KC238	W	1/9-2/27	10AM-12PM
61300	CHUMD	3900059 KC239	W	3/19-5/7	10AM-12PM

Infant Massage

Infant Massage

Focus of this course is full body infant massage including reflexology points. Specific strokes will be taught to help with colic/ gas, and teething. Also included are developmental exercises to help with rolling over, sitting up, crawling, and walking. The class benefits all infants, full term, pre term, and developmental disorders. Infant Massage improves relaxation, reduces stress, promotes parenting skills, provides quality bonding time, increases communication between baby and parent, allows parent to better read babies' cries, makes for a calmer, happier baby, increases the babies sense of being loved and accepted, stimulates circulation, strengthens digestive, circulatory, and intestinal systems, reduces intestinal discomfort, improves muscle tone, improves sleeping patterns, and stimulates right/left brain development and coordination. Tuition is for one adult and one child, only the adult needs to register. 0.2 CEUs $26/$22 Sr. Citizen

Kingwood College

61303	CHEAL	3900018 KC240	Sa	1/19-1/19	9AM-11AM	CLA 115
61305	CHEAL	3900018 KC241	Sa	2/9-2/9	9AM-11AM	CLA 115
61306	CHEAL	3900018 KC242	Sa	3/1-3/1	9AM-11AM	CLA 115
61307	CHEAL	3900018 KC243	Sa	4/12-4/12	9AM-11AM	CLA 115
61308	CHEAL	3900018 KC244	Sa	5/10-5/10	9AM-11AM	CLA 115

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

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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

Kingwood College

60862	CITSC	2101202	KC237	MTWTh	1/14-1/23	8:30AM-12:30PM	CLA 112

No class January 21, 2008.

61235	CITSC	2101202	KC239	TTh	1/28-2/20	6PM-9PM	CLA 106
61233	CITSC	2101202	KC238	MW	1/28-2/20	6:30PM-9:10PM	CLA 106
61236	CITSC	2101202	KC240	TTh	3/18-4/10	6PM-9PM	CLA 106
61239	CITSC	2101202	KC241	Sa	4/5-4/19	8AM-4:30PM	CLA 106

30 minute lunch break

| 61241 | CITSC | 2101202 | KC242 | TTh | 4/15-5/8 | 8:30AM-12:30PM | CLA 106 |
| 61242 | CITSC | 2101202 | KC243 | TTh | 5/13-5/29 | 6PM-10PM | CLA 104 |

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

Kingwood College

| 58977 | CITSC | 2100103 | 21008 | MWF | 1/14-5/11 | 11:30AM-1:05PM | ADM 203 |
| 58974 | CITSC | 2100103 | 21005 | TTh | 1/14-5/11 | 1:30PM-3:25PM | ADM 203 |

EMCID Center

| 58827 | CITSC | 2100103 | 20073 | Sa | 1/28-5/11 | 8AM-12:30PM | EMID 108 |

Additional 1 hr/wk required in lab.

KC Distance Learning

| 58898 | CITSC | 2100103 | 2W004 | | 1/14-5/11 | | |

Orientation Tues., Jan. 15th 6:00 p.m. - 7:00 p.m., CLA 114. Email ann.wehrman@nhmccd.edu. For online orientation: www.kingwoodcollege.com/goto/1401orientation.

| 58906 | CITSC | 2100103 | 2W005 | | 1/14-5/11 | | |

Orientation Tues., Jan. 15th 6:00 p.m. - 7:00 p.m., CLA 114. Email janet.m.south@nhmccd.edu For online orientation: www.kingwoodcollege.com/goto/1401orientation.

| 58914 | CITSC | 2100103 | 2W076 | | 1/28-5/11 | | |

Email mnekhom@nhmccd.edu For online orientation: www.kingwoodcollege.com/goto/1401orientation.

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

Kingwood College

| 61050 | CDFTG | 2101401 | KC222 | Tu | 1/15-3/4 | 6PM-10PM | CLA 112 |

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

Kingwood College

| 61054 | CDFTG | 2105001 | KC223 | Th | 1/10-2/28 | 6PM-10PM | CLA 112 |
| 61055 | CDFTG | 2105001 | KC224 | Tu | 3/18-5/6 | 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

Kingwood College

| 61202 | CDFTG | 2200401 | KC225 | Th | 3/20-5/8 | 6PM-10PM | CLA 112 |

Inventor—*New!*

This course addresses training in the design software Inventor.
4.2 CEUs $258

Kingwood College

| 61230 | CENTC | 2109104 | KC226 | M | 1/28-5/5 | 6:30PM-9:30PM | CLA 112 |

No class March 16, 2008.

Data Base Management

Access I (Using Access 2007)

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

Kingwood College

| 51660 | CITSW | 2105311 | KC728 | Sa | 12/8-12/15 | 8AM-4:30PM | CLA 106 |

30 minute lunch

51662	CITSW	2105311	KC730	MTWTh	12/10-12/13	8:30AM-12:30PM	CLA 104
51146	CITSW	2105311	KC725	TTh	2/12-2/21	6PM-10PM	CLA 106
61227	CITSW	2105311	KC261	MTWTh	3/17-3/20	8:30AM-12:30PM	CLA 112
61229	CITSW	2105311	KC262	MW	4/28-5/7	8:30AM-12:30PM	CLA 106
61196	CITSW	2105311	KC319	TTh	6/10-6/19	6PM-10PM	CLA 106
61199	CITSW	2105311	KC322	Sa	6/14-6/21	8AM-4:30PM	CLA 106
61197	CITSW	2105311	KC320	TTh	7/8-7/17	8:30AM-12:30PM	CLA 106
61198	CITSW	2105311	KC321	MW	7/14-7/30	6:30PM-9:10PM	CLA 106

The complete schedule and registration forms are available online at **kingwoodcollege.com/ce**

Access II (Using Access 2007)

Instruction in data validation, data manipulation, browsing through records, records selection and query, indexing, and sorting. Prerequisites: Access 1 or equivalent knowledge. Student must purchase textbook and 3.5" diskette or USB drive.
1.6 CEUs $82

Kingwood College

51670	CITSW	2105509	KC727	MW	12/3-12/12	6PM-10PM	CLA 106
51668	CITSW	2105509	KC731	MTWTh	12/17-12/20	8:30AM-12:30PM	CLA 104
51150	CITSW	2105509	KC727	TTh	2/26-3/6	6PM-10PM	CLA 106
61238	CITSW	2105509	KC263	MTWTh	3/24-3/27	8:30AM-12:30PM	CLA 112
61361	CITSW	2105509	KC301	MW	5/12-5/21	8:30AM-12:30PM	CLA 106
61207	CITSW	2105509	KC323	TTh	6/24-7/3	6PM-10PM	CLA 106
61208	CITSW	2105509	KC324	TTh	7/22-7/31	8:30AM-12:30PM	CLA 106
61209	CITSW	2105509	KC325	MW	8/4-8/20	6:30PM-9:10PM	CLA 106

Access Complete - Online (Using Access 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

51965	CITSW	2105402	KD104	12/4-3/4
60757	CITSW	2105402	KD201	1/15-4/1
60758	CITSW	2105402	KD202	2/12-5/6
60759	CITSW	2105402	KD203	3/4-5/27
60760	CITSW	2105402	KD204	4/1-6/24
60764	CITSW	2105402	KD205	5/6-7/29

Access Complete - Online (Using Access 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

60765	CITSW	2105402	KD271	1/15-4/1
60766	CITSW	2105402	KD272	2/12-5/6
60767	CITSW	2105402	KD273	3/4-5/27
60768	CITSW	2105402	KD274	4/1-6/24
60769	CITSW	2105402	KD275	5/6-7/29

Desktop Publishing

Desktop Publishing - Publisher

Survey of definitions, terminology, advantages, interactive and batch mode, type faces, 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

Kingwood College

60846	CGRPH	2100202	KC227	Sa	1/19-3/8	8:30AM-12:30PM	CLA 106

Digital Publishing I

The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout. Must have high school diploma, successful completion of GED or be in the early admissions program. Textbook required. This course linked to ARTC 1313. Prerequisites: ITSC 1401 or Introduction to Computers Comp, ENGL 0305 or ENGL 0316 and ENGL 0307 or 0326 or higher level course (ENGL 1301) or placement of testing. 8.0 CEUs $156

Kingwood College

58905	CARTC	2101301	21001	MW	1/14-5/11	10AM-12:20PM	ADM 204-A

Using InDesign. For more info contact karsan. hirani@nhmccd.edu

Digital Publishing III

A project based page layout course from concept to completion addressing design problems, preflight of files, color separations, and trapping techniques. This course linked to ARTC 2348. Prerequisite: ENGL 0305 or ENGL 0316 and ENGL 0307 or 0326, or higher level course (ENGL 1301), or placement by testing 8.0 CEUs $156

Kingwood College

58933	CARTC	2204801	21001	TTh	1/14-5/11	10AM-12:30PM	ADM 202

Using Power Macs and InDesign or QuarkXpress. Emphasis on advanced typography, page layout, pre-press, and product development.

Digital Publishing - InDesign

Survey of definitions, terminology, advantages, interactive and batch mode, type faces, 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

Kingwood College

60848	CGRPH	2100205	KC228	MW	3/17-4/7	8:30AM-12:30PM	CLA 104

Occupational Profile:

Desktop Publisher

Median wage. $30,000

Job openings in Texas:
Listed as one of the occupations with the largest number of projected openings (30% increase in positions in Texas in the 2002–2012 time period)

Kingwood College courses:
Desktop Publishing—InDesign

2004 Source: www.acinet.org

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

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Digital Sound

Audio Production—*New!*
Concepts and techniques of sound production including basic instrument recording and editing techniques. 2.4 CEUs $244
Kingwood College
61916 CMUSC 2109101 KC289 W 3/19-4/23 6PM-10PM CLA 112

Digital Sound—*New!*
Digitizing sound and incorporating it into multimedia or web titles for various delivery systems. Emphasizes compression issues, sampling, synchronizing, and resource management. USB Flash Drive & book required. Prerequisites: Student must be proficient with the Microsoft Windows Operating System. 3.2 CEUs $324
Kingwood College
61005 CARTV 2104302 KC218 W 1/16-3/5 6PM-10PM CLA 112

Live Sound Workshop—*New!*
Basic sound system operation. Includes mixing boards and microphones. Also addresses solving common problems such as feedback. 1.6 CEUs $162
Kingwood College
61919 CMUSC 2102001 KC290 M 1/28-2/18 6PM-10PM CLA 112
61921 CMUSC 2102001 KC291 Su 3/30-4/20 1:30PM-5:30PM CLA 112

Recording Mixing and Mastering—*New!*
Introduces through hands-on experience, equipment and procedures used in multi-track recording. Topics include basic tracking, simple overdubs, mixing, equalization, compression, other effects and operation of specific recording equipment commonly found in mid-sized audio facilities. 2.4 CEUs $244
Kingwood College
61927 CMUSC 2109102 KC292 W 4/30-6/4 6PM-10PM CLA 112

Graphics/Multimedia

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
Kingwood College
58953 CARTV 2104101 22001 MW 1/14-5/11 9AM-12PM CLB 123
Using 3ds Max. For more info go to jasoford.nhmccd.edu

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, (formerly CARTC 2104501) Linked with ARTV 1345 9.6 CEUs $156
Kingwood College
58956 CARTV 2104501 21001 TTh 1/14-5/11 1:30PM-4:30PM CLB 123

NEW! **Digital Sound Certificate**
Use the systems the pros use!

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
Kingwood College
58951 CARTV 2100301 21001 MW 1/14-5/11 1PM-3:20PM CLB 123
Core course in Gaming Degree. Using 3d's and Flash. Additional 1 hr per week required in lab. For more information contact donna.monteferante@nhmccd.edu

Computer Illustration
Implementation of software for illustration and/or photo manipulation reproduction. Mastery of the tools and transformation options of an industry standard draw program to create complex illustrations and follow them through to the color output state. Mastery in the use of basic elements of good layout and design principles and use the capabilities specific to vector drawing software to manipulate both text and graphics with an emphasis on the use of bezier curves. Textbook required. This course linked to ARTC 1353. Prerequisites: ITSC 1401, ENGL 0305 or ENGL 0316 and ENGL 0307 or 0326, or higher level course (ENGL 1301) or placement by testing.
8.0 CEUs $156
Kingwood College
58916 CARTC 2105301 21001 MW 1/14-5/11 1:30PM-3:50PM ADM 202
Using Adobe Illustrator For more information contact karsan.hirani@nhmccd.edu

Computers in Video Production I
Applications of computers in digital film production. Design of computer graphic workstations and development of a rationale for selecting software, hardware and peripherals. This course is linked with FLMC 1331. Prerequisite: ARTC 1302 or departmental approval, ENGL 0305 or ENGL 0316 and ENGL 0307 or 0326, or higher level course (ENGL 1301), or placement by testing 9.6 CEUs $156
Kingwood College
59000 CFLMC 2103101 21001 F 1/14-5/11 9AM-1:50PM ADM 202
Using Aster Effects to design motion graphics for video. Additional 1 hr per wk required in lab. For more info contact shawn.g.sedoff@nhmccd.edu

Design Communications I
Study of design development relating to graphic design terminology, tools and media, and layout and design concepts. Topics include integration of type, images and other design elements, and developing computer skills in industry standard computer programs. Textbook required. This course linked to ARTC 1317. Prerequisites: ITSC 1401 or Introduction to Computers, ENGL 0305 or ENGL 0316 and ENGL 0307 or ENGL 0326 or ENGL 0356 or higher level course (ENGL 1301) or placement by testing. 9.6 CEUs $156
Kingwood College
58911 CARTC 2101701 21001 TTh 1/14-5/11 1:30PM-3:50PM ADM 202
Using Power Macs & Freehand. Core course required in ALL tracks of Visual Comm. AAS Degree. Additional 1 hr/wk required in lab. For more information go to michael.zibi@nhmccd.edu

Digital Video

Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a desktop digital video workstation. Textbook required. Linked to ARTV 1351. Must have high school diploma, successful completion of GED, or be in the early admissions program. 9.6 CEUs $156

Kingwood College

58961 CARTV 2105102 22001 MW 1/14-5/11 6PM-9PM CLB 123
Post Production digital video techniques using AVID Express w/emphasis on Storytelling and Editing.

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

Kingwood College

63304 CARTC 2107101 KC201 Th 2/28-4/10 6PM-10PM CLA 104
HYBRID lab time required outside of class; No class March 13, 2008

Game Design and 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

Kingwood College

58907 CGAME 2100301 21001 TTh 1/14-5/11 10AM-12:30PM ADM 204
This is a core class required in both specializations of the Game Design & Simulation Degree & Certificate. For more info contact jason.g.ford@nhmccd.edu. Visit Gaming at www.kwctechnology.com.

58912 CGAME 2100301 22001 MW 1/14-5/11 6PM-8:30PM ADM 204
This is a core class required in both specializations of the Game Design & Simulation Degree & Certificate. Visit Gaming at www.kwctechnology.com.

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

Kingwood College

58937 CIMED 2104501 21001 TTh 1/14-5/11 1PM-3:50PM ADM 204-A
Using Adobe Flash. Required in Graphic Design and Multimedia tracks of AAS Visual Comm. Degree & Design (artist) track of Game Design & Simulation. For more info. contact donna.monteferante@nhmccd.edu.

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

Kingwood College

58920 CGAME 2100401 21001 MW 1/14-5/11 1PM-3:30PM ADM 204
Additional 1 hr/wk required in lab. This is a core class required in both specializations of the Game Design & Simulation Degree & Certificate. Visit Gaming at www.kwc.technology.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

Kingwood College

61928 CITSW 2103704 KC293 Sa 1/26-3/1 8:30AM-12:30PM CLA 112

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

Kingwood College

58934 CIMED 2100101 21001 MW 1/14-5/11 9:30AM-12PM ADM 204
Using various Multimedia software: Core course required in ALL tracks of Visual Comm. AAS Degree. Additional 1 hr/wk required in lab. For more info. contact karsan.hirani@nhmccd.edu.

KC Distance Learning

58886 CIMED 2100101 2W001 1/14-5/11
Online Orientation. Using Free Trial Software. Core course required in ALL tracks of Visual Comm. AAS Degree. For more info contact donna.monteferante@nhmccd.edu

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

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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
Kingwood College

51609	CITSW	2100301	KC172	Su	12/2-1/13	1PM-5PM	CLA 104
61142	CITSW	2100301	KC247	Su	4/6-5/11	1PM-5PM	CLA 104

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
Kingwood College

61149	CITSW	2100302	KC248	Th	1/29-2/7	6PM-10PM	CLA 104

KC Distance Learning

52002	CITSW	2100302	KD104	12/4-1/8
60900	CITSW	2100302	KD201	1/15-2/5
60981	CITSW	2100302	KD202	2/12-3/4
60983	CITSW	2100302	KD203	3/8-4/8
60984	CITSW	2100302	KD204	4/15-5/6
60985	CITSW	2100302	KD205	5/13-6/3

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
Kingwood College

60849	CGRPH	2109104	KC229	TTh	2/12-2/21	6PM-10PM	CLA 104

KC Distance Learning

52005	CGRPH	2109104	KD104	12/4-1/8
60903	CGRPH	2109104	KD201	1/15-2/5
60987	CGRPH	2109104	KD202	2/12-3/4
60988	CGRPH	2109104	KD203	3/8-4/8
60990	CGRPH	2109104	KD204	4/15-5/6
60992	CGRPH	2109104	KD205	5/13-6/3

PowerPoint I (Using PowerPoint 2007)
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
Kingwood College

51135	CITSW	2103702	KC722	TTh	1/8-1/17	6PM-10PM	CLA 106
61204	CITSW	2103702	KC255	MTWTh	2/11-2/14	8:30AM-12:30PM	CLA 112
51148	CITSW	2103702	KC726	MW	2/25-3/5	6PM-10PM	CLA 106
61206	CITSW	2103702	KC256	Sa	5/10-5/17	8AM-4:30PM	CLA 106
30 minute lunch						
60974	CITSW	2103702	KC308	MW	6/2-6/11	8:30AM-12:30PM	CLA 106
60971	CITSW	2103702	KC307	MW	6/2-6/18	6:30PM-9:10PM	CLA 106
60977	CITSW	2103702	KC309	TTh	7/8-7/17	6PM-10PM	CLA 106
60982	CITSW	2103702	KC310	TTh	8/5-8/14	8:30AM-12:30PM	CLA 106

PowerPoint II (Using PowerPoint 2007)
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
Kingwood College

51140	CITSW	2104102	KC723	TTh	1/22-1/31	6PM-10PM	CLA 106
61216	CITSW	2104102	KC257	MTWTh	2/18-2/21	8:30AM-12:30PM	CLA 112
51153	CITSW	2104102	KC728	MW	3/17-3/26	6PM-10PM	CLA 106
60986	CITSW	2104102	KC311	Su	6/1-6/8	8AM-4:30PM	CLA 106
61190	CITSW	2104102	KC313	MW	6/23-7/9	6:30PM-9:10PM	CLA 106
61191	CITSW	2104102	KC314	TTh	7/22-7/31	6PM-10PM	CLA 106

PowerPoint Complete – Online (Using PowerPoint 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

51954	CITSW	2101001	KD104	12/4-3/4
60904	CITSW	2101001	KD201	1/15-4/1
60993	CITSW	2101001	KD202	2/12-5/6
60994	CITSW	2101001	KD203	3/4-5/27
60995	CITSW	2101001	KD204	4/1-6/24
60997	CITSW	2101001	KD205	5/6-7/29

PowerPoint Complete– Online (Using PowerPoint 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

60905	CITSW	2101001	KD271	1/15-4/1
60998	CITSW	2101001	KD272	2/12-5/6
60999	CITSW	2101001	KD273	3/4-5/27
61006	CITSW	2101001	KD274	4/1-6/24
61007	CITSW	2101001	KD275	1/15-2/5

The complete schedule and registration forms are available online at **kingwoodcollege.com/ce**

Internet

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/$22 Sr. Citizen
Kingwood College

51195	CBUSG	3000016	KC177	Sa	12/22-12/29	1PM-5PM	CLA 104
61010	CBUSG	3000016	KC219	Sa	1/26-2/2	10AM-2PM	CLA 104
61044	CBUSG	3000016	KC220	Su	3/2-3/9	1:30PM-5:30PM	CLA 104

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
Kingwood College

60927	CARTC	2109007	KC207	Th	4/17-5/8	6PM-10PM	CLA 104

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
Kingwood College

51564	CITNW	2100702	KC173	MTWTh	12/3-12/6	8:30AM-12:30PM	CLA 112
51134	CITNW	2100702	KC203	MW	1/7-1/28	7PM-9:40PM	CLA 106
51138	CITNW	2100702	KC204	MTWTh	1/14-1/17	8:30AM-12:30PM	CLA 104
51155	CITNW	2100702	KC206	TTh	3/18-3/27	6PM-10PM	CLA 106
60853	CITNW	2100702	KC232	MTWTh	4/7-4/10	8:30AM-12:30PM	CLA 112
60854	CITNW	2100702	KC233	Su	4/13-4/20	8AM-4:30PM	CLA 106
30 minute lunch break							
60942	CITNW	2100702	KC301	MW	6/30-7/9	8:30AM-12:30PM	CLA 106

Integrated Software

OpenOffice.org
An introduction to popular business productivity software applications. Use OpenOffice.org (a free office productivity suite), to create and enhance documents/files with a word processor (Writer), spreadsheet (Calc), presentation manager (Impress), database (Base) and drawing program (Draw). 3.0 CEUs $154
Kingwood College

61243	CITSC	2102203	KC244		2/5-4/15	9AM-12PM	CLA 104
No class March 11, 2008.							

Outlook
An introduction to e-mail and calendaring software as a desktop information management tool. Increase productivity with the Microsoft Outlook address/phonelist, 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
Kingwood College

41698	CITSW	2103001	KC138	MW	12/10-12/19	8:30AM-12:30PM	CLA 106
51133	CITSW	2103001	KC721	MTWTh	1/7-1/10	8:30AM-12:30PM	CLA 104
51141	CITSW	2103001	KC724	MW	2/4-2/20	7PM-9:40PM	CLA 106
61200	CITSW	2103001	KC253	MTWTh	3/31-4/3	8:30AM-12:30PM	CLA 112
51156	CITSW	2103001	KC729	TTh	4/1-4/10	6PM-10PM	CLA 106
61201	CITSW	2103001	KC254	Su	4/27-5/4	8AM-4:30PM	CLA 106
30 minute lunch							
60962	CITSW	2103001	KC305	MW	7/14-7/23	8:30AM-12:30PM	CLA 106
60966	CITSW	2103001	KC306	TTh	8/5-8/14	6PM-10PM	CLA 106

PDF File Creation
Create and use PDF documents by converting various file types into the PDF document format. 0.4 CEUs $50/$41 Sr. Citizen
Kingwood College

61290	CITSW	7100001	KC265	Tu	2/26-2/26	6PM-10PM	CLA 104
61368	CITSW	7100001	KC209	Su	3/30-3/30	1PM-5PM	CLA 104

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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. 0.1 CEUs $45

Kingwood College

62525   CTEST   8900115   KT201   1/14-5/11   SFA 204

IC³– Key Applications Test

The Key Applications IC³ examination validates skills and expertise in basic word processing and spreadsheet applications. 0.1 CEUs $45

Kingwood College

62523   CTEST   8900113   KT201   1/14-5/11   SFA 204

IC³ – Living Online Test

The Living Online IC³ examination validates skills and expertise in basic networking, email, Internet and Web functions. 0.1 CEUs $45

Kingwood College

62524   CTEST   8900114   KT201   1/14-5/11   SFA 204

IC³/Microsoft Office Specialist Proctor Fee

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

Kingwood College

62526   CTEST   8920028   KT201   1/14-5/11   SFA 204

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. 0.1 CEUs $80

Kingwood College

62522   CTEST   8900111   KT201   1/14-5/11   SFA 204

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. 0.1 CEUs $80

Kingwood College

62517   CTEST   8900103   KT201   1/14-5/11   SFA 204

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. 0.1 CEUs $80

Kingwood College

62518   CTEST   8900104   KT201   1/14-5/11   SFA 204

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. 0.1 CEUs $80

Kingwood College

62521   CTEST   8900110   KT201   1/14-5/11   SFA 204

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. 0.1 CEUs $80

Kingwood College

62516   CTEST   8900101   KT201   1/14-5/11   SFA 204

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. 0.1 CEUs $80

Kingwood College

62519   CTEST   8900105   KT201   1/14-5/11   SFA 204

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. 0.1 CEUs $80

Kingwood College

62520   CTEST   8900106   KT201   1/14-5/11   SFA 204

Networking

Networking Technologies, Fundamentals

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Textbook required. This course is linked to ITNW 1425. Prerequisite: ITSC or COSC 1401, ENGL 0305 or ENGL 0316 and ENGL 0307 or 0326, or higher level course (ENGL 1301), or placement by testing 4.8 CEUs $188

KC Distance Learning

| 58896 | CITNW | 2102501 | 29001 | M | 1/14-5/11 | 6PM-9PM | LIB 226 |

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

Kingwood College

| 58969 | CITCC | 2109101 | 22801 | WF | 1/14-3/7 | 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

Kingwood College

| 58944 | CITCC | 2107201 | 22801 | WF | 3/17-5/11 | 5PM-10PM | LIB 226 |

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

Kingwood College

| 58946 | CITCC | 2107401 | 22801 | WF | 1/14-5/11 | 5PM-10PM | LIB 226 |

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

Kingwood College

| 58945 | CITCC | 2107301 | 22801 | WF | 1/14-3/7 | 5PM-10PM | LIB 226 |

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. 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. 1.6 CEUs $82

Kingwood College

| 60859 | CITNW | 2109235 | KC236 | Sa | 4/26-5/17 | 8:30AM-12:30PM | CLA 104 |

Implementing & Supporting MS Windows XP

Addresses the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows XP Professional 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 Windows XP Professional. This course linked to ITMT 1400. Textbook required. Must have high school diploma, successful completion of GED, or be in the early admissions program. Prerequisite: ENGL 0305 or ENGL 0316 or ENGL 0307 or 0326, or higher level course (ENGL 1301), or placement by testing 8.0 CEUs $200

KC Distance Learning

| 58887 | CITMT | 2100001 | 29801 | Tu | 1/14-3/7 | 6PM-10PM | ADM 201 |

Managing & Maintaining a MS Windows

Managing accounts and resources, maintaining server resources, monitoring server performance, and safeguarding data in a Microsoft Windows Server 2003 environment. This course linked to ITMT 1440. Textbook Required. Must have high school diploma, successful completion of GED, or be in the early admissions program. Prerequisite: ITMT 1400; ENGL 0305 or ENGL 0316 and ENGL 0307 or 0326, or higher level course (ENGL 1301), or placement by testing 8.0 CEUs $200

KC Distance Learning

| 58889 | CITMT | 2104001 | 29801 | Tu | 3/17-5/11 | 6PM-10PM | ADM 201 |

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

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Implementing & Managing a MS Windows

Implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access. This course linked to ITMT 1450. Textbook required. Must have high school diploma, successful completion of GED, or be in the early admissions program. Prerequisites: ENGL 0305 or ENGL 0316 and ENGL 0307 or ENGL 0326 or ENGL 0356, or higher level course (ENGL 1301), or placement by testing. ITMT 1400, ITMT 1440. 8.0 CEUs $200

KC Distance Learning

58890 CITMT 2105001 29801 Tu 1/14-3/7 6PM-10PM ADM 201

MCSE V, 70-294, Planning, Implementing

Windows Server 2003 directory service environment. Includes forest and domain structure; Domain Name System (DNS); site topology and replication; organizational unit structure and delegation of administration; Group Policy; and user, group, and computer account strategies. This is the sixth course in the Windows Server 2003 Systems Engineer curriculum. Textbook required. Linked to ITMT 2400. Must have high school diploma, successful completion of GED, or be in the early admissions program. Prerequisite: ENGL 0305 or ENGL 0316 and ENGL 0307 or ENGL 0326, or higher level course (ENGL 1301), or placement by testing. ITMT 1400, 1440. 8.0 CEUs $200

KC Distance Learning

58892 CITMT 2200001 29801 Tu 3/17-5/11 6PM-10PM ADM 201

Operating Systems

Linux Introduction

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. This beginner-level, hands-on course will introduce students to the fundamentals of the LINUX operating system and its environment. Basic LINUX commands, file system structure and navigation, file manipulation, file permissions and ownership, and editing of text files will be discussed. This course is designed for the new LINUX user and prepares the student for additional LINUX training. 1.6 CEUs $82

Kingwood College

60858 CITNW 2109118 KC235 Sa 2/16-3/8 8:30AM-12:30PM CLA 104

UNIX Operating System I

A study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts. Textbook required. This course is linked to ITSC 1407. Prerequisites: ITSC or COSC 1401 (or Intro to Computers), and ITSC 1405 (or Introduction to PC Operating Systems), ENGL 0305 or ENGL 0316 and ENGL 0307 or 0326 or higher level course (ENGL 1301), or placement by testing. 8.0 CEUs $200

KC Distance Learning

58917 CITSC 2100701 2W001 1/14-5/11

Online orientation: http://kcnovell.nhmccd.edu or email mnekhom@ nhmccd.edu. Using Linux SUSE. Prep for CompTia Linux+ certification exam. Instructor is Master Certified Novell Instructor.

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

Kingwood College

61246 CITSC 2102520 KC245 MW 1/7-4/7 6PM-10PM CLA 104

No class January 21, March 10 and March 12, 2008.

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

Kingwood College

51197 CCPMT 2100020 KC171 Sa 12/1-12/22 8:30AM-12:30PM CLA 104
61047 CCPMT 2100020 KC221 Sa 3/29-4/19 8:30AM-12:30PM CLA 104

Programming

Computer Programming

An introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. ITSC 1401 is recommended prior to enrolling. Must have high school diploma, successful completion of GED or be in the early admissions program. This course linked to ITSE 1402. Textbook required. Prerequisite: ITSC or COSC 1401 (or Intro to Computer Comp), ENGL 0305, ENGL 0307, MATH 0308. 8.0 CEUs $200

KC Distance Learning
58923 CITSE 2100202 2W001   1/14-5/11
    Visit http://jderakhshandeh.nhmccd.cc.
58921 CITSE 2100202 29001   M   1/14-5/11   10AM-12:20PM ADM 206
    Visit http://jderakhshandeh.nhmccd.cc Flex Internet with WebCT support.

Programming Logic & Design

A disciplined approach to problem-solving with structured techniques and representation of algorithms using appropriate design tools. Discussion of methods of testing, evaluation, and documentation. Requirements: Internet access, e-mail, and Netscape or Internet Explorer Web browser. 4.8 CEUs $198

KC Distance Learning
51975 CITSE 2102902 KD104   12/4-3/4

C++ Programming, Introduction

Introduction to computer programming using C++. Emphasis of the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices and files. Introduction to Computers or equivalent knowledge is recommended prior to enrolling. Prerequisite: Introduction to Computer Programming. Students may be required to purchase a textbook and diskette for this course. This course linked to ITSE 1407. 8.0 CEUs $200

KC Distance Learning
59128 CITSE 2100701 2W001   1/14-5/11
58935 CITSE 2100701 29001   W   1/14-5/11   10AM-12:20PM ADM 206
    Visit http://jderakhshandeh.nhmccd.cc. Flex internet with WebCT support.

C++ Programming, Advanced

Further application of C++ programming techniques including subjects such as file access, abstract data structures, class inheritance, and other advanced techniques. Designed to strengthen the student's knowledge of computer programming. The student will develop correct, well-documented programs containing complex data structures; incorporate complex input/output file handling techniques; create classes and objects in programs; and incorporate advanced C++ techniques using a current personal computer C++ compiler. This course is linked to ITSC 2431. Prerequisite: ITSE 1407, ENGL 0305 or ENGL 0316 and ENGL 0307 or 0326, or higher level course (ENGL 1301), or placement by testing, Math 0310
8.0 CEUs $200

KC Distance Learning
59133 CITSE 2203102 2W001   1/14-5/11

Visual Basic Programming, Introduction

Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structure design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. ITSC 1401 is recommended prior to enrolling. Must have high school diploma, successful completion of GED or be in the early admissions program. This course linked to ITSE 1431. Textbook required. Prerequisite: ITSE 1402 (or Computer Programming Comp), ENGL 0305 or ENGL 0316 and ENGL 0307 or 0326 or higher level course (ENGL 1301), or placement by testing, MATH 0310. 8.0 CEUs $200

KC Distance Learning
59130 CITSE 2103101 29001   1/14-5/11
59131 CITSE 2103101 2W001   1/14-5/11

Visual Basic Programming, Advanced

Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation. Must have high school diploma, successful completion of GED or be in the early admissions program. This course linked to ITSE 2449. Textbook required. Prerequisite: ITSE 1431 (or Introduction to Visual Basic Programming Comp), ENGL 0305 or ENGL 0316 and ENGL 0307 or 0326 or higher level course (ENGL 1301), or placement by testing, MATH 0310. 8.0 CEUs $200

KC Distance Learning
59134 CITSE 2204901 2W001   1/14-5/11

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

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Spreadsheets

Excel I (Using Excel 2007)
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
Kingwood College

61184	CITSW	2102224	KC249	MTWTh	2/25-2/28	8:30AM-12:30PM	CLA 112
61186	CITSW	2102224	KC250	MW	3/31-4/9	8:30AM-12:30PM	CLA 106
61187	CITSW	2102224	KC251	MW	4/14-4/30	6:30PM-9:10PM	CLA 106
61188	CITSW	2102224	KC252	TTh	5/13-5/22	6PM-10PM	CLA 106
60945	CITSW	2102224	KC302	Sa	5/31-6/7	8AM-4:30PM	CLA 106
60950	CITSW	2102224	KC303	TTh	6/10-6/19	8:30AM-12:30PM	CLA 106
60956	CITSW	2102224	KC304	TTh	7/8-7/17	6PM-10PM	CLA 104

Excel II (Using Excel 2007)
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
Kingwood College

51649	CITSW	2104606	KC726	MTWTh	12/3-12/6	8:30AM-12:30PM	CLA 104
51652	CITSW	2104606	KC729	Su	12/9-12/16	8AM-4:30PM	CLA 106
30 minute lunch						
61218	CITSW	2104606	KC258	MTWTh	3/3-3/6	8:30AM-12:30PM	CLA 112
61222	CITSW	2104606	KC259	MW	4/14-4/23	8:30AM-12:30PM	CLA 106
61226	CITSW	2104606	KC260	MW	5/5-5/21	6:30PM-9:10PM	CLA 106
61192	CITSW	2104606	KC315	TTh	5/27-6/5	6PM-10PM	CLA 106
61193	CITSW	2104606	KC316	Su	6/15-6/22	8AM-4:30PM	CLA 106
61194	CITSW	2104606	KC317	TTh	6/24-7/3	8:30AM-12:30PM	CLA 106
61195	CITSW	2104606	KC318	TTh	7/22-7/31	6PM-10PM	CLA 104

Excel Core & Expert – Online (Using Excel 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

51959	CITSW	2104501	KD104	12/4-3/4
60895	CITSW	2104501	KD201	1/15-4/1
60946	CITSW	2104501	KD202	2/12-5/6
60947	CITSW	2104501	KD203	3/4-5/27
60949	CITSW	2104501	KD204	4/1-6/24
60951	CITSW	2104501	KD205	5/6-7/29

Excel Core & Expert – Online (Using Excel 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

60896	CITSW	2104501	KD271	1/15-4/1
60952	CITSW	2104501	KD272	2/12-5/6
60954	CITSW	2104501	KD273	3/4-5/27
60955	CITSW	2104501	KD274	4/1-6/24
60957	CITSW	2104501	KD275	5/6-7/29

Web Design

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
Kingwood College

60850	CIMED	2100202	KC230	Tu	4/15-5/6	6PM-10PM	CLA 104

HYBRID - lab time req outside of class

HTML
Plan the content, structure, and layout of a Website and create it using HTML. Includes tables, hot buttons, animations, and comparison of browsers. Prerequisites: Internet Basic or equivalent knowledge. A book and disk (or USB drive) are required. 2.4 CEUs $124
Kingwood College

60855	CITNW	2105910	KC234	Tu	3/25-4/8	6PM-10PM	CLA 104

HYBRID - lab time req outside of class

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

51990	CIMED	2100201	KD104	12/4-3/4
60910	CIMED	2100201	KD201	1/15-2/5
61015	CIMED	2100201	KD202	2/12-5/6
61016	CIMED	2100201	KD203	3/4-5/27
61017	CIMED	2100201	KD204	4/1-6/24
61020	CIMED	2100201	KD205	5/6-7/29

Word Processing

Word I (Using Word 2007)

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

Kingwood College

61292	CPOFI	2100301	KC266	MTWTh	1/28-1/31	8:30AM-12:30PM	CLA 112
61366	CPOFI	2100301	KC268	MW	2/25-3/5	8:30AM-12:30PM	CLA 106
61298	CPOFI	2100301	KC267	MW	2/25-3/19	6:30PM-9:10PM	CLA 106
No class March 10 and 12, 2008.							
61295	CPOFI	2100301	KC269	TTh	4/15-4/24	6PM-10PM	CLA 106
61302	CPOFI	2100301	KC270	Sa	4/26-5/3	8AM-4:30PM	CLA 106
30 minute lunch							
61309	CPOFI	2100301	KC271	TTh	5/13-5/22	8:30AM-12:30PM	CLA 106
61211	CPOFI	2100301	KC237	TTh	6/3-6/12	6PM-10PM	CLA 104

Word II (Using Word 2007)

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

Kingwood College

61364	CPOFI	2104202	KC272	MTWTh	2/4-2/7	8:30AM-12:30PM	CLA 112
61311	CPOFI	2104202	KC273	MW	3/17-3/26	8:30AM-12:30PM	CLA 106
61312	CPOFI	2104202	KC274	MW	3/24-4/9	6:30PM-9:10PM	CLA 106
61314	CPOFI	2104202	KC275	TTh	4/29-5/8	6PM-10PM	CLA 106
61315	CPOFI	2104202	KC276	Su	5/11-5/18	8AM-4:30PM	CLA 106
30 minute lunch							
61212	CPOFI	2104202	KC328	TTh	5/27-6/5	8:30AM-12:30PM	CLA 106
61213	CPOFI	2104202	KC329	TTh	6/17-6/26	6PM-10PM	CLA 104

Word Core & Expert – Online (Using Word 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

52037	CPOFI	2202501	KD104	12/4-3/4
60912	CPOFI	2202501	KD201	1/5-4/1
61021	CPOFI	2202501	KD202	2/12-5/6
61023	CPOFI	2202501	KD203	3/4-5/27
61024	CPOFI	2202501	KD204	4/1-6/24
61025	CPOFI	2202501	KD205	5/6-7/29

Word Core & Expert – Online (Using Word 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

60913	CPOFI	2202501	KD271	1/15-4/1
61026	CPOFI	2202501	KD272	2/12-5/6
61027	CPOFI	2202501	KD273	3/4-5/27
61029	CPOFI	2202501	KD274	4/1-6/24
61030	CPOFI	2202501	KD275	5/6-7/29

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

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Business & Professional

Financial Planning

Personal Finance

A study of the financial problems encountered in managing family financial affairs. Topics include financial security for the family, budgeting, use of credit, home ownership, financial tangles, and saving and investment planning. Textbook required. This course linked to BUSI 1307. 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/$117 Sr. Citizen

KC Distance Learning
58861 CBUSI 3100401 2W001   1/14-5/11
Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email carol.p.mckenzie@nhmccd.edu or call 281.312.1454 ext. 66374# after registering.

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

KC Distance Learning
58872 CHRPO 2101102 2W001   1/14-5/11
Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email dadams@nhmccd.edu or call 281.312.1646 after registering.

Human Resource Management

Behavioral and legal approaches to the management of human resources organizations. Textbook required. This course linked to HRPO 2301. 4.8 CEUs $144

KC Distance Learning
58873 CHRPO 2200101 2W001   1/14-5/11
Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email dadams@nhmccd.edu or call 281.312.1646 after registering.

Small Business

Small Business Financing

A study of the financial structure of a small business. Topics address business finance, including where the funds come from and what they are used for; budgeting including planning and preparing, record keeping, taxation, insurance, and banking. Textbook required. This course linked to BUSG 1341. 4.8 CEUs $144

KC Distance Learning
58850 CBUSG 2104101 2W001   1/14-5/11
Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email melanie.henderson@nhmccd.edu or call 281.312.1454 ext. 66136# after registering.

Small Business Management

Starting and operating a small business. Includes facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. Textbook required. This course linked to BUSG 2309. 4.8 CEUs $144

KC Distance Learning
58852 CBUSG 2200901 2W001   1/14-5/11
Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email richard.l.oliver@nhmccd.edu or call 281.312.1454 ext. 66234# after registering.

Taxes

Federal Income Tax: Individual

A study of the laws currently implemented by the IRS, providing a working knowledge of preparing taxes for the individual. Must have high school diploma, successful completion of GED or be in the early admissions program. Textbook required. This course linked to ACNT 1331. Prerequisites: ENGL 0304, 0306, MATH 0306. 4.8 CEUs $144

KC Distance Learning
58836 CACNT 2103101 2W801   1/14-3/7
8 week course, 1/14 - 3/7. Required Orientation: Online http://orientation. nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email twanna.y.dempsey@nhmccd.edu after registering.

Federal Income Tax: Partnership/Corporation

Introduction to the tax laws as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for a partnership, sub chapter S, and corporation. Must have high school diploma, successful completion of GED or be in the early admissions program. Textbook required. This course is linked to ACNT 1347. Prerequisites: ACNT 1331 or Federal Income Tax: Individual Comp, ENGL 0304, 0306, MATH 0306. 4.8 CEUs $144

KC Distance Learning
58840 CACNT 2104701 2W801   3/17-5/11
8 week course, 3/17 - 5/11. Required Orientation: Online http://orientation. nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email twanna.y.dempsey@nhmccd.edu after registering.

Business Office Skills
General Office Skills

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

52008	CPOFT	2203102 KD104	12/4-3/4
60892	CPOFT	2203102 KD201	1/15-4/1
60933	CPOFT	2203102 KD202	2/12-4/1
60936	CPOFT	2203102 KD203	3/4-5/27
60939	CPOFT	2203102 KD204	4/1-6/24
60940	CPOFT	2203102 KD205	5/6-7/29

Business Communications
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Principles of effective oral and written business communications. Activities include writing business messages for a variety of business situations, writing both formal and informal business reports and presenting business data orally. Textbook required. This course linked to BUSI 2304. Prerequisites: ENGL 1301. 4.8 CEUs $144/$117 Sr. Citizen
KC Distance Learning
58865   CBUSI   3100104 2W001   1/14-5/11

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
Kingwood College
59127   CPOFT   2100110 21001   Th   1/14-5/11   8AM-10:20AM   ADM 207
KC Distance Learning
58939   CPOFT   2100110 2W001   1/14-5/11
   Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email sherry.young@nhmccd.edu or call 281.312.1697 after registering.

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
KC Distance Learning
58845   CBMGT 2104101 2W001   1/28-5/11
   Late start class, 1/28. Required Orientation: Online http://orientation. nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email linda.holcomb@nhmccd.edu or call 281.312.1567 after registering.

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/$117 Sr. Citizen
KC Distance Learning
58863   CBUSI   3200501 2W001   1/14-5/11
   Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email jason.m.medley@nhmccd.edu after registering.

Business Logistics, Introduction
A systems approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, packaging, order processing, and materials handling. Prerequisite: ENGL 0305 or ENGL 0316; ENGL 0307 or ENGL 0326; or placement by testing. 4.8 CEUs $144
KC Distance Learning
59167   CLMGT 2101901 29001   1/14-5/11
   Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email michael.c.milam@nhmccd.edu after registering. Class meets 4 Saturdays 8:00 a.m. - 9:50 a.m. 1/26, 2/23, 3/29, 4/26.

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/$117 Sr. Citizen
KC Distance Learning
58853   CBUSI   3100101 2W001   1/14-5/11
   Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email linda.holcomb@nhmccd.edu or call 281.312.1567 after registering.

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

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Customer Relations

Topics address general principles of customer service, including skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student. This course is linked to MRKG 1301. 4.8 CEUs $144

KC Distance Learning

58948   CMRKG   2100102   2W801   1/14-3/7

8 week course, 1/14 - 3/7. Required Orientation: Online http://orientation. nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email dadams@nhmccd.edu or call 281.312.1646 after registering.

International Business and Trade, Introduction

The techniques for entering the international marketplace. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. Must have high school diploma, successful completion of GED or be in the early admissions program. Textbook required. This course linked to IBUS 1305. 4.8 CEUs $144

KC Distance Learning

58879   CIBUS   2100501   2W001   1/14-5/11

Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email linda. holcomb@nhmccd.edu or call 281.312.1567 after registering.

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

51993	CPOFT	2101002	KD104	12/4-3/4
60898	CPOFT	2101002	KD201	1/15-4/1
60967	CPOFT	2101002	KD202	2/12-5/6
60968	CPOFT	2101002	KD203	3/4-5/27
60969	CPOFT	2101002	KD204	4/1-6/24
60970	CPOFT	2101002	KD205	5/6-7/29

Keyboarding, Level II - Speed and Accuracy Building

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. 3.2 CEUs $164

KC Distance Learning

51996	CPOFT	2109303	KD104	12/4-3/4
60897	CPOFT	2109303	KD201	1/15-4/1
60960	CPOFT	2109303	KD202	2/12-5/6
60961	CPOFT	2109303	KD203	3/4-5/27
60963	CPOFT	2109303	KD204	4/1-6/24
60965	CPOFT	2109303	KD205	5/6-7/29

Keyboarding, Level III

Specialized/production keyboarding with increased emphasis on rough draft, handwritten, and unarranged 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

51999	CPOFT	2109304	KD104	12/4-3/4
60899	CPOFT	2109304	KD201	1/15-4/1
60972	CPOFT	2109304	KD202	2/12-5/6
60976	CPOFT	2109304	KD203	3/4-5/27
60978	CPOFT	2109304	KD204	4/1-6/24
60979	CPOFT	2109304	KD205	5/6-7/29

Materials Handling, Introduction

Introduces the concepts and principles of materials management to include inventory control and forecasting activities. Prerequisites: Must have high school diploma, successful completion of GED or be in the early admissions program. ENGL 0305, 0313 or 0314; ENGL 0307 or ENGL 0326; or placement by testing. 4.8 CEUs $144

KC Distance Learning

59168   CLMGT   2102101   29001   1/14-5/11

Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email keith.l.mcbride@nhmccd.edu after registering. Class meets 4 Saturdays 10:00 a.m. - 11:50 a.m. 1/26, 2/23, 3/29, 4/26.

Problem Solving & Decision Making

Decision-making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids. This course is linked with BMGT 2303. 4.8 CEUs $144

KC Distance Learning

58849   CBMGT   2200301   2W001   1/14-5/11

Required Orientation: Online http://orientation.nhmccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email shanaz.a.jessa@nhmccd.edu or call 281-312-1454 ext.66453# after registering.

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

51971	CCNBT	2203201	KD104	12/4-3/4
60907	CCNBT	2203201	KD201	1/15-2/5
61008	CCNBT	2203201	KD202	2/12-5/6
61009	CCNBT	2203201	KD203	3/4-5/27
61011	CCNBT	2203201	KD204	4/1-6/24
61014	CCNBT	2203201	KD205	5/6-7/29

Supervision

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined. Prepares the student with leadership and communications skills needed to motivate. Linked with BMGT 1301. 4.8 CEUs $144
KC Distance Learning
58843   CBMGT 2100101 2W001   1/14-5/11
  Required Orientation: Online http://orientation.nmhccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email deborah.h.hughes@nhmccd.edu after registering.

Warehouse/Distribution Center Management

Emphasis on physical distribution and total supply chain management. Includes warehouse operations management, hardware and software operations, bar codes, organizational effectiveness, just-in-time manufacturing, continuous replenishment, and third party logistics providers. This course is linked with LMGT 1425. Prerequisite: ENGL 0305, 0313 or 0314; ENGL 0307 or ENGL 0326; or placement by testing. 8.0 CEUs $188
KC Distance Learning
59171   CLMGT 2102501 29001   1/14-5/11
  Required Orientation: Online http://orientation.nmhccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email adrian.k.patton@nhmccd.edu after registering. Class meets 4 Saturdays 12:30 p.m. - 2:20 p.m. 1/26, 2/23, 3/29, 4/26.

Legal Office Skills

Legal Document Processing

Skill development in the production of legal documents used in the legal and court systems. Prerequisites: Document Formatting and Skill building or Introduction to Word Processing. Purchase of textbook and diskette required. This course linked to POFL 2301.
8.0 CEUs $156
KC Distance Learning
59154   CPOFL 2200101 2W001   1/14-5/11
  Required Orientation: Online http://orientation.nmhccd.edu or Tues. Jan 15 7-8:00pm ADM 208 or Sat Jan 19, 9-10:00am, ADM 203. Email sherry.young@nhmccd.edu or call 281-312-1697 after registering.

Legal Office Procedures

Study of administrative duties of support personnel in a law office including issues involved in understanding and using social, organizational, and technological systems. This class is the capstone for the Legal Office Receptionist certificate. Textbook to be purchased by student. This course linked to POFL 1303.
8.0 CEUs $156
KC Distance Learning
59119   CPOFL 2100301 2W001   1/14-5/11
  Required Orientation: Online http://orientation:nhmccd.edu or Tues. Jan 15, 7:00pm-8:00pm ADM 203. Email Sherry.young@nhmccd.edu or call 281-312-1697 after registering

Legal Office Skills

Legal Terminology

An introduction to legal terminology including spelling, pronunciation, and definition of legal terms and an overview of the law and the professions. This course is linked with POFL 1305. Textbook to be purchased by student. Prerequisite: Keyboarding proficiency
8.0 CEUs $156
KC Distance Learning
59122   CPOFL 2100501 2W001   1/14-5/11
  Online orientation: http://orientation.nmhccd.edu or Tueslk Jan 15 7-8:00 pm ADM 203. Email Sherry.young@nhmccd.edu or call 281-312-1697 after registering.

Medical Office Skills

Medical Transcription I

Fundamentals of medical transcription with hands-on experience in transcribing actual physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. Textbook required. Linked to MRMT 1307. Must have high school diploma, successful completion of GED, or be in the early admissions program. ENGL 0305 or ENGL 0316 and ENGL 0307 or ENGL 0326, or higher level course (ENGL 1301), or placement by testing.
6.4 CEUs $144
KC Distance Learning
58938   CMRMT 2100701 29001   1/14-5/11
  Class meets 4 times during the semester. The 1st meeting will be for orientation Wed., Jan. 16th, 6:00 - 9:00 p.m., ADM 207 Email janet.l.domenico@nhmccd.edu or call 281.312.1454 ext. 66170# after registering.

Medical Transcription II

Production of advanced reports of actual physician dictation with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Textbook required. Linked to MRMT 2433. Must have high school diploma, successful completion of GED, or be in the early admissions program. ENGL 0305 or ENGL 0316 and ENGL 0307 or ENGL 0326, or higher level course (ENGL 1301), or placement by testing. 8.0 CEUs $188
KC Distance Learning
59112   CMRMT 2203301 29001   1/14-5/11
  Class meets 4 times during the semester. The 1st meeting will be for Wed. Jan. 19th, 6:00pm-9:00pm, ADM 207. Email Janet.l.domenico@nhmccd.edu or call 281-312-1454 ext 66170# after registering.

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
KC Distance Learning
58868   CHITT 2100502 2W001   1/14-5/11
  Required Orientation: Online http://orientation.nmhccd.edu or Tues., Jan. 15, 7-8:00 p.m., ADM 208 or Sat., Jan. 19, 9-10:00 a.m., ADM 203. Email wendy.l.creighton@nhmccd.edu or call 281.312.1454 ext. 66565# after registering.

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

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Computers

Computers, Introduction

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

KC Distance Learning

58898	CITSC	2100103	2W004	1/14-5/11

Orientation Tues., Jan. 15th 6:00 p.m. - 7:00 p.m., CLA 114. Email ann. wehrman@nhmccd.edu. For online orientation: www.kingwoodcollege.com/goto/1401orientation.

58906	CITSC	2100103	2W005	1/14-5/11

Orientation Tues., Jan. 15th 6:00 p.m. - 7:00 p.m., CLA 114. Email janet.m.south@nhmccd.edu For online orientation: www.kingwoodcollege.com/goto/1401orientation.

58914	CITSC	2100103	2W076	1/28-5/11

Email mnekhom@nhmccd.edu For online orientation: www.kingwoodcollege.com/goto/1401orientation.

Data Base Management

Access Complete – Online (Using Access 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

51965	CITSW	2105402	KD104	12/4-3/4
60757	CITSW	2105402	KD201	1/15-4/1
60758	CITSW	2105402	KD202	2/12-5/6
60759	CITSW	2105402	KD203	3/4-5/27
60760	CITSW	2105402	KD204	4/1-6/24
60764	CITSW	2105402	KD205	5/6-7/29

Access Complete – Online (Using Access 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

60765	CITSW	2105402	KD271	1/15-4/1
60766	CITSW	2105402	KD272	2/12-5/6
60767	CITSW	2105402	KD273	3/4-5/27
60768	CITSW	2105402	KD274	4/1-6/24
60769	CITSW	2105402	KD275	5/6-7/29

Graphics/Multimedia

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

KC Distance Learning

58886	CIMED	2100101	2W001	1/14-5/11

Online Orientation. Using Free Trial Software. Core course required in ALL tracks of Visual Comm. AAS Degree. For more info contact donna.monteferante@nhmccd.edu

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

KC Distance Learning

52002	CITSW	2100302	KD104	12/4-1/8
60900	CITSW	2100302	KD201	1/15-2/5
60981	CITSW	2100302	KD202	2/12-3/4
60983	CITSW	2100302	KD203	3/8-4/8
60984	CITSW	2100302	KD204	4/15-5/6
60985	CITSW	2100302	KD205	5/13-6/3

The complete schedule and registration forms are available online at **kingwoodcollege.com/ce**

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

KC Distance Learning

52005	CGRPH	2109104	KD104	12/4-1/8
60903	CGRPH	2109104	KD201	1/15-2/5
60987	CGRPH	2109104	KD202	2/12-3/4
60988	CGRPH	2109104	KD203	3/8-4/8
60990	CGRPH	2109104	KD204	4/15-5/6
60992	CGRPH	2109104	KD205	5/13-6/3

PowerPoint Complete – Online (Using PowerPoint 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

51954	CITSW	2101001	KD104	12/4-3/4
60904	CITSW	2101001	KD201	1/15-4/1
60993	CITSW	2101001	KD202	2/12-5/6
60994	CITSW	2101001	KD203	3/4-5/27
60995	CITSW	2101001	KD204	4/1-6/24
60997	CITSW	2101001	KD205	5/6-7/29

PowerPoint Complete – Online (Using PowerPoint 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

60905	CITSW	2101001	KD271	1/15-4/1
60998	CITSW	2101001	KD272	2/12-5/6
60999	CITSW	2101001	KD273	3/4-5/27
61006	CITSW	2101001	KD274	4/1-6/24
61007	CITSW	2101001	KD275	1/15-2/5

Networking

Networking Technologies, Fundamentals

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Textbook required. This course is linked to ITNW 1425. Prerequisite: ITSC or COSC 1401, ENGL 0305 or ENGL 0316 and ENGL 0307 or 0326, or higher level course (ENGL 1301), or placement by testing 4.8 CEUs $188

KC Distance Learning

58896	CITNW	2102501	29001	M	1/14-5/11	6PM-9PM	LIB 226

Implementing & Managing a MS Windows

Implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access. This course linked to ITMT 1450. Textbook required. Must have high school diploma, successful completion of GED, or be in the early admissions program. Prerequisites: ENGL 0305 or ENGL 0316 and ENGL 0307 or ENGL 0326 or ENGL 0356, or higher level course (ENGL 1301), or placement by testing. ITMT 1400, ITMT 1440. 8.0 CEUs $200

KC Distance Learning

58890	CITMT	2105001	29801	Tu	1/14-3/7	6PM-10PM	ADM 201

Implementing & Supporting MS Windows XP

Addresses the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows XP Professional 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 Windows XP Professional. This course linked to ITMT 1400. Textbook required. Must have high school diploma, successful completion of GED, or be in the early admissions program. Prerequisite: ENGL 0305 or ENGL 0316 and ENGL 0307 or 0326, or higher level course (ENGL 1301), or placement by testing 8.0 CEUs $200

KC Distance Learning

58887	CITMT	2100001	29801	Tu	1/14-3/7	6PM-10PM	ADM 201

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

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MCSE V, 70-294, Planning, Implementing

Windows Server 2003 directory service environment. Includes forest and domain structure; Domain Name System (DNS); site topology and replication; organizational unit structure and delegation of administration; Group Policy; and user, group, and computer account strategies. This is the sixth course in the Windows Server 2003 Systems Engineer curriculum. Textbook required. Linked to ITMT 2400. Must have high school diploma, successful completion of GED, or be in the early admissions program. Prerequisite: ENGL 0305 or ENGL 0316 and ENGL 0307 or ENGL 0326, or higher level course (ENGL 1301), or placement by testing. ITMT 1400, 1440. 8.0 CEUs $200

KC Distance Learning
58892 CITMT 2200001 29801   Tu   3/17-5/11   6PM-10PM   ADM 201

Managing & Maintaining a MS Windows

Managing accounts and resources, maintaining server resources, monitoring server performance, and safeguarding data in a Microsoft Windows Server 2003 environment. This course linked to ITMT 1440. Textbook Required. Must have high school diploma, successful completion of GED, or be in the early admissions program. Prerequisite: ITMT 1400; ENGL 0305 or ENGL 0316 and ENGL 0307 or 0326, or higher level course (ENGL 1301), or placement by testing 8.0 CEUs $200

KC Distance Learning
58889 CITMT 2104001 29801   Tu   3/17-5/11   6PM-10PM   ADM 201

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."

Operating Systems

UNIX Operating System I

A study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts. Textbook required. This course is linked to ITSC 1407. Prerequisites: ITSC or COSC 1401 (or Intro to Computers), and ITSC 1405 (or Introduction to PC Operating Systems), ENGL 0305 or ENGL 0316 and ENGL 0307 or 0326 or higher level course (ENGL 1301), or placement by testing. 8.0 CEUs $200

KC Distance Learning
58917 CITSC 2100701 2W001   1/14-5/11
   Online orientation: http://kcnovell.nhmccd.edu or email mnekhom@ nhmccd.edu. Using Linux SUSE. Prep for CompTia Linux+ certification exam. Instructor is Master Certified Novell Instructor.

Programming

Computer Programming

An introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. ITSC 1401 is recommended prior to enrolling. Must have high school diploma, successful completion of GED or be in the early admissions program. This course linked to ITSE 1402. Textbook required. Prerequisite: ITSC or COSC 1401 (or Intro to Computer Comp), ENGL 0305, ENGL 0307, MATH 0308. 8.0 CEUs $200

KC Distance Learning
58923 CITSE 2100202 2W001   1/14-5/11
   Visit http://jderakhshandeh.nhmccd.cc.
58921 CITSE 2100202 29001   M   1/14-5/11   10AM-12:20PM ADM 206
   Visit http://jderakhshandeh.nhmccd.cc Flex Internet with WebCT support.

Programming Logic & Design

A disciplined approach to problem-solving with structured techniques and representation of algorithms using appropriate design tools. Discussion of methods of testing, evaluation, and documentation. Requirements: Internet access, e-mail, and Netscape or Internet Explorer Web browser. 4.8 CEUs $198

KC Distance Learning
51975 CITSE 2102902 KD104   12/4-3/4

C++ Programming, Introduction

Introduction to computer programming using C++. Emphasis of the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices and files. Introduction to Computers or equivalent knowledge is recommended prior to enrolling. Prerequisite: Introduction to Computer Programming. Students may be required to purchase a textbook and diskette for this course. This course linked to ITSE 1407. 8.0 CEUs $200

KC Distance Learning
59128 CITSE 2100701 2W001   1/14-5/11
58935 CITSE 2100701 29001   W   1/14-5/11   10AM-12:20PM ADM 206
   Visit http://jderakhshandeh.nhmccd.cc. Flex internet with WebCT support.

C++ Programming, Advanced

Further application of C++ programming techniques including subjects such as file access, abstract data structures, class inheritance, and other advanced techniques. Designed to strengthen the student's knowledge of computer programming. The student will develop correct, well-documented programs containing complex data structures; incorporate complex input/output file handling techniques; create classes and objects in programs; and incorporate advanced C++ techniques using a current personal computer C++ compiler. This course is linked to ITSC 2431. Prerequisite: ITSE 1407, ENGL 0305 or ENGL 0316 and ENGL 0307 or 0326, or higher level course (ENGL 1301), or placement by testing, Math 0310
8.0 CEUs $200

KC Distance Learning

59133	CITSE	2203102	2W001	1/14-5/11

Visual Basic Programming, Introduction

Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structure design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. ITSC 1401 is recommended prior to enrolling. Must have high school diploma, successful completion of GED or be in the early admissions program. This course linked to ITSE 1431. Textbook required. Prerequisite: ITSE 1402 (or Computer Programming Comp), ENGL 0305 or ENGL 0316 and ENGL 0307 or 0326 or higher level course (ENGL 1301), or placement by testing, MATH 0310. 8.0 CEUs $200

KC Distance Learning

59130	CITSE	2103101	29001	1/14-5/11
59131	CITSE	2103101	2W001	1/14-5/11

Visual Basic Programming, Advanced

Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation. Must have high school diploma, successful completion of GED or be in the early admissions program. This course linked to ITSE 2449. Textbook required. Prerequisite: ITSE 1431 (or Introduction to Visual Basic Programming Comp), ENGL 0305 or ENGL 0316 and ENGL 0307 or 0326 or higher level course (ENGL 1301), or placement by testing, MATH 0310. 8.0 CEUs $200

KC Distance Learning

59134	CITSE	2204901	2W001	1/14-5/11

Spreadsheets

Excel Core & Expert –Online (Using Excel 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

51959	CITSW	2104501	KD104	12/4-3/4
60895	CITSW	2104501	KD201	1/15-4/1
60946	CITSW	2104501	KD202	2/12-5/6
60947	CITSW	2104501	KD203	3/4-5/27
60949	CITSW	2104501	KD204	4/1-6/24
60951	CITSW	2104501	KD205	5/6-7/29

Excel Core & Expert– Online (Using Excel 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

60896	CITSW	2104501	KD271	1/15-4/1
60952	CITSW	2104501	KD272	2/12-5/6
60954	CITSW	2104501	KD273	3/4-5/27
60955	CITSW	2104501	KD274	4/1-6/24
60957	CITSW	2104501	KD275	5/6-7/29

Web Design

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

51990	CIMED	2100201	KD104	12/4-3/4
60910	CIMED	2100201	KD201	1/15-2/5
61015	CIMED	2100201	KD202	2/12-5/6
61016	CIMED	2100201	KD203	3/4-5/27
61017	CIMED	2100201	KD204	4/1-6/24
61020	CIMED	2100201	KD205	5/6-7/29

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

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Word Processing

Word Core & Expert – Online (Using Word 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

52037	CPOFI	220250I	KD104	12/4-3/4
60912	CPOFI	220250I	KD201	1/5-4/1
61021	CPOFI	220250I	KD202	2/12-5/6
61023	CPOFI	220250I	KD203	3/4-5/27
61024	CPOFI	220250I	KD204	4/1-6/24
61025	CPOFI	220250I	KD205	5/6-7/29

Word Core & Expert – Online (Using Word 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

60913	CPOFI	220250I	KD271	1/15-4/1
61026	CPOFI	220250I	KD272	2/12-5/6
61027	CPOFI	220250I	KD273	3/4-5/27
61029	CPOFI	220250I	KD274	4/1-6/24
61030	CPOFI	220250I	KD275	5/6-7/29

Languages

French–Concurrent

French I, Beginning

This course includes beginner's pronunciation, oral practice, conversation, use of recordings for ear training, basic principles of grammar, simple exercises in composition, easy reading which includes cultural material. Must have high school diploma, successful completion of GED or be in the early admissions program. 8.0 CEUs $190/$154 Sr. Citizen

KC Distance Learning

59662 CFREN 3141101 2W001   1/14-5/11
Required orientation: visit: http://faculty.nhmccd.edu/bstoller and email barbara.c.stoller@nhmccd.edu before the first day of the semester.

French I, Intermediate

This course stresses both oral and written exercises to increase vocabulary, expansion of grammatical principles, and short themes written on a variety of topics. Selected readings are included to improve comprehension in French. French II, Beginning is a prerequisite. Students purchase textbook. 4.8 CEUs $144/$117 Sr. Citizen

KC Distance Learning

59684 CFREN 3231101 2W001   1/14-5/11
Required orientation: visit: http://faculty.nhmccd.edu/bstoller and email barbara.c.stoller@nhmccd.edu before the first day of the semester.

French II, Beginning

This course provides a continuation of CLANG 3C101 with increased emphasis on comprehension, speaking, reading and writing. Included are intensive drills to increase vocabulary and knowledge of structure. French I, Beginning or 2 years of high school language study within the preceding two years is a prerequisite. Students purchase textbook. 8.0 CEUs $190/$154 Sr. Citizen

KC Distance Learning

59683 CFREN 3141201 2W001   1/14-5/11
Required orientation: visit: http://faculty.nhmccd.edu/bstoller and email barbara.c.stoller@nhmccd.edu before the first day of the semester.

French II, Intermediate

This course is a continuation of French I, Intermediate I, with emphasis on works by French speaking authors. Continued reinforcement of grammatical principles and development of writing skills are stressed. French, Intermediate I is a prerequisite. Students purchase textbook. 4.8 CEUs $144/$117 Sr. Citizen

KC Distance Learning

59685 CFREN 3231201 2W001   1/14-5/11
Required orientation: visit: http://faculty.nhmccd.edu/bstoller and email barbara.c.stoller@nhmccd.edu before the first day of the semester.

Italian–Concurrent

Italian I, Beginning

This course includes beginner's pronunciation, oral practice, conversation, use of recordings for ear training, basic principles of grammar, simple exercises in composition, easy reading which includes cultural material. This course is linked to ITAL 1411. Student purchases text. 8.0 CEUs $190

KC Distance Learning

62148 CFRNL 3109137 2W001   1/14-5/11
Go to ecampus.nhmccd.edu click on "classes" and log in before the first day of the semester. Access to PC with high-speed internet, CD drive, and audio/mic is required.

Italian II, Beginning

This course is a continuation of 1411, with increased emphasis on comprehension, speaking, reading, and writing. Intensive drills to increase vocabulary and knowledge of structure. Prerequisite: Beginning Italian I. This course is linked to ITAL 1412. 8.0 CEUs $190

KC Distance Learning

62150 CFRNL 3109138 2W001   1/14-5/11
Go to ecampus.nhmccd.edu click on "classes" and log in before the first day of the semester. Access to PC with high-speed internet, CD drive, and audio/mic is required.

Italian II, Intermediate

This course is a continuation of ITAL 2311 with emphasis on literary works by Italian authors. Students will read one major novel in Italian. Continued with reinforcement of grammatical principles and development of oral skills are stressed. This course is linked to ITAL 2312. 4.8 CEUs $144

KC Distance Learning

62152 CFRNL 3100291 2W001   1/14-5/11
Go to ecampus.nhmccd.edu click on "classes" and log in before the first day of the semester. Access to PC with high-speed internet, CD drive, and audio/mic is required.

Spanish–Concurrent

Spanish I, Beginning

This course includes beginner's pronunciation, oral practice, conversation, use of recordings for ear training, basic principles of grammar, simple exercises in composition, easy reading which includes cultural material. Must have high school diploma, successful completion of GED or be in the early admissions program.
8.0 CEUs $190/$154 Sr. Citizen
KC Distance Learning
59678   CSPAN   3141101 21071   1/14-5/11
   The above section is a second-start class that begins 01/29/08. Prior to the second week of the semester go to ecampus. nhmccd.edu;select"classes" and log in. Required online orientation by 01/29/08. Access to a PC with high0speed internet, CD drive, and audio/mic required. For more info email monique.e.zibi@nhmccd.edu
59682 CSPAN 3141101 2W001   1/14-5/11

Spanish I, Intermediate

This course stresses both oral and written exercises to increase vocabulary, expansion of grammar principles, and short themes written on a variety of topics. Selected readings are included to improve comprehension in Spanish. Spanish II, Beginning is a prerequisite. Students purchase textbook. 4.8 CEUs
$144/$117 Sr. Citizen
KC Distance Learning
59687 CSPAN 3231101 2W001   1/14-5/11
   Access to a PC with high-speed internet, CD drive and audio/mic required. Before the first day of the semester visit http://eclassroom.edu and click on Spring 2008.

Spanish II, Beginning

This course provides a continuation of CSPAN 3141101 with increased emphasis on comprehension, speaking, reading and writing. Included are intensive drills to increase vocabulary and knowledge of structure. Spanish I, Beginning or 2 years of high school language study within the preceding two years is a prerequisite. Students purchase textbook. 8.0 CEUs $190/$154 Sr. Citizen
KC Distance Learning
59686 CSPAN 3141201 2W001   1/14-5/11
   Access to a PC with high-speed internet, CD drive, and audio/mic required. Email Amber.l.williams@nhmccd.edu for more information

Spanish II, Intermediate

This course is a continuation of Spanish, Intermediate I, with emphasis on works by Spanish speaking authors. Continued reinforcement of grammatical principles and development of writing skills are stressed. Spanish, Intermediate I is a prerequisite. Students purchase textbook.
4.8 CEUs $144/$117 Sr. Citizen
KC Distance Learning
59688 CSPAN 3231201 2W001   1/14-5/11
   Access to a PC with high-speed internet, CD drive, and audio/mic required. Before the first day of the semester visit http://eclassroom,edu and click on spring 2008. Email marilia.a.baralt@nhmccd.edu for orientation info.

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

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Ed2Go–Online

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How to get started:
- Visit our Online Instruction Center at **www.ed2go.com/kingwoodce**
- 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:
1/16/08 – 2/22/08
2/20/08 – 3/28/08
3/19/08 – 4/25/08
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 • shelia.m.benard@nhmccd.edu
Beverly Bodenhamer
281.312.1661 • beverly.l.bodenhamer@nhmccd.edu

Accounting

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Intermediate Microsoft Excel 2003	$99
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Manufacturing Fundamentals	$99
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Mastery of Business Fundamentals	$99
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Supply Chain Management Fundamentals	$99
Six Sigma: Total Quality Fundamentals	$99
Understanding the Human Resources Function	$99

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Microsoft Windows Certification Prep: Exam 70-270	$109
PMP Certification Prep 2	$109
PMP Certification Prep I	$109

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Understanding Adolescents	$99

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Intermediate Microsoft Word 2003 ...... $99
Introduction to Crystal Reports 10 ...... $99
Introduction to Microsoft Access 2003 ...... $99
Introduction to Microsoft Excel 2003 ...... $99
Introduction to Microsoft Excel 2007 ...... $99
Introduction to Microsoft Outlook 2003 ...... $99
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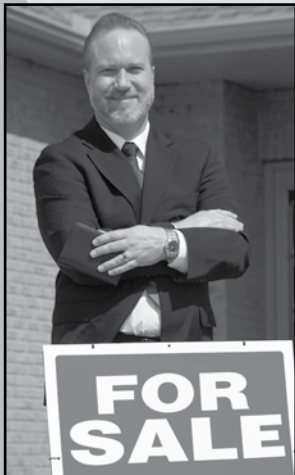
The complete schedule and registration forms are available online at **kingwoodcollege.com/ce**

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    Your Own Publishing Business... $99
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Romance Writing Secrets.. $99
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The Keys to Effective Editing.. $99
Travel Writing... $99
Write Like a Pro... $99
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Writeriffic 2: Advanced Creativity Training for Writers $99
Writeriffic: Creativity Training for Writers................................. $99
Writing for Children $99
Writing for ESL... $99
Writing Great Technical Documents.. $99

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English as a Second Language (Free ESL)

Kingwood College offers 2 separate English programs for non-native speakers of English. Students must be at least 18 years old.

Kingwood College, in partnership with Region VI, offers free ESL classes. Prior to enrolling, all students must attend a free 2-day orientation session. Registration for classes will be completed during orientation. An assessment of skills will determine appropriate placement. Classes are offered both day and evening in the fall and spring semesters. For more information, contact Tommie Valle at 281.312.1457.

Kingwood College ofrece dos programas de ESL: ESL Basico y el programa de Ingles Intensivo. Las clases gratuitas de ESL se ofrecen en cooperación del programa de Region VI. Antes de la matricula en ESL, todos los estudiantes deben asistir una de las sesiones de orientacion en la cual se hara una evaluacion de sus habilidades para colocarlo en el nivel apropiado. Estas clases se ofrecen durante los horarios de dia y de noche en los semestres de Otoño y Primavera. Para mas informacion, favor el communicarse con Tommie Valle: 281.312.1457.

New Student Orientation for Free ESL Classes
Prior to enrolling in ESL classes, all students must attend the orientation sessions (2 days—see below). Registration for ESL classes will be completed during the orientation session. An assessment of your skills will determine appropriate placement.

ESL fechas de orientación (tiene que asistir ambos dias.) Para matricularse en las clases de ESL, es necesario primero asistir a una de las sesiones de orientación anotadas en el horario. La orientación es de dos dias. Tambien haremos una evaluacion de sus habilidades para colocarlos en el nivel apropiado.   0.6 CEUs No Fee

Kingwood College

59807	CORTA	6920001	KC201	WTh	1/23-1/24	9AM-12PM	SFA 125
59810	CORTA	6920001	KC202	WTh	1/23-1/24	6PM-9PM	SFA 125
59811	CORTA	6920001	KC203	WTh	2/13-2/14	9AM-12PM	SFA 125
59812	CORTA	6920001	KC204	WTh	2/13-2/14	6PM-9PM	SFA 125
59813	CORTA	6920001	KC205	WTh	3/19-3/20	9AM-12PM	SFA 125
59814	CORTA	6920001	KC206	WTh	3/19-3/20	6PM-9PM	SFA 125

English for Speakers of Other Languages (ESOL / Intensive English Program)

Kingwood College offers an 8-week and a 16-week ESOL Intensive English Program. Classes include grammar, writing, listening, speaking and reading comprehension. Students must take the COMPASS ESL for placement. These classes are not free and classes in all levels are offered both morning and evening. Classes are offered during the fall and spring semesters. For more information, please call 281.312.1578/1536 or visit www.kingwoodcollege.com/esl.

Register by December 20, 2007 for Spring 2008 ESOL classes and Win Prizes!

For details, call 281.312.1578 or 281.312.1536 or go to the ESOL website at http://wwwappskc.nhmccd.edu/programs/ESL/index.html

Communication for the Workplace

The following courses are for students who wish to improve their English for their work and other daily activities. Each course is integrated, which means that students improve their grammar, speaking, listening comprehension, writing, reading and vocabulary in the same class. Students must take Compass ESL for placement. Registration is in SFA 117. For more information, please call 281.312.1536, or 281.312.1578, or visit kingwoodcollege.com/esl.

**¡Mejore su inglés para el trabajo y la vida cotidiana!
Regístrese para el nuevo programa *ESL Communication for Workplace*.**

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

Kingwood College

59206	CCOMG	2100073	KC201	TTh	1/14-5/11	7PM-8:50PM	

EMCID Center

59194	CCOMG	2100073	KM201	MTWTh	1/14-3/6	8:30AM-10:20AM	EMID 109
59200	CCOMG	2100073	KM205	MTWTh	3/17-5/11	8:30AM-10:20AM	EMID 109

The complete schedule and registration forms are available online at **kingwoodcollege.com/ce**

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

Kingwood College

| 59207 | CCOMG 2100148 | KC202 | TTh | 1/14-5/11 | 7PM-8:50PM | |

EMCID Center

| 59196 | CCOMG 2100148 | KM202 | MTWTh | 1/14-3/6 | 8:30AM-10:20AM | EMID 110 |
| 59201 | CCOMG 2100148 | KM206 | MTWTh | 3/17-5/11 | 8:30AM-10:20AM | EMID 110 |

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

Kingwood College

| 59208 | CCOMG 2100456 | KC203 | MW | 1/14-5/11 | 7PM-8:50PM | |

EMCID Center

| 59197 | CCOMG 2100456 | KM203 | MTWTh | 1/14-3/6 | 10:30AM-12:20PM | EMID 109 |
| 59202 | CCOMG 2100456 | KM207 | MTWTh | 3/17-5/11 | 10:30AM-12:20PM | EMID 109 |

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

Kingwood College

| 59244 | CCOMG 2100562 | KC204 | MW | 1/14-5/11 | 7PM-8:50PM | |

EMCID Center

| 59240 | CCOMG 2100562 | KM204 | MTWTh | 1/14-3/6 | 10:30AM-12:20PM | EMID 110 |
| 59243 | CCOMG 2100562 | KM208 | MTWTh | 3/17-5/11 | 10:30AM-12:20PM | EMID 110 |

Academic ESOL

Kingwood College Intensive English Program is starting a new ESOL curriculum in spring 2008. The new program has four levels of oral communication, writing, and reading. Students must take Compass ESL for placement. Registration is in SFA 117. For more information, please call 281-312-1536, or 281-312-1578, or visit our website at www.kingwoodcollege.com/esl.

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/$117 Sr. Citizen

Kingwood College

59219	CENGL 3100558	29001	F	1/14-5/11	10:30AM-12:20PM	LIB 201
59209	CENGL 3100558	21801	MTWTh	1/14-3/6	1:30PM-2:50PM	LIB 203
59212	CENGL 3100558	21802	MTWTh	1/14-3/6	1:30PM-2:50PM	SFA 205
59214	CENGL 3100558	21803	MTWTh	1/14-3/6	3PM-4:20PM	
59216	CENGL 3100558	21805	MTWTh	3/17-5/11	1:30PM-2:50PM	SFA 205
59218	CENGL 3100558	21806	MTWTh	3/17-5/11	1:30PM-2:50PM	
59215	CENGL 3100558	21804	MTWTh	3/17-5/11	3PM-4:20PM	LIB 203

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/$117 Sr. Citizen

Kingwood College

| 59702 | CENGL 3004301 | 21001 | MTWTh | 1/14-5/11 | 8:30AM-9:55AM | LIB 201 |
| 59704 | CENGL 3004301 | 22001 | MW | 1/14-5/11 | 6PM-8:50PM | LIB 201 |

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/$117 Sr. Citizen

Kingwood College

| 59706 | CENGL 3004401 | 21001 | MTWTh | 1/14-5/11 | 8:30AM-9:55AM | LIB 203 |
| 59707 | CENGL 3004401 | 22001 | MW | 1/14-5/11 | 6PM-8:50PM | LIB 203 |

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

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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/$117 Sr. Citizen

Kingwood College

59709	CENGL	300450I	21001	MTWTh	1/14-5/11	8:30AM-9:55AM	SFA 205
59710	CENGL	300450I	22001	MW	1/14-5/11	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/$117 Sr. Citizen

Kingwood College

59712	CENGL	300460I	21001	MTWTh	1/14-5/11	8:30AM-9:55AM
59713	CENGL	300460I	22001	MW	1/14-5/11	6PM-8:50PM

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

Kingwood College

59749	CENGL	300370I	21001	MTWTh	1/14-5/11	11:30AM-12:45PM	LIB 201
59760	CENGL	300370I	22001	MW	1/14-5/11	6PM-8:30PM

It's never too late...
...to start something new!

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/$117 Sr. Citizen

Kingwood College

59761	CENGL	300380I	21001	MTWTh	1/14-5/11	11:30AM-12:40PM	LIB 203
59763	CENGL	300380I	22001	MW	1/14-5/11	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/$117 Sr. Citizen

Kingwood College

59797	CENGL	300390I	21001	MTWTh	1/14-5/11	11:30AM-12:40PM	SFA 205
59800	CENGL	300390I	22001	MW	1/14-5/11	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/$117 Sr. Citizen

Kingwood College

59715	CENGL	300530I	21001	MTWTh	1/14-5/11	10AM-11:25AM	LIB 201
59716	CENGL	300530I	22001	TTh	1/14-5/11	6PM-8:50PM	LIB 201

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/$117 Sr. Citizen

Kingwood College

59717	CENGL	3005401	21001	MTWTh	1/14-5/11	10AM-11:12AM	LIB 203
59719	CENGL	3005401	22001	TTh	1/14-5/11	6PM-8:50PM	LIB 203

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/$117 Sr. Citizen

Kingwood College

59722	CENGL	3005501	21001	MTWTh	1/14-5/11	10AM-11:25AM	SFA 205
59723	CENGL	3005501	22001	TTh	1/14-5/11	6PM-8:50PM	SFA 205

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/$117 Sr. Citizen

Kingwood College

59724	CENGL	3005601	21001	MTWTh	1/14-5/11	10AM-11:25AM
59725	CENGL	3005601	21002	F	1/14-5/11	10:30AM-1:20PM

¿Habla usted español?

¿Por qué no ?

Learn to speak Spanish!
See page 46 or 62 or call
281.312.1660 or 281.312.1661.

Academy for Lifelong Learning

Kingwood College'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 Kingwood College'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.

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

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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. Kingwood College 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

GED Orientation
The GED orientation introduces students to the expectations of the class, their responsibilities, and general rules of participation. Please read information on the left. 1.2 CEUs No Fee

Kingwood College

59784	CDEVS	8910001	KC201	TuWF	1/15-1/18	9AM-12PM	SFA 125
59786	CDEVS	8910001	KC202	TuWF	1/15-1/18	6PM-9PM	SFA 125
59787	CDEVS	8910001	KC203	TuWF	2/19-2/22	9AM-12PM	SFA 125
59788	CDEVS	8910001	KC204	TuWF	2/19-2/22	6PM-9PM	SFA 125
59790	CDEVS	8910001	KC205	TuWF	4/8-4/11	9AM-12PM	SFA 125
59791	CDEVS	8910001	KC206	TuWF	4/8-4/11	6PM-9PM	SFA 125
59792	CDEVS	8910001	KC207	TuWF	5/6-5/9	9AM-12PM	SFA 125
59794	CDEVS	8910001	KC208	TuWF	5/6-5/9	6PM-9PM	SFA 125
60329	CDEVS	8910001	KC301	TuWF	6/10-6/13	9AM-12PM	SFA 125
60332	CDEVS	8910001	KC302	TuWF	6/10-6/13	6PM-10PM	SFA 125

GED Testing

GED Full Test
The General Education Development Test is an adult education service that enables a student to earn a certificate issued by the Texas Education Agency. Please read information on the left. $80

Kingwood College

62646	CTEST	8900012	KC221	F	2/8-2/8	5PM-10PM	HSB 213
			and	Sa	2/9-2/9	8AM-3PM	HSB 213
60057	CTEST	8900012	KC222	F	3/7-3/8	5PM-10PM	CLA 114
			and	Sa	3/7-3/8	8AM-3PM	CLA 114
60063	CTEST	8900012	KC223	F	4/4-4/5	5PM-10PM	CLA 114
			and	Sa	4/4-4/5	8AM-3PM	CLA 114
60068	CTEST	8900012	KC224	F	5/2-5/3	5PM-10PM	CLA 114
			and	Sa	5/2-5/3	8AM-3PM	CLA 114
60347	CTEST	8900012	KC301	F	6/6-6/7	5PM-10PM	CLA 114
			and	Sa	6/6-6/7	8AM-3PM	CLA 114
60348	CTEST	8900012	KC302	F	7/11-7/12	5PM-10PM	CLA 114
			and	Sa	7/11-7/12	8AM-3PM	CLA 114
60350	CTEST	8900012	KC303	F	8/8-8/9	5PM-10PM	CLA 114
			and	Sa	8/8-8/9	8AM-3PM	CLA 114

Partial GED Test
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

Kingwood College

62647	CTEST	8900011	KCL21	F	2/8-2/9	5PM-10PM	HSB 213
			and	Sa	2/8-2/9	8AM-3PM	HSB 213
60044	CTEST	8900011	KCL22	F	3/7-3/8	5PM-10PM	CLA 114
			and	Sa	3/7-3/8	8AM-3PM	CLA 114
60060	CTEST	8900011	KCL23	F	4/4-4/5	5PM-10PM	CLA 114
			and	Sa	4/4-4/5	8AM-3PM	CLA 114
60066	CTEST	8900011	KCL24	F	5/2-5/3	5PM-10PM	CLA 114
			and	Sa	5/2-5/3	8AM-3PM	CLA 114
60352	CTEST	8900011	KCL31	F	6/6-6/7	5PM-10PM	CLA 114
			and	Sa	6/6-6/7	8AM-3PM	CLA 114
60355	CTEST	8900011	KCL32	F	7/11-7/12	5PM-10PM	CLA 114
			and	Sa	7/11-7/12	8AM-3PM	CLA 114
60356	CTEST	8900011	KCL33	F	8/8-8/9	5PM-10PM	CLA 114
			and	Sa	8/8-8/9	8AM-3PM	CLA 114

The complete schedule and registration forms are available online at **kingwoodcollege.com/ce**

Cardio Pulmonary Resuscitation

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. 0.8 CEUs $42

Kingwood College

52490	CEMSP	2101904	KC104	Sa	12/15-12/15	8AM-5PM	FTC 102
60330	CEMSP	2101904	KC210	Sa	1/19-1/19	8AM-5PM	FTC 102
60340	CEMSP	2101904	KC212	Sa	2/16-2/16	8AM-5PM	FTC 102
60343	CEMSP	2101904	KC214	Sa	3/29-3/29	8AM-5PM	FTC 102
60361	CEMSP	2101904	KC215	Sa	4/26-4/26	8AM-5PM	FTC 102
60291	CEMSP	2101904	KC306	Sa	5/31-5/31	8AM-5PM	FTC 102
60294	CEMSP	2101904	KC307	Sa	6/28-6/28	8AM-5PM	FTC 102

Dental Assisting

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. (Spring insurance fee $12, Summer insurance fee $5) 12.8 CEUs $1030

Kingwood College

60287	CDNTA	2105301	KC206	TWTh	1/8-3/19	9AM-1PM	CLA 101

Additional spring insurance fee $12

60290	CDNTA	2105301	KC207	TWTh	1/15-3/26	6PM-10PM	CLA 101

Additional spring insurance fee $12

60251	CDNTA	2105301	KC303	TWTh	5/12-8/17	6PM-10PM	CLA 101

Additional summer insurance fee $5

60241	CDNTA	2105301	KC302	TWTh	6/3-8/13	9AM-1PM	CLA 101

Additional summer insurance fee $5

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

60306	CDNTA	2106001	KC208	MTWThFSa	3/24-3/29	8AM-5PM
60309	CDNTA	2106001	KC209	MTWThFSa	3/31-4/5	8AM-5PM
60269	CDNTA	2106001	KC304	MTWThFSa	8/18-8/23	8AM-5PM
60286	CDNTA	2106001	KC305	MTWThFSa	8/25-8/30	8AM-5PM

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 healthcare providers, and operating basic business equipment. 4.8 CEUs $198

Kingwood College

60274	CDNTA	2105102	KC205	M	1/7-4/21	6PM-10PM	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

Kingwood College

60263	CDHYG	2100201	KC204	F	2/1-2/1	8AM-5PM	HSB 105

Emergency Medical Services

Emergency Medical Technician – Basic

Introduction to Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. Includes theory and skills for Texas Department of Health and certification requirements. Student spends time in various clinical settings including hospital and ambulance services. High school diploma, GED or participation in the early admissions program required. Student purchases textbook and provides uniform and proof of immunizations. Course completion requires two classes, EMT-Basic and EMT-Basic Clinical. Student must register for both classes at the same time. 14.4 CEUs $256

Kingwood College

59320	CEMSP	2100102	22001	TTh	1/14-5/11	6PM-10:30PM	HSB 106

Mandatory Extrication Dates: Feb 8 from 5-10pm and March 28 from 5-10pm at North Harris College. Skills testing fee $40. Students must also register for EMSP 1160 12003 (clinical) at North Harris.

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

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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 by September 2006.

For information, call 281.312.1585 or email tabitha.m.anderson@nhmccd.edu.

General Health Professionals

Communication Skills for Health 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
Kingwood College
60255 CBMGT 2102215 KC203   MTu   1/7-2/11   6PM-10PM

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
Kingwood College
60229 CBMGT 2101002 KC201   TuW   2/19-3/25   6PM-10PM

Leadership Skills for 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
Kingwood College
60230 CBMGT 2102011 KC202   TuW   4/1-5/7   6PM-10PM

Team Building for Health 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
Kingwood College
60056 CBMGT 2101901 KC301   TuW   5/20-6/24   6PM-10PM

Languages for Health Care Professionals

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
Kingwood College
59213 CCOMG 2100674 KC205   TTh   1/14-5/11   7PM-8:50PM

Spanish for Health Care Professionals
Develop practical Spanish communication skills to improve delivery of health care services; including medical terminology, emergency care, examinations; learn greetings, expressions, commands, and phrases used within a hospital or a physician's office. Prerequisites: Conversational Spanish I & II or equivalent knowledge. 2.4 CEUs $124
Kingwood College
60932 CSPNL 2100100 KC203   MW   1/14-2/25   10AM-12PM

Nursing

Certified Nurse Aide Refresher

Up-grading of current skills and instruction in recently developed techniques needed for effective patient care. This is an update of information learned through certified nurse aide certification and/or other specific patient care techniques. 0.8 CEUs $52

Kingwood College

52469	CNURA	2104501	KC111	Sa	12/15-12/15	8AM-5PM	CLA 108
60367	CNURA	2104501	KC219	Sa	1/12-1/12	8AM-5PM	CLA 108
60372	CNURA	2104501	KC220	Sa	2/16-2/16	8AM-5PM	CLA 108
60373	CNURA	2104501	KC221	Sa	3/29-3/29	8AM-5PM	CLA 108
60375	CNURA	2104501	KC222	Sa	4/26-4/26	8AM-5PM	CLA 108
60315	CNURA	2104501	KC309	Sa	5/31-5/31	8AM-5PM	CLA 108
60325	CNURA	2104501	KC310	Sa	6/28-6/28	8AM-5PM	CLA 108
60371	CNURA	2104501	KC312	Sa	7/26-7/26	8AM-5PM	CLA 108

Certified 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

Kingwood College

60365	CNURA	2104102	KC218	Sa	1/12-1/12	8AM-5PM
51339	CNURA	2104102	KC205	Sa	3/29-3/29	9:30AM-4:30PM

Medication Aide Certification

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

Kingwood College

60363	CNURA	2101302	KC217	SSu	1/12-3/2	8AM-5PM
51337	CNURA	2101302	KC204	MTuW	2/25-5/20	9AM-1PM

Nurse Aide Certification

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. Some clinical time arranged outside of classroom hours. Student must also register for CINSL 81000xx, Insurance Fee course. GED or high school diploma recommended. Students wishing to enroll MUST have a current, valid photo identification (as defined by NACES) and social security card. Students are required to have completed their Hepatitis B immunization series before attending clinical. Clinical facility may require proof of TB test. Fees for State C.N.A. Exam, textbooks, supplies and uniform are not included in tuition. A copy of each student's identification cards along with a signed money order made out to NACES for $76 (for certification test) will be collected from each student the first week of class. 8.8 CEUs $294

Kingwood College

51333	CNURA	2100104	KC201	TWTh	1/8-2/12	9AM-1PM	CLA 108
				and	WThF	2/13-2/15	9AM-5PM	Clinical
Additional spring insurance fee $12 and proctor exam fee $12							
51335	CNURA	2100104	KC202	TWTh	2/19-4/2	4PM-10PM	CLA 108
				and	WThF	4/3-4/5	9AM-5PM	Clinical
Additional spring insurance fee $12 and proctor exam fee $12							
51336	CNURA	2100104	KC203	MTuW	3/3-4/10	6PM-10PM	CLA 108
				and	MTuW	4/14-4/16	9AM-5PM	Clinical
Additional spring insurance fee $12 and proctor exam fee $12							
60021	CNURA	2100104	KC204	MTuW	5/5-5/20	9AM-5PM	CLA 108
				and	WThF	5/21-5/23	9AM-5PM	Clinical
Additional spring insurance fee $12 and proctor exam fee $12							
60022	CNURA	2100104	KC301	MTWTh	6/2-6/19	9AM-2PM	CLA 108
				and	MTuW	6/23-6/25	9AM-5PM	Clinical
Additional summer insurance fee $5 and proctor exam fee $12							
60023	CNURA	2100104	KC302	MTuW	7/7-7/30	5PM-10PM	CLA 108
				and	MTuW	8/4-8/6	9AM-5PM	Clinical
Additional summer insurance fee $12 and proctor exam fee $12							

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

Kingwood College

62073	CSCIT	2100701	KC222	MW	1/14-3/17	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

Kingwood College

62075	CSCIT	2100801	KC223	MW	3/19-5/12	6PM-9PM

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

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French

French I, Beginning
This course includes beginner's pronunciation, oral practice, conversation, use of recordings for ear training, basic principles of grammar, simple exercises in composition, easy reading which includes cultural material. Must have high school diploma, successful completion of GED or be in the early admissions program.
8.0 CEUs $190/$154 Sr. Citizen
Kingwood College
59290 CFREN 3141101 22001   MW   1/14-5/11   6PM-8:20PM   CLB 110
KC Distance Learning
59662 CFREN 3141101 2W001   1/14-5/11
   Required orientation: visit: http://faculty.nhmccd.edu/bstoller and email barbara.c.stoller@nhmccd.edu before the first day of the semester.

French I, Intermediate
This course stresses both oral and written exercises to increase vocabulary, expansion of grammatical principles, and short themes written on a variety of topics. Selected readings are included to improve comprehension in French. French II, Beginning is a prerequisite. Students purchase textbook. 4.8 CEUs $144/$117 Sr. Citizen
KC Distance Learning
59684 CFREN 3231101 2W001   1/14-5/11
   Required orientation: visit: http://faculty.nhmccd.edu/bstoller and email barbara.c.stoller@nhmccd.edu before the first day of the semester.

French II, Beginning
This course provides a continuation of CLANG 3C101 with increased emphasis on comprehension, speaking, reading and writing. Included are intensive drills to increase vocabulary and knowledge of structure. French I, Beginning or 2 years of high school language study within the preceding two years is a prerequisite. Students purchase textbook. 8.0 CEUs $190/$154 Sr. Citizen
KC Distance Learning
59683 CFREN 3141201 2W001   1/14-5/11
   Required orientation: visit: http://faculty.nhmccd.edu/bstoller and email barbara.c.stoller@nhmccd.edu before the first day of the semester.

French II, Intermediate
This course is a continuation of French I, Intermediate I, with emphasis on works by French speaking authors. Continued reinforcement of grammatical principles and development of writing skills are stressed. French, Intermediate I is a prerequisite. Students purchase textbook. 4.8 CEUs $144/$117 Sr. Citizen
KC Distance Learning
59685 CFREN 3231201 2W001   1/14-5/11
   Required orientation: visit: http://faculty.nhmccd.edu/bstoller and email barbara.c.stoller@nhmccd.edu before the first day of the semester.

Italian

Italian I, Beginning
This course includes beginner's pronunciation, oral practice, conversation, use of recordings for ear training, basic principles of grammar, simple exercises in composition, easy reading which includes cultural material. This course is linked to ITAL 1411. Student purchases text. 8.0 CEUs $190
KC Distance Learning
62148 CFRNL 3109137 2W001   1/14-5/11
   Go to ecampus.nhmccd.edu click on "classes" and log in before the first day of the semester. Access to PC with high-speed internet, CD drive, and audio/mic is required.

Italian II, Beginning
This course is a continuation of 1411, with increased emphasis on comprehension, speaking, reading, and writing. Intensive drills to increase vocabulary and knowledge of structure. Prerequisite: Beginning Italian I. This course is linked to ITAL 1412. 8.0 CEUs $190
Kingwood College
62146 CFRNL 3109138 21001   TTh   1/14-5/11   8:30AM-10:50AM LIB 225
   Access to PC with internet required
KC Distance Learning
62150 CFRNL 3109138 2W001   1/14-5/11
   Go to ecampus.nhmccd.edu click on "classes" and log in before the first day of the semester. Access to PC with high-speed internet, CD drive, and audio/mic is required.

Italian II, Intermediate
This course is a continuation of ITAL 2311 with emphasis on literary works by Italian authors. Students will read one major novel in Italian. Continued with reinforcement of grammatical principles and development of oral skills are stressed. This course is linked to ITAL 2312. 4.8 CEUs $144
KC Distance Learning
62152 CFRNL 3100291 2W001   1/14-5/11
   Go to ecampus.nhmccd.edu click on "classes" and log in before the first day of the semester. Access to PC with high-speed internet, CD drive, and audio/mic is required.

Sign Language

Sign I, Conversational
An introduction to basic signs, short sentences, and fingerspelling as used by Deaf and Hard of Hearing people in the United States. No prior knowledge is necessary. 2.4 CEUs $124
Kingwood College
61278 CSLNG 3200100 KC222   TTh   2/5-3/4   5:30PM-8:30PM

Sign II, Conversational
Participants will be expected to work on their expressive and receptive skills. These will improve as participants progress through the class. Some sign communication knowledge is needed prior to taking this class. A continuation course of Sign I, Conversational.
2.4 CEUs $124
Kingwood College
61279 CSLNG 3200200 KC223   TTh   3/18-4/10   5:30PM-8:30PM

Sign III, Conversational
Knowledge of sign communication is required; this is not a basic course. Participants will learn how to respond to questions and be able to converse with Deaf people expressively and respectively at a higher level. Information concerning Deaf culture will be discussed.
2.4 CEUs $124
Kingwood College
61280 CSLNG 3200300 KC224   TTh   4/22-5/15   5:30PM-8:30PM

Spanish

Spanish I, Beginning
This course includes beginner's pronunciation, oral practice, conversation, use of recordings for ear training, basic principles of grammar, simple exercises in composition, easy reading which includes cultural material. Must have high school diploma, successful completion of GED or be in the early admissions program. 8.0 CEUs $190/$154 Sr. Citizen
Kingwood College

59294	CSPAN	3141101	21001	MWF	1/14-5/11	9:05AM-11:05AM	LIB 225
59295	CSPAN	3141101	21002	TTh	1/14-5/11	1:30PM-3:50PM	LIB 225
59297	CSPAN	3141101	22001	MW	1/14-5/11	6PM-8:20PM	LIB 225

KC Distance Learning
59678 CSPAN 3141101 21071   1/14-5/11
The above section is a second-start class that begins 01/29/08. Prior to the second week of the semester go to ecampus. nhmccd.edu;select"classes" and log in. Required online orientation by 01/29/08. Access to a PC with high0speed internet, CD drive, and audio/mic required. For more info email monique.e.zibi@nhmccd.edu
59682 CSPAN 3141101 2W001   1/14-5/11

Spanish I, Conversational
Emphasis is on conversation while developing Spanish vocabulary and phraseology used for business, travel and other communication needs. Instruction in selected vocabulary, pronunciation and basic structures used by those employed. 2.4 CEUs $124
Kingwood College

61282	CSPAN	3100134	KC226	TTh	1/8-2/14	10AM-12PM
61281	CSPAN	3100134	KC225	TTh	1/22-2/28	6PM-8PM

Spanish I, Intermediate
This course stresses both oral and written exercises to increase vocabulary, expansion of grammar principles, and short themes written on a variety of topics. Selected readings are included to improve comprehension in Spanish. Spanish II, Beginning is a prerequisite. Students purchase textbook. 4.8 CEUs $144/$117 Sr. Citizen
Kingwood College
59306 CSPAN 3231101 21001   MW   1/14-5/11   10AM-11:20AM
KC Distance Learning
59687 CSPAN 3231101 2W001   1/14-5/11
Access to a PC with high-speed internet, CD drive and audio/mic required. Before the first day of the semester visit http://eclassroom.edu and click on Spring 2008.

Spanish II, Beginning
This course provides a continuation of CSPAN 3141101 with increased emphasis on comprehension, speaking, reading and writing. Included are intensive drills to increase vocabulary and knowledge of structure. Spanish I, Beginning or 2 years of high school language study within the preceding two years is a prerequisite. Students purchase textbook. 8.0 CEUs $190/$154 Sr. Citizen
Kingwood College

59298	CSPAN	3141201	21001	TTh	1/14-5/11	8:30AM-10:50AM	
59305	CSPAN	3141201	22001	TTh	1/14-5/11	6PM-8:20PM	LIB 205
59303	CSPAN	3141201	21071	MW	1/28-5/11	11:15AM-2:05PM	LIB 225

KC Distance Learning
59686 CSPAN 3141201 2W001   1/14-5/11
Access to a PC with high-speed internet, CD drive, and audio/mic required. Email Amber.l.williams@nhmccd.edu for more information

Spanish II, Conversational
This class provides a continuation of Spanish conversational skills focusing on idiomatic expressions and sentence structure. Instruction in selected vocabulary, pronunciation, and basic structures used by those employed. Prerequisite: Spanish I or its equivalent. 2.4 CEUs $124
Kingwood College

61284	CSPAN	3100135	KC228	TTh	2/26-4/10	10AM-12PM
61283	CSPAN	3100135	KC227	TTh	3/18-4/24	6PM-8PM

Spanish II, Intermediate
This course is a continuation of Spanish, Intermediate I, with emphasis on works by Spanish speaking authors. Continued reinforcement of grammatical principles and development of writing skills are stressed. Spanish, Intermediate I is a prerequisite. Students purchase textbook. 4.8 CEUs $144/$117 Sr. Citizen
Kingwood College
59307 CSPAN 3231201 21001   MW   1/14-5/11   11:30AM-12:50PM
KC Distance Learning
59688 CSPAN 3231201 2W001   1/14-5/11
Access to a PC with high-speed internet, CD drive, and audio/mic required. Before the first day of the semester visit http://eclassroom,edu and click on spring 2008. Email marilia.a.baralt@nhmccd.edu for orientation info.

Spanish III, Conversational
This course is designed to amplify the basic concepts learned in Spanish II with drills for mastery in basic structural patterns and functional vocabulary, pronunciation, and basic structures used by those employed. Prerequisite: Spanish II, Conversational or its equivalent. 2.4 CEUs $124
Kingwood College

61286	CSPAN	3100136	KC230	TTh	4/22-5/29	10AM-12PM
61285	CSPAN	3100136	KC301	TTh	5/6-6/12	6PM-10PM

Language for Healthcare Professionals

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
Kingwood College
59213 CCOMG 2100674 KC205   TTh   1/14-5/11   7PM-8:50PM

Spanish for Health Care Professionals
Develop practical Spanish communication skills to improve delivery of health care services; including medical terminology, emergency care, examinations; learn greetings, expressions, commands, and phrases used within a hospital or a physicians office. Prerequisites: Conversational Spanish I & II or equivalent knowledge. 2.4 CEUs $124
Kingwood College
60932 CSPNL 2100100 KC203   MW   1/14-2/25   10AM-12PM

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

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Real Estate

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

Kingwood College

61251	CRELE	2101004	KC203	MTWTh	2/4-2/14	9AM-1PM	CLA 115
61260	CRELE	2101004	KC210	MTWTh	2/18-2/28	6PM-10PM	

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

Kingwood College

61253	CRELE	2101207	KC204	MTWTh	2/18-2/28	9AM-1PM	CLA 115
61261	CRELE	2101207	KC211	MTWTh	3/3-3/20	6PM-10PM	

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

Kingwood College

61254	CRELE	2100206	KC205	MTWTh	3/3-3/20	9AM-1PM	CLA 115
61262	CRELE	2100206	KC212	MTWTh	3/24-4/3	6PM-10PM	

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

Kingwood College

61263	CRELE	2103802	KC213	MTWTh	4/7-4/17	6PM-10PM

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

Kingwood College

61255	CRELE	2102008	KC207	MTWTh	4/7-4/17	9AM-1PM	CLA 115
61264	CRELE	2102008	KC214	MTWTh	4/21-5/1	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

Kingwood College

61256	CRELE	2102201	KC208	MTWTh	4/21-5/1	9AM-1PM	CLA 115
61265	CRELE	2102201	KC215	MTWTh	5/5-5/15	6PM-10PM	

Real Estate Mathematics

This course shall include but not be limited to basic arithmetic skills and review of mathematical logic, percentages, interest, time-valued money, depreciation, amortization, peroration, and estimation of closing statements. A "core" real estate course. Textbook required.
3.2 CEUs $139

Kingwood College

61257	CRELE	2102501	KC209	MTWTh	5/5-5/15	9AM-1PM	CLA 115

Occupational Profile: Real Estate Sales Agent

Average hourly wage $31.02

Average openings in Texas per year
due to replacement 193

Average openings in Texas per year
due to growth 117

Kingwood College courses:
  Real Estate Salesperson Certificate

2004 Source: http://socrates.cdr.state.tx.us

Dance

Aerobic Dance
Rules and fundamentals will be taught along with practice and individual participation. Must have high school diploma, successful completion of GED or be in the early admissions program.
4.8 CEUs $58/$48 Sr. Citizen
Kingwood College

59250	CKINE	3111401	21001	MW	1/14-5/11	11AM-12:20PM	FTC 101
59260	CKINE	3111401	21003	TTh	1/14-5/11	11AM-12:20PM	FTC 101
59266	CKINE	3111401	22001	MW	1/14-5/11	5:30PM-6:50PM	FTC 101
59254	CKINE	3111401	21002	Th	1/14-5/11	9:30PM-10:50PM	FTC 101

Dance, Country/Western
Beginning movement sequence and rhythm for popular country western dances. Must have high school diploma, successful completion of GED, or be in the early admissions program.
4.8 CEUs $58/$48 Sr. Citizen
Kingwood College

| 59384 | CKINE | 3114601 | 22001 | M | 1/14-5/11 | 7PM-9:50PM | FTC 101 |
| 59386 | CKINE | 3114601 | 22002 | W | 1/14-5/11 | 7PM-9:50PM | FTC 101 |

Fitness

Aqua Aerobics I
An introductory course designed to improve cardio respiratory endurance through a variety of exercises in a pool environment. Flexibility, body composition, basic nutrition and weight control concepts are addressed. Must have high school diploma, successful completion of GED or be in the early admissions program.
4.8 CEUs $56/$46 Sr. Citizen
Kingwood College

59269   CKINE   3111601   21001   MW   1/14-5/11   7AM-8:30AM   FTC 107B
First class meets Mon., 1/14 @ 7:30 A.M. in FTC 107B. Subsequent classes at W.W. Diving Co. E-mail ralmstedt@nhmccd.edu or call 281-312-1656 for info. Flexible hrs: 7-8:30 A.M. or 4:30ñ6:00 P.M. @ W.W. Diving Co. Additional $60 lab fee paid to W.W. Diving Co. Non-weight bearing aerobic and strength conditioning. Suitable for students with special needs.

59273   CKINE   3111601   21002   MW   1/14-5/11   4:30PM-6PM   FTC 107B
First class meets Mon., 1/14 @ 4:30 P.M. in FTC 107B. Subsequent classes at W.W. Diving Co. E-mail ralmstedt@nhmccd.edu or call 281-312-1656 for info. Flexible hrs: 7-8:30 A.M. or 4:30ñ6:00 P.M. @ W.W. Diving Co. Additional $60 lab fee paid to W.W. Diving Co. Non-weight bearing aerobic and strength conditioning. Suitable for students with special needs.

Weight Training I
Rules and fundamentals will be taught along with practice and individual participation. Must have high school diploma, successful completion of GED or be in the early admissions program.
4.8 CEUs $58/$48 Sr. Citizen
Kingwood College

59246   CKINE   3111201   26074   TTh   1/28-5/11   FTC 103
Hybrid Paper Based. Req. Orientation:Tues., 1/29 or Thurs., 1/31, FTC 103 @ 9:30 or 10:30 a.m. E-mail alan.f.wright@nhmccd.edu before the first class. 2nd start class begins the week of 1/28. Weekly log and check-in required.

Yoga I
This introductory course offers practice in basic Yoga. Students study history and basic terms along with philosophical and physiological principles and the movements of Yoga.
4.8 CEUs $56/$46 Sr. Citizen
Kingwood College

59313   CKINE   3112801   23001   Sa   1/14-5/11   9AM-12PM
Traditional instructor led class meets at The Yoga Studio of Kingwood, 1683 Northpark Drive, Kingwood, TX. E-mail marita.gardner.anopol@nhmccd.edu for info.

59308   CKINE   3112801   21001   MW   1/14-5/11   1:30PM-2:50PM
Traditional instructor led class meets at The Yoga Studio of Kingwood, 1683 Northpark Drive, Kingwood, TX. E-mail marita.gardner.anopol@nhmccd.edu for info.

59310   CKINE   3112801   22001   W   1/14-5/11   6PM-8:50PM
Traditional instructor led class meets at The Yoga Studio of Kingwood, 1683 Northpark Drive, Kingwood, TX. E-mail marita.gardner.anopol@nhmccd.edu for info.

Recreation

Scuba: Advanced Diver
This course covers the advanced diver skills such as natural navigation, compass navigation, night diving, search and light salvage and computer diving. Success full completion leads to SSI certification. Open water check out dives will be taken at the Blue Lagoon, Huntsville, Texas. Fees for the Blue Lagoon are not included in the registration for this course. Students provide snorkeling equipment including mask, snorkel, fins, weight belt, weights, underwater light, tank light and underwater slate. Proper equipment will be covered the 1st class. The SSI textbooks for Navigation, Night & Limited Visibility and Search & Recovery are required.
4.0 CEUs $56/$46 Sr. Citizen
Kingwood College

59391   CKINE   3105252   26001   1/14-5/11   FTC 107B
Night/Limited Visibility, Navigation, Search and Recovery and Computer Specialty Certifications. Students with 24 or more logged dives receive Advanced Diver Certification. Students with 12-23 dives receive Specialty Diver Certification. First Class meets tues., 1/15@ 3:00pm in FTC 107B Subsequent meetings times/locations set at orientation. Additional $120.00 lab fee paid to WW Diving co E-mail ralmstedt@nhmccd.edu or call 281-312-1656 for information.

Let's SCUBA!

Get certified to dive through Kingwood College!

For more information call 281.312.1656 or email ralmstedt@nhmccd.edu

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

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Scuba: Basic Scuba Diving

Learn the basic skills for SSI certification as an open water diver. This course presents both classroom and pool training to complete an Open-Water Evaluation Dive. Students must provide SCUBA approved snorkeling gear (mask, snorkel, fins, weightbelt & weight). Proper equipment is covered on the 1st day of class. Textbook required. Check-out dives will be taken at "Blue Lagoon", Huntsville, Texas. Fees for Blue Lagoon and certification card are not included in the registration fee for this course.

4.0 CEUs $56/$46 Sr. Citizen

Kingwood College

59387   CKINE   3105151   21001   TTh   1/14-5/11   1:30PM-4:30PM   FTC 102
Open water certification. First class meets tue, 1/15 in FTC 102. Classes meet Tuesdays and Thursdays 1:30-4:30pm from 1/15 thru 5-6 Pool sessions will be held at WW Diving Company. Additional $120.00 lab fee paid to WW Diving Co. E-mail ralmstedt@nhmccd.edu or call 281-312-1656 for info.

59388   CKINE   3105151   22001   TTh   1/14-5/11   6:30PM-9:30PM   FTC 102
Open water certification. First class meets tue, 1/15 in FTC 102. Classes meet Tuesdays and Thursdays 1:30-4:30pm from 1/15 thru 5-6 Pool sessions will be held at WW Diving Company. Additional $120.00 lab fee paid to WW Diving Co. E-mail ralmstedt@nhmccd.edu or call 281-312-1656 for info.

Scuba: Stress and Rescue Scuba Diving

This course leads to SSI certification as a Rescue Diver. Open-water evaluation dives covering swimming/nonswimming assists, missing-diver procedures, in-water artificial respiration and first aid procedures will be conducted at "Blue Lagoon", Huntsville, Texas. Student provides snorkeling gear (mask, snorkel, fins, weightbelt, weight & compass). Proper equipment will be covered in 1st class. Textbook required. Previous CPR certification is required. Fees for certification card and Blue Lagoon are not included in the registration fee for this course.   4.0 CEUs $56

Kingwood College

62641   CKINE   3105453   26001   1/14-5/11   FTC 107B
First Aid/CPR, Stress & Rescue Certifications & introduction to Dive Master Certification. First class meets Tue. 1/15 @ 4:00 P.M. in FTC 107B. Subsequent meeting times/locations set at orientation. Additional $120 lab fee paid to W.W. Diving Co. E-mail ralmstedt@nhmccd.edu or call 281-312-1656 for info.

Sports, Individual

Bowling

Rules and fundamentals will be taught along with practice and individual participation. Lab fee of $1.50 required per game. Must have high school diploma, successful completion of GED or be in the early admissions program. Classes are at a local bowling alley. Call for address. Pre-registration is required.

4.8 CEUs $58/$48 Sr. Citizen

Kingwood College

59279   CKINE   3112201   23073   Su   1/28-5/11   2PM-4:50PM   FTC 102
2nd start class begins week of 1/28. First class meets Sun., 2/3, 2:00 P.M., FTC -102. Subsequent classes meet @ AMF Humble Lanes. Additional fees apply. E-mail julian.garcia@nhmccd.edu for info.

Karate I

Instruction and practice in beginning American Karate techniques and skills. Must have high school diploma, successful completion of GED, or be in the early admissions program.

4.8 CEUs $58/$48 Sr. Citizen

Kingwood College

59287   CKINE   3901902   21001   TTh   1/14-5/11   1:30PM-2:50PM   FTC 107

Sports, Team

Golf I

Course emphasizes basic golf skills, rules, scoring, etiquette and terminology. Student must have high school diploma, successful completion of GED or be in the early admissions program.

4.8 CEUs $58/$48 Sr. Citizen

Kingwood College

59280   CKINE   3112301   21001   Th   1/14-5/11   11AM-12:20PM   FTC 110
First class meets Tues., 1/15, FTC -110. subseqent classes meet at Oak Hearst. Additional fees apply. E-mail alan.f.wright@nhmccd.edu for info.

59281   CKINE   3112301   22073   W   1/28-5/11   6PM-9PM   FTC 106

Tennis I

Instruction and practice in beginning tennis techniques and skills. Must have high school diploma, successful completion of GED or be in the early admissions program.   4.8 CEUs $58/$48 Sr. Citizen

Kingwood College

59282   CKINE   3902101   22001   MW   1/14-5/11   6PM-7PM   FTC 106

Teacher Certification Program

What is TCP?

To address the critical teaching shortage, Kingwood College 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 more information email kctcp@nhmccd.edu.

The Teacher Certification Program at Kingwood College is the largest community college teacher certification program in the state of Texas.

How Do I Learn More About TCP?

- Download an application
- Visit our website at www.kingwoodcollege.com/tcp
- Attend one of the following Information Sessions

  Monday January 14, 2008 . . . . 5 pm
  Monday February 11, 2008. . . . . 5 pm
  Monday March 3, 2008. 5 pm
  Monday April 7, 2008 . . . . 5 pm
  Monday April 21, 2008 . . . . 5 pm
  Monday May 19, 2008. . . . . 5 pm
  Monday June 16, 2008. 5 pm

- Call us at 281.312.1716
- Contact us via email: kctcp@nhmccd.edu

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

Summer "Early Bird" Deadline . . . . March 7, 2008
Summer Application Deadline . . . . May 1, 2008

Applications submitted by the deadline are processed and reviewed by members of the 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. Kingwood College 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

The following documentation is required for admission:

- Teacher Certification Program Application
- Registration fee of $40.00
- Official Transcripts from all colleges and universities*
- Minimum test scores, taken within the last 5 years, from one of the following: THEA, TASP, SAT, GRE, ACT, COMPASS, or ASSET
- Résumé
- Three professional references
- An essay discussing "Why I Want to Be a Teacher"
  * International student must submit a detail course by course transcript assessment with U.S. equivalency.

Teacher Certification Program Requirements

All students must complete the following:

1) Pedagogy and Professional Responsibilities Course
2) 30 hours of field experience
3) Internship I, Internship II, and
   2 special topic seminars per semester
   or 12 week Student Teaching

Pedagogy and Professional Responsibility

Pedagogy and Professional Responsibility

Students will learn to design developmentally appropriate classroom instruction and assessment; create a positive, productive learning environment; manage a classroom in a way that encourages cooperation and self-discipline; and apply technology applications as part of the instructional process. All students are required to pass ExCET or TExES exam for Educators in Texas to receive certification.
10.8 CEUs $756

Kingwood College

59425	CATCP	7000062	KC204	M	1/7-5/12	6PM-9:30PM	ADM 105
59420	CATCP	7000062	KC202	TTh	1/8-5/15	6PM-9:30PM	LIB 209
59426	CATCP	7000062	KC205	W	1/9-5/14	9AM-12PM	
59421	CATCP	7000062	KC203	W	1/9-5/14	6PM-9:30PM	ADM 105
59427	CATCP	7000062	KC206	Sa	1/12-5/17	9AM-12:30PM	ADM 105
59419	CATCP	7000062	KC201	MTWTh	1/14-1/31	9AM-3:30PM	
59429	CATCP	7000062	KC207	MW	2/18-5/14	6PM-9:30PM	ADM 107

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

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Field Experience

Field experience is an essential requirement defined as observing teaching in various age ranges, content areas and inclusive educational environments. The student is given an introductory letter by the program requesting the school to make available to the student an opportunity to observe the teaching-learning process. The student prearranges the observation by scheduling appointments. A reflective series of questions is answered at the conclusion of each observation and turned in to the TCP office. The field experience is due prior to the second semester of Internship.

Internship Course

This course 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 support through an internet-based course-management system called eCampus VISTA. Throughout the Internship experience, the candidate will become a confident and effective practitioner. Internships last one school year.

What Should I Do When I Find A Teaching Position?

- Register for Internship I
- Attend a mandatory New Teacher Orientation Session*
  * Registration for the Internship Course is required prior to attending a New Teacher Orientation Session

TCP Internship (Web)

This course is designed for post-baccalaureate individuals who have been accepted into the Teachers Certification program at Kingwood College and have been hired as the "teacher of record" by a school accredited through the Texas Education Agency. The intern will learn the fundamentals of providing feedback to students and understanding instructional strategies that support a well-managed classroom. The intern will learn experientially in the classroom and will be supported and coached by a supervisor assigned by the college. The course is designed to demonstrate learner-centered instruction regardless of individual differences among students. 9.6 CEUs $925

TCP Internship II (Web)

Payment for Internship II is due at beginning of the second semester of teaching. Internship II consists of on-site supervision, e-campus Vista assignments and discussions, a minimum of 2 Special Topic Seminars per semester and a mandatory Completer's meeting. At the conclusion of a successful Internship II, a Standard Recommendation Form is submitted to SBEC by the College. 9.6 CEUs $925

Internship Extension

This fee is charged to individuals who have not completed all requirements of their internship and who must extend their internship and the mentor relationship for one more semester. 0.0 CEUs $300

Student Teaching

Student Teaching

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 Kingwood College 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. 13.6 CEUs $895

TxBess Mentoring

- Recommended for all first year teachers.
- TxBESS Mentoring program was developed by the State Board of Educator Certification (SBEC)
- TxBESS is designed to provide systemic support for beginning teachers in their first and second years on the job
- Contact TCP for information about offerings and to register.
- 7 hours $86

Did you know?

Research says...

**Great student teachers get hired
by their schools!**

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

Special Education Comprehensive

Special Education Comprehensive

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. Additionally, teachers will learn to manage the classroom, identify best practices for discipline management, and develop a positive classroom environment with consistent, clear, classroom procedural guidelines. Students will understand co-teaching, peer to peer relationships and socialization, behavioral interventions and best practices for the self-contained or full-inclusion classroom settings. 9.6 CEUs $486

Kingwood College

| 59389 | CATCP | 7000025 | KC201 | Tu | 1/8-5/13 | 6PM-9:30PM | CLA 210 |

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

Kingwood College

59405	CATCP	7200009	KC201	Sa	1/12-2/2	9AM-12:30PM
59407	CATCP	7200009	KC202	Su	1/13-2/3	1PM-4:30PM
59408	CATCP	7200009	KC203	Tu	1/15-2/5	6PM-9:30PM
59409	CATCP	7200009	KC204	Sa	2/9-3/1	9AM-12:30PM
59411	CATCP	7200009	KC205	Su	2/10-3/2	1PM-4:30PM
59412	CATCP	7200009	KC206	M	2/11-3/3	6PM-9:30PM
59415	CATCP	7200009	KC207	Sa	3/29-4/19	9AM-12:30PM
59417	CATCP	7200009	KC208	Su	3/30-4/20	1PM-4:30PM
59418	CATCP	7200009	KC209	W	4/2-4/23	6PM-9:30PM

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

Kingwood College

| 59439 | CATCP | 7200012 | KC105 | Sa | 2/9 | 9AM-4PM |
| 59450 | CATCP | 7200012 | KC115 | Sa | 4/5 | 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

Kingwood College

| 59440 | CATCP | 7200012 | KC106 | Sa | 2/9 | 9AM-4PM |
| 59451 | CATCP | 7200012 | KC116 | Sa | 4/5 | 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

Kingwood College

| 59438 | CATCP | 7200012 | KC104 | Sa | 2/9 | 9AM-4PM |
| 59449 | CATCP | 7200012 | KC114 | Sa | 4/5 | 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

Kingwood College

| 59435 | CATCP | 7200012 | KC102 | Sa | 2/16 | 9AM-4PM |
| 59446 | CATCP | 7200012 | KC112 | Sa | 4/12 | 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

Kingwood College

| 59430 | CATCP | 7200012 | KC101 | Sa | 2/16 | 9AM-4PM |
| 59444 | CATCP | 7200012 | KC111 | Sa | 4/12 | 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

Kingwood College

| 59437 | CATCP | 7200012 | KC103 | Sa | 2/9 | 9AM-4PM |
| 59447 | CATCP | 7200012 | KC113 | Sa | 4/5 | 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

Kingwood College

| 59441 | CATCP | 7200012 | KC107 | Sa | 2/9 | 9AM-4PM |
| 59452 | CATCP | 7200012 | KC117 | Sa | 4/5 | 9AM-4PM |

TExES Review: Special Education

Review and preparation for the TExES Special Education Content Test for any district student enrolled and accepted into the Teacher Certification Program. The student will be able to discuss and identify the rights of a parent of a child with disabilities, plan and implement an inclusion model for special populations, develop an IEP plan and implement effective behavior management plans, plan and discuss effective remedial activities in math and reading, and identify and discuss the parts of an A.R.D. 0.7 CEUs $86

Kingwood College

| 59442 | CATCP | 7200012 | KC108 | Sa | 2/9 | 9AM-4PM |
| 59453 | CATCP | 7200012 | KC118 | Sa | 4/5 | 9AM-4PM |

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

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Test Preparation

SAT Preparation

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

Kingwood College

61267	CDEVS	3900013	KC216	Sa	2/23-2/23	8AM-5PM	ADM 107
61269	CDEVS	3900013	KC217	Sa	4/26-4/26	8AM-5PM	ADM 107
61271	CDEVS	3900013	KC301	Sa	5/24-5/24	8AM-5PM	ADM 107

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.   3.2 CEUs $164

Kingwood College

61272	CDEVS	3900402	KC219	TWTh	2/12-2/27	5:30PM-9:30PM
61274	CDEVS	3900402	KC220	TWTh	4/15-4/30	5:30PM-9:30PM
61275	CDEVS	3900402	KC301	TWTh	5/13-5/28	5:30PM-9:30PM

Are you ready for the SAT??

Youth

KidCare Program

KidCare is a licensed child care facility providing supervision for children ages 4–12 while a parent or legal guardian attends evening classes on the Kingwood College main campus. When registering a child into KidCare, parents must provide:

- a copy of their course schedule,
- a birth certificate for the child (as well as proof of guardianship if applicable),
- a completed KidCare enrollment form (which can be found on our website and on page 7–8 of this schedule),
- a completed Kingwood College registration form (which can be found on our website and on page 6 of this schedule)
- and the $25 per child, per semester fee.

Space is limited and enrollment is taken on a first come, first served basis. If a child is absent for thirty days, the child will be dropped from KidCare, unless prior notice is given. KidCare is located in CLA 115, registration is in CLA 107 Monday through Friday from 8AM to 5PM. Please call 281.312.1660/1661 for more information.

Este programa proporcionará la supervisión para niños de 4 de 12 años mientras un padre asiste las clases durante la tarde. El padre debe mostrar la prueba de la matriculación en el Colegio de Kingwood cada semestre cuando registrar. KidCare es localizado en CLA 115.

Kingwood College

| 60599 | CYTHS | 3911111 | KKIDS | MTWTh | 1/14-5/8 | 5PM-10PM | CLA 115 |

Kingwood College

60600	CYTHS	3922222	K1MON	M	1/14-5/5	5PM-10PM	CLA 115
60601	CYTHS	3922222	K2TUE	Tu	1/15-5/6	5PM-10PM	CLA 115
60602	CYTHS	3922222	K3WED	W	1/16-5/7	5PM-10PM	CLA 115
60603	CYTHS	3922222	K4THU	Th	1/17-5/8	5PM-10PM	CLA 115

Kingwood College Summer Youth Program

Kingwood College's own "Discovery College" 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. Concepts of math, science, art, reading, and computer technology are taught in a project-oriented way, making learning not just fun, but irresistible. More than 45 different courses are offered in academic prep; art and creativity; arts and communication; fitness, engineering, science and technology. A complete list of 2008 summer classes can be found online at kingwoodcollege.com/discoverycollege beginning March 2008. For more information contact Devon Alexander at 281.312.1664 or email devon@nhmccd.edu.

CONTINUING EDUCATION STAFF

Terry Sawma, Ed.D.
Vice President

Dr. Sawma is a member of numerous local, state and national higher-education organizations. He holds a doctorate from Baylor University, and masters and bachelor degrees from the State University of New York. He is also a published author with numerous works in well-known publications and journals. Terry leads Continuing Education, Workforce Development and Student Services at Kingwood College.

Devon Alexander
Marketing

Devon is a sixteen-year resident of Kingwood. She has a degree in Business Management from the University of Nebraska. 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@nhmccd.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@nhmccd.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 Frances at 281.312.1473 or frances.andrews@nhmccd.edu.

Susan Bedwell, Ph.D.
Teacher Certification Program

Susan was appointed to her position as Program Manager in January 2004. She comes to Kingwood College 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@nhmccd.edu.

Pat Chandler
East Montgomery County Improvement District 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 Kingwood College's off-site center located at the EMCID Complex New Caney. Contact Pat at 281.312.1749 or pat.chandler@nhmccd.edu.

Robin Garrett, Ed.S.
Computer Information Technology

Robin holds B.S., M.S., and Ed.S. degrees and is pursuing a Ph.D. She is a Microsoft Office Specialist, Master Instructor, IC[3] Certified Instructor, and a CEC (Certified E-Commerce Consultant). For information regarding computer courses, contact Robin at 281.312.1540 or robin.garrett@nhmccd.edu.

Isaac "Ike" Williams, Ed.D.
Business, Industry, and Contract Training

Ike has B.S., M.S., and Ed.D. degrees from Texas A&M University at Commerce and has experience working with Private Industry Councils and Council of Governments. For information about business, industry, and contract training, call Ike at 281.312.1562 or ike.williams@nhmccd.edu.

CONTINUING EDUCATION STAFF

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 continue to reach out to others. Call Shelia at 281.312.1660 or shelia.m.benard@nhmccd. 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@ nhmccd.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@nhmccd.edu.

Bob Floyd
Computer Information Technology Coordinator
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 Floyd at 281.312.1516 or robert.b.floyd@nhmccd.edu.

Danny Osburn
Office Coordinator
Danny served our Country in the United States Army for twelve years. He started his career at Kingwood College 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@nhmccd.edu..

Cathleen Quayle
Division Operations Manager
Cathleen joined the Continuing Education team at Kingwood College in November 2007 but has been working for NHMCCD 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@nhmccd.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 Kingwood College. Contact Kimberly at 281.312.1716 or kimberly.m.rutledge@ nhmccd.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 Kingwood College 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@nhmccd.edu.

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