

Division of Extended Learning

We at Houston Community College are proud to announce the creation of the School of Continuing Education. HCC is an open-admission, public institution of higher education offering opportunities for academic advancement, workforce training, career development and lifelong learning. Our goal is to prepare individuals in our diverse communities for life and work in a global and technological society.

As part of that comprehensive mission, the HCC School of Continuing Education will reinvent how continuing education is done. To determine what Houston needs and wants, we are conducting critical economic analyses of the metropolitan areas—then moving to meet those needs by delivering high-quality educational opportunities.

In addition to offering more individual classes tied directly to the needs of Houston’s economic sectors, the HCC School of Continuing Education will offer more on-line courses and more certificate programs that will launch our students—you—into high-pay, high-demand jobs.

HCC’s School of Continuing Education is your pathway to a brighter tomorrow for you and your family.

Instructional Divisions

School of Continuing Education	713.718.5144
Online Continuing Education.....	713.718.5149
Corporate College	713.718.5304
Adult Education Programs.....	713.718.5400
Apprenticeship Programs.....	713.718.6215

Program Directors

Business.....	713.718.7947
Health Careers	713.718.7001
Information Technology	713.718.7641
Languages.....	713.718.7586
Construction	713.718.5349
Transportation	713.718.8200
Public Safety	713.718.8308

Registration for Continuing Education Courses

If you need assistance contact any of the Continuing Education offices or dial the HCC Support Center at 713.718.8800.

- Online Registration
- Phone/Fax Registration
- In Person
- By Mail

Online

First time students (Students who have never taken a class at HCC)

To Apply:

Go to Continuing Education Admissions to apply.

HCC Employees: Contact the Support Center at 713.718.8800 to activate a student account and receive a web log-in id.

Returning Students (Students who have taken a class at HCC)

Go to Online Registration

Payment for Online Registration must be done at the time of registration. Credit Card (Visa, Mastercard, or American Express) accepted for payment.

Phone/Fax Registration

Complete the Continuing Education Enrollment Form Contact the appropriate Continuing Education office for assistance. Fax completed form with credit card information to the college location of your choice Credit Card (Visa, Mastercard, or American Express) required for Phone / Fax registration.

Walk-In Registration

Complete the Continuing Education Enrollment Form Go to any HCC Registration office. Contact the appropriate Continuing Education office for the nearest registration office. Credit Card (Visa, Mastercard, or American Express) and checks are accepted.

A \$20 returned check/declined credit card fee will be assessed and a \$30 reinstatement fee (\$15 Drop Fee, \$15 Add Fee) will be charged to the student to re-enroll. Notices mailed to the name and addresses on record are considered delivered.

Division of Extended Learning

Mail Registration

Complete the Complete the Continuing Education Enrollment Form and mail the completed form with payment information to the college location of your choice. Contact the appropriate Continuing Education office for assistance. Credit Card (Visa, Mastercard, or American Express) and checks are accepted via mail.

A \$20 returned check/declined credit card fee will be assessed and a \$30 reinstatement fee (\$15 Drop Fee, \$15 Add Fee) will be charged to the student to re-enroll. Notices mailed to the name and addresses on record are considered delivered

Course Fees

Tuition and fees are indicated by each course listing. When noted, materials and texts are extra. Prices are subject to change without notice.

Attendance

Continuing Education courses have attendance requirements, and also require satisfactory completion of the course objectives in order for students to receive a certificate of successful completion.

Continuing Education Units (CEUs)

One CEU is 10 contact hours of successful participation/ completion in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. CEUs are not substituted for college credit hours, but rather are a means of reporting continuing education activities. Transcripts listing CEU credits satisfactorily completed are available on request. CEUs are recognized internationally as a measure of substantial professional education and training.

Notification of Class Changes

Every effort is made to begin and hold class at the designated time. Each class is contingent on the required minimum number of students. Occasionally, extenuating circumstances arise requiring a cancellation or delay. In such cases, we attempt to notify all students by telephone.

Houston Community College reserves the right, when necessary to cancel classes, alter schedules, or substitute instructors.

Students are not notified if a class has made. Students are contacted only in the event of a class cancellation or change.

Refund policy

For continuing education courses fewer than 360 contact hours, full refund will be made if a student withdraws prior to the first class date, or in the case of college error or class cancellation.

Refunds are processed as soon as possible. They are generally mailed four to six weeks following the last day to apply for a refund.

Any refund mailed to the name and address on record is considered delivered. The Stop Payment Fee to reissue a refund check mailed to an incorrect address is \$20. Tuition and fees paid directly to the institution by a sponsor, grants, loans, donor, or scholarship shall be refunded to the source rather than directly to the student. Fees paid by other third parties, such as friends or relatives, will be refunded directly to the student.

Change of Schedule

A Program Adjustment Form must be initiated through the campus office of Continuing Education for all class changes.

Disclaimer

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

Certificate of Completion

Certification is awarded upon successful completion of required courses and submission of official HCC transcript to the appropriate HCC Office of Corporate Training and Continuing Education. Successful certificate completion requires 80% attendance and achievement of learning objectives in all designated courses.

Participants may also elect to take any individual course separate from certificate requirements.

Eligibility for Enrollment

Continuing Education courses are open to individuals 17 years of age or older. Kids College accepts younger students.

Senior Tuition Waiver

Seniors age 55 and over may enroll in specified courses and receive a \$10 tuition discount waiver per continuing education course. Proof of age will be required.

Division of Extended Learning

School of Continuing Education

The Houston Community College School of Continuing Education faculty and staff are committed to providing outstanding instruction and services to our community in such areas as business, languages, technology, construction, transportation and health. We are proud of the expertise our faculty brings to the classroom. Whether changing careers or updating your skills, the School of Continuing Education can help you achieve your goals.”

Business

Accounting & Quickbooks

Training in QuickBooks and basic accounting.

Banking

Training for Banking professionals.

Customer Service Specialist - Certificate Program

This is a certificate program in Customer Service.

Export Academy

Helping business 'jumpstart' their international trade opportunities!"

General Office Assistant

Training for general office work.

Occupational Spanish Programs for the Professions - Command Spanish® Inc.

This Award-Winning Spanish program provides a learner-friendly method that is specific for a variety of professions.

Office Computer Applications

Training in the Microsoft Office products Access, Excel, PowerPoint, and Word. Also courses in Microsoft Windows and basic keyboarding.

Professional Development

Training skills for business professionals including topics in leadership, accounting, starting a business and much more.

Professional Secretary (CPS) and Certified Administrative Professional Review (CAP)

Professional Secretary and Certified Administrative Professional Review courses.

Real Estate

Houston Community College offers the courses needed to take the Texas Salesperson's license.

Real Estate Multi-Family Property Management Program

HCC has worked in partnership with the Houston Apartment Association to develop a unique program designed to prepare individuals for careers in multi-family property management.

Real Estate Property Management Scholarships

There are several scholarships available for this program.

SAP & PeopleSoft Business Systems Training

Training in PeopleSoft & SAP Business Enterprise Systems.

Sales and Marketing Specialist

Learn key principles and methods in sales and marketing.

Small Business - SCORE

Business workshop co-sponsored by SCORE, "Counselors To America's Small Business".

Writing

Writing skills for business and grants

Health Careers

Certified Medication Aide

Training in the preparation and administration of designated medications by non-licensed nursing personnel employed in licensed health care agencies.

Certified Nurse Aide - CNA

This program will provide the skills, knowledge, and abilities essential to provide basic care to residents of long-term care facilities.

Clinical Care Specialist/Patient Care Technician, Intermediate

A Clinical Care Specialist, also known as a Patient Care Technician Level Two, is a multi-skilled healthcare worker trained to perform basic nursing tasks and phlebotomy.

Community Health Worker

Community Health Workers bridge the gaps between individuals and communities and the healthcare system.

Division of Extended Learning

Electrocardiography (EKG) Technician

The EKG Technician program provides specific training in Introductory Electrocardiography, Intermediate Electrocardiography and Electrocardiography Clinical.

Gerontology & Geriatric Technician

Overview of the social, mental, and physical changes that accompany aging.

HIPAA - Health Insurance Portability and Accountability Act

The HCC HIPAA training can help you understand the new Federal guidelines on health privacy and security.

Health Information Specialist - HIS

This program will provide the skills and knowledge that are required of all clerical health care professionals.

Home Health Aide

Training to provide personal care and other services as needed in the client's home under direct supervision.

Massage Therapy

Massage Therapists training at HCC.

Medical Billing Clerk

This certification is designed to train health information personnel to analyze medical records and assign codes for the indexing of diagnoses and procedures.

Medical Receptionist

Training for entry-level operational position in a medical facility.

Orientation for Health Information Specialist Certification

Learn Insurance Plans, Medical Coding and Billing. Work in doctor's offices, hospitals and insurance companies. 6 months training program.

Phlebotomy Technician

The Phlebotomy program is a certificate program where students will learn theory and principle related to obtaining blood specimens from patients.

Information Technology

.NET Programming Training

Learn how to use the latest and most productive programming development tools.

A+ Computer Repair & Network Cabling

Training toward industry certifications in computer repair and cabling.

Advanced Technology Courses

Advanced IT training including Wireless, Security and IP Telephony.

AutoCAD Training

Learn one of the world's leading design and content tools for engineering, manufacturing and construction.

Cisco Networking Certifications

Network training in preparation for the CCNA and CCNP exam.

Desktop Support and Networking Specialist Program

Desktop Support and Networking Specialist Program includes preparation for the A+ certification and CCNA certification.

Microcomputer Applications Specialist

Training on how to work with microcomputers.

Microsoft Certification Training

Training for certifications in Microsoft based technology systems such as MCSA and MCSE.

SAP & PeopleSoft Business Systems Training

Training in PeopleSoft & SAP Business Enterprise Systems

Languages

English as a Second Language

Courses that introduce non-native speakers to introductory American English.

Occupational Spanish Programs for the Professions - Command Spanish® Inc.

This Award-Winning Spanish program provides a learner-friendly method that is specific for a variety of professions.

Spanish I & II

Spanish courses that teaches the essentials of Spanish pronunciation, vocabulary, grammar, and conversation.

Division of Extended Learning

Construction

OSHA Construction Safety Outreach 10-Hour Training

This program is intended to provide a variety of training on Construction Safety and Health to those seeking entry level work.

Residential Wiring, Bilingual and Air Conditioning & Refrigeration, Bilingual classes

Training in bilingual residential wiring and bilingual air conditioning & refrigeration.

Transportation

Auto Repair Certification

Training for individuals who wish to enter the service aspect of the Auto Body industry.

Commercial Truck Driving Center

The Truck Driving Course prepares for entry-level employment in the industry.

Public Safety

Basic Peace Officer Licensing Certificate

Basic Peace Officer Licensing Certificate prepares students for a career as a Texas Peace Officer.

Fire Training Academy

The HCC fire service educational institution.

Water Quality and Wastewater Treatment Certification

This is a comprehensive short-term Utility Training Program designed to address the requirements to apply for the Texas Commission on Environmental Quality's (TCEQ) water, wastewater and collection system operator licensure

Corporate College

The Corporate College is your one-stop education and training services provider. We offer high-quality, competitively priced, and relevant workforce training and development solutions in an increasingly diverse, global, and technological world. Our customers include commercial business, industry, government, and non-profit organizations. Our overriding goal is to deliver the training products and services you need, when you need it, where you need it, at a fair and reasonable price.

We offer proven training and development courses and services that help you improve business performance, retain valued employees, and achieve a competitive advantage.

Free One Hour Training Needs Analysis

Training Courses Customized to meet your needs

- Foreign Language and English As A Second Language,
- Leadership, Management, Supervisory training,
- Employee Development
- Desktop PC Applications
- Customer Service
- Basic business and technical skills

Other Training Services

- Rent our state-of-the-art meeting or training facilities
- WorKeys employee testing / assessment
- Research grant opportunities
- Online Learning
- Training Consulting, and
- Executive Coaching

Our education partners include:

- Command Spanish
- Element K
- AchieveGlobal
- Skills Soft
- Coastal Training Technologies
- ITC Learning Corp
- Thinking Media
- Teknimedia
- Gatlin Education
- 360 Training

Division of Extended Learning

Our customers include:

- Anheuser Bush
- Houston Chronicle
- CenterPoint Energy
- Men's Warehouse
- Christus St. Joseph Hospital
- Schlumberger
- Goodman Manufacturing
- The Methodist Hospital
- Halliburton
- Texas Children's Hospital

To learn more, please call 713.718.5304 today to speak with an Account Executive today.

Community & Adult Education

The HCC Adult Education program provides ESL/ABE/ASE classes that are tuition-free to the public. HCC is the fiscal agent for the Houston Literacy Consortium. As such, it provides monitoring, guidance and support for subcontracted community-based organization (CBO) partners in the consortium. HCC offers classes to the general public at more than 50 sites throughout the geographic area of HISD. These courses are also offered through CBO partners in the Houston Literacy Consortium.

Eligibility Criteria

(For ABE, ASE and ESL)

Eligibility for the Adult Education Program is based on the following:

- individual has obtained 17 years of age
- has not completed the GED
- is not enrolled in secondary school
- has limited English language skills

Exceptions to the eligibility criteria are made on a case-by-case basis. All exceptions must be cleared through the program's administrative office.

Grant supported Adult Basic Education (ABE)

Adults with fewer than 8 years of formal education or with basic reading, language or math difficulties may benefit from ABE classes prior to entry in the ASE program. ABE develops basic literacy, general reading, writing, mathematics and decision-making skills as well as application of these skills in real life. There is no cost to

students. Call 713.718-.5400.

Grant supported adult secondary education(ase)

The GED program helps adults prepare for five General Education Development (GED) tests (a high school equivalence exam).

The five GED tests include:

- Writing
- Social Studies
- Science
- Reading
- Mathematics

Students enrolled in Adult Secondary Education classes pay a \$25 materials usage fee per semester. Adult Secondary Students score at the 9th grade or higher in math, reading and language portions of the Test of Adult Basic Education (TABE) Call 713.718.5400.

English-as-a-Second- Language (ESL) program options

Houston Community College serves a wide variety of non-native English speakers in its English-as-a-Second-Language (ESL) programs. Appropriate placement into one of these programs is based on the educational background, scheduling needs, and goals and objectives of the student.

Grant Supported Adult Education English Second Language (abe-esl)

This program is designed for adult students with limited English skills in speaking, reading, and writing. Basic literacy as well as beginning, intermediate, and advanced classes are offered. Students who need a flexible schedule may benefit from the student-centered instructional format utilized by ESL. Students do not receive college credit for these courses. There is no cost to the students.

- serves non-English speaking students eligible for program services according to TEA guidelines
- assesses student placement and progress using the basic English Skills Test (BEST)
- offers classes directly by HCC in various college and community locations
- offers basic literacy, beginning, intermediate, and advanced levels
- schedules a variety of flexible classes
- collaborates with several community partner organizations to offer-ESL

Division of Extended Learning

- does not give college credit to students
- hires degreed faculty who complete a minimum of twelve hours of professional development annually
- registers students on-site at each instructional location
- makes class locations and schedules available through the HCC Literacy Hotline: 713.718.5400
- actively transitions students into further education, training or employment

Continuing Education (CE) ESL

This program is designed for a wide variety of adult students. Some students may have less than a high school education while others have earned degrees in the native country.

Students who need a short-term commitment may benefit from CE-ESL. Classes focus on conversation, reading, and writing for the business professional as well as for casual students who want instruction in a certain language skill, such as listening and speaking. Students do not receive college credit for these courses. The cost to students is \$197.00 per 48 hour course.

- serves permanent U.S. residents, undocumented residents, and citizens
- places students after an oral interview
- offers 4-week, 5-week and 10-week classes, not semesters
- prepares students for developmental college classes and workforce programs
- enhances English language skills for personal enrichment
- has a flexible part-time schedule; students study English 4-8 hours per week
- offers courses at beginning, low-intermediate, intermediate, and advanced levels
- offers courses for specific purposes (example: TASP preparation)
- does not give college credits; students earn Continuing Education units
- uses COMG course prefix in the HCC Continuing Education Schedule of Classes
- registers students at all HCC campuses when schedules are available

Academic ESL (AESL)

AESL is designed for adult students who want to study English while they take other college classes. The majority of students have finished high school and have studied some English in their native country. Some students have completed high school in the United States. Students must commit to a 16-week (10-week summer) semester in a program with mandatory attendance. These courses prepare students for college-level course work. Students must demonstrate the ability to comprehend and speak some English; students range in ability from the intermediate to the pre-university levels.

AESL focuses primarily on writing and introduces students to library research.

Students receive non-transferable college credit for AESL courses. The cost per credit hour is determined by the residency status of the student.

- serves international students on a visa after fulfilling IEP requirements
- serves permanent U.S. residents, undocumented residents, and citizens
- places students with the CELSA test
- offers 16-week (Fall and Spring) and 10-week (Summer) semesters
- prepares students for academic course work and other college classes
- allows students to take certain other college classes with AESL courses
- has a part-time schedule , 4 or 5 hours per week
- requires courses to be taken in sequential order; after placement into the program, one course prepares students for the next course in the series (example: ENGL 0340, 0341, 0346, 0347, 0349)
- gives students non-transferable college credits
- prepares students for ENGL 1301, TASP writing, and workplace writing
- uses the ENGL course prefix in the HCC Schedule of Classes
- registers students with CELSA placement test scores at all HCC campuses

Division of Extended Learning

Adult High School (AHS)

The Adult High School (AHS) program is designed for students, seventeen years or older, who are in need of high school credit to graduate. This is a part-time rather than a full-time program; therefore only two half-credit courses can be taken per term unless a student attends multiple campuses during the week and on weekends.

Two types of students attend the AHS. One type is no longer enrolled in school and only needs two credits or less to graduate. These students earn transfer credit and their former high school ultimately awards the diploma once all state requirements are satisfied. Students must verify that their school will accept transfer credit before enrolling.

The other type student is enrolled in school full-time during the day and needs transfer credit for a remedial course or to makeup credit for courses lacking for graduation. These students must obtain approval from their school of attendance before being allowed to enroll in AHS classes.

Students in need of more than two credits should consider a GED rather than a high school diploma because the time required and cost would be excessive.

A non-refundable tuition of \$140 is charged for each half-credit course. Forms of payment are cash, check, money order or credit card.

Registration may be done online or in person at the campus where classes are offered. For more information call 713.718.7611.

Online Continuing education offers:

- Over 500 Online Continuing Education courses
- Professional and Licensure Certification testing
- Authorized Testing Center for MOS, IC3

Instructor-Facilitated Online Courses – 6 weeks Classes

Over 300 courses available. (In partnership with ed2go)

- Accounting and Business
- Allied Health
- Comptia Certifications
- Computer Application
- Hospitality & Restaurant
- Human Resources
- Languages
- Legal
- Microsoft and IC3
- Non Profit Management
- OSHA, Industrial Technology
- Project Management & Six Sigma
- Real Estate
- Small Business Management
- Start Your Own Business
- Teaching
- Technology, Multimedia, and The Web
- Test Preparation
- Writing and Publishing

Division of Extended Learning

Annual Online Course Bundles Subscriptions

(In partnership with Element K)

The annual Online Course Bundles Subscriptions provide you access to an entire library of courses in a specific area. You have access 24/7 over the Internet and can complete as many of the courses listed in the library within 12 months.

Computer Software Applications

Microsoft Office 2007, 2003 and Windows VISTA; Lotus Notes; Quicken; Quatro Pro; Visio; WordPerfect; Others

Comptia Certifications

A+ Certification Prep; i-Net Certification Prep, Network + Certification Prep, Security + Certification Prep

Web Design and Media

Adobe, Dreamweaver®, Fireworks, Flash, FreeHand, GoLive, Illustrator, others

Programing and Web Development

ColdFusion, HMTL, Java, Oracle, Visual Basic, Visual C#, Visual C+, XML

Project Management

Project Management Concepts, Microsoft Project, Project Costs Analysis, Human Resource, Project Integration, Project Scope, Project +, others

Business Management

Financial Basics for Non-Financial Managers, Intercultural Business Etiquette, Managing Company Change, Setting Performance Goals and Expectations, Solving Problems As A Team, Time Management, Understanding and Using Contracts, many more

Telephony

TCP/IP, Voice over IP, XDSL, Wireless, CDMA, ISDN, SONET, and many more

The HCC ACT Center currently delivers these computer-based assessments:

- American Board of Ophthalmology (ABO)
- American Board for Certification in Orthotics, Prosthetics, and Pedorthics (ABCOPP)
- Association of Social Work Boards (ASWB)
- Automotive Service Excellence (ASE)
- Boston University (BU)
- Center for Advance Process Technology (CAPT)
- Codes and Standards Assessments (CSA)
- COMPASS® Internet Version Remote Testing
- National Assistant at Surgery Council (NASC)
- National Athletic Trainers Association Board of Certification (NATA/BOC)
- National Inspection Testing and Certification Corporation (NITC)
- Nuclear Medicine Technology Certification Board, Inc. (NMT)
- Professional Association of Health Care Office Management (PAHCOM)
- The Commission on Dietetic Registration for the American Dietetic Association (ADA)
- U.S. Department of State, Foreign Service Officers Test (FSOT)

General Information: 713.718.5149 fax: 713-718.5120

Accelerated Teachers Certification Program

Accelerated Teachers Certification Program is a state-approved comprehensive program that prepares individuals seeking Texas State Teacher Certification. Training will include pedagogy and professional responsibilities and education in various content areas. Training will also reflect the state teacher proficiencies and TExES (Texas Examinations of Educator Standards) competencies. Service to three different levels of teaching experience including individuals on emergency certification, individuals adding a subject area to their certification, and individuals who are seeking certification.

Division of Extended Learning

Apprenticeship Training

What is Apprenticeship?

Apprenticeship is an effective job training system for skilled trade and craft workers that combines structured on-the-job training supervised by experienced journey workers designed to prepare individuals for occupations in skilled trades and crafts with related technical instruction. It combines on-the-job training under the supervision of experienced journey workers with related classroom instruction. Apprentices who successfully complete the prescribed number of training hours in an apprenticeship program become certified skilled craft workers. All programs must be registered with the Bureau of Apprenticeship and Training of the U.S. Department of Labor.

What does Apprenticeship offer?

Apprentices have the opportunity to "earn while they learn." People who complete apprenticeship programs are highly skilled craft workers and hold good jobs with good pay. Statistics show that apprenticeship program graduates earn higher wages, have more stable work records, and are promoted sooner and more often than workers who have not been trained through apprenticeship programs. Their skills are a source of personal satisfaction, employment security, and long term career opportunities. Apprenticeships provide employers with systematic training to develop more informed, productive, and motivated employees. Because of their investment in their workers, employers with apprenticeship programs experience less employee turnover and absenteeism. Workers develop the up-to-date skills and skill levels necessary for increasing company productivity and customer satisfaction.

What is needed to qualify for Apprenticeship?

Qualifications vary according to the program. However, all apprenticeship programs require applicants to meet minimum age requirements and be physically able to perform the essential functions of the job. In addition, most program sponsors require a high school diploma or equivalent certificate (GED), and/or the completion of some mathematics and science courses. Some construction and manufacturing trades require considerable physical stamina, or some related work experience.

HCC is working with all of the apprenticeship training programs to provide students the option of obtaining credit toward a college certificate or associate degree for their classroom training and on-the-job training. If you are interested in the credit option, please contact the Dean of Career Technology Development at HCC-Central, 713.718.6215.

V.A.S.T. Occupational Life Skills Department

Vocational Advancement and Social Skills Training for Students With Intellectual and/or other Learning Disabilities.

The goal of V.A.S.T is to provide educational opportunities and support services to individuals with intellectual and/or learning disabilities up through 8th gr. level. Through a broad selection of courses both "credit" and "non-credit" students have a chance to enhance their basic academic, computer and independent living skills, assist with successful transition into college credit certificate programs and/or learn to live more independently in the community through courses and activities that develop social skills and promote service learning.

The Office Skills Program offers 8 courses and a 200 hr internship preparing students for entry level positions in Office Occupations field as: Office Assistants, data entry, administrative/clerical, filing and mail-center clerks. Plans are underway to develop more "marketable skills" certificates, MSAs in various career areas to better prepare our students for the workforce.

VAST is part of the Human Development and Occupational Life Skills Division at Central College, 1301 Alabama, Houston, TX 77004, with plans to continue additional CE courses at NorthWest College, Town and Country Campus beginning Fall 2008.

*For more information contact Sue Moraska, Chair,
713.718.6833, sue.moraska@hccs.edu or view our*

Learning Webpage http://learning.cc.hccs.edu/Courses/vast/index_html.