

Corporate Training

Employees are your greatest asset. Rapid changes in technology and the economy require ongoing upgrading of employee skills. Houston Community College System offers a full range of customized training services to help you keep a well-trained, globally-competitive workforce.

We invite you to work in partnership with our professional training staff to develop a customized training program designed to meet the unique needs of your employees. Call us today!

CORPORATE TRAINING OFFICES

Central	713-718-5303	Southeast	713-718-7580
Coleman College For Health Sciences	713-718-7382	Southwest	713-718-7720
Northeast	713-718-8119	System Office	713-718-8127
Northwest	713-718-5722	Online Continuing Education	713-718-5149

SOME OF OUR CUSTOMIZED EMPLOYEE TRAINING BUSINESS PARTNERSHIPS

Alltec	HDVAMC	Sodexho - Marriott
Anheuser Bush	Houston Aboretum	Spaw Maxwell
Aramark	Houston Chronicle	Spring Branch ISD
Association of Building Contractors	Houston Independent School District	St. Joseph Hospital
Baylor College of Medicine	Houston Inn Hotels	St. Luke's Hospital
Bison Bldg LTD.	Medical Center	Kelsey Sebold
Brighter Future, Inc.	Ismailia Cultural	Stevens Transportation
British Petroleum	J.W. Marriott Hotel	Technip Offshore Inc.
CenterPoint Energy	Key Equipment Finance and Health Help	The Methodist
CGA America, Inc	Koelter Elementary	The Sullivan Group
CITGO	Lamons Gasket Company	Tarkett
City of Houston	Lantrip Elementary	Texas Children's Hospital
ConocoPhillips	Massage Envy	Thermador
CRST	McDonald's/GEEMD	Tidwell Estates
El Franco Lee	MD Anderson	Tinsley Elementary
El Paso Energy	Men's Warehouse	TIRR
EMC Services	Methodist Hospital	Training Tuesday
Entergy	NATCO	Tyson Foods
ESPA Corp	North Harris County	United EFP
Fidelity	North Harris Montgomery Community College District	University of Texas MD Anderson Center
Flooring Svcs Of Texas	Professional Compounding Centers of America	USA Truck
Gallegos Elementary	RHJ-JOC, Inc.	Veteran's Administration
Genesys, Inc.	Rotary	Whataburger
Good Year	S & B Engineers & Constructors, LTD	Westin Oaks
Goodman Manufacturing	Salvation Army	Windsor Village
Greater East End Management District	Sara Lee	YouthBuild
Grocer Supply	Schlumberger	
Halliburton	SCORE	
Harris County	Solutions to Change	
Harris County Commissioners Court		
Harris County Hospital District		

Continuing Education

Corporate Training and Continuing Education provides lifelong learning, occupational skills training and professional development through the following:

- Affordable and accessible education
- Workforce skills development
- Customized training
- Continuing education
- Workforce literacy
- Corporate services
- Personal enrichment opportunities
- Community outreach
- Student support services
- An environment conducive to learning

Generally, there are no entrance requirements, although some courses may have age restrictions or prerequisites. Admission is on a first-come, first-served basis. To register, students must complete a registration form and pay the course fee.

Public classes and activities are scheduled throughout the year at HCC campuses/centers and at numerous off-campus locations. Courses are also offered via the Internet to accommodate the schedule needs of working adults.

Efforts are made to include courses for all interests and age groups. Planning is ongoing, and new courses are added regularly to meet the changing needs of the community, business and industry. In addition to the regularly scheduled courses, on-campus or off-campus classes may be started at any time by special request.

For schedules of classes, class locations, fees and registration information, refer to the systemwide corporate training/continuing education class schedule or the individual college class schedules.

CONTINUING EDUCATION OFFICES

Central	713-718-5303
Coleman College for Health Sciences	713-718-7624
Northeast	713-718-8119
Northwest	713-718-5722
Southeast	713-718-7580
Southwest	713-718-7720
System Office	713-718-5127
Continuing Education Online	713-718-5149

CONTINUING EDUCATION UNIT (CEU)

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 achievements. Transcripts listing CEU credits satisfactorily completed are available on request. CEUs are recognized internationally as a measure of substantial professional education and training.

Course listing with designated contact hours and CEU credit follows these course and program descriptions. Refer to current HCCS Class Schedule for course availability, meeting dates and times, and locations.

HCCS.EDU/CE/

5 Ways To get your company to send you to a HCC Class



1. Ask. A simple verbal request is usually all it takes. A written memo is better.
2. Show the HCC CTCE Schedule of Classes. Get your supervisor or training coordinator to read it. Attach it to your memo.
3. Stress the benefits. Additional skill training will make you a more productive employee ready to meet new challenges.
4. Emphasize the convenience. Why go out of town for your training when you can get quality training right here at an HCC Campus or utilizing our online courses
5. Compare the competitive prices. Your boss will be pleased to know the company is paying a little and getting a lot.

Online Education

THE ACT CENTER AND ONLINE CONTINUING EDUCATION OFFICE OFFERS:

- Over 2,000 Online Continuing Education courses
- Professional and Licensure Certification testing
- Authorized Testing Center for MOS, IC3
- Authorized Prometric Testing
- Customized Corporate Training Services
- Job SKills Assessment - WorkKeys

ONLINE CERTIFICATES

- Small Business Management Fundamentals Certificate
- Small Business HR Certificate
- Small Business Accounting Certificate
- Non-Profit Management Certificate

TELEPHONE:

General Information: Yolanda Cardenas 713-718-5149
Customized Training: Madeline Burillo 713-718-5145
Technical: Leslie Burnett 713-718-5198

POSTAL ADDRESS:

Houston Community College System
Americana Building
ACT Center
811 Dallas, 7th Floor
Houston, TX 77002

WWW.HCCS.EDU/ONLINECEU

A+ Certification Prep
A to Z Grantwriting
Accounting Fundamentals I - II
ACT!
Achieving Success with Difficult People
Advanced Coding for the Physician's Office
ADMINISTRACION DE EMPRESAS (ESPAÑOL)
Administrative Dental Assistant
Adobe Acrobat
Adobe FrameMaker
Adobe Illustrator
Adobe Illustrator CS
Adobe Illustrator 10
Administrative Medical Specialist
Advanced Hospital Coding and CCS Prep
Advanced Coding for the Physician's Office
Assisting Aging Parents
Beginner's Guide to Getting Published
Beginning Braille
Beginning Conversational French

Business Management
Business Planning for the Retired
Business Writing
C# for the Beginner
Certificate in End of Life Care
Certificate in Legal and Ethical Issues in Nursing
Certificate in Issues in Oxygenation
Certificate in Pain Assessment and Management
Certificate in Perinatal Issues
Certified Bookkeeper
Certified Bookkeeper Preparation
Certified National Pharmaceutical Rep
Change Management
Coaching Management
Coding, Reimbursement, & Documentation
Coding Reimbursement Documentation for Physicians (CRDP)
Conflict Management
Construction Business Management
Corporate Governance and Ethics
Creating a Successful Business Plan
Creating a Successful Business Plan
Creating Web Pages I and II
Critical Thinking
Cultural Diversity
Customer Service Fundamentals
Desktop Applications (Various)
Digital Photography
Dreamweaver MX 2004: Creating a Basic Web Site
Effective Selling
Electricity/Electronics
Employment Law Fundamentals
English as a Second Language (600-800 hrs)
Evidence Law
Financial Management
FireWorks MX
Flash MX
Flash MX 2004: Fundamental Design
Food and Fitness to Fight Cancer
Food Safety Manager Certification Prep
Forensic Science
FreeHand MX 7.1
FrontPage 2003: Creating a Basic Web Page
Fundamentals of Supervision and Management
Fundamentals of Technical Writing
GED Test Preparation
Getting Published
GMAT Test Preparation
Grammar Refresher
GRE Test Preparation I
GRE Test Preparation II
Growing Plants for Fun and Profit

HAZWOPER 8 Hour Annual Refresher	Personal Development
HAZWOPER 40	Personnel Management
Heating, Refrigeration, & Air Conditioning	Pharmaceutical Representative
Home Inspection Certificate	Photoshop Elements 4.0
Hire Smart	Photoshop 7.0 for the Beginner
Human Anatomy & Physiology	PMP Certification I & II
Human Resources for Healthcare Professionals	PowerPoint in the Classroom
i-Net Certification Prep	Premiere Courses
ICD-10 Medical Coding: Prep & Instruction for Implementation	Prepare for the GED Math Test
InDesign 2.0	Presentation Skills
Industrial Controls	Principles of Sales Management
Intermediate Braille Transcription	Problem and Decision Making
Interpersonal Communication	Programming & Web Development (Various)
Introduction to Algebra	Project + Certification Prep
Introduction to Criminal Law	Project Management
Introduction to Crystal Reports 10	Professional Sales Skills
Introduction to Nonprofit Management	Purchasing Fundamentals
Introduction to Perl Programming	Purchasing Applications
Introduction to Quickbooks	QuarkXpress
Leadership	QuarkXpress
Learn to Buy and Sell on eBay	Real Estate
Low-Fat Quick Meals	Records Management
LSAT Test Preparation I	Resume Writing Workshop
LSAT Test Preparation II	Revenue Cycle Management for Healthcare Providers
Macintosh, Working with	Secrets of the Caterer
Macromedia Director MX 2004	Security + Certification Prep
Magazine Writing	Seller/Server Certification Preparation
Marketing Your Business on the Internet	Six Sigma Blackbelt
Marketing Your Nonprofit	Speed Spanish I, II and III
Making Movies with Windows XP	SQL Introduction
Mastering Business Fundamentals	Start Your Own Publishing Business
Mechanical Maintenance	Start and Operate Your Home Based Business
Medical Transcription Certificate	Sybase Introduction
Medical Terminology	Technical Writing
Microsoft Access XP or 2003	Technology Security
Microsoft Excel XP or 2003	Telephony
Microsoft Front Page	Texas Alcoholic Beverage Commission
Microsoft Office Specialist (MOS) Preparation	Understanding the Human Resources Function
Microsoft Outlook 2003	Using the Internet in the Classroom
Microsoft Power Point XP or 2003	VISIO 2003 Preprofessional
Microsoft Project 2003	Visual Basic .Net
Microsoft Publisher 2003	Web Design and Media
Microsoft Word XP or 2003	WebMaster Preparation
Natural Health and Healing	Wine Appreciation for Beginners
Network + Certification Prep	WordPerfect
Network and Operating Systems (Various)	Workers' Compensation
Notes 6.0 and 6.5	Write Your Life Story
Oracle Courses	Writing for Children
Organizational Management	
OSHA- Construction	
OSHA-General Industry	
Paralegal Certificate Part I-VI	
Performing Payroll with QuickBooks	

CAMPUS-BASED CONTINUING EDUCATION

ALTERNATIVE CERTIFICATION PROGRAM

The Alternative Certification Program is a non-credit program that 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. Certificate areas include:

- Bilingual Education (EC-4, 4-8)
- ESL (EC-12)
- History (8-12)
- Generalist (EC-4)
- Life Science (8-12)
- Physical Science (8-12)
- Science (4-8)
- Math (4-8, 8-12)
- Special Education (EC-12)
- Technology Applications (8-12)
- Course: ACP 1000
- Training Days: Tuesdays and Thursdays
- Site: Pinemont Center
- Times: 5:30 PM – 10:00 PM
- Please call 713-718-8185 for additional information.

APPENTICESHIP 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.

How long does the training last?

The length of training varies by occupation and is determined by industry standards. Most training programs last from three to five years.

What is related classroom instruction?

This is the job-related coursework required to learn the technical part of the occupation. Classes are taken outside working hours and usually meet from three to six hours a week for a minimum of 144 hours a year. Examples are classes on safety, mathematics, blueprint reading, applied English and other technical courses related to the specific occupation.

How are apprentices selected?

Apprentices are selected on the basis of qualifications, without regard to race, color, religion, sex or national origin. The actual selection is done by members of a local apprenticeship committee or a sponsoring employer. Joint apprenticeship committees represent both management and labor and are composed of persons with considerable experience in the industry. Committee members select applicants in accordance with an approved unbiased selection procedure. The apprenticeship committee determines the need for apprentices and sets the minimum standards of education, experience and training.

Benefits to Apprentices

- Nationally-recognized Certificate of Completion of Apprenticeship
- Nationally-recognized journey-worker certification and certification of completion from Bureau of Apprenticeship and Training (BAT) of the U.S. Department of Labor
- High-wage opportunities that meet or exceed those of college graduates
- Challenging and interesting work in a wide range of occupations
- Sustainable wages -- average hourly wage of first-year apprentice \$10.00+
- Health Benefits
- The opportunity to earn as you learn (apprentices earn wages that increase as their knowledge and skills increase)
- Comprehensive career training combining on-the-job training with classroom instruction
- Transferable skills from one job to another
- Knowledge and skills
- Increased marketability and job security
- Opportunity to earn college credit in many occupational areas

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 Workforce Development at HCC-Central, 713-718-6215.

ASBESTOS WORKERS (4YRS)

Training Director/Robert Chadwick
1301 Alabama, rm. 222
Houston, TX. 77004
713-718-6842, Fax 713-718-6884

BRICKLAYERS (4YRS)

The bricklayer apprenticeship is a four-year program consisting of on-the-job training in bricklaying, stone mason, tile layer, and other allied craftsmen. Candidates must be at least 18 years old, have a minimum of eighth grade education, U.S. citizen or lawful resident, and the physical ability to do work normally done by Journeyman to hold employment. Applications are taken in person, by appointment only. For more information, call 713-941-5668.

Training Director/Keith Behrens
9105 Edgebrook
Houston, TX. 77075
713-941-5668, Fax 713-941-5681

CARPENTERS/MILLWRIGHTS (4YRS)

This apprenticeship is a 4 year program consisting of two trades Carpenters and Millwrights. Apprentices are taught Mathematics, Blueprint Reading and many other training workshops. Apprentices work under the guidance of skilled workers, called journeymen. It is on-the-job-training which allows our apprentices to "Earn While They Learn". Applications are taken in person, by appointment only. For more information, call Don Rodger, Director of Training, at 713-641-0610.

Training Director/Don Rodgers
8505 Glen Vista
Houston, TX. 77061
713-641-0275, Fax 713-641-0610

CEMENT MASONS (3YRS)

The cement mason apprenticeship is a four-year program consisting of approximately 6,000 hours on-the-job training coupled with 480 clock hours of classroom instruction. The program is a part of the Operative Plasters & Cement Masons Local #681 and is registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training. Candidates must be at least 18 years old and have a minimum of eighth grade education. Applications are taken in on May 1st. For more information, call 281-358-3758.

Training Director/David Gonzales
1212 Stonehollow Dr.
Kingwood, TX. 77339
281-358-3758, Fax 281-358-3175

ELECTRICIANS (5YRS)

Training Director/Gary Strouz
108 Covern
Houston, TX. 77061
713-649-2739, Fax 713-649-1166

I.E.C. -(INDEPENDENT ELECTRICAL CONTRACTORS (4YRS)

Training Director/Madeline Borthick
601 N. Shepherd, Suite 330
Houston, TX. 77007
713-869-1976, Fax 713-862-9552

IRONWORKERS (4YRS)

Training Director/Terry Sieck
7521 Fauna
Houston, TX. 77061
713-644-3206, Fax 713-644-3207

OPERATING ENGINEERS (3 YRS)

Training Director/Anita Witt
1301 Alabama, rm. 101H
Houston, TX 77004
713-718-6836, Fax 713-718-6883

PAINTERS (3YRS), GLAZIERS (3 1/2YRS), & FLOORLAYERS (3YRS)

Training Director/Ruben Viesca
1301 Alabama, rm. 101D
Houston, TX. 77004
713-718-6802, Fax 713-718-6883

PIPEFITTERS (5YRS)

The Houston Area Pipefitters Joint Apprenticeship and Training Committee (JATC) is a 5 year apprenticeship program for the pipefitting trade. On the job training and classroom training include WELDING, DRAFTING, INSTRUMENTATION along with many other trade related courses and job functions. Candidate must be at least 18 years old, be a high school graduate or have a GED. Apprentices will work during the day and attend class at night. Selections are made in July and December. Apply in person Monday thru Friday year round.

Training Director/Steve Dement
P.O. Box 5026 (2507 Old Galveston Rd.)
Houston, TX. 77262-5026
713-649-0201, Fax 713-649-1051

PLUMBERS (5YRS)

The Houston Area Plumbing Joint Apprenticeship Committee is a 5 year apprenticeship program for the plumbing trade. On the job training and related classroom instruction include Job Safety, Use and Care of Tools, Plumbing Fixtures, Water Supply, Drainage, Blue Print Reading, Computer Aided Plumbing Drafting, Mathematics, Soldering, Brazing, Welding and training supervised by skilled journey-workers. Candidate must be at least 18 years old, be a high school graduate or have a GED. Apprentices will work during the day and attend class at night or on Saturdays. Selections are made in July and December. Apply in person Wednesdays during announced application periods.

Training Director/Robert Cross
P.O. Box 8653 (454 Link Rd.)
Houston, TX. 77249-8653
713-861-3202, Fax 713-861-5616

SHEETMETAL (4YRS)

The sheet metal apprenticeship is a four-year program consisting of approximately 8,000 hours on-the-job training coupled with 1,088 clock hours of classroom instruction. The program is a part of the Sheet Metal Workers Local Union #54 and is registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training. Applications are taken in person, by appointment only. For more information, call Carl Sides, Director of Training, at 713-869-5843.

Training Director/Carl Sides
900 W. 34th
Houston, TX. 77018-6319
713-869-5843, Fax 713-864-4598

STATIONARY ENGINEERS (4YRS)

Training Director/Don McCartney
1301 Alabama, rm. 101M
Houston, TX. 77004
713-718-6840, Fax 713-718-6883

HEALTH SCIENCES CONTINUING EDUCATION

Continuing Education for health professionals is available through the Colman College. In addition to the courses listed, there are a number of short courses, workshops, and seminars available for professional continuing education credit. For information, call 713-718-7382.

Activities Director

Advanced Arrhythmia Interpretation
Advanced Level ICD-9-CM Coding
Advanced Life and Trauma Support
Advanced Vertical Rescue
Basic Life Support
Basic Vertical Rescue
Brief Counseling Methods
Cardiopulmonary Resuscitation
CPR Instructor Trainer Development
Dental Inter-Oral Techniques
Dental Infection Control
Dental X-Ray Techniques
Electrocardiography
Entry-Level ICD-9 Coding
Introduction to Arrhythmia Analysis
Intermediate Level ICD-9 Coding
Introduction to Nursing Principles
Licensed Vocational Nurse Refresher
Mammography Basics for Radiologic Technicians
Massage Therapy
Anatomy
Physiology
Hydrotherapy
Business Practices & Professional Standards
Health and Hygiene
Swedish Massage
Massage Therapy Internship
Medical Terminology
Medication Aide
Medication Aide Refresher
NCLEX Review
Nurse Aide
Nurse Aide Review
Pediatric Nurse Aide
Pediatric-ALS
Pharmacy PTCB Review
Pharmacy ACPA Admixture Review
Phlebotomy

Sexual Assault Nurse Examiners (SANE) Courses
Spanish for Dental Office Staff
Spanish for Medical Personnel
Spanish for Nursing
Spanish for EMS and Paramedics
Vascular Technology Review
Vascular Ultrasound
12-Lead EK6 Interpretation

HEALTH SCIENCE SPECIAL SEMINARS

Advanced Cardiac Life Support (ACLS)

ACLS training is designed to provide Advanced Cardiac methodologies for emergency medical services personnel. The methodologies are designed to treat acute cardiac situations, as well as other medical emergencies.

Basic Trauma Life Support (BTLS)

BTLS training is designed to provide advanced trauma life support measures for the pre-hospital care provider. These two training courses are a mixture of didactic and training skills. Completion of these courses usually represents a change in professional status for emergency medical personnel.

Pediatric Advanced Life Support (PALS)

PALS training covers a system of protocols for management of the pediatric patient experiencing difficulties in medical and/or trauma-related emergencies.



Continuing Education Certificates

A+ CERTIFICATION

CERTIFICATE

OVERVIEW

A+ is a certification sponsored by Comp TIA, the Computer Technology Industry Association and is an entry level IT certificate. The A+ Certification establishes a nationally recognized standard in the competency of service technicians in the computer industry. This certificate provides the student with a solid foundation in PC hardware and operating system knowledge as well as the hands-on training necessary to succeed in the A+ Certification curriculum. A+ Certification affirms that you are capable of assembling a computer, installing operating systems and applications, and successfully troubleshooting them when the inevitable happens. SW College A+ Certification is partnered with Cisco curriculum and sponsored with Hewlett Packard and Comp TIA.

LICENSURE/CERTIFICATION

A+ Certification

LENGTH OF CERTIFICATE

The certification is approximately 9 weeks.

PREREQUISITES

Microsoft Windows, Introduction (ITSC 1006)

MORE INFORMATION

Southeast Campus:713-718-7581
or Martha.Martinez@hccs.edu
Southwest Campus:281-491-9358
or swccisco@hccs.edu
Northeast Campus:713-718-5215
Northwest Campus:713-718-5763
or mozhgan.amini@hccs.edu

Coursework	Hrs.	CEU
ITSC 2040 A+ Certification	72	7.2
Total	72	7.2

Course offerings vary by semester.

AIR CONDITIONING, BILINGUAL

CERTIFICATE

OVERVIEW

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. After completion of this class students will be prepared to take the EPA Certification Test. The class will prepare the students to work in apartment complexes in air conditioning maintenance or assist in residential A/C installation and services. Students will learn field terminology in English to facilitate professional and technical growth.

CERTIFICATION

HCC Certificate of Completion

LENGTH OF CERTIFICATION

160 course contact hours

PREREQUISITES

See individual course description.

MORE INFORMATION

Southwest Campus
Julio Araujo at281-491-3819
Central Campus713-718-5303

Coursework	Hrs.	CEU
HART 1041 Air Conditioning, Bilingual	160	16.0
Total	160	16.0

Course offerings vary by semester.

AUTO BODY REPAIR, ADVANCED

CERTIFICATE

OVERVIEW

Auto Body Repair is a continuing education curriculum with class offerings to meet the need, educate, and motivate individuals who wish to enter the service aspect of the Auto Body industry. The industry is experiencing a lack of qualified individuals to service automobiles. The changes in technology are occurring at a rapid pace. A good technician must have a formal education. Otherwise, it will be impossible for them to keep up with these changes. The auto body repair certificate will fulfill the long and short-term needs of the community. There are multiple start dates to allow the student to enter at dates other than the traditional registration period.

LICENSURE/CERTIFICATION

Auto Body Certificate

LENGTH OF CERTIFICATE

224 course contact hours

PREREQUISITES

None

MORE INFORMATION

Automotive Technology Training Center713-718-8100

Coursework	Hrs.	CEUs
ABDR 1027 Suspension Systems	48	4.8
ABDR 2055 Collision Repair Estimating	48	4.8
ABDR 2053 Color Analysis and Paint Matching	48	4.8
ABDR 2049 Refinishing I, Advanced	80	8.0
Total	224	22.4

AUTO BODY REPAIR, BASIC

CERTIFICATE

OVERVIEW

Auto Body Repair is a continuing education curriculum with class offerings to meet the need, educate, and motivate individuals who wish to enter the service aspect of the Auto Body industry. The industry is experiencing a lack of qualified individuals to service automobiles. The changes in technology are occurring at a rapid pace. A good technician must have a formal education. Otherwise, it will be impossible for them to keep up with these changes. The auto body repair certificate will fulfill the long and short-term needs of the community. There are multiple start dates to allow the student to enter at dates other than the traditional registration period.

LICENSURE/CERTIFICATION

Auto Body Certificate

LENGTH OF CERTIFICATE

328 course contact hours

PREREQUISITES

None

MORE INFORMATION

Automotive Technology Training Center713-718-8100

Coursework	Hrs.	CEUs
ABDR 1001 Auto Body and Repainting	64	6.4
ABDR 1015 Vehicle Interior Trim	64	6.4
ABDR 1019 Metal Repair, Basic	100	10.0
ABDR 1031 Refinishing, Basic	100	10.0
Total	328	32.8

AUTO BODY REPAIR, INTERMEDIATE

CERTIFICATE

OVERVIEW

Auto Body Repair is a continuing education curriculum with class offerings to meet the need, educate, and motivate individuals who wish to enter the service aspect of the Auto Body industry. The industry is experiencing a lack of qualified individuals to service automobiles. The changes in technology are occurring at a rapid pace. A good technician must have a formal education. Otherwise, it will be impossible for them to keep up with these changes. The auto body repair certificate will fulfill the long and short-term needs of the community. There are multiple start dates to allow the student to enter at dates other than the traditional registration period.

LICENSURE/CERTIFICATION

Auto Body Certificate

LENGTH OF CERTIFICATE

304 course contact hours

PREREQUISITES

None

MORE INFORMATION

Automotive Technology Training Center713-718-8100

Coursework	Hrs.	CEUs
ABDR 1011 Vehicle Measurement and Damage Repair Procedures	48	4.8
ABDR 1055 Minor Metal Repair	64	6.4
ABDR 1058 Refinishing, Intermediate	128	12.8
ABDR 2041 Major Collision Repair and Panel Replacement	64	6.4
Total	304	30.4

CERTIFIED MEDICATION AIDE (C.M.A.)

CERTIFICATE

Overview

The Certified Medication Aide certificate provides instruction in preparation and administration of designated medications by non-licensed nursing staff employed in licensed health care agencies, including the responsibilities associated with such administration. The student will learn about Texas Department of Human Services' guidelines and responsibilities associated with medication administration.

LICENSURE/CERTIFICATION

Successful completion of the Certified Medication Aide certification makes one eligible to take the State of Texas C.M.A. Certification Licensing Exam

LENGTH OF CERTIFICATE

12 weeks/140 course contact hours

PREREQUISITES

- Nurse Aide Certification
- High school diploma or GED
- Test of Adult Basic Education (TABE) Assessment
- Hepatitis B vaccination series
- Attend an Information Session

MORE INFORMATION

Southeast Campus

Marian Dixon at713-718-7227

or Marian.Dixon@hccs.edu

Coursework	Hrs.	CEUs
NURA 1013 Certified Medication Aide	140	14.0
Total	140	14.0

Course offerings vary by semester

CERTIFIED NURSE AIDE (CNA)

CERTIFICATE

Overview

The Certified Nurse Aide Certificate provides the skills, knowledge, and abilities essential to provide basic care to residents of long-term care facilities. You will learn about resident rights, communication, safety, observation and reporting. You will learn to assist residents in maintaining basic comfort and safety. You will also learn about the theory, concepts, and skills involving specialized materials, equipment, procedures, regulations, laws and interactions within social systems associated with the nurse aide occupation. You will be prepared for entry-level employment in long-term care facilities, doctor's offices and hospitals. Income will depend on the area of employment chosen. Fast Track is designed for those with CNA experience but no license.

LICENSURE/CERTIFICATION

Successful completion of the Certified Nurse Aide certificate makes one eligible to take the State of Texas C.N.A. Certification Licensing Exam

LENGTH OF CERTIFICATE

Regular Certificate is 9 weeks / 144 Course Contact Hours

Bilingual Certificate is 10 weeks / 160 Course Contact Hours

Fast Track Certificate is 6 weeks / 96 Course Contact Hours

PREREQUISITES

- Test of Adult Basic Education (TABE) Assessment
- Hepatitis B vaccination series
- Attend an Information Session
- TB Screening

MORE INFORMATION

Southeast Campus: Marian Dixon at713-718-7227
or Marian.Dixon@hccs.edu

Southwest Campus: Ollie Williams at713-718-8236
or Ollie.Williams@hccs.edu

Northwest Campus: Kay Linson713-718-5722
or Kay.Linson@hccs.edu

Coursework	Hrs.	CEUs
Regular certificate		
NURA 1001 Certified Nurse Aide	96	9.6
NURA 1060 Certified Nurse Aide Clinical	48	4.8
Total	144	14.4
Bilingual certificate		
NURA 1001 Certified Nurse Aide Bilingual	112	11.2
NURA 1060 Certified Nurse Aide Clinical, Bilingual	48	4.8
Total	160	16.0
Fast Track certificate		
NURA 1001 Certified Nurse Aide Fast Track	64	6.4
NURA 1060 Certified Nurse Aide Clinical, Fast Track	32	3.2
Total	96	9.6

Course offerings vary by semester

CERTIFIED PROFESSIONAL SECRETARY (CPS) AND CERTIFIED ADMINISTRATIVE PROFESSIONAL REVIEW (CAP)

CERTIFICATE

Overview

These courses are designed to provide professional and administrative secretaries with a review of the fundamentals and skills needed in the modern office. More importantly, these modules serve as a review of the topics covered on the CPS and CAP examination, which is administered by Professional Secretaries International. It is a one-day three part exam covering office technology, office administration, business communications, behavioral science in business, human resources, management, team skills, strategic planning, organizations and management. The curriculum consists of four review courses which prepare students to pass the CPS and CAP exams given on the first Saturday in May and November.

LICENSURE/CERTIFICATION

Certified Professional Secretary (CPS)

Certified Administrative Professional (CAP)

LENGTH OF CERTIFICATE

The length is 21 weeks

PREREQUISITES

Students must have at least four years of continuous secretarial work experience.

MORE INFORMATION

Central Campus:713-718-6833

Coursework	Hrs.	CEUs
POFT 2047 CPS - Office Systems and Technology	40	4.0
POFT 1092 CPS - Office Administration	40	4.0
POFT 2046 CPS - Management	40	4.0
Total	120	12.0

Course offerings vary by semester

Coursework (CAP Review)*

POFT 1092 CAP - Organizational Management, Advance	40	4.0
Total	40	4.0

*This class is offered for additional certification, beyond (CPS), only to those students who have successfully passed the CPS exam.

Course offerings vary by semester

CERTIFIED WIRELESS NETWORK ADMINISTRATOR(CWNA)

CERTIFICATE

Overview

CWNA brings IT professionals who are new to wireless networking up to speed quickly. For those individuals already familiar with wireless LANs, earning the CWNA certification fills in any gaps in their knowledge.

LICENSURE/CERTIFICATION

Certified Wireless Network Administrator

LENGTH OF CERTIFICATE

80 course contact hours

PREREQUISITES

See individual course descriptions.

MORE INFORMATION

Southwest Campus:281-491-9358
or swccisco@hccs.edu

Coursework	Hrs.	CEU
ITNW 1091 Certified Wireless Network Administrator (CWNA)	80	8.0
Total	80	8.0

Course offerings vary by semester

CHILD DEVELOPMENT ASSOCIATE (CDA)

CERTIFICATE

OVERVIEW

This series of three courses (144 hours) provides training that is required to apply for the Child Development Associate credential sponsored by The Council for Early Childhood Professional Recognition. This is a study of the principles of normal child growth and development from conception to adolescence. The focus will be on cognitive, physical, emotional, and social development.

Participants must complete 120 hours of formal childcare education in eight subject areas as mandated by the Council. An additional 480 hours or 12 weeks of experience in a licensed daycare facility must be completed within a five year period. An application fee of \$325 must be paid to the Council when submitting an application to take the final assessment from the Council for Early Childhood Professional Recognition.

LICENSURE/CERTIFICATION

Child Development Associate

LENGTH OF CERTIFICATE

Length is approximately 18 weeks

PREREQUISITES

None

MORE INFORMATION

Classes are held on Saturdays from 8:00 AM to 5:00 PM at the Central Campus in the Child Development Center.

Central College713-718-5303

for registration information.

Coursework	Hrs.	CEUs
CDEG 1017 Child Development Associate Training I	48	4.8
CDEC 2022 Child Development Associate Training II	48	4.8
CDEC 2024 Child Development Associate Training III	48	4.8
TOTAL	144	14.4

Course offerings vary by semester.

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

CERTIFICATE

Overview

Cisco Networking Academy offers Cisco Certified Network Associate (CCNA) courses using Cisco's on-line Curriculum. This certification consists of 40 weeks of instruction delivered over the course of four-ten-week semesters. Students are prepared for the CCNA exam at the Academy and referred to an independent test site for certification.

LICENSURE/CERTIFICATION

Cisco Certified Network Associate

LENGTH OF CERTIFICATE

320 course contact hours

PREREQUISITES

See individual course descriptions.

MORE INFORMATION

Southwest Campus at281-491-9358
or swccisco@hccs.edu

Coursework	Hrs.	CEUs
ITCC 1002 CCNA 1: Network Design	80	8.0
ITCC 1006 CCNA 2: Router and Routing Basics	80	8.0
ITCC 1042 CCNA 3: Switching Basic and Intermediate Routing	80	8.0
ITCC 1046 CCNA 4: WAN Technologies	80	8.0
Total	320	32.0

Course offerings vary by semester

CISCO CERTIFIED NETWORK PROFESSIONAL (CCNP) PROGRAM

CERTIFICATE

Overview

CCNP classes at the Cisco Southwest HCC Networking Academy provides students with approximately 380 hours of classroom and hands-on lab instruction. Students learn about complex network configurations and how to diagnose and troubleshoot network problems. Students who successfully complete the advanced curriculum should be prepared to take the Cisco Certified Network Professional (CCNP™) certification examinations upon completion of each course.

LICENSURE/CERTIFICATION

Cisco Certified Network Professional

LENGTH OF PROGRAM

380 course contact hours

PREREQUISITES

See individual course descriptions.

MORE INFORMATION

Southwest Campus at281-491-9358
or swccisco@hccs.edu

Coursework	Hrs.	CEUs
ITCC 2032 CCNP 1: Advanced Routing	100	10.0
ITCC 2036 CCNP 2: Remote Access	100	10.0
ITCC 2040 CCNP 3: Multilayer Switching	80	8.0
ITCC 2044 CCNP 4: Network Troubleshooting	100	10.0
Total	380	38.0

Course offerings vary by semester

CLINICAL CARE SPECIALIST/PATIENT CARE TECHNICIAN, INTERMEDIATE

CERTIFICATE

Overview

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. Because of the demand in the Houston market for registered nurses, certified nurse aids are being cross-trained to provide technical skills that require certification, such as phlebotomy. Houston hospitals' career ladder is structured so that there is an incremental salary increase for each skill set added to the basic certified nurse assistant training. Both the Certified Nurse Aide and Phlebotomy Technician programs are currently designated as HCC Marketable Skills Award certificate programs.

LICENSURE/CERTIFICATION

Certified Nurse Assistant state licensure by the State of Texas. National Certification in Phlebotomy, offered by multiple certifying agencies such as the American Certification Agency for Health Care Professionals and American Society of Clinical Pathologists.

LENGTH OF CERTIFICATE

A student can complete the program within six to seven months, depending on the availability of courses and the time the student takes to complete the phlebotomy clinical assignment.

PREREQUISITES

Applicant must have a passing score on the Healthcare TABE exam

MORE INFORMATION

Southeast Campus
Sharon Benthall, MT(ASCP) at713-718-7624
or sharon.benthall@hccs.edu

Coursework	Hrs.	CEUs
NURA 1001 Certified Nurse Aide	96	9.6
NURA 1060 Certified Nurse Aide Clinical	48	4.8
PLAB 1023 Phlebotomy	80	8.0
PLAB 1060 Phlebotomy Clinical	120	12.0
Total	344	34.4

Course offerings vary by semester

COMMUNITY HEALTH WORKER

CERTIFICATE

Overview

Community Health Workers bridge the gaps between individuals and communities and the healthcare system, serving as a mediators, educators, advocates, and links between communities, of which they are a member, and the health and social service systems. The Community Health Worker certificate focuses on eight core competencies: advocacy, capacity building, knowledge, organization, service coordination, interpersonal skills, teaching and communication. (For Train the Trainer Certification, see our online section).

LICENSURE/CERTIFICATION

Texas Department of State Health Services

LENGTH OF CERTIFICATE

160 total course contact hours

PREREQUISITES

Current involvement in community activities

MORE INFORMATION

Southeast College at713-718-7226
or Aracelia.Saucedo@hccs.edu

Coursework	Hrs.	CEUs
CEC 9820 Community Health Worker – Advocacy	20	0
CEC 9821 Community Health Worker – Capacity Building	20	0
CEC 9822 Community Health Worker – Communication	20	0
CEC 9823 Community Health Worker – Health Knowledge	20	0
CEC 9824 Community Health Worker – Interpersonal Relations	20	0
CEC 9825 Community Health Worker – Organization	20	0
CEC 9826 Community Health Worker – Service Coordination	20	0
CEC 9827 Community Health Worker – Teaching	20	0
TOTAL	160	0

Course offerings vary by semester

CONVERGENCE TECHNOLOGY PROFESSIONAL

CERTIFICATE

Overview:

A new set of skills is required to sell, install and support convergence technologies, and professionals who perform these services need new skills to remain competitive. The Telecommunications Industry Association (TIA) created the Convergence Technologies Professional (CTP) certification to validate the skills necessary to fill job roles that are in demand. Obtaining an industry-recognized certification validates an individual's skills set and enhances an individual's career by demonstrating to employers that the individual is qualified to perform required job tasks. This course is a study of telecommunications convergent technologies including telephone, LAN, WAN, wireless, voice, video, and internet protocol, and covers networking skills required for entry-level professionals seeking employment in the information technology or telecommunications industry.

LICENSURE/CERTIFICATION:

The course provides preparation for the Telecommunications Industry Association (TIA) Convergence Technology Professional (CTP) Examination.

LENGTH OF CERTIFICATE:

60 course contact hours over six (6) weeks

PREREQUISITES:

Basic knowledge of personal computers

MORE INFORMATION:

Southeast Campus:713-718-7580
or Hector.Garza@hccs.edu
Northwest Campus:713-718-5763
or mozhgan.amini@hccs.edu

Coursework	Hrs.	CEUs
EECT 1007 Convergence Technology Professional	60	6.0
TOTAL	60	6.0

Classes offered days, evenings and weekends
Course offerings vary by semester

CUSTOMER SERVICE SPECIALIST (CSS)

CERTIFICATE

Overview

Customer Service involves handling customers and satisfying their needs in all types of companies in a wide variety of fields. This includes communication skills, calming upset individuals, and being proactive in handling customer needs.

LICENSURE/CERTIFICATION

Customer Service Specialist

LENGTH OF CERTIFICATE

The length is 7 weeks

PREREQUISITES

None

MORE INFORMATION

Classes are held every week.

Call Central Campus at713-718-5303

Southeast Campus at713-718-7580

for registration information

Core Courses – required for completion of the certificate:

Coursework	Hrs.	CEUs
BMGT 1091 Customer Service	7	0.7
MRKG 1001 Beyond Customer Service	7	0.7
BMGT 1094 Communication Skills: Listening	7	0.7
BMGT 1094 Calming Upset Customers	7	0.7
BMGT 1091 Conflict Management & Resolution	7	0.7

Course offerings vary by semester

2 electives from the following are also required for completion of the certificate:

POFT 1002 Business Speaking Skills	7	0.7
FITT 1092 Managing Stress	7	0.7
BMGT 1094 Effective Time Management	7	0.7
MRKG 1091 Writing That Sells	7	0.7
BMGT 1095 Goals & Goal Setting	7	0.7
BMGT 1004 Thinking & Problem Solving	7	0.7
BMGT 1091 Leadership Skills	7	0.7
POFT 1004 Business Writing (Small Business)	7	0.7
BMGT 1091 Team Building & Communications	7	0.7
TOTAL	49	4.9

A total of 7 courses are required to successfully complete the certificate.
Course offerings vary by semester.

DESKTOP SUPPORT AND NETWORKING SPECIALIST PROGRAM

CERTIFICATE

Overview

The Desktop Support and Networking Specialist will learn a multitude of skills including A+ and CCNA certification. A+ provides the students with a solid foundation in PC Hardware and Operating System as well as hands-on training. This is a nine-week course and an excellent foundation for Cisco - CCNA. The CCNA courses using Cisco's on-line curriculum consists of forty weeks of instruction delivered over the course of four ten-week semesters. Students are prepared for the CCNA and A+ exams at the Academy and referred to an independent test site for certification.

LICENSURE/CERTIFICATION

A+ Certification and Cisco Certified Network Administrator

LENGTH OF CERTIFICATE

The certification is 49 weeks/392 course contact hours

PREREQUISITE

Microsoft Windows

MORE INFORMATION

<http://swc2.hccs.edu/contech/>

Southwest Campus:281-491-9358 or
swccisco@hccs.edu

Coursework	Hrs.	CEUs
ITSC 2040 A+ Certification	72	7.2
ITCC 1002 CCNA I: Network Design	80	8.0
ITCC 1006 CCNA II: Router and Routing Basics	80	8.0
ITCC 1042 CCNA III: Switching Basic and Intermediate Routing	80	8.0
ITCC 1046 CCNA IV: WAN Technologies	80	8.0
TOTAL	392	39.2

Classes offered days, evenings and weekends

FINANCIAL AID AVAILABLE THROUGH PELL GRANTS FOR QUALIFIED APPLICANTS.

Course offerings vary by semester

ELECTROCARDIOGRAPHY (EKG)TECHNICIAN

CERTIFICATE

Overview

Electrocardiography Technicians prepare patients for testing on ECG machines, and Holter Monitors, and assist physicians in ECG Stress Testing. They take histories and do actual ECGs for physicians to interpret. The curriculum is conducted in a college setting surrounded by other health care professionals and a well-equipped library. These tools allow the student to successfully research and complete assignments. ECG Technician skill labs are located in the Texas Medical Center.

CERTIFICATION

Electrocardiography prepares students to take a national certification examination. Houston Community College Southeast is an approved testing site for the ACA Certification Exam.

LENGTH OF CERTIFICATE

Four months:
64 classroom course contact hours
128 clinical course contact hours
192 total course contact hours

PREREQUISITES

A high school diploma or GED
Hepatitis B Vaccination Series
Assessment Testing
Attend an Information Session
Criminal Background Check

MORE INFORMATION

Southeast Campus at713-718-7580
or Konnie King-Briggs at713-718-7235
Konnie.King@hccs.edu

Coursework	Hrs.	CEUs
ECRD 1011 Electrocardiography	64	6.4
ECRD 1091 Diagnostic Electrocardiography	24	2.4
CVTT 1060 Electrocardiography Clinical	120	12.0
Total	208	20.8

Course offerings vary by semester

ENGLISH AS A SECOND LANGUAGE (ESL)

CERTIFICATE

Overview

This certificate is for students who wish to demonstrate that they have attained a recognizable level of English proficiency. The students will take a series of courses that will help them to improve their English for the workplace.

LICENSURE/CERTIFICATION

ESL Language Proficiency

LENGTH OF CERTIFICATE

192 course contact hours for Levels I-IV

PREREQUISITES

none

MORE INFORMATION

Central Campus:713-718-5303
 Northwest Campus:713-718-5515
 or Shirley.Santibenez@hccs.edu
 Southwest Campus:713-718-7720
 Northeast Campus:713-718-8163
 Southeast Campus:713-718-7580

Coursework	Hrs.	CEUs
Core Curriculum		
COMG 1000 ESL I	48	4.8
COMG 1001 ESL II	48	4.8
COMG 1004 ESL III	48	4.8
COMG 1005 ESL IV	48	4.8
Total	192	19.2

60 hour courses also available

Electives

COMG 1091 ESL Advanced: Pronunciation	48	4.8
COMG 1091 ESL Advanced: Grammar Workshop	48	4.8
COMG 1091 ESL Advanced: Listening and Speaking	48	4.8
COMG 1091 ESL Advanced: Reading and Writing	48	4.8
Total	192	19.2

Course offerings vary by semester

GENERAL OFFICE ASSISTANT

CERTIFICATE

Overview

The daily responsibilities of general office clerks change with the needs of the specific job and the employer. General Office Assistants file, type, enter data at a computer terminal, operate the photocopiers, fax machines, and other office equipment; prepare mailings; proofread copies; and answer telephones and deliver messages. The specific duties assigned to a clerk also vary by level of experience.

LICENSURE/CERTIFICATION

General Office Assistant.

LENGTH OF CERTIFICATE

The length is approximately 6-7 months*

*Dependent upon availability of course offerings and number of courses student enrolls for each term.

PREREQUISITES

None.

MORE INFORMATION

Central Campus:713-718-5303
 Northeast Campus:713-718-8119
 Northwest Campus:713-718-5763
 Southeast Campus:713-718-7580
 Curriculum may be modified or changed based on the previous educational background of the participant or needs of the individual.

Coursework	Hrs	CEUs
ITSW 1006 Microsoft Windows, Introduction	24	2.4
POFT 1010 Keyboarding, Basic	24	2.4
ITNW 1007 Internet, Fundamentals	24	2.4
POFT 1012 Keyboarding, Intermediate	24	2.4
POFI 1024 Microsoft Word, Introduction	24	2.4
POFT 1022 General Office Skills	24	2.4
POFI 1042 Microsoft Word, Intermediate	24	2.4
ITSW 1022 Microsoft Excel, Introduction	24	2.4
ITSW 1046 Microsoft Excel, Intermediate	24	2.4
ITSW 1037 Microsoft PowerPoint, Introduction	24	2.4
Total	240	24.0

Course offerings vary by semester

GERONTOLOGY

CERTIFICATE

Overview

Overview of the social, mental, and physical changes that accompany aging and an overview of the implications of these changes for the individual, as well as for the larger society. Discussion regarding the biological theories of aging, physical changes in specific systems and changes in sensation/perception with age. It provides a general profile of the older person in our society, including values, ageism and society's responses to the elderly.

LICENSURE/CERTIFICATION

Gerontology

LENGTH OF CERTIFICATE

Gerontology: 60 course contact hours

Aspects of Aging, Fast Track: 24 course contact hours

PREREQUISITES

See individual course description.

MORE INFORMATION

Southwest Campus:

ML Young at713-718-7966

or ML.Young@hccs.edu

Coursework	Hrs	CEUs
GERs 1001 Gerontology, Introduction	60	6.0
Total	60	6.0
OR		
GERs 1092 Aspects of Aging, Fast Track	24	2.4
Total	24	2.4

Course offerings vary by semester

HEALTH INFORMATION SPECIALIST

CERTIFICATE

Overview

These courses will provide knowledge and skills that are required of all clerical health care professionals. You will be taught medical terminology, acronyms, and abbreviations. Understand different health insurance plans, such as HMOs, PPOs, Medicare and Medicaid. You will also learn all aspects and procedures of a medical billing software and claims processing along with ICD and CPT Coding.

LICENSURE/CERTIFICATION

Health Information Specialist

LENGTH OF CERTIFICATE

256 course contact hours

PREREQUISITES

Students should have a high school diploma or GED.

MORE INFORMATION

Southwest Campus: Jackie Franklin at713-718-8235

Coursework	Hrs	CEUs
HITT 1005 Medical Terminology I	32	3.2
HITT 1003 Medical Terminology II	32	3.2
POFM 1009 Medical Office Procedures	64	6.4
HITT 1013 Medical Coding I	32	3.2
HITT 2046 Medical Coding II	32	3.2
HITT 1091 Medical Billing I	32	3.2
HITT 1091 Medical Billing II	32	3.2
Total	256	25.6

Optional Course, not required

HITT 2000 HIPPA Professional Seminar	8	8.0
CEC 3434 HIPPA Basic Compliance	4	0.0

Course offerings vary by semester

HOME TECHNOLOGY INTEGRATION +

OVERVIEW

In this course, the student will learn about HTI, home technology network basics, home network design and configuration, video and audio fundamentals and installation, and home lighting control. Security/access system fundamentals, installation/set up, telecommunications fundamentals and installation, heating, ventilation, and AC management, water system management, and miscellaneous automated control systems are also covered.

1. Define Home Technology Integration and identify the types of subsystems that make up a Home with Integrated technologies.
2. Define, design, and install structured wiring systems for distributed home technology integration projects including rough in and trim out.
3. Identify and apply codes and practices that address the minimum requirements to ensure safety during installation, safety for the customer, use and disposal of hazardous materials and dangerous equipment, home technology systems and components, fixtures, and other related items.
4. Critically evaluate Technologies and materials for optimum customer satisfaction and effective cost ratios.
5. Troubleshoot and service existing home technology systems.
6. Document home technology systems.
7. Monitor current and future trends in the Industry.

LICENSURE/CERTIFICATION

Home Technology Integration +

LENGTH OF CERTIFICATE

Approximately 12 weeks

PREREQUISITES

None

MORE INFORMATION

Southeast Campus:713-718-7580

Coursework	Hrs.	CEUs
CPMT 2002 Home Technology Integration +	96	9.6
TOTAL	96	9.6

Course offerings vary by semester.

HOME APPLIANCE REPAIR, BILINGUAL

OVERVIEW

"The bilingual program will provide a basic understanding of basic electricity in both English and Spanish that is fundamental in the appliance/air conditioning industry. Mathematics is the basis in understanding how to diagnose electrical failures and calculating electrical formulas used in the industry. Air conditioning control principles are introduced to help students understand all basic functions of a refrigeration system and its applications. The EPA Program is unique in that students will be trained in refrigerant safety procedures as outlined by the Environmental Protection Agency. Training is administered by HCCS and the actual certification is administered by an independent testing source. Refrigeration principles clearly help students to understand low temperature applications such as refrigerators and domestic freezers. The refrigeration cycle is heavily explained to maximize student understanding. Domestic cooking equipment involves microwave ovens and gas/electric ranges. This segment includes electrical diagnosis, working with high voltage, service and repair. Appliance repair involves automatic washers and clothes dryers, both gas and electric. Electrical and mechanical diagnosis, repair and testing are highly essential in understanding electrical controls and mechanics operate together. A professional update for the program details a review of all courses taught, up-to-date service procedures and professional ethics.

LICENSURE/CERTIFICATION

Students must train for and test at an independent testing source to obtain EPA Certification to work safely with refrigerant in the areas of refrigerant recovery, recycling and reclamation. Students may earn Certification at levels of Type I, Type II, Type III or achieving all three certification levels rendering Universal Certification

LENGTH OF CERTIFICATE

248 course contact hours

PREREQUISITES

None

MORE INFORMATION

Southeast College

Martha Martinez at713-718-7580

Coursework	Hrs.	CEUs
HART 1001 Electricity for HVAC Basic (Bilingual)	48	4.8
HART 1003 Air Conditioning Control Principles, Bilingual	48	4.8
HART 1056 EPA Recovery Certification Preparation, Bilingual	32	3.2
HART 1007 Refrigeration Principles, Bilingual	48	4.8
MAIR 1051 Appliance Repair, Bilingual	16	1.6
MAIR 1041 Domestic Cooking Equipment, Bilingual	48	4.8
MAIR 2000 Major Appliance Installer & Repairer, Bilingual	8	.8
TOTAL	248	24.8

Course Offerings vary by semester

INDUSTRY CERTIFICATION INTRODUCTION TO NETWORK CABLING

CERTIFICATE

Overview

Preparation for the certifications required by industry. This course is designed to familiarize the student with modern wiring technology concepts, components, and applications. The advantages, characteristics, operation and configurations of fiber optics and network wiring systems are studied. Topics include light sources, light transmission, fiber optics principles and terminology, shielded cables and networking system components. The proper use of testing equipment and accepted termination, installation, diagnostic, troubleshooting procedures and safety regulations are emphasized.

LICENSURE/CERTIFICATION

Intro to Network Cabling

LENGTH OF CERTIFICATION

48 course contact hours

PREREQUISITES

None.

MORE INFORMATION

Southwest Campus:281-491-9358

or melanie.hudson@hccs.edu

Northwest Campus:713-718-5763

or mozhgan.amini@hccs.edu

Coursework	Hrs	CEUs
CSIR 1055 Network Cabling, Introduction	48	4.8
Total	48	4.8

Course offerings vary by semester

MASSAGE THERAPY

CERTIFICATE

Overview

In the area of natural health and the healing arts, massage therapy is one of the fastest growing sectors. There is an ever-increasing acceptance of massage as a holistic approach to health care and health maintenance. As a result, opportunities for Massage Therapists are abundant. Massage Therapists are health care practitioners who provide skilled manipulation of the body, soft tissue, or connective tissue through scientific manipulation, touching, rubbing, pressing or otherwise moving body tissues. The distinguishing characteristics of a person entering this career include a deep commitment to the service of others, willingness to provide quality health care through teamwork, and an avid interest in the day-to-day operations of a modern health care facility.

LICENSURE/CERTIFICATION

Upon successful completion of this certificate, students are eligible to take the Texas Department of Health Massage Therapy Examination.

LENGTH OF CERTIFICATE

9 months: 300 hours course contact hours

PREREQUISITES

- A high school diploma or GED
- Assessment testing
- Attend an information session

MORE INFORMATION

Southeast (Americana Bldg.): 713- 718-7389
or Deborah.Kelly@hccs.edu

Coursework	Hrs	CEUs
MSSG 1001 Massage Therapy, Anatomy	50	5.0
MSSG 1003 Physiology	25	2.5
MSSG 1009 Massage Therapy, Health and Hygiene	20	2.0
MSSG 1005 Massage Therapy, Hydrotherapy	15	1.5
MSSG 1007 Business Practices and Professional Standards	15	1.5
MSSG 1011 Massage Therapy, Swedish Massage	125	12.5
MSSG 2086 Massage Therapy Internship	50	5.0
Total	300	30.0

Course offerings vary by semester

MEDICAL BILLING CLERK

CERTIFICATE

Overview

This certification is designed to train health information personnel to analyze medical records and assign codes for the indexing of diagnoses and procedures. Participants will also be provided with the skills and knowledge for handling a medical office, processing forms for reimbursement of medical and insurance services, and a thorough knowledge of medical forms. You will learn techniques for building a medical vocabulary and the classification and indexing systems of ICD-9 and CPT-4.

LICENSURE/CERTIFICATION

Medical Billing Clerk

LENGTH OF CERTIFICATE

The length is approximately 6-7 months*

*Dependent upon availability of course offerings and number of courses student enrolls for each term.

PREREQUISITES

None.

MORE INFORMATION

Classes start every month.

Call Central Campus at713-718-5303
for registration information.

Curriculum may be modified or changed based on the previous educational background of the participant or needs of the individual.

Coursework	Hrs	CEUs
HITT 1005 Medical Terminology I	32	3.2
HITT 1003 Medical Terminology II	32	3.2
HITT 2031 Medical Terminology III	32	3.2
POFT 1010 Keyboarding, Basic	24	2.4
ITSC 1006 Microsoft Windows, Introduction	24	2.4
POFI 1024 Microsoft Word, Introduction	24	2.4
HITT 1013 Medical Coding I	32	3.2
HITT 2046 Medical Coding II	32	3.2
POFM 1009 Medical Office Procedures	32	3.2
HITT 1009 CPT Medical Coding	32	3.2
HITT 1011 MediSoft Patient Accounting	32	3.2
Total	328	32.8

Course offerings vary by semester

MEDICAL RECEPTIONIST

CERTIFICATE

Overview

The objective of the Medical Receptionist Certificate is to prepare the student to secure an entry-level position in the represented occupational area. The graduate of the Medical Receptionist certification assumes a vital role in the smooth operation of the medical facility and in the initial contact with prospective patients. Duties may include scheduling appointments for doctor, hospital, and referral visits. They may also include laboratory pick-ups, prescriptions, and supply orders; receiving payments; preparing billing statements; handling the mail and duties related to basic insurance, clerical, and medical records duties.

LICENSURE/CERTIFICATION

Medical Receptionist

LENGTH OF CERTIFICATE

The length is approximately 6-7 months*

*Dependent upon availability of course offerings and number of courses student enrolls for each term.

PREREQUISITES

Introduction to Keyboarding

MORE INFORMATION

Classes start every month.

Central Campus:713-718-5303
for registration information.

Curriculum may be modified or changed based on the previous educational background of the participant or; needs of the individual

Coursework	Hrs	CEUs
HITT 1005 Medical Terminology I	32	3.2
ITSC 1006 Microsoft Windows, Introduction	24	2.4
POFT 1010 Keyboarding, Basic	24	2.4
POFI 1024 Microsoft Word, Introduction	24	2.4
ITNW 1022 Microsoft Excel, Introduction	24	2.4
ITNW 1007 Internet Fundamentals	24	2.4
HITT 1013 Medical Coding I	32	3.2
POFM 1009 Medical Office Procedures	32	3.2
HITT 1011 Medisoft Patient Accounting	32	3.2
FRNL 1091 Spanish I: Conversational	24	2.4
Total	272	27.2

Course offerings vary by semester

MICROCOMPUTER APPLICATIONS SPECIALIST

CERTIFICATE

Overview

This course of study is designed to serve students who want to learn how to work with microcomputers because they are common to the career field that they have chosen. It is also a good choice for persons who are already employed and need to develop or upgrade skills necessary to be effective users of microcomputers and microcomputer software. Students will learn the operation of microcomputers, work with application software; namely, word processing, electronic spreadsheets and database management systems, and be familiar with microcomputer disk operating systems.

LICENSURE/CERTIFICATION

Microcomputer Applications Specialist

LENGTH OF CERTIFICATE

The length is approximately 6-7 months*

*Dependent upon availability of course offerings and number of courses student enrolls for each term.

PREREQUISITES

None.

MORE INFORMATION

Central Campus:713-718-5303

Northwest Campus:713-718-5763

Southeast Campus:713-718-7580

Curriculum may be modified or changed based on the previous educational background of the participant or needs of the individual.

Coursework	Hrs.	CEUs
ITSC 1006 Microsoft Windows, Introduction	24	2.4
POFT 1010 Keyboarding, Basic	24	2.4
POFT 1022 General Office Skills	24	2.4
POFI 1024 Microsoft Word, Introduction	24	2.4
ITSW 1022 Microsoft Excel, Introduction	24	2.4
ITSW 1053 Microsoft Access, Introduction	24	2.4
ITSW 1037 Microsoft PowerPoint, Introduction	24	2.4
ITNW 1007 Internet, Fundamentals	24	2.4
POFI 1042 Microsoft Word, Intermediate	24	2.4
ITSW 1046 Microsoft Excel, Intermediate	24	2.4
ITSW 1055 Microsoft Access, Intermediate	24	2.4
Total	264	26.4

Course offerings vary by semester

MICROSOFT CERTIFIED SYSTEM ADMINISTRATOR (MCSA)

CERTIFICATE

Overview

The Microsoft Certified System Administrator certificate program focuses on learning to implement, manage, and troubleshoot existing Microsoft Windows 2000 based systems, including Windows and NET Servers. Implementation responsibilities include installing and configuring parts of the systems. Management responsibilities include administering and supporting the systems.

LICENSURE/CERTIFICATION

MCSA candidates are required to pass three CORE exams and ONE elective exam.

LENGTH OF CERTIFICATE

The certification program is approximately 17-20 weeks

PREREQUISITES

A+ Certification or 12 months experience implementing and/or administering desktop operating systems and/or managing an existing network infrastructure

MORE INFORMATION

Southeast Campus:713-718-7581
or Martha.Martinez@hccs.edu

For registration information:
Hector.Garza@hccs.edu

Northwest Campus:713-718-5763
or Mozghan.Amini@hccs.edu

Coursework	Hrs.	CEUs
ITMT 1040 Microsoft Windows Server 2003 Environment, Managing	48	4.8
ITMT 1000 Microsoft Windows XP Professional, Implementing	48	4.8
ITSY 2001 Security+ Certification	48	4.8
ITMT 1050 Microsoft Windows Server 2003 Network Implementing	48	4.8
Total	192	19.2

Course offerings vary by semester

MICROSOFT CERTIFIED SYSTEM ENGINEER (MCSE)

CERTIFICATE

Overview

Professionals who design, create, manage, and support networks remain in demand. Achieving certification from one of the leading network providers identifies students as outstanding professionals and valuable resources. As a Microsoft Authorized Academic Training Center, Houston Community College provides quality training with Certified Microsoft Professionals using authorized materials that give exceptional value. It is a formula for success.

LICENSURE/CERTIFICATION

The Microsoft Certified Systems Engineer (MCSE) credential is the premier certification for professionals who analyze business requirements, design, and implement the infrastructure for business solutions based on Microsoft Windows Operating System and Microsoft Server Software.

LENGTH OF CERTIFICATE

One month – Evening or Weekend classes

PREREQUISITES

- Computer Concepts
- Introduction to Windows Operating System
- Internet Essentials
- Evaluation by interview with Lead Instructor

MORE INFORMATION

Southeast Campus:713-718-7580
or Martha.Martinez@hccs.edu

Hector.Garza@hccs.edu

Northwest Campus:713-718-5763
or Mozghan.Amini@hccs.edu

Coursework	Hrs.	CEUs
Core Curriculum		
ITMT 1040 Microsoft Windows Server 2003 Environment, Managing	48	4.8
ITMT 2030 Microsoft Windows Server 2003 Active Directory, Designing	48	4.8
ITMT 1000 Microsoft Windows XP Professional, Implementing	48	4.8
ITMT 1050 Microsoft Windows Server 2003 Network, Implementing	48	4.8
ITMT 1055 Microsoft Windows Server 2003 Network, Planning	48	4.8
ITMT 2000 Microsoft Windows Server 2003 Active Directory Planning,	48	4.8
ITSY 2001 Security+ Certification	48	4.8
Total	336	33.6

Course offerings vary by semester

NETWORK + CERTIFICATION

CERTIFICATION

Overview

Network + Technicians assist in the installation, setup, test, maintenance, and troubleshooting of LANs and/ or WANs. They are responsible for routine tasks such as adding new accounts, assigning passwords, and keeping a variety of logs (e.g., number of failed login attempts, or the number and size of print jobs sent to each printer on the network). They speak with LAN Managers or Network Analysts about specific problems on the network, and are involved in updating and/or fixing existing systems.

LICENSURE/CERTIFICATION

Comp TIA Network + Certification

LENGTH OF CERTIFICATE

The certification is approximately 6 weeks

PREREQUISITES

A+ Certification or 18-24 months of experience in the Industry

MORE INFORMATION

Northwest Campus:713-718-5763
or Mozghan.Amini@hccs.edu
Southwest Campus:281-491-9358
or swccisco@hccs.edu

Coursework	Hrs.	CEUs
CPMT 1049 Network Certification	64	6.4
Total	64	6.4

Course Offerings vary by semester

PEOPLESOFT ON-CAMPUS

CERTIFICATION

Overview

The PeopleSoft On-Campus certificate will include functional application of Enterprise Resource Software as demonstrated by PeopleSoft. Topics range from navigation, to financials, to query, to basic human resource procedures, to the theory on how enterprise software applications work. The CEU On-Campus program currently mirrors the academic program offered through Business Technology.

LICENSURE/CERTIFICATION

PeopleSoft On-Campus

PROGRAM LENGTH

Classes start with the Academic Calendar. The entire certificate is 320 contact hours, usually taken over 3 semesters. Call for registration information.

MORE INFORMATION

Southwest College: Yvonne Bohanon at713-718-7719
or Yvonne.Bohanon@hccs.edu

Coursework	Hrs.	CEUs
BMGT 1091 Peoplesoft Applications, Introduction to Human Resources	80	8.0
BMGT 1094 PeopleSoft Applications, Human Resources	80	8.0
BMGT 2031 PeopleSoft Applications, Total Quality Management	80	8.0
BMGT 1095 PeopleSoft Applications, Operations Management	80	8.0
Total	320	32.0

Course Offerings vary by semester

PHLEBOTOMY TECHNICIAN

CERTIFICATION

Overview

The Phlebotomy Technician certificate is designed to prepare students to take the national certification examination. Students will learn to perform a variety of blood collection methods using proper techniques and universal precautions. Coursework includes the study of vacuum collection devices, syringes, capillary skin puncture, butterfly needles, blood culture, and specimen collection on adults, children and infants. Emphasis is on infection prevention, proper patient identification, labeling specimens, quality assurance, specimen handling, processing and accessioning. Topics include professionalism, ethics, and medical terminology.

CERTIFICATION

Upon completion of the Phlebotomy Technician certification you will be eligible to take a national certification exam.

LENGTH OF CERTIFICATE

4 months

PREREQUISITES

A High school diploma or GED
Hepatitis B vaccination series
Physical Examination
Assessment Testing
Attendance at an Information Session
Criminal Background Check

MORE INFORMATION:

Southeast Campus:713-718-7580
or713-718-7624
or Sharon.Benthall@hccs.edu

Coursework	Hrs	CEUs
PLAB 1023 Phlebotomy	80	8.0
PLAB 1060 Phlebotomy Clinical	120	12.0
Total	200	20.0

Course offerings vary by semester

PROPERTY MANAGEMENT

CERTIFICATION

Overview

This is a comprehensive study of property management. This includes textbook study with computer training and hands on approach to train and educate property management professionals. The course is ideal for different property managers, assistant property managers, and individuals wanting to enter the property management profession but lack college credentials.

The course is designed to provide the student with a sound knowledge and understanding of property management in multi-family situations. The course includes professional development courses, real estate specific software, legal issues, and an internship.

The course is also designed for current property managers that simply want to improve proficiency and update on changes in the property management industry.

LICENSURE/CERTIFICATION

Marketable Skills Award

LENGTH OF CERTIFICATE

144 Hours

MORE INFORMATION:

Southwest Campus:

ML Young at713-718-7966
or ML.Young@hccs.edu

Coursework	Hrs.	CEUs
RELE 1015 Property Management	32	3.2
RELE 1091 Real Estate Landlord Tenant Law	12	1.2
RELE1091 Property Management Software	16	1.6
RELE 1091 Real Estate Leadership	20	2.0
RELE 2088 Internship	64	6.4
TOTAL	144	14.4

Course offerings vary by semester.

RESIDENTIAL WIRING, BILINGUAL

CERTIFICATION

Overview

Students will study the principles of operation of electrical components and appliances utilized in single and multi family dwellings. The students will learn the applications, selections and installation techniques of the most common electrical devices used in homes and apartment buildings. Students will be able to perform and troubleshoot most common installations encountered in residential applications.

CERTIFICATION

HCC Certificate of Completion

LENGTH OF CERTIFICATE

80 course contact hours

PREREQUISITES

See individual course description.

MORE INFORMATION

Southwest Campus at281-491-3819

Coursework	Hrs.	CEUs
ELPT 1029 Residential Wiring, Bilingual	80	8.0
Total	80	80.0

Course offerings vary by semester.

Course offerings vary by semester

SALES AND MARKETING SPECIALIST

CERTIFICATION

Overview

Sales and Marketing involves knowledge of principles and methods involved in showing, promoting, and selling products or services and applies to all types of companies in a wide variety of fields. This includes marketing strategies and tactics, product demonstration and sales techniques, and sales control systems

LICENSURE/CERTIFICATION

Sales and Marketing Specialist

LENGTH OF CERTIFICATE

Length is 7 weeks

PREREQUISITES

None

MORE INFORMATION

Classes are held every week.

Call Central Campus at713-718-5303

Southeast Campus at713-718-7580

CORE COURSES – REQUIRED FOR COMPLETION OF THE CERTIFICATE:

Coursework	Hrs.	CEU
MRKG 1032 Professional Selling	8	0.8
MRKG 1091 Writing that Sells	7	0.7
MRKG 1091 Writing a Marketing Plan	7	0.7
BMGT 1098 Prospecting, Key to Sales Success	7	0.7
BMGT 1098 Closing The sale	7	0.7

2 ELECTIVES FROM THE FOLLOWING ARE ALSO REQUIRED FOR COMPLETION OF THE CERTIFICATE:

BMGT 1095 Goals & Goal Setting	7	0.7
BMGT 1094 Effective Time Management	7	0.7
POFT 1002 Business Speaking Skills	7	0.7
BMGT 1094 Communication Skills: Listening	7	0.7
BMGT 1004 Thinking & Problem Solving	7	0.7
BMGT 1091 Leadership Skills	7	0.7
FITT 1092 Managing Stress	7	0.7
POFT 1004 Business Writing (Small Business)	7	0.7
BMGT 1091 Conflict Management & Resolution	7	0.7
BMGT 1091 Team Building & Communications	7	0.7
Total	50	5.0

A total of 7 courses are required to successfully complete the certificate. Course offerings vary by semester.

SECURITY + CERTIFICATION

CERTIFICATION

Overview

This is an introduction in basic computer and network security skills, which includes developing a comprehensive approach to information security that embraces both the human and technical dimensions. Security+ is a hands-on course designed to teach:

- Fundamental network defense and countermeasures
- Network auditing, vulnerability analyses and intrusion detection
- Incident reporting, viruses, user authentication and smart cards
- Privilege management, firewalls and remote access
- Operating system security and patch installation
- Virtual private networks, wireless network and wireless device security
- Public key infrastructure, digital certificates, and cryptography
- Biometrics, forensics, security policy and security law

LICENSURE/CERTIFICATION

Comp TIA Security + Certification

LENGTH OF CERTIFICATE

Approximately 12 weeks

PREREQUISITES

A+ Certification

Network + 3 years of experience in the IT Industry

MORE INFORMATION

Southeast Campus:713-718-7581
or Martha.Martinez@hccs.edu
Northwest Campus:713-718-5763
or mozhgan.amini@hccs.edu
Southwest Campus:281-491-9358
or swccisco@hccs.edu

Coursework	Hrs.	CEUs
ITSY 2001 Security + Certification	48	4.8
Total	48	4.8

WATER QUALITY AND WASTEWATER TREATMENT CERTIFICATE

OVERVIEW

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. These courses provide an overview of production, collection, and treatment of potable and the spent water of a community utilizing textbook study and a hands-on approach to train and educate professionals entering the industry as well as renewal hours for those currently licensed. The courses are ideal for current operators, operators in training and individuals wanting to enter the water and wastewater industry profession but lack technical education and training credentials.

LICENSURE/CERTIFICATION

Marketable Skills Award

LENGTH OF CERTIFICATE

8 weeks

MORE INFORMATION:

Central College713-718-5303
bessie.williams@hccs.edu

Coursework	Hrs.	CEUs
EPCT 1092 Wastewater Operations, Basic	20	2.0
EPCT 1092 Water Works Operations, Basic	20	2.0
EPCT 1092 Wastewater Collection	20	2.0
EPCT 1092 Pump and Motor Operation and Maintenance	20	2.0
EPCT 1092 Water Distribution	20	2.0
EPCT 1092 Water Utilities Calculations	20	2.0
EPCT 1092 Water Utilities Safety	20	2.0
TOTAL	140	14.0
Electives		
EPCT 1092 Water Utilities Management	20	2.0
EPCT 1092 Valve and Hydrant Maintenance	20	2.0
EPCT 1092 Water Laboratory	20	2.0
TOTAL	60	6.0

OUTREACH SERVICES

Outreach Services provides systemwide liaison activities with the 35 WorkSource (Gulf Coast Careers One-Stop Centers) for funding such as the Workforce Investment ACT (WIA). Short-term, state approved institutional certificate programs currently available include: Commercial Truck Driving, Medical Billing Clerk, Microcomputer Applications Specialist, Wastewater Treatment Specialist and Nurse Aide and many more. Outreach Services has established contacts at each of the six colleges to assist referred students with their needs. Outreach Services coordinates a career center advisory committee that provides programmatic input and customer referrals to state approved college programs. This will enable HCC to serve many of the nearly one million walk-in customers that annually visit the Houston area centers. Outreach Services is committed to forming relationships that enhance the college's role as a leading institution of higher learning in the nation.

For additional information, call 713-718-8162

TRUCK DRIVING

The Truck Driving Course (286 Contact Hours) prepares individuals for entry-level employment in the industry. This course provides classroom instruction with emphasis on rules, regulations, and techniques. Behind-the-wheel driving range activities, public street and highway driving are also included. Opportunities are available for students to meet with recruiters from the trucking industry. Students are able to take Commercial Driver License written and driving examinations at the Department of Public Safety as a class activity. Upon successful course completion and obtaining the CDL, students will receive a certificate of completion from HCC- Northeast. This is the only Professional Truck Driving Institute (P.T.D.I.) certified Truck Driving Course in the Texas Gulf Coast area. Classes begin every other week. (SEC 9122 Commercial Truck Driving)

For more information, call 713-718-8200.

V.A.S.T. TRAINING FOR SPECIAL POPULATIONS

Continuing Education For Students With Disabilities

The goal of the V.A.S.T. Training is to provide educational opportunities (up to a 5th grade level) to individuals who have developmental disabilities, and/or learning disabilities.

Courses are offered in the following areas:

- Academic (Reading, Mathematics, & Language)
- Personal & Social Development
- Career Vocational
- Basic Computer Skills (Keyboarding, Windows, Word, Excel, Creative Graphics)
- Enrichment (Fitness, Creative Arts, Horticulture)
- Job Readiness Skills

Student Requirements

- At least 18 years of age
- No longer attending High School
- Ability to function independently, that is, not needing one-on-one instruction and/or care
- At least 1st grade reading level for the VAST Program (This is NOT suitable for non-readers.)
- At least 5th grade reading level for the Office Skills Training Program

Students receive the following support services:

- Reasonable accommodations
- Individualized instruction
- Counseling, advising
- Registration assistance

For more information call 713-718-5303.

WORKFORCE INVESTMENT ACT (WIA APPROVED) CORPORATE TRAINING AND CONTINUING EDUCATION CERTIFICATES

Each certificate appears on the WIA Training Provider Certification System also known as the (Statewide Approval List) must meet specific Guidelines. The staff of Outreach Services first reviews certificates, to verify that they meet the standards for submission to the Local Workforce Board (TWC/HGAC). The information is then submitted via the Certification System to the Texas Workforce Commission. If the certificate is approved by TWC the State of Texas Review Board then reviews it for final approval.

Below you will find a listing of the Contract Training and Corporate Education certificates and services that have been approved at Houston Community College. Due to changes in curriculums, and costs it is very important to check the Texas Provider Certification System before contacting a department to ensure that the certificate is still approved. The programs are updated on a daily basis. *For more information about the WIA approved certificates listed below, see the preceding pages.*

A+ CERTIFICATION

AIR CONDITIONING, BILINGUAL

CERTIFIED MEDICATION AIDE

CERTIFIED WIRELESS NETWORK

ADMINISTRATOR

CHILD DEVELOPMENT ASSOCIATE (CDA)

DESKTOP SUPPORT AND NETWORKING SPECIALIST

GENERAL OFFICE ASSISTANT

HEALTH INFORMATION SPECIALIST

MASSAGE THERAPY

**MICROSOFT CERTIFIED SYSTEM
ADMINISTRATOR (MCSA)
MICROSOFT CERTIFIED SYSTEM
ENGINEER (MCSE)
NETWORK+ CERTIFICATION
PROPERTY MANAGEMENT (SW)
RESIDENTIAL WIRING, BILINGUAL
TRUCK DRIVING**

**Instructions for viewing the statewide list of all
Houston Community College WIA Approved
Programs.**

You may see the program by entering this web site: <http://tpcs.twc.state.tx.us:9050/TPCS>, choose Statewide List, Search, under the Training Provider section select: Houston Community College, and lastly choose Search. Once the programs are shown on the screen, Sort by Program, and then by Provider. This will make the list easier to understand.

Instructions for viewing an updated list Career Centers and Services. You may see the program by entering this web site: <http://www.theworksource.org>, chose general information, Career Center Locations.

This will give you an updated list of all WorkSource office locations to refer students. Please try to send them to the one closest to their home.

Instructions for viewing an updated list of All Houston Community College Intensive Services Programs.

<http://www.theworksource.org>, chose contractors and vendors, chose Basic Skill (This section lists programs such as GED Prep, Task Prep etc) or Computer Skills (This section list programs such as Basic Word, Excel, Access)

Please direct questions, comments or concerns related to WIA to The Business Development and Outreach Services CEU Technician 713-718-8162.

