

SUBJECT	CATALOG	CLASS NAME	COURSE DESCRIPTION
EMSP	1016	12 Lead Interpretation, Introduction	A course in instruction and practice in the interpretation of 12-lead electrocardiograms (ECG) to identify dysrhythmias; axis deviation; and myocardial ischemia, injury, and infarction. Clinical significance of abnormalities is discussed.
ITSC	2040	A+ Certification	Emphasis on microcomputers and required software components. Topics include site preparation; installation procedures; components; power supplies; modems; printers; switches; operating, help, and security systems; packaged programs; utilities; languages;
ACNT	1091	Accounting for the Non-Accountant	This course is designed to provide non-accountants with a basic overview of accounting concepts, principles and an understanding of the financial reporting process.
ACNT	1091	Accounting for the Non-Accountant, Small Business	This is a hands-on course in basic accounting concepts and principles; the analysis, classification and recording of common business transactions; and the preparation of basic proprietorship financial statements. This course is designed to provide non-acc
CEC	7590	Accounting Fundamentals I	In this course you will learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Focus on concepts and their applicati
CEC	9812	Accounting Fundamentals II	This course covers the fundamentals of such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes a interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corpor
CEC	7530	ACT/SAT Test Review Part I (Online)	This course includes verbal refreshers and discusses techniques aimed at at relieving test-taking anxiety. Topics include word usage and grammer, sentence completion and analogies, reading comprehension, and techniques for tackling the science reasoning
CEC	7594	ACT/SAT Test Review Part II	This course includes verbal refreshers and discusses techniques aimed at at relieving test-taking anxiety. Topics include word usage and grammer, sentence completion and analogies, reading comprehension, and techniques for tackling the science reasoning
ITSC	1091	Active Data Objects.NET	This 24 hour course introduces you to database applications using Visual Basic.NET. You learn how to create and work with the new database objects using Active X Data Objects .NET. You will review basics of database using SQL Server and the Structured Que
ITSC	1091	Active Server Pages.NET, Introduction	This 32 hour course is for individuals who have completed the Introductin to Visual Basic and Introduction to HTML courses. This course provides an introduction to ASP.NET, which is used to create ASP.NET pages. Components, databases and Visual Basic Co
CEC	7340	Administrative Assistant Fundamentals	Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of manageri
CEC	9658	Administrative Medical Specialist	This course will give you the skills you need to find the job YOU are looking for as an Administrative Medical Specialist (AMS). The Administrative Medical Specialist program also provides preparation for two entry-level national certification exams. Stud
RELE	1091	Advanced Real Estate Codes and Inspections	The purpose of this course is to further expose students to building codes and inspection guidelines related to real estate inspection. This course will enhance the student's ability to properly interpret code compliances, inspect for proper construction
HART	1041	Air Conditioning, Bilingual	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 the students will be prepared to
CEC	9650	Algebra, Introduction	This course will help the student understand some of the most important algebraic concepts, including orders of operation, units of measurement, scientific notation, algebraic equations, inequalities with one variable, and applications of rational numbers
CEC	8303	Alice 2.0 Programming, Introduction	Master programming concepts like decisions, loops, methods, and arrays, this course is for you! While building fun interactive worlds (includi a flight simulator), you'll also learn more advanced programming concepts like arrays and event-driven program
MSSG	1001	Anatomy	This course addresses the structure of the human body. Students will be able to identify the anatomical systems of the human body, name the parts of the body, describe how they relate to each other, and explain the relationship of body structure to the pr
RELE	1058	Appliances	This seminar is designed to enhance the inspectors ability to properly evaluate the opertational efficiency of residential appliances.

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CEC	7359	ASP.NET, Introduction	Learn how to create exciting, interactive, and professional Web sites with ASP.NET. In this hands-on course, you'll begin by adding the power of interactive controls to your Web pages, and you'll discover how you can use style sheets to give every Web pag
ABDR	1001	Auto Body Repair and Repainting	Shop safety practices and the use of hand and power tools; techniques of bending, shrinking, cutting, and welding metals and plastics and frame straightening. Fiberglass repair, body preparation, application of body plastic, sanding, priming, painting, an
CEC	7312	AutoCad 2005 Certification	The course takes a step-by-step approach to learning AutoCAD, starting with a few basic tools to let students create and edit a simple drawing, and then gradually introducing more advanced tools. Examples and practice exercises are taken from a variety of
DFTG	1091	AutoCAD Complete	Prerequisite: Drafting or design skills, operating knowledge of the Windows Operating System. This course is intended for experienced professionals who have manual drafting or design skills and some prior knowledge of computers. The course covers an intro
DFTG	1091	AutoCAD Inventor	Prerequisite: Drafting or design skills, operating knowledge of the Windows operating system environment. This course is intended for experienced professionals who have manual drafting or design skills and some prior knowledge of computers. This course
DFTG	1091	AutoCAD Update	This program is designed to enable participants to implement their professional skills in graphics, drafting and design. Participants will learn to use a CAD system to create, edit, and print a two and three-dimensional drawing.
DFTG	1091	AutoCAD, Advanced	Prerequisite: A working knowledge of AutoCAD or instructor approval. This course is intended for the person who has an interest in further exploring the powerful 3D Solid Modeling features of AutoCAD. The course will cover the interest of architects, en
DFTG	1091	AutoCAD, Beginning	Prerequisite: Drafting or design skills, knowledge of the Microsoft Windows Operating System. This course is for experienced professionals who have manual drafting or design skills and some prior knowledge of computers. The course covers an introduction t
DFTG	1091	AutoCAD, Intermediate	Prerequisite: Completion of Beginning AutoCAD or approval by the instructor. This course is intended for those who have mastered the skills covered in the Beginning AutoCAD class for the experienced AutoCAD user wanting to upgrade their skills.
BNKG	1005	Bank Teller Training	This seven-week course will provide an introduction to the basic skills and information needed to begin a new position as a teller. It will prepare tellers to interact well with customers, to complete processing and settlement transactions quickly and cor
BNKG	1073	Bank Teller Training Lab	Required to successfully complete the Bank Teller Training program.
RELE	1091	Building Enclosure	Building Enclosure subjects will address additional electrical components in a dwelling requiring inspections for code compliance. Subject areas will include: electrical definitions, services, branch circuits, power and light distribution, light fixtures
CEC	9807	Business and Marketing Writing	This course will help you become familiar with the relationship between business and marketing principles and written communications. The course will teach you to write or identify copy that achieves business and marketing goals, improve your work, your k
BUSG	1091	Business Plan Pro	This Business Plan program is a computer-instructed class utilizing Business Plan Pro software based on a business plan format recognized by banks, lenders, investors, and the Small Business Administration (SBA). This 8 hour class walks you through the en
MSSG	1007	Business Practices and Professional Standards	This course is the study of standard booking, accounting, office, advertising, and ethical practices for Massage Therapists. Students will be able to explain regulations, permits, registration, licenses, approvals, and contracts according to state law or
POFT	1004	Business Writing, Small Business	A study of the basic elements of composition. Skill development in comparing paragraphs, expressing clear and correct sentences, and using the rules of grammar. Learn how to write clear, concise email, letters, reports and proposals. Textbook required.
CEC	7288	C# Programming, Intermediate	This six-week course will walk you through computer application design and implementation by giving you real examples that you can enter as you learn. Since practicing is the best way to learn programming, most lessons have more than one example, and each
CEC	7287	C# Programming, Introduction	Learn the fundamentals of computer programming with the hot new C# programming language. You'll begin with an exploration of input/output operations, decision making, looping, and object oriented programming principles. Then, you'll gain hands-on experien

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ITSC	1091	C#, Intermediate	Prerequisite: Introduction to C#. This course will expand your knowledge of C#. The subjects included are arrays, modifiers, streams, window programming, events, databases, collections and exception handling.
ITSC	1091	C#, Introduction	This 24 hour course introduces students to Microsoft's new programming language C#. It combines the best features of Java, C# and Visual Basic and can be created as a console or internet application. The basics of coding and object-oriented programming
CEC	7286	C++ for the Absolute Beginner	Learn how to program in C++, even if you have no prior programming experience! Create programs for Microsoft Windows using Borland C++ Builder. Learn how to create windows and forms and how to program in a step-by-step nature. This course is ideal when
BMGT	1094	Calming Upset Customers	Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times
CEC	7334	Caring for Children	If you're a parent or child care professional (or want to become one), this course will teach you how to care for the children in your life with confidence and ease. You'll learn how to keep children safe, how to create an effective learning environment in
ITCC	1002	CCNA 1: Networking Basics	A course introducing the basics of networking including network terminology, local area networks (LAN) and wide area networks (WAN). Topics include network protocols such as TCP/IP, Open System Interconnection (OSI) models, cabling and routers. Curriculum
ITCC	1006	CCNA 2: Router and Routing Basics	An introduction to Cisco basic router configuration for local area networks. Topics include initial router configuration for TCP/IP, management of the configuration, backup of router configuration files, routing protocols, and the use of security features
ITCC	1042	CCNA 3: Switching Basic and Intermediate Routing	Skill development in managing traffic in local area networks (LAN) and in the management of network devices for LAN's. This course includes configuring of routers for IPX protocol, filtering traffic in an IPX environment, and identifying and resolving network
ITCC	1046	CCNA 4: WAN Technologies	An introduction to wide area networking (WAN) services and management. WAN theory and design. WAN technology and PPP, Frame Relay and ISDN. Curriculum for all classes is provided on-line from CISCO for enrolled students. Outside textbooks are not necessary
ITCC	2032	CCNP 1: Advanced Routing	A study of advanced network deployment issues and methods used to configure Cisco routers for effective LAN and WAN traffic management. Topics include designing scalable internetworks, managing traffic, configuring OSPF in single and multiple areas, configuring
ITCC	2036	CCNP 2: Remote Access	Designing and building remote access networks with Cisco products. Topics include assembling and cabling WAN components, configuring network connections via asynchronous modem, ISDN, X.25, and frame relay architectures and associated protocols.
CEC	9633	Certified Bookkeeper	This online course for professional bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB).
NURA	1013	Certified Medication Aide	Instruction in preparation and administration of designated medications by non-licensed nursing personnel employed in licensed health care agencies including the responsibilities associated with such administration.
NURA	1001	Certified Nurse Aide	This course is a preparation for entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include residents' rights, communication, safety, observation
NURA	1060	Certified Nurse Aide Clinical	Prerequisite: Nurse Aide for Health Care Organizations. A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed
NURA	1060	Certified Nurse Aide Clinical, Bilingual	Prerequisite: Nurse Aide for Health Care Organizations. A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed
NURA	1060	Certified Nurse Aide Clinical, Fast Track	Prerequisite: Nurse Aide for Health Care Organizations. A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed
NURA	2005	Certified Nurse Aide Skills	This course provides upgrading of information about current skills and instruction in recently developed techniques needed for effective patient care. Upon completion of the review, students receive a certificate and the instructor notifies the State of
NURA	1001	Certified Nurse Aide, Bilingual	This course is a preparation for entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include residents' rights, communication, safety, observation
NURA	1001	Certified Nurse Aide, Fast Track	This course is a preparation for entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include residents' rights, communication, safety, observation

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ITNW	1091	Certified Wireless Network Administrator	The Wireless LAN Administration course provides the networking professional a complete foundation of knowledge for entering or advancing in the wireless networking industry.
CDEC	1017	Child Development Associate Training I	Based on the requirements for the Child Development Associate National Credential (CDA). Topics on CDA overview, general observation skills, and child growth and development overview. The four functional areas of study are creative, cognitive, physical,
CDEC	2022	Child Development Associate Training II	A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance.
MSSG	1091	Chronic Pain Management I	This study of MT techniques for clients with chronic pain gives the practitioner tools to understand and work with FMS, CTS, RA, post-surgery issues etc., including information on pathological problems and related anatomy/physiology. Skills taught include
CEC	2215	Citizenship Preparation	Designed mainly for adults whose primary language is other than English. Focus is on the oral component of the Naturalization Test, based on the 100 Questions and Answers list. Review materials needed for studying for the U.S. naturalization examination.
CEC	2214	Citizenship Review	This course is a review of the United States history and government structure concepts. This course helps students prepare for the Immigration and Naturalization Services (INS) citizenship examination.
HITT	2045	Coding Certification Exam Review	Coding competencies and skills pertinent to the technology and relevant to the professional development of the student in preparation for a coding certification exam.
CEC	7258	Coding for the Physicians Office, Advanced	This course is designed for students with previous coding experience, a basic coding education, or the GES Administrative Medical Specialist course, CPT, ICD-9-CM, and HCPCS Level II Coding will be covered along with information on the Correct Coding Ini
ABDR	2055	Collision Repair Estimating	An advanced course in collision estimating and development of an accurate damage report.
ABDR	2053	Color Analysis and Paint Matching	Color theory, color analysis, tinting, and advanced blending techniques for commercially acceptable paint matching.
BMGT	1094	Communication Skills: Listening	This course teaches basic theory of communication skills as appropriate and applicable to individuals or groups in the business environment. Includes listening, speaking, writing, and communicating non-verbally. Emphasis will be on Listening Skills
CEC	9820	Community Health Worker: Advocacy	This twenty (20) hour course will lead to certification by the Texas Department of State Health Services (DSHS) as a Community Health Worker (CHW) for the Advocacy core competency.
CEC	9821	Community Health Worker: Capacity Building	This twenty (20) hour course will lead to certification by the Texas Department of State Health Services (DSHS) as a Community Health Worker (CHW) for the Capacity Building core competency.
CEC	9822	Community Health Worker: Communication	This twenty (20) hour course will lead to certification by the Texas Department of State Health Services (DSHS) as a Community Health Worker (CHW) for the Communication core competency.
CEC	9823	Community Health Worker: Health Knowledge	Course Description: This twenty (20) hour course will lead to certification by the Texas Department of State Health Services (DSHS) as a Community Health Worker (CHW) for the Health Knowledge core competency.
PBHL	1091	Community Worker: Capacity Building, Advocacy	This ten hour CEU course is offered on the Houston Community College - Southeast Campus for CHW Instructors to satisfy TDSHS re-certification requirements. The two CHW core competencies presented are capacity building and advocacy.
CEC	7306	CompTIA A+ Certification Prep, Basic	The Basic CompTIA A+ Certification Prep course teaches you about the hardware common to virtually every personal computer - including microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, floppy drives, and hard drives. You'll
CEC	7307	CompTIA A+ Certification Prep, Intermediate	This course dives into the details of the various Windows operating systems covered by the CompTIA A+ Certification exam. The Intermediate CompTIA A+ Certification Prep course teaches you how to install, maintain, configure, and upgrade all current versio
POFI	1001	Computer Applications I	This course provides an overview of computer applications including current terminology and technology. It includes an introduction to computer hardware, software applications, and procedures.
BMGT	1091	Conflict Management and Resolution	This course is designed to help managers learn methods to resolve conflicts.
CNBT	1091	Construction Financing	Local bankers and real estate lawyers discuss construction financing, permanent financing, contracts and the effect of the Texas Homestead Law on Owner-Builder. Topics address recently identified current events, skills, knowledge, and/or attitudes and be

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CSME	2003	Cosmetology Instructor	Intensive training in identified area(s) of Cosmetology to meet continuing education and/or review/update requirements associated with professional cosmetology licensure or certification. This course is designed to be repeated multiple times to improve
EMSP	1019	CPR Basic Life Support	Lifesaving skills of respiratory (choking and near-drowning) and cardiac emergencies involving adults, children, and infants. Must meet requirements as specified by the certifying agency.
POFT	2047	CPS - Office Systems and Technology	This course reviews basic principles in office technology, and office administration to help participants in preparing for the CPS exam. Course topics include: computer hardware, systems, and configurations, document design, layout, and reproduction; Sof
HITT	1009	CPT Medical Coding	Prerequisite: Medical Terminology I, II, and III. Skill development in the preparation of medical records. Topics include medical terminology, record classification, indexing, and applicable legal aspects.
CEC	9648	Creating a Successful Business Plan	This course will help you define your business ideas into a solid business plan for financing application. It will help you develop a written plan to committ your idea to paper in the form of a business planto help , but also in keep your business strate
CEC	7584	Creating Web Pages I	In this course students will learn about the capabilities of the World Wide Web and the fundamentals of web design, plan the content, structure and layout of a Web site, create pages full of neatly formatted text, build links between the pages and to the
CEC	7279	Creating Web Pages II	Are you using HTML to its fullest potential? In this hands-on course, you'll become adept at using color, tables, and frames to give your Web pages a more polished and professional look, improved navigation, and more organization. Beef up the fun factor w
CEC	9803	Creating Your Own Nonprofit	This course will help you become familiar with the basics steps of forming a new nonprofit, converting an informal group to tax-exempt status reorganizing an existing organization. It provides practical how-to information about incorporation, organiza
CEC	7583	Criminal Law I, Introduction	Learn basics of criminal law by examining the role of prosecutors, defense attorneys, and the paralegal. Examine all major areas of crime: from theft to murder conspiracy to sexual assault. For more information visit www.ed2go.com/hccs .
CEC	7325	Criminal Law II, Introduction	Taking up where Introduction to Criminal Law left off, this course offers an in-depth and fascinating tour of criminal procedure, beginning with the investigation and arrest of a suspect through the trial and eventual appeal of a criminal case. Explore th
CEC	7378	CSS and XHTML, Introduction	Learn how to create state-of-the-art Web sites using modern CSS and XHTML techniques. Take your existing HTML skills to the next level and start building sites like the pros.
BMGT	1091	Customer Service	This course is designed to help business managers and supervisors build strong customer service.
CEC	7212	Customer Service Fundamentals	Develop new skills in identifying and satisfying customer needs, and become an indispensable asset to any organization.You will discover the best methods for measuring customer service and for applying the principles of consumer behavior to your business.
CEC	7229	Designing Effective Websites	This course will help you become familiar with good user interface design techniques that will allow your visitors to navigate your site with ease. Students will also understand how users read on the Web and the characteristics of effective Web writing. I
CEC	9668	Desktop Applications	This is a one year subscription to over eighty self-paced highly interactive online courses covering topics such as word processing, spreadsheet, databases, and other software applications used in the office/home offices. Courses include topics in Micro
DFTG	1091	Drafting, Introduction	Prerequisite: NONE. This program is designed for the novice to become familiar with the basics of drafting and the components of an engineering/architectural related drawing.
CEC	1326	Drapery and Bedspread Making, Advanced	Techniques for professional construction in drapery and bedspread making.
CEC	1325	Drapery and Bedspread Making, Beginning	asic techniques for professional construction in drapery and bedspread making.
CEC	7221	Dreamweaver MX 2004, Introduction	If you want to be a Web designer, you need to know Dreamweaver MX 2004. In this highly interactive, project-oriented course, a Web pro will help you harness the full potential of this industry-standard development tool. You'll find out how to create, arra
CEC	7612	Dreamweaver MX, Introduction	In this class the participant will learn to create full-featured web sites using Macromedia Dreamweaver 3. This class assumes no knowledge of HTML, web design, or familiarity with Web terminology. The course covers creating forms, Java Applet usage, Tim
MSSG	1091	Eastern Modality Theory & Practical	This Continuing Education course provides 16 hours of instruction in the theory and practice of Shiatsu for massage therapists. It includes information on the meridians, the five elements, and how they are used in treating body issues.

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ECRD	1091	ECG 12-Lead Fundamentals	Theory and application of patient assessment and history, vital signs, documentation, and performing a basic 12-lead and 3-lead electrocardiograph with an emphasis on patient preparation and correct lead placement.
ECRD	1091	ECG Rhythm Strip Analysis for the Healthcare	Fundamentals of the structure and analysis of ECG rhythm strips, interpretation of basic dysrhythmias, and appropriate treatment interventions.
CEC	7210	Effective Business Writing	If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you know the secret to developing powerful written documents that immediately draw readers in and keep them motivated.
BMGT	1094	Effective Time Management	The student will learn the general principles of Time Management including skills, knowledge, attitudes and behaviors pertinent to the professional development of the student.
RELE	1091	Electrical Systems	This course is a basic overview of residential house wiring. Students will be introduced to electrical terminology, wiring identifications, connections, switches, receptors, fixtures, and load calculations. Course presentation will be in accordance with
ECRD	1011	Electrocardiography (EKG)	This course presents the fundamentals of the anatomy and physiology of the circulatory system, basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities.
CVTT	1060	Electrocardiography (EKG) Clinical	This course provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
CEC	9811	Employment Law Fundamentals	This course covers the fundamentals to employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist, or corporate executive.
CEC	7377	Enhancing Language Development in Childhood	Follow your child's lead and have fun while enhancing language development! In this fun and user-friendly course for parents, teachers, and caregivers, you will discover how children learn to process language and how they become proficient speakers and then
CNBT	1091	Environmental Building Systems	Houston is unlike most places in the United States when it comes to climate. Study all the new types of engineered wood and steel frames for residence and then learn about our unique method for venting a frame wall and roof. Compare these systems to the
RELE	1029	Environmental Issues, Fundamentals	A study of environmental issues affecting the real estate industry including hazardous substances, underground storage tanks, wetlands, radon, asbestos, lead, endangered species protection, sick building syndrome and electromagnetic fields.
RELE	1091	EPA, CPSC and Business	This course is designed to introduce individuals to Environmental Protection Agency and Consumer Product Safety Commission web-sites as they relate to information necessary for real estate inspections. Discussion and demonstration on how to navigate EPA and
COMG	1091	ESL Advanced: Grammar Workshop	This course is for students who wish to demonstrate that they have attained a recognizable level of English proficiency. The students taking this course will improve their English grammar, especially for the workplace.
COMG	1091	ESL Advanced: Listening and Speaking	Increases communication proficiency for the workplace. Assist students in the ability to use language to serve their needs in a workplace setting.
COMG	1091	ESL Advanced: Pronunciation	This course is for students who wish to demonstrate that they have attained a recognizable level of English proficiency. The students taking this course will improve their pronunciation of English for the workplace.
COMG	1091	ESL Advanced: Reading and Writing	Develop reading and writing skills for the work place. Apply reading comprehension skills to work-related written communication. Develop organizational writing skills which can be applied to writing memos and other work related documents.
COMG	1000	ESL I	Provides on-the-job dynamic communicative practice for students whose primary language is other than English, exposing students to uses of language in a variety of relevant job-related contexts.
COMG	1000	ESL I	Provides on-the-job dynamic communicative practice for students whose primary language is other than English, exposing students to uses of language in a variety of relevant job-related contexts.
COMG	1001	ESL II	Provides on-the-job dynamic communicative practice for students whose primary language is other than English, exposing students to uses of language in a variety of relevant job-related contexts.
COMG	1001	ESL II	Provides on-the-job dynamic communicative practice for students whose primary language is other than English, exposing students to uses of language in a variety of relevant job-related contexts.
COMG	1004	ESL III	Improvement in reading vocabulary / comprehension skills, as well as speaking, writing, and listening skills for job success. Focus on recognition and comprehension of idioms, analogies, antonyms, synonyms, and context clues. Interpretation of factual material

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COMG	1004	ESL III	Improvement in reading vocabulary / comprehension skills, as well a speaking, writing, and listening skills for job success. Focus on recognition and comprehension of idioms, analogies, antonyms, synonyms, and context clues. Interpretation of factual ma
COMG	1005	ESL IV	Designed for students whose primary language is other than English. Focus on comprehending challenging industrial and job-related materi Emphasis on industry-related vocabulary development and skills acquisition, including determining meaning from c
CSME	1090	Facial Massage Techniques, Advanced	Advanced concepts in Facial Massage techniques. Develop or refresh knowledge and competency in facial manipulations with emphasis on client consultation, skin analysis, safety precautions and sanitation procedures. This course is comprised of a total o
CEC	7373	Flash 8, Introduction	Learn how to create exciting interactive animations from a working Flash designer and author with more than a decade of experience in Flash development. Discover how to create animations, build online applications, manage photos, integrate video, and uplo
CEC	7328	Flash MX 2004, Introduction	In this six-week online course, you'll learn how to use Flash MX 2004 to create dynamic, entertaining, and interactive Web sites and other projects. You'll discover the basic tools and techniques for making a Flash movie. You'll use Flash to create and mo
RELE	1091	Foundation Systems	This course is designed to familiarize individuals with inspection procedures to determine the funtional aspects of residential and light commercial foundations.
RELE	1091	Framing	This course is a basic overview of structuralk components making up a framed structure, including, roof structure, wall framing, ceilings, door frames, stairways, and all others.
CEC	1413	GED Fundamentals	This course will help you develop the additional reading and thinking skills you'll need to succeed in all five GED test areas: Writing Skills, Social Studies, Science, Literature, and Math. For pre-registration, course and orientation information visit:
CEC	1413	GED Fundamentals in Spanish	This course will help you develop the additional reading and thinking skills you'll need to succeed in all five GED test areas: Writing Skills, Social Studies, Science, Literature, and Math. For pre-registration, course and orientation information visit:
CEC	938	GED Language Arts, Reading Review	This course is a general review intended for those students who need a basic review of Language Arts Reading skills before taking the GED Language Arts, Reading test. This class is for test review only and not intended for remediation.
CEC	939	GED Language Arts, Writing Review	This course is a general review intended for those students who need a basic review of Language Arts Writing skills before taking the GED Language Arts. Writing test, this class is for test review only and not intended for remediation.
CEC	7649	GED Math	The course is a general GED review intenedened for those students who have completed the tenth grade and need a basic review before taking the GED test battery. This class is for test review only and not intended as remediation. This course provides stud
CEC	7648	GED Math in Spanish	Los estudiantes seran capaces de organizar los datos e identificar la informacion necesaria para resolver problemas, haciendo el uso apropi de las operaciones matematicas. Los estudiantes obendran conocimientos basicos de matematicas que incluyen oper
CEC	9651	GED Math Test	This course will help the student master the skills required to successfully pass Test 5 in the GED test series. You'll start off with a review of math basics and begin building the foundation you'll need to solve the types of math problems commonly foun
CEC	7650	GED Reading and Writing	This course is intended for those students who have completed the tenth grade and need a basic review before taking the GED test battery. This class is for test review only and not intended as remediation. This course provides students with a skills rev
CEC	7529	GED Review	This course is a general GED review intended for those students who have completed the tenth grade and need a basic review before taking GED test battery. This class is for test review only and not intended as remediation. This course provides student
CEC	2401	GED Review in Spanish	Este curso está designado para estudiantes que no han terminar sus estudios secundarios en español y que desean obtener su equivalencia de la escuela superior por medio del examen de GED (Desarrolló de Educación General).
CEC	9809	GED: Prepare for the Language Arts Writing Test	This course will help you become familiar with the basics of usage and mechanics of the English language and then find out how to apply that knowledge in order to edit passages for the multiple choice portion of the test. After covering the basics, you wi

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POFT	1022	General Office Skills	Prerequisites: Keyboarding and Windows. Instruction in basic office skills including alphabetical and numerical filing, telephone usage, grammar and punctuation, letter composition, interpersonal skills, and computer terminology. Textbook required.
CEC	7644	GMAT Preparation	Applying to graduate business and management schools usually means taking the GMAT. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types.
CEC	7255	Grammar for Esl	If English is your second language and you're headed for college, you will find this class to be very valuable. This course will provide you with in-depth analysis of English grammar and structure so that you will be more prepared to succeed in any cla
CEC	3439	Grammar Refresher	Gain confidence in your ability to produce clean, grammatically correct documents or speeches. You'll explore the basics of English grammar, like sentence structure and punctuation, as well as more sophisticated concepts like logic and clarity.
ETWR	1000	Grant Writing	Details the components of a typical grant proposal. Includes foundation research, how to effectively write a cover letter, the importance of needs assessments, and evaluations. Emphasizes presenting an organization's problem statement in a clear concise m
CEC	7589	Grant Writing, A to Z	A to Z Grant Writing is an invigorating and informative seminar specially created for executive directors, organizers, board members, commu volunteers, development officers, and individuals who want to learn a 'bird's eye' view of the grant writing pr
CEC	7177	GRE Preparation I	This course covers all question types on the verbal and analytical sections of the GRE. For pre-registration and course information visit www.ed2go.com/hccs or call us as 713-718-5149.
CEC	7178	GRE Preparation II	This second course in a two-course series features a math review and techniques for tackling the quantitative comparison, discrete quantitat and data interpretation questions that make up the math section of the GRE. We will also cover time-saving te
CSME	2000	Hair Sculpting and Styling	An 12 hour fast-track class to improve skills in haircutting. Brush up on the following skills: solid form hair sculpting, graduated hair sculpting, uniform/increased layers, and modern trade terminology. This course is comprised of a total of twelve (1
MSSG	1009	Health and Hygiene	This course addresses the study of recognized methods of sanitation and cleanliness, including prophylaxis of disease prevention as applied to massage therapy services and current knowledge of the elements of health lifestyles. Students will learn to def
CEC	7369	High Speed Project Management	With accelerated schedules driving many technology projects today, the smart project manager must rapidly retool their skill set. This course offers a breakthrough model for dealing with the realities of managing projects at supersonic speeds. Learn to me
PHTC	1013	History of Photography	A historical survey of the technical and aesthetic development of photography. Topics include the beginnings of the medium, inventors, development of photographic equipment, styles of the creative masters, aesthetic themes, and the social impact of photog
HOMH	1091	Home Care Attendant	The focus of this course is training the paid direct Care Giver in the home. Home Care Attendants assist person's with chronic health concerns in the home setting. Its purpose is to offer training and material through didactic and participatory learni
CEC	22	Home Caregiver	This course will prepare the family and friends, who are care givers of persons with chronic health care concerns in the home. The home care giver will be given the tools needed to face the daily challenges of providing quality care and increase their ca
CEC	23	Home Caregiver, Spanish	This course will prepare the family and friends, who are care givers of persons with chronic health care concerns in the home. The home care giver will be given the tools needed to face the daily challenges of providing quality care and increase their ca
HOMH	1005	Home Health Aide	The Home Health Aide course is for the Certified Nurse Aide who will be trained to provide personal care and other services as needed in the client's home under direct supervision of a licensed nurse.
CEC	7361	Home Inspection PLE	This online self-paced course is designed for the person looking to start their own home inspection business or work for an established home inspection company. The Texas Real Estate Commission has approved the online course to meet the 448 hours pre-lic
CEC	9634	Hospital Coding, Advanced	This Advanced Hospital Coding course prepares students to take the American Health Information Management Association's (AHIMA) official certification exam to become a Certified Coding Specialist (CCS).

SUBJECT	CATALOG	CLASS NAME	COURSE DESCRIPTION
CNBT	1091	Housebuilding	Lectures, slides and demonstrations take you through the step-by-step process of construction. Classes include codes, permits, and inspections, sitting and foundation layout, framing, rafters and trusses, sheathing, sub-floors, floors siding and trim, do
CEC	9706	Housebuilding (Partner Discount)	Learn to be your own contractor. Lectures, slides and demonstrations take you through the step-by-step process of construction.
BUSG	1091	How to Start A Business in Texas	This course covers a presentation of the basic steps for starting a business. Topics include keys to business success, time and money, will your idea work, planning, research and your industry, business ownership, becoming a priority manager, marketing r
CEC	9606	How to Start and Operate Your Own Publishing Business	Convert manuscripts into extra income by starting your own publishing company. Avoid common pitfalls that can slow the growth of your publishing enterprise. Learn how to format your works in a way that will save you hundreds of dollars. Find out everythin
CEC	7252	Human Anatomy Physiology	This course focuses on the structure and function of the human body. You will gain an understanding of basic chemistry, the human cell, and the anatomy of the body's organ systems and the jobs that they do. You'll also learn how our organ systems work tog
RELE	1091	HVAC Systems	This seminar is designed to enhance the inspectors ability to properly evaluate the operational efficiency of air conditioning and heating equipment.
CEC	9610	ICD-10 Med Coding: Prep & Instruction for Implementation	This on-line medical coding program will teach students how to prepare for and implement the massive changes to the existing coding system.
CEC	7232	Imaging for thw Web Using Fireworks MX	Tap into the power of Fireworks MX to create dynamic Web graphics, including logos, buttons, rollovers, image swaps, animation, and more. Learn to use Fireworks alone to produce interactive Web pages without writing any code, or integrate your creations w
CEC	7187	Internet for Seniors	This course will give you the fundamentals of the Internet. Learn how to browse the Internet and gain skills for Internet proficiency. You will le how to get connected and find an Internet Service Provider (ISP). You will use the major Internet browser
ITNW	1007	Internet Fundamentals	Introduction to the Internet includes learning about e-mail, home pages and how to perform basic research to address company/business needs. This class is a basic study of Web browsing and executing e-mail on the personal computer. Students will study t
CEC	7318	Internet Writing Markets, Introduction	Learn how to make the Internet work for you from a writer who has spent a decade discovering its potential. The Internet is the writer's fastest source for locating research material and submitting to traditional markets, but even better, it offers unlimi
CEC	7609	Internet, Introduction	Introduction to the Internet includes learning about e-mail, home pages and how to perform basic research to address company/business needs. This class is a basic study of Web browsing and executing e-mail on the personal computer. Students will study t
CEC	7285	Java for the Absolute Beginner	If you want to learn Java but don't have any prior programming knowledge, you'll enjoy this course. Explore this exciting new language in a friendly and supportive environment. Build up your confidence with easy-to-understand examples and plenty of skill-
CEC	7284	JSP Programming, Introduction	JSP is the language of choice for developers looking to create dynamic Web pages. JSP applications power many of today's top Web sites. In this course, you'll learn how to create JSP code and use it to access data stored in a Web application or in a datab
POFT	1010	Keyboarding, Basic	The student will learn skill development in keyboarding. Emphasis will be on alphabet, number, and symbol keys by touch.
CEC	7332	Keys to Effective Editing	Ask any published writer and you will hear that a good editor is not just helpful, but essential. If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. If you're already working as
RELE	2002	Law of Agency	A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buyi
RELE	1012	Law of Contracts	This course covers real estate contracts/principles involved in promulgating contracts. Topics covered include: elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law,
CEC	7278	Learn to Buy and Sell on eBay	You'll learn how to create titles that get noticed, how to craft advertising copy that sells items quickly and for top dollar, and how to create and upload photos of the items you are selling. You'll also learn how to safely conduct financial transactions

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RELE	1024	Loan Origination and Quality Control	An introduction to the mortgage loan application process. Topics include regulatory compliance and documentation; real estate contracts; the mortgage application process, interview techniques; credit, income and property qualification, quality controls a
RELE	1091	Loan Processing	A study of the theoretical and practical framework necessary to understand the complex field of mortgage lending with emphasis on Loan Processing.
CEC	7432	LSAT Preparation Part I	The purpose of this LSAT Preparation Part I review course provides an overview of law school entrance procedures, a career in law and law school survival techniques.
CEC	7440	LSAT Preparation Part II	This course (Part 2) provides an intensive review of reading comprehension and logical reasoning questions, including techniques for quick elimination of incorrect answers, explanations and interpretations of correct answers, and proven approaches for sel
ABDR	2041	Major Collision Repair and Panel Replacement	Instruction in preparation of vehicles for repair including removal and reinstallation of fenders, bumpers, trims, head and door liners, locks, handles, fascia, headers, doors, tailgates, deck lids, hatches, and hoods. Interpreting information from damag
CSME	1091	Manicure Specialist Nail Design, Advanced	Course provided Licensed Nail Specialists with the necessary continuing education hours to comply with the Texas Cosmetology Commission requirements. This course is comprised of a total (8) hours of Continuing Education which includes four (4) hours of S
MSSG	1091	Massage Therapy for People with Cancer Intensive	This Continuing Education course for Registered Massage Therapists provides 32 hours of instruction in the study of massage therapy for people living with cancer. It includes information on cancer, metastasis, sanitation, gowning, gloving and masking for
MSSG	1091	Massage Therapy for People with Cancer Practicum	This Continuing Education course for Registered Massage Therapists provides 32 hours of instruction in the study of massage therapy for people living with cancer. It includes a review of information on cancer, metastasis, sanitation, gowning, gloving and
CEC	7536	Mastery of Business Fundamentals	In this course you'll learn about various organizational structures and determine how to use leadership, motivation, and control for maximum impact. You'll understand how successful organizations use performance measurements to stay on track. You'll also
HITT	1091	Medical Billing I	Provides skills and knowledge in the health information field for ICD-9 and CPT coding of insurance forms for reimbursement of medical services.
HITT	1013	Medical Coding I	Prerequisite: Medical Terminology. Provides skills and knowledge in the medical records field for ICD-9 and CPT coding of insurance forms for reimbursement of medical service. Textbook required.
HITT	2046	Medical Coding II	In depth coverage of ICD and CPT coding rubrics, conventions, principles, and updates as they apply to accurate coding of complex medical/surgical cases, with emphasis on case studies. Government regulations and changes in health care reporting will be a
POFM	1009	Medical Office Procedures	Prerequisite: Medical Terminology. Introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence and business transactions, and office machines.
HITT	1005	Medical Terminology I	Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.
HITT	1003	Medical Terminology II	Prerequisite: Medical Terminology I. A study of advanced terminology in various medical and surgical specialties.
HITT	2031	Medical Terminology III	Prerequisite: Medical Terminology II. A study of advanced terminology in various medical and surgical specialties. Textbook required.
CEC	7586	Medical Terminology: A Word Association Approach	This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. Word Associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Root terms are com
HITT	1011	Medisoft Patient Accounting	Prerequisite: Medical Terminology I. Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data.
ABDR	1019	Metal Repair, Basic	Basic current metal working techniques, shop safety, proper tool usage, product application, and skill development utilizing various body features including metal principles.
CEC	7297	Microsoft Access 2003, Intermediate	Learn how to create real-world business databases using Microsoft Access 2003. Master the secrets of making the computer--not people--do all the work. Create tables, queries, forms, reports, and macros for managing contacts, products, orders, invoices, an

SUBJECT	CATALOG	CLASS NAME	COURSE DESCRIPTION
CEC	7296	Microsoft Access 2003, Introduction	In this six-week online workshop, you'll learn how to create tables, relationships, custom data entry forms, queries, reports, mailing labels, and macros. You'll also learn how to merge the data in your Access tables with Microsoft form letters.
ITSW	1055	Microsoft Access, Intermediate	Instruction in data validation, data manipulation, browsing through records, records selection and query, indexing, and sorting. A continuation of Introduction to Access, students learn how to create relational databases, work with related tables, use sub
ITSW	1053	Microsoft Access, Introduction	Prerequisites: Microsoft Windows, Introduction. Instruction in program parameters, data dictionary, optional field characteristics, calculation, constant default values, designing of data entry forms, database organization, and report generation. Using Ac
CEC	7330	Microsoft Excel 2003, Intermediate	Learn how to work faster and more productively by using many of Excel 2003's powerful features, such as the PivotTable, Solver, and AutoFilter. Build worksheets with decision-making capabilities, and learn to use advanced graphing techniques.
CEC	7406	Microsoft Excel for Seniors, Introduction	This course introduces the concept of spreadsheets by presenting the basic techniques for using Excel for Windows. Opening the Excel program and creating simple spreadsheets will be covered. No Textbook required.
ITSW	1091	Microsoft Excel in One Day	The student will learn terminology, formatting features, mathematical functions, charting and printing of spreadsheets. Gain skills to build, save, retrieve, format, chart and print worksheets. Requires knowledge of Windows XP.
ITSW	1046	Microsoft Excel, Intermediate	Prerequisites: Introduction to Windows, Introduction to Excel. Instruction in moving and copying, cell contents; sorting mathematical, statistical, and financial functions; date and time arithmetic; report generation; and built-in graphics support. Studen
ITSW	1022	Microsoft Excel, Introduction	Prerequisite: Introduction to Windows. Instruction in terminology, machine use, program parameters, display characteristics, formatting features, mathematical functions, and printing. Students will create, modify, print, and format worksheets, work with b
CEC	7299	Microsoft Outlook 2003, Introduction	Harness the communication and information management power of Microsoft Office Outlook 2003. Take advantage of its redesigned interface and new features to become more organized and productive than ever before.
CEC	7362	Microsoft Power Point 2003, Introduction	Learn how to use Microsoft PowerPoint 2003 to create impressive slide presentations formatted with filled with formatted text, images, video, audio, animation, charts, and links to the Web. You'll also learn how to save your presentations in HTML so they
CEC	7262	Microsoft PowerPoint 2003, Introduction	Learn how to use Microsoft PowerPoint 2003 to create impressive slide presentations formatted with text, images, video, audio, animation, charts, and links to the Web. You'll also learn how to save your presentations in HTML so they can be shared with oth
ITSW	1037	Microsoft PowerPoint, Introduction	Prerequisites: Microsoft Windows, Introduction. In this course, students will create, edit, format and print PowerPoint presentations. Students will work with proofing tools and objects, use Word Art and clip art, and build and play slide shows. Textbook
CEC	7298	Microsoft Project 2003, Introduction	You'll gain an understanding of basic graphic design principles as you set up columns and tables within your documents; insert, reposition, edit and resize graphic images; draw lines; surround your text or graphics with borders; achieve dramatic effects
CEC	7424	Microsoft Publisher 2003, Introduction	Learn how Microsoft's comprehensive, yet easy-to-use, desktop publishing package can help you create and publish a wide variety of stunning documents. This hands on, project oriented course will give you valuable experience in designing, developing, and p
CEC	7371	Microsoft Visio 2003, Introductin	Learning to create professional-looking diagrams in Microsoft Visio 2003 will take your skills set to the next level. Follow along as a seasoned industry professional leads you through easy-to-follow projects and exercises to design diagrams based on indu
CEC	7185	Microsoft Windows for Seniors, Introduction	In this twelve-hour introductory course, students will explore the industrial standard version of Windows. The basics covered in this class include common elements throughout all Windows programs. You will learn how to manipulate elements in Windows by us
ITMT	1040	Microsoft Windows Server 2003 Environment, Managing	This course covers managing accounts and resources, maintaining server resources, monitoring server performance, and safeguarding data in a Microsoft Windows Server 2003 environment.
ITMT	1050	Microsoft Windows Server 2003 Network, Implementing	This course covers installation and management of a Microsoft Windows Server Network Infrastructure on stand alone computers and on client computers that are part of a work group or domain.
ITMT	1055	Microsoft Windows Server 2003 Network, Planning	This course covers planning and maintaining a Windows Server 2003 Network Infrastructure.
ITMT	1000	Microsoft Windows XP Professional, Implementing	This course addresses the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows XP Professional in a variety of stand alone and network operating system environments.

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ITSC	1006	Microsoft Windows, Fundamentos De Computeadoras	Estudio de la arquitectura de microcomputadoras. Incluye eliminación y creación de archivos, manipulación y entrada de datos, ejecución automática de programas, configuración, y comandos de instrucción para directorios. Los estudiantes aprenderán a rec
ITSC	1006	Microsoft Windows, Introduction	A study of microprocessor architecture, file creation / deletion, data entry and manipulation, automatic file execution, configuration, and directory commands. Students will learn to recognize differences among microprocessor types; create, copy, and dele
CEC	7295	Microsoft Word 2003, Advanced	Make Word 2003 work for you! Learn how to build time-saving macros, customize your toolbars, create shortcut keys, crank out form letters and mailing labels, perform queries, and much more.
CEC	7294	Microsoft Word 2003, Intermediate	You'll gain an understanding of basic graphic design principles as you set up columns and tables within your documents; insert, reposition, edit and resize graphic images; draw lines; surround your text or graphics with borders; achieve dramatic effects
CEC	7281	Microsoft Word 2003, Introduction	Learn how to create and modify documents in Word 2003, the most popular word-processing program available.
POFI	1042	Microsoft Word, Intermediate	Prerequisite: Introduction to Word. A study of production techniques including search and replace functions, headers and footers, spelling checker, mail merge, file functions, and printer setup. This course covers intermediate Word concepts and skills. Yo
POFI	1024	Microsoft Word, Introduction	Prerequisites: Introduction to Computers and Windows. Instruction in terminology, computer operation, editing functions, formatting, and special text options. You will create, save, print and edit documents, move and copy text, and use automatic text feat
ABDR	1055	Minor Metal Repair	Sheet metal alignment principles using mechanical and hydraulic equipment. Emphasis on attachment devices used to straighten and align exterior body panels.
CEC	7628	Network + Certification Preparation	Prepare to take and pass the Network+ Exam and begin a career as a network tech.
CEC	7630	Networking I, Introduction	Computer networking fundamentals, including software and hardware, understanding how and why networks work, DSL connectivity and configuring connections to an Internet Service Provider. For pre-registration and course information, visit www.ed2go.com/hccs
CEC	1420	Nurse Entrance Test (NET) Preparation and Review	This course provides prospective nursing students a basic review of reading comprehension, written expression and mathematics skills. The class is for for the Nurse Entrance Test (NET) preparation only and is not offered as remediation.
CEC	7268	Oracle, Introduction	Learn how to use the Oracle database management system to plan, organize, and manage your data. This course will introduce you to the Structured Query Language (SQL), Oracle's SQL*Plus, and other valuable tools used to develop, manage, and reference an Or
CEC	7619	Paralegal Certificate Program I	This course will provide you with the skills and knowledge you will need to perform the basic duties of a paralegal. You will have a solid understanding of what activities a paralegal must perform and how to perform them.
CEC	7618	Paralegal Certificate Program II	The purpose of this training is to help students learn Law Office Administration, Advocacy, and Job Hunting Techniques
CEC	7606	Paralegal Certificate Program III	This course provides an overview of how evidence is gathered and used in a civil case.
CEC	9805	PC Security, Introduction	This course will help you become familiar and help you understand and explore the many vulnerabilities of operating systems, software, and networks.
DFTG	1091	PDMS Basic Structural Design	By completion of this users should be able to create and edit 3d structural model elements. They should also be able to maintain corporate hierarchy and naming standards.
DFTG	1091	PDMS Piping & Equipment Design	Students will learn to create and edit 3D equipment model elements, piping systems and piping components. They will learn how to maintain corporate hierarchy naming standards and be introduced to the design module.
BMGT	1091	PeopleSoft Applications, Introduction to Human Resources	A hands-on review of the major areas of human resources as illustrated through using PeopleSoft enterprise resource software applications.
BMGT	2031	PeopleSoft Applications, Total Quality Management	A hands-on look at some of the major areas of reporting in enterprise resource software applications as illustrated through using PeopleSoft. Focus is on Queries.
AGCR	1002	Pest Control Basics - Exam Preparation	Introduction to the basics of Pest Control business. Topics include pest recognition, reading pesticide labels, federal laws regulating structural pest control, and pesticide safety.

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PLAB	1023	Phlebotomy	This course covers skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture,
PLAB	1091	Phlebotomy Exam Review	This course is designed to prepare a phlebotomist/student graduate for success in on a national certification exam in phlebotomy.
PLAB	1091	Phlebotomy for the Healthcare Professional	This course is designed for phlebotomy students and phlebotomists currently working in the field who wish to take a national certification exam. The course goal is to review all phlebotomy concepts that are found on the major phlebotomy national exams
PLAB	1060	Phlebotomy Practicum	This course involves practical general and experiences in the workplace. The college and the employer develop and document an individual plan for the student. The plan relates phlebotomist workplace training and experiences to the student's general
PLAB	2000	Phlebotomy Update I	This course will meet CEU requirements for recertification in phlebotomy. Topics include: ergonomic and fire safety, infection control, customer service, skin puncture, and blood cultures.
CEC	7310	Photographing People with Your Digital Camera	Photographing people can be fun, exciting - and complicated! This course will make taking beautiful pictures simple. Don't be nervous if you're new to digital photography, because we'll start with the basic principles you need to know in order to become
PHTC	1011	Photography Fundamentals	An introduction to film exposure and development, basic enlarging, composition, darkroom technique, flash usage, and use of exposure meters and filters.
CEC	7161	Photoshop Basics	Learn the basics to enhance and change digital images using PhotoShop!
CEC	7270	Photoshop CS2 for the Digital Photographer	Adobe Photoshop CS2 is a high-end software solution that provides support and specialized editing tools for digital photographers and graphic artists. Filled with practical, hands-on examples, this course will show you how to apply the professional tools
CEC	7329	Photoshop CS2, Introduction	If you want to work with graphics, Photoshop is the program you will most need to learn. This hands on, project-oriented course is filled with detailed step-by-step instructions you'll have no trouble following as you learn how to edit photos, create basi
CEC	9813	PHP and MySQL, Introduction	This course will help you become familiar with the basics on how to build dynamic, data-driven Web sites using two of the most popular open source technologies available: PHP and MySQL. In this results-oriented, hands-on class, you'll master essential pro
MSSG	1003	Physiology	This course is the study of the normal vital processes of the human body, including the detailed functions of the cells, tissues, heart, brain, spinal cord and nerves, coordination through the circulatory, digestive, respiratory, nervous, endocrine, excre
CNBT	1091	Plan Reading	Learn to read site plans, floor plans, sections, elevations and details. You get a complete set of working plans to use in class. Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the techn
RELE	2006	Plumbing Systems	This course is designed to familiarize individuals with TREC policies and responsibilities for plumbing inspections. Individuals will be introduced to standards inspections forms, plumbing reports, inspection procedures, plumbing identifications, plumbing
CEC	7308	PMP Certification Prep I	Learn how to prepare for the Project Management Institute's prestigious PMP certification exam. Master the first six chapters of A Guide to the Project Management Body of Knowledge (PMBOK Guide), 3rd edition—the most essential resource for the PMP certifi
MSSG	1091	Prenatal Massage: Safe Therapeutic Presence	This Continuing Education course for Registered Massage Therapists provides 7 hours of instruction in the study of massage therapy for a pregnant woman. Course includes fundamental anatomy of pregnancy, discerning the difference between low and high risk
RELE	1001	Principles of Real Estate I	An overview of licensing as a real estate broker and sales person, ethics of practice, titles to and conveyancing of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts,
RELE	1038	Principles of Real Estate II	A continued overview of real estate licensing, ethics of practice, titles to and conveyance of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions, between personal and real property, contracts, appraisal, finan
BMGT	1091	Professional Project Management	

SUBJECT	CATALOG	CLASS NAME	COURSE DESCRIPTION
CEC	7640	Project Management	This online course provides a review of the critical path methods for planning and controlling projects including time/cost tradeoffs, resource utilization, and stochastic considerations. Managerial considerations include project costing, organizational d
CEC	7538	Project Management Applications	You'll become proficient at recruiting project team members and empowering them to succeed. You'll understand the stages of team development, and you'll gain skills in developing and motivating team leaders. You'll learn how to understand and relate to an
CEC	7336	Project Management Fundamentals	There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunatel
RELE	1015	Property Management	This course is for Individuals who are acquiring a Property Management Certificate or Commercial Real Estate Certificate, or who want to better understand the basics of the real estate profession. A study of the role of the property manager, landlord pol
RELE	2088	Property Management Internship	A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts in the property management industry.
EPCT	1092	Pump and Motor Operation and Maintenance	Learn about scheduling and planning maintenance work, how to maintain a budget and how to use cost control methods effectively. You will be trained on the installation of pumps and the types, uses and maintenance of pumps. The types, uses and maintenanc
CEC	7277	Purchasing Fundamentals	Improve your company's bottom line profitability by mastering the fundamentals of purchasing. Become an indispensable member of your organization by learning key strategic concepts such as supplier partnerships, capital budgeting and green buying. Enhance
CEC	9657	QuickBooks 2005, Introduction	Learn how QuickBooks makes it easy to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates and generate reports.
ACNT	1010	QuickBooks, Introduction	This is an introductory QuickBooks class that covers beginner-level aspects of this popular accounting program.
CEC	7588	QuickBooks, Introduction	In this course students will learn how this computer application program can be used to to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track company payables, inventory, and receivables
CEC	7587	QuickBooks: Performing Payroll	This course details all the steps needed for proper set-up in QuickBooks from accessing information on the Internal Revenue Service web site to creating a new employee, tracking time and job cost data and generating required forms and reports, including t
RELE	1003	Real Estate Appraisal	A study of the central purposes and functions of an appraisal, social and economic determinant of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting.
RELE	1035	Real Estate Construction	A study of the basic principles of design and construction of real estate properties.
RELE	1020	Real Estate Finance	An overview of the U.S. monetary system, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative instruments, laws affecting mortgage lending, and
RELE	2005	Real Estate Inspections	A study of the different types of building systems and materials used in the design and construction of real property. Covers residential construction and commercial building systems and materials. Includes different structural building systems with emp
RELE	1007	Real Estate Investment	This online course covers financing, evaluation, and management of real estate investment. Emphasis on real estate investment characteristics, techniques of investment analysis, time-valued money, discounted investment criteria, leverage, and application
RELE	1091	Real Estate Landlord - Tenant Law	ThiThis course reviews the basics of real estate law and is part of the Property Management Certificate.
CEC	7364	Real Estate Law	If you've ever bought or sold a home, you know that having an understanding of real estate law is essential. This course will give you a complete overview of real estate law, from buying and selling, to mortgages, easements, and foreclosure. We'll go over
RELE	1091	Real Estate Leadership	This course is for Individuals who are acquiring a Property Management Certificate or Commercial Real Estate Certificate, or who want to better understand the basics of the real estate profession in regards to the law. In this course students will learn
RELE	1091	Real Estate M.C.E. Update	This seminar will satisfy your two-year mandatory continuing education requirements.

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RELE	1022	Real Estate Marketing	This course introduces the student to the concepts of Real Estate Marketing, including professionalism, ethics, sales techniques, and marketing concepts.
RELE	1025	Real Estate Math	Mathematical logic and basic arithmetic skills including percentages, interest, time-valued money, depreciation, amortization, proration, and estimation of closing statement.
RELE	1091	Recertification and Ethics	This course is designed to assist real estate practitioners to face and resolve problems with personal values added principles, formulate a personal code of ethics, become aware of laws and regulations that govern responses to ethical dilemmas and develop
RELE	2003	Recertification and Ethics	This sixteen-hour seminar will satisfy your educational requirements according to the Texas Real Estate Commission. The seminar will focus the following topics: ethics, legal updates, review techniques, marketing procedures, and current trends. Textboo
ABDR	2049	Refinishing I, Advanced	Skill development in multi-stage refinishing including base coat/clear techniques. Further development I identification of problems and solutions in color matching and partial panel refinishing.
ABDR	1031	Refinishing, Basic	An introduction to terms, trade practices, hand tools, power tools, current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Painting of trim and replacement parts included. Emphasis on surface preparation. Int
ABDR	1058	Refinishing, Intermediate	Mixing and spraying of automotive topcoats. Emphasis on formula ingredient, reducing, thinning, and special spraying techniques. Introduction to partial panel refinishing techniques and current industry paint removal techniques.
CNBT	1091	Remodeling	This course focuses on construction changes to existing homes. Lectures include and explanation of all parties likely to be involved in the various kinds of remodeling and their proper function. Classes cover foundations, framing, all exterior and inter
HART	2038	Residential AC Installation and Startup Bilingual	Bilingual students will study residential air conditioning installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.
ELPT	1029	Residential Wiring, Bilingual	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
CEC	7313	Resume Writing Workshop	Create an effective resume, or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. This workshop will lead you through a self-assessment series so you will have extensive knowledge about the product y
RELE	1036	Roof Systems	This course is designed to acquaint residential inspectors with building codes governing the design and construction of roof systems.
ACNT	1092	SAP FICO Financial Training	Hands on computer class utilizing SAP technology to demonstrate Enterprise System concepts as they relate to financial processes. Implementation of a large scale enterprise system will be covered from a consultant perspective. The methodology covers the
ITSE	1091	SAP Logistics with Materials Man & Pro Planning	The SAP Training will teach the student how to implement large scale Enterprise Systems, concentrating on Logistics, Materials Management, Production Planning. The methodology covers initial project inception thru data conversions, Materials Management,
ITSE	1091	SAP Production Planning Training	Hands on computer class utilizing SAP technology to demonstrate Enterprise System concepts as they relate to production planning process. Implementation of a large scale enterprise system will be covered from a consultant perspective. The methodology
CEC	1257	SCORE - Business Plans	The student will participate in discussion and listen to presentations on what a business plan is and why it is needed. "Blueprints" of successful business plans will be shared with the students. Discussion and participation in operations plans as well as
CEC	1258	SCORE - Managing Cash Flow and Record Keeping	The student will understand the cash management and record keeping aspects of a business through discussion of when you are out of cash, you are out of business. Discussion will center around 5 basic budgets and 3 financial statements. The importance of c
CEC	1255	SCORE - Marketing	The student will understand the marketing aspects of a business by discussing the ways to create the desire to buy, and 4 key points to marketing, 4 ways to increase sales. Discussion on ways to convert products and/or services into cash will encourage st

SUBJECT	CATALOG	CLASS NAME	COURSE DESCRIPTION
CEC	9801	SCORE - Three Workshops	This series of three workshops will supply the student with the details to create a business plan, market a business, and understand the importance of cash management and record keeping for any small business. Workshop leaders are business professionals
CEC	7230	Secrets of Better Photography	Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You'll learn the basic technology that all cameras use, and you'll receive helpful information on exposure and lighting. You'
CEC	9663	Secrets of the Caterer	Catering is a business that has become very popular, especially for those who love to cook and plan parties. From weddings, to showers, to business parties, catering is a home-based business that gives the caterer an exciting and creative career. In this
ITSY	2001	Security+ Certification	This course provides an introduction to basic computer and network security skills, including the development of a comprehensive approach to information security that embraces both the human and technical dimension of the issue.
MSSG	1091	Spa Series: Facials-Hot Stones	Students will learn the basic history, knowledge, techniques specific to hot and cold stones, and proper hygiene to add stone therapy into their respective practices. The students will learn steps necessary to perform a cleansing facial to prepare the ski
MSSG	1091	Spa Series: Hand & Foot Facials	The students will learn steps for performing forearm and hand treatments for their clients including procedures of cleansing, exfoliating, masking and moisturizing, and massage. They will become familiar with reflexology points of the hand. They will le
FRNL	1091	Spanish Communication for Industrial Contractors	Basic Spanish class tailored to meet the needs of contractors who conduct business in a diverse construction market. Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occu
FRNL	1091	Spanish for Construction Supervisors	This course covers selected Spanish vocabulary, pronunciation, and basic structures. This program is for non-Spanish speaking persons who need to use Spanish commands and phrases that will enable them to assist Spanish speaking persons in the workplace.
FRNL	1091	Spanish I	This course introduces the non-native speaker to Spanish, focusing on pronunciation, building vocabulary, and teaching basic skills in speaking, listening and everyday situations. Textbook required.
FRNL	1091	Spanish II	Prerequisite: Spanish I or equivalent. Focuses on improving pronunciation, building vocabulary, and developing skills in speaking, listening, and everyday situation. Textbook required.
FRNL	1091	Spanish III	Prerequisite: Spanish I and II or equivalent. More practice in understanding and expressing personal concerns in Spanish for the advanced student. Stress is on further improvement of pronunciation and development of greater fluency in handling vocabulary
CEC	3053	Speed Spanish I	This course is designed for anyone who wants to learn Spanish pronto. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish.
CEC	7309	Speed Spanish III	Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series. In this advanced-level course, you'll learn the final six recipes that will serve as templates to help you c
MSSG	1091	Sports Massage II, Clinical	Review of techniques for sports injuries/injury prevention for professional and amateur athletes; review of skills and tools to work with restorative massage, rehabilitation, injury prevention and working a sports event. Skills include basic sports massa
CEC	7263	SQL, Introduction	Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language. You'll learn the basic structure of relational databases, how to read and write simple and complex S
RELE	1091	Standard of Practice: Legal/Ethics	This course is designed to acquaint individuals with TREC rules and guidelines necessary to operate as a Real Estate Inspector. Emphasis be placed on personal code of ethics and law and regulations that govern responses to ethical dilemmas.
RELE	1091	Standard Report Forms: Report Writing	This course is designed to acquaint individuals with TREC reports and forms used by inspectors. Also, techniques in the use of technical writing to complete reports and forms.
CBFM	1003	Stationary Engineering - 3rd Grade License Review	An introduction to boiler maintenance procedures with emphasis on the various components associated with boilers.
CEC	7602	Supervision and Management I, Fundamentals	You will learn how to make a successful transition from employee to manager and you'll learn how to manage your time so that you can deal the constant demands of a managerial job. You will learn the skills required to delegate responsibility and moti

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CEC	7375	Survival Kit for New Teachers	Are you a new teacher who feels anxious about entering your first classroom? Whether you're already teaching, a newly credentialed graduate, or a substitute looking to transition to full-time, this course will provide you with all the time-tested tools, t
ABDR	1027	Suspension Systems	Basics of standard and heavy duty steering and suspension systems including fundamentals, related tools and equipment, basic services, and individual system components. Emphasis on diagnostics and minor and major services on chassis, front suspension, and
MSSG	1011	Swedish Massage	This course provides instruction in the theory and skills necessary to perform massage therapy to meet the State Department of Health requirements for Massage Therapist Certification. Students will be able to discuss the components of massage therapy, an
CEC	9652	Technical Writing Fundamentals	This course will teach you the skills you need to succeed as a technical writer. You will learn how to translate complex information into easily understood language, and how to become a wizard at marrying the art of publishing with the science of technolo
BMGT	1091	Telephone Techniques	Participant will efficiently raise their awareness about the image they are projecting over the telephone through their words and tone of voice. They will explore ways to develop an appropriate telephone personality and convey information clearly, tactful
CEC	7652	THEA - Math	This course will be an overview of fundamental mathematics, algebra, geometry and basic problem solving to help prepare for the math portion of the THEA test.
CEC	7653	THEA - Reading and Writing	The reading portion of this course will provide reading skill descriptions: determine the meaning of words and phrases, understand the main idea and supporting details, identify a writer's purpose, analyze the relationship among ideas in written material,
CEC	7341	Travel Writing	In this course you'll learn how to develop the skills of a travel writer. You'll learn how to translate what is seen, heard, tasted, touched, smelled and felt (intuitively and physically) into publishable articles and books. You'll understand the writing
CEC	7211	Understanding the Human Resource Function	This course is designed to help people without experience in human resources to understand this very vital link in the organizational chain. It prepares both managers and business owners to handle basic human resource functions in a way that will ens
CEC	1331	Upholstery, Advanced	This course is designed to acquaint Students with advance techniques in Upholstery. Students will demonstrate upholstery techniques in: tight spring seat, tie coil spring, detached cushion, Overstuffed seat, skirts, tufting, channels and various types of
CEC	1329	Upholstery, Fundamentals	This course is designed to acquaint Students with the basic techniques used in upholstery. Students will be introduced to upholstery fabrics, tools, materials, furniture construction and material estimating techniques.
ABDR	1015	Vehicle Interior Trim	An overview of glass removal and replacement and interior and exterior and trim removal and replacement. Special emphasis on non-padded vinyl tops.
ABDR	1011	Vehicle Measurement and Damage Repair and Procedures	Introduction to damaged vehicle measurements and alignment systems.
CEC	7264	Visual Basic.NET, Intermediate	Gain in-demand skills writing sophisticated Windows programs that access and modify business databases and implement Structured Query Language. This course will be ideal if you are a Visual Basic .NET programmer and you want to upgrade your programming sk
ITSC	1091	Visual Basic.NET, Intermediate	In this 24 hour course you will learn new formats for working with strings, standard dialog boxes, menus, arrays and structures. Object oriented programming learning continues with inheritance, polymer and encapsulation. A new graphics base class and how
CEC	7289	Visual Basic.NET, Introduction	Visual Basic .NET is the most widely used programming language and development tool for creating Windows applications. The Visual Basic .NET programming language is very easy to learn, and the Visual Basic .NET development environment enables you to rapid
ITSC	1091	Visual Basic.NET, Introduction	This 24 hour course will introduce the new Visual Basic.NET programming environment. This major change will replace VB 6.0. This new graphical application system is now completely object oriented. You will learn programming and coding basics and how to u
EPCT	1092	Wastewater Collection	You will gain knowledge of the system overview of sewage. Learn what is involved in the wastewater operator certification program and the collection system design. Instructors will show you examples of life stations, sewer maintenance and operations, ind

SUBJECT	CATALOG	CLASS NAME	COURSE DESCRIPTION
EPCT	1092	Wastewater Operations, Basic	You will learn the goals of wastewater treatment, the water cycle, sources and pretreatment of domestic wastes and characteristics of wastewater. Let our instructors teach you about the collection system, lift stations, preliminary treatment and flow mea
EPCT	1092	Water Utility Calculations	You will learn the fundamentals of basic arithmetic, the use of formulas and area and volume calculations. Water treatment plant calculations, wastewater treatment plant calculations and construction and maintenance calculations are essential to anyone e
EPCT	1092	Water Utility Safety	Do you know what to do in confined spaces or how to properly don personal protective equipment? Let us show you the proper procedures for excavating and trenching, electrical safety, work site protection and safe vehicle use. You will learn first aid saf
EPCT	1092	Water Works Operations, Basic	This course includes instruction in the production, treatment or distribution of potable water. Learn the origin and characteristics of water, disinfection and storage and distribution system. You will learn the basic safety measures regarding your wate
CEC	9667	Web Design and Media	This is s one year subscription to over eighty self-paced highly interactive online courses. Courses include topics in Dreamweaver, FireWorks, Flash, Free hand, Illustrator, GoLive, InDesign, PageMaker, Net Objects, Painter, Premier, Tool Book, Web Desi
CEC	7601	Web Page Design II	Learn how to create professional-quality web pages using tables, forms, audio, and video from a top web author. Textbook required. For pre-registration, course and orientation information visit: www.ed2go.com/hccs or call us at 713-718-5149.
BUSG	1091	What Business Should I Start?	This course covers the seven steps involved in assisting the potential entrepreneurs discover the type of business to start. Each learner will go through the seven basic steps that explore the entrepreneurial type and help them to decipher the best busin
CEC	7370	Windows Vista Introduction	Windows Vista is a radical departure from the Windows of yesteryear. Whether you're a beginner or an experienced Windows user, you won't want to miss out on everything this powerful new version has to offer. In this course, specifically designed for begin
CEC	7216	Wine Appreciation for Beginners	Master the secrets of wine appreciation and never be intimidated by a wine steward again. In this practical and highly interactive course, an industry veteran will show you how to order wine, taste it properly, and how to choose the single variety that wi
CEC	1327	Women's Tailoring, Basic	An introduction to tailoring women's apparel including instruction in pattern alterations; assembling women's jackets, skirts, pants fitting and alteration procedures. Fundamentals of sewing machine operations, fabric preparation and cutting, machine and
CEC	1328	Women's Tailoring, Intermediate	A continuation of Basic Women's Tailoring with emphasis on intermediate level machine and hand sewing techniques and pressing proficiencies. Instruction on the intermediate level in fabric preparation and cutting; pattern design and fitting alterations; a
CEC	7267	Wow, What a Great Event!	Gain in-demand skills writing sophisticated Windows programs that access and modify business databases and implement Structured Query Language. This course will be ideal if you are a Visual Basic .NET programmer and you want to upgrade your programming sk
CEC	7257	Writeriffic 1: Creativity Training for Writers	Banish writer's block forever with these tricks from the published writer's toolbox. Writeriffic liberates the inventive bolts of genius that are inside everyone. If you've ever dreamed of hearing your writer's voice, this class will make it happen.
CEC	7253	Writer's Workshop, Beginning	If you've dreamed of writing creatively, this course is a great place to start. Get a taste of the writing life, improve your writing skills, and discover new ways to stretch your creative muscles. This isn't school as you know it. It's an in-depth writin
MRKG	1091	Writing a Marketing Plan	This course will teach how to create a Marketing Plan that will attract and keep customers. Choosing best methods and learning ways to implement the plan will be covered.
CEC	7315	Writing for Children	In this highly interactive, hands-on course, you'll take pen to paper and begin work on your very first fiction or nonfiction manuscript. In the process, you'll explore the changing world of children's literature and understand the various formats--from b
CEC	7353	Writing for ESL	Would you like to learn how to write more effectively? Many ESL learners have excellent training and skills in their native languages but find academic or career progress slowed by the challenges of writing in English. This course will take you thro
MSSG	1091	Yoga for Massage Therapists, Introduction	This Continuing Education course for Massage Therapists provides 7 hours of instruction in the study of Yoga. It includes information on yoga theory and philosophy as well as basic poses (asanas), breath control (pranayama), and meditation.

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CEC	7261	Your Screenwriting Career	Learn how to write and sell professional-quality screenplays from a Hollywood veteran. Master the secrets to selecting a genre, building strong characters, writing memorable dialogue, and developing powerful storylines. Avoid common formatting mistakes th