

# Continuing Education- Fall 2016

# Navigate Your Success!



**Look Inside:**  
Logistics  
Workforce Training  
Professional Development  
Leisure Learning



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*We Know Money  
Doesn't Grow on Trees.*



*Make College Easier to Pay For  
with a Tuition Payment Plan.*

### Tuition Payment Plans

The easiest way to pay for college.

Requires a 50% of tuition Deposit.

#### Choose Your Payment Method

- Automatic bank payment (ACH)
- Credit or debit card



#### Know Your Fees

\$25 enrollment fee per semester

\$30 returned payment fee if your payment is returned

#### How to Enroll

- Go to [www.gc.edu](http://www.gc.edu)
- Log in to Whitecaps Portal
- Click FACTS Payment Plan

Enter User ID and Password and Select Term

Click Calculate Tuition and Sign Up for A Payment Plan

#### Fall 2016 Target Dates to Enroll By

Q1 Classes. May Enroll from 8/1/16- 9/25/16

Last day to enroll online	Required down payment	Number of payments	Months of payments
Sept 25th	50%	2	Oct & Nov
October 25	50%	1	Nov

Note: All down payments are processed immediately!

Certificates of completions and certifying exams will not be administered until final payment has been received.

Students who enroll during early registration must make a payment or they will be dropped for Non-Payment

For additional help, please call  
Nelnet Business Solutions at 800.609.8056.

**Average Hourly Wage**

\$44.36

**Time to completion**

8-16 weeks

**Market Growth**

+44.36%

**Cost**

Approx \$1250

**Contact**

CE@GC.edu

409-944-1344



## MSSC-Logistics

### Be in Top Demand!

This two step certification process is designed to help prepare you for a career in logistics. With the recent expansion of the Panama Canal, our area is in dire need of logisticians.

#### Certified Logistics Associates (CLA)

The course will enable you to test for the MSSC certification of CLA. Topics include understanding the life cycle of global chain logistics, the logistics environment and familiarization with different material handling equipment, introduction to safety principles and safe equipment handling, quality control principals, workplace communications, teamwork and problem solving.

#### Certified Logistics Technician (CLT)

Students who have successfully completed the first level CLA course are eligible for this course. The focus is on product receiving, storage order processing, packaging and shipment, inventory control, evaluation of transportation modes and dispatch and tracking.

The Manufacturing Skills Standards Council (MSSC) is the nations's leading industry-led training, assessment and certification organization.

Classes meet twice weekly for lectures. Cost includes one attempt at the MSSC exam and online study materials.

### CLA

**LMGT 2002.1305**

**M W 9/12-9/28**

**Rm: FA-211 5:30-7:30pm**

**Inst. Flanagan Cost \$599**

### CLT

**LMGT 2002.1306**

**M W 10/17-11/2**

**Rm: FA-211 5:30-7:30pm**

**Inst. Flanagan Cost \$599**





**Average Hourly Wage**

\$12.17



**Time to completion**

10 weeks



**Market Growth**

+30%



**Cost**

\$899



**Contact**

jhembd@GC.edu

409-944-1344



## Nurse Aide - Medication Aide

### Move your Career Forward!

#### Certified Nurse Aide (CNA)

Become a Certified Nurse Aide (CNA) in a long-term care facility. Learn the key components needed to meet the state requirements for certification. Course topics include residents' rights, communication, safety observation, reporting, and basic comfort and care. Emphasis is placed upon effective interaction with the health care teams. Included in the course is AHA certification in Healthcare providers CPR as part of the course. Students must enroll concurrently in both NURA 1001 (classroom 60 hrs) and NURA 2005 (clinical 40 hrs) to complete the program and be eligible for examination. Clinical hours are scheduled at various times by the instructor, and may include day, evening, and/or weekend times. **Healthcare program requirements must be met prior to clinical.** Students must wear burgundy scrubs and white shoes to clinical. The student is responsible for transportation to and from the clinical sites. Textbook is included with tuition. Scrubs are available for purchase along with stethoscope and watch with a second hand in the bookstore. Students are responsible for scheduling certification testing and paying testing fees online, this is separate from tuition. Must enroll for both courses listed to the right.

#### Certified Medication Aide (CMA)

Have you been looking for ways to advance as a Certified Nursing Assistant? This course prepares CNAs to provide direct resident care through the administration of routine medications in long-term care, skilled nursing facilities, correctional institutions, MHMR facilities, or in personal care homes. This course provides comprehensive and in-depth training for safely administering medications. Students will cover the four basic components of pharmacology (absorption, distribution, metabolism, and excretion of drugs) in all body systems. Students desiring the Medication Administration Certification must be certified as a nursing assistant. Students are responsible for scheduling certification testing and paying testing fees online. This is separate from tuition. Clinicals are on Saturday.

### Nurse Aide

<b>NURA 1001.1964</b>	<b>Lecture</b>
<b>NURA 2005.1904</b>	<b>Clinical</b>
<b>TR</b>	<b>8/30-11/3</b>
<b>Rm: R-259</b>	<b>6-9pm</b>
<b>Inst. O'Neil</b>	<b>Cost \$899</b>

### Medication Aide

<b>NURA 1013.1904</b>	
<b>TR</b>	<b>8/30-12/8</b>
<b>(some Saturdays)</b>	
<b>Rm: R-250</b>	<b>5-9pm</b>
<b>Inst. Hembd</b>	<b>Cost \$899</b>



**Average Hourly Wage**  
\$15.25



**Time to completion**  
10 weeks



**Market Growth**  
+33.20%



**Cost**  
\$899



**Contact**  
rsegura@GC.edu  
409-944-1344



## Phlebotomy - EKG Tech

### Stick your Success!

#### Certified Phlebotomy Technician (CPT) (60 hrs)

Get started as an entry level phlebotomist, and obtain your certification from the National Healthcare Association (NHA). Learn the skills used in the performance of a variety of blood collection methods. Learn to use proper techniques and safety precautions, as well as an understanding of professionalism, ethics, and medical terminology related to obtaining specimens from adults, children and infants. **Healthcare program requirements must be met prior to clinical.** Clinical hours are scheduled at various times by the instructor, and may include day, evening, and/or weekends. Textbook and study guide are included in the tuition. Burgundy scrubs, a lab coat, and student patch are available for purchase in the bookstore, which must be worn during clinicals. Students are responsible for scheduling certification testing and the course includes one attempt at the certification exam, (this exam will be scheduled by the instructor and is non-refundable and non-transferable) Students must enroll in both courses.

#### Certified EKG Technician (CET) (64 hrs)

Learn the heart's anatomy, function, how it produces electricity, and how one records this electricity with the EKG and telemetry monitor. Course also covers the EKG changes of commonly seen diseases, especially coronary artery disease and the important heart rhythm disturbances. This course prepares students to take the NHA certification exam to be EKG and/or telemetry monitor technicians and introduces them to skills necessary for employment in exercise laboratories. Textbook and study guide are included in the tuition. **Students must have a valid BHS-CPR card prior to enrolling in the course.** The course includes one attempt at the certification exam, (this exam will be scheduled by the instructor and is non-refundable and non-transferable).

### Phlebotomy

PLAB 1023.1965 Lecture  
 PLAB 1060.4866 Clinical  
 MW 9/7-12/14  
 Rm: R-259 5:30-9:30pm  
 Inst. Segura Cost \$899

### EKG

ECRD 1011.1963  
 TR 9/6-11/1  
 Rm: N-240 5:30-9:30pm  
 Inst. Dr. Ware Cost \$899

# Medical Updates

## Rejoin the Workforce!

**RN Refresher:** Our RN refresher course focuses on those who wish to rejoin the workforce. The course is designed to meet the educational needs of nurses who have been out of nursing for 4+ years and desire to return to the workplace. This course meets the Texas Board of Nursing (BON) requirement for licensure reactivation. This hybrid program delivers skills testing classes in a biweekly format, and clinical practicum with a preceptor at UTMB. The classroom component is a hybrid format and will be comprised of both online and in class skills and assessment.

**Health Unit Coordinator:** Learn to perform the tasks and responsibilities of a health unit coordinator in support of medical staff, nursing personnel, hospital departments, as well as to assist patients and visitors. The program includes interactive lectures, labs and exercises designed to review medical terminology, methods of effective communication and progressive management techniques. Students will perform multiple exercises in the complexities of transcribing physician's orders, patient chart documentation, HIPAA regulations, dietary orders, vital signs documentation, and ordering of diagnostic and therapeutic testing.

(Textbooks and study guide must be purchased separately).

## Medical Coding and Billing Specialist

This certificate is designed to prepare students to work in the medical billing departments in a variety of health care settings including hospitals, medical clinics, and doctors' office. Students will learn proper and accurate diagnostic coding and procedures used by today's health care agencies. Billing Specialists are responsible for collecting, posting, managing account payments, submitting claims and following up with insurance companies. Students can complete the certificate in two or three semesters. High School Diploma or GED required. Textbooks are required. Students must enroll in the following courses as a block.

### Medical Terminology 1 (Hybrid) \$363 (in district)

**HITT 1005.2900** 8/29-12/15 T 5:30-6:50pm Rm: AT-300 Inst. Swartz

Study of word origin & structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, 197 surgical procedures, medical specialties and diagnostic procedures.

### Legal/Ethic Aspect Health Info (Hybrid) \$363 (in district)

**HITT 1053.2900** 9/1-12/15 R 7-8:20pm Rm: AT-300 Inst. Swartz

Concepts of privacy, security, confidentiality, ethics, healthcare legislation, and regulations relating to the maintenance and use of health information.

### A&P for Medical Assistants \$338 (in district)

**MDCA 1009.2900** 8/30-12/15 T 7-9:50pm Rm: AT-300 Inst. Swartz

Emphasis on structure and function of human cells, tissues, organs and systems with an overview of common pathophysiology.

## RN Refresher

**RNSG 1006.1100**

**F** 9/2-11/18

**Rm: R-259** 8am-12pm

**Inst. Hembd** Cost \$999

## Health Unit Co.

**HUWC 1003.1907**

**MWF** 9/7-11/4

**Rm: N-235** 5:30-9pm

**Inst. O'Neil** Cost \$899

For the latest information visit  
[www.facebook.com/GalvestonCE](http://www.facebook.com/GalvestonCE)



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# Healthcare Program Requirements

**In order to enroll in continuing education-healthcare courses, the following documentation must be received prior to enrolling in classes or attending a clinical:**

## CNA/ PHLEBOTOMY/EKG

Completed program application (if applicable), Background check ([www.txdps.state.tx.us](http://www.txdps.state.tx.us)), Copy of State ID and SS card, medical release/physical, CPR card, and immunization record. (CPR is included in your CNA course).

## RN REFRESHER

Completed RN Refresher Application, transcripts confirming graduation from RN program, Immunization and Vaccine record, background check through [certifiedbackground.com](http://certifiedbackground.com), BLS/CPR card, State ID, copies of state board of nursing correspondence.

## REQUIRED IMMUNIZATIONS

MMR, Varicella, Hepatitis B, TDAP, Tuberculosis, Flu.



## CPR

**You can Save a Life!**

**Healthcare Providers CPR**

Do you need to get your healthcare providers CPR card? All participants who complete this course and pass the written exam will receive an American Heart Association BLS Healthcare Providers CPR card, which is good for two years.

**\$66**

## CPR

Course	Day	Date	Time	Room
GCME-7000-1943	M	8/22/16	5:30-9:30pm	N-228
GCME-7000-1944	W	8/24/16	5:30-9:30pm	N-228
GCME-7000-1945	F	8/26/16	5:30-9:30pm	N-228
GCME-7000-1946	W	8/31/16	5:30-9:30pm	N-228
GCME-7000-1947	F	9/9/16	5:30-9:30pm	N-228
GCME-7000-1948	W	9/21/16	5:30-9:30pm	N-228
GCME-7000-1949	W	10/5/16	5:30-9:30pm	N-228
GCME-7000-1950	W	10/19/16	5:30-9:30pm	N-228
GCME-7000-1951	W	11/2/16	5:30-9:30pm	N-228
GCME-7000-1952	W	11/16/16	5:30-9:30pm	N-228
GCME-7000-1953	W	11/30/16	5:30-9:30pm	N-228
GCME-7000-1954	W	12/7/16	5:30-9:30pm	N-228

## Electrical



### Average Hourly Wage

\$32.25



### Time to completion

16 weeks



### Market Growth

+30%



### Cost

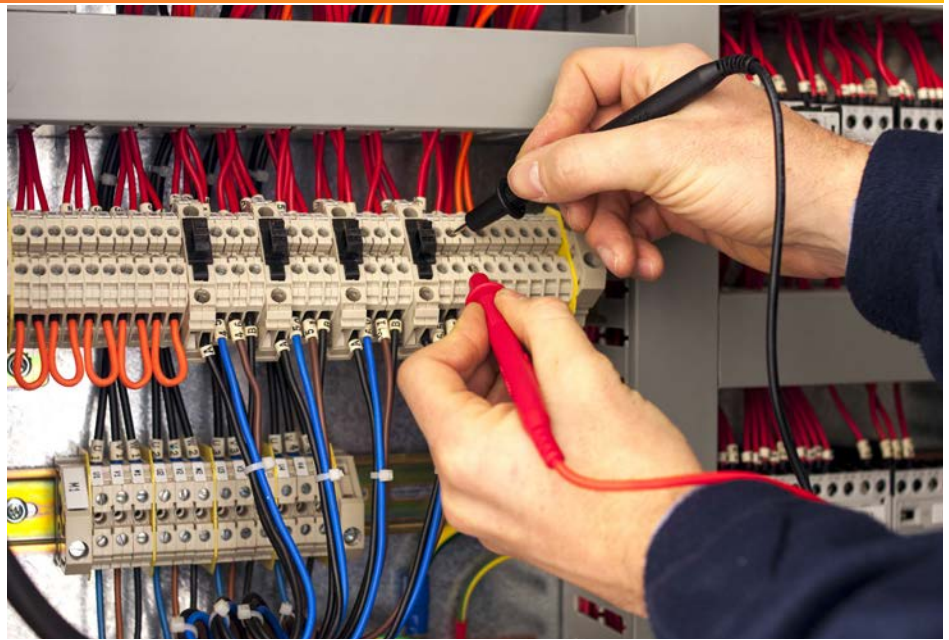
\$1810



### Contact

rshields@GC.edu

409-944-1344



# Electrical - Electronics Technician

## Are you looking to Electrify your Career?

### Start Your Career as an Electrical and Electronics Technician!

As America's population and economy expand, more electrical technicians and electricians will be needed to install and maintain electrical devices, wiring in homes, factories, offices and maintaining PLC's and electronic devices. Learn to install and maintain electrical devices, troubleshoot and repair electrical driven machinery, and test and analyze control circuitry.

#### Electricity Principles \$362 (in district)

CETT 1002.2902

8/29-9/30

M-F

5-9pm

Rm: AT-205

Inst. Shields

Principles of electricity including proper use of test equipment, A/C & D/C circuits, and component theory and operations.

#### Introduction to Electrical Safety and Tools \$362 (in district)

ELPT 1021.2902

10/3-10/18

M-F

5-9pm

Rm: AT-205

Inst. Shields

Safety Rules and Regulations, including the selection, inspection, use and maintenance of common tools for electricians.

#### Basic Electrical Theory \$362 (in district)

ELPT 1011.2902

8/29-9/30

M-F

5-9pm

Rm: AT-205

Inst. Shields

Basic Theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

#### National Electrical Code 1 \$362 (in district)

ELPT 1025.2900

8/29-9/30

M-F

5-9pm

Rm: AT-205

Inst. Shields

Principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operations.

#### Commercial Wiring \$362 (in district)

ELPT 1045.2901

8/29-9/30

M-F

5-9pm

Rm: AT-205

Inst. Shields

Commercial wiring methods, includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.



**Average Hourly Wage**

\$14.60 (helper)

**Time to completion**

16 weeks

**Market Growth**

+29%

**Cost**

Varies

**Contact**

CE@GC.edu

409-944-1344



## Pipefitting

**Galveston College is an Accredited and Approved NCCER Training Facility.**

### Pipefitting Fast Track

This intensive 16 week program is designed to give you the skills needed to go to work in the industry as a pipefitter and begin the NCCER certification process in pipefitting. In this course you will learn the NCCER core, Level 1 and parts of 2,3, & 4. Students will learn to demonstrate the use and care of pipefitting hand and power tools and various motorized equipment. You will learn how to apply mathematical calculations, fabricate, socket and butt weld pipes, screw pipes, install pipe hangers and supports. **Tuition does not include books, PPE, or personal tools.** Students may choose to purchase those separately. A classroom set of books and tools will be available for use. You must enroll in all four courses concurrently.

### NCCER Pipefitting Core and Level 1 (116 hrs)

Do you need a slower pace? This evening class will train and test you in all modules of the NCCER Core and level 1 curriculum. Textbooks, tools, and PPE must be purchased separately. Completion of this course qualifies you to enter the field as a pipefitting helper.

### NCCER Pipefitting Level 2 (120 hrs)

Do you need a slower pace? This evening class will train and test you in all modules of the NCCER Core and level 2 curriculum. Textbooks, tools, and PPE must be purchased separately.

### Fast Track

(must enroll in all 4)

PFPB 1008.2800	\$629
PFPB 1043.2800	\$629
PFPB 2033.2800	\$629
PFPB 2032.2800	\$629
M-F	8/31-12/16
Rm: AT-2	12-5pm
Instr. Holcomb	

### NCCER Core+ 1

(must enroll in both)

PFPB 1050.2900	\$233
PFPB 1008.2904	\$466
TR	8/30-12/15
Rm: AT-2	6-10pm
Instr. Holcomb	

### NCCER Level 2

PFPB 1043.2904	\$699
MW	8/31-12/14
Rm: AT-2	6-10pm
Instr. Holcomb	



**Average Hourly Wage**  
\$21.50



**Time to completion**  
16 weeks



**Market Growth**  
+23.60%



**Cost**  
\$799



**Contact**  
lcharvoz@GC.edu  
409-944-1344



## Diesel Mechanic / Welding

### Diesel Engine Testing & Repair Certificate

This 200 hr. certificate program provides students seeking a career in diesel technology the skills necessary to successfully enter the workforce. Students will learn use of engine measuring tools, and the principles of operations for major engine components. Students will also be prepared to take the ASE test of Diesel Engines. Textbooks are included in the tuition. Students must wear long sleeve shirts and pants in the shop. High School Diploma or GED is required. Classes are taught at the Ball High Automotive Center.

**Level 1:** An introduction to testing and repairing diesel engines including related systems and specialized tools. Student will learn shop and personal safety, understand use of engine measuring tools, and learn major engine components and principles of operation. Diesel engine cooling systems, air intake and exhaust systems, turbo-chargers and diesel engine emissions are reviewed. Basic diesel engine troubleshooting and preventative maintenance are addressed.

**Level 2:** Marine diesel and troubleshooting with virtual equipment is used in this course. Student's must take Diesel Level 1 or have prior experience working with diesel motors prior to enrollment. Textbooks are included, and students must purchase protective clothing to be worn in the shop.

### Level 1

**DEMR 1010.4809**  
MW 9/7-12/14  
Ball High Auto Shop 4-7pm  
Inst. Charvoz Cost: \$799

### Level 2

**DEMR 2012.4809**  
MW 9/7-12/15  
Ball High Auto Shop 4-7pm  
Inst. Charvoz Cost: \$799

### Level 1 Welding Block \$388 each

8/29-12/15 M-F 5:30-9:30pm Rm: AT-213 Inst. TBA

Do you want to get started on a career in welding? This block schedule will easily articulate to credit at a later time should you wish to pursue a degree.

**WLDG 1023.2900 Welding Safety Tools and Equipment**

**WLDG 1007.2903 Introduction to Welding Multiple Processes**

**WLDG 1028.2902 Introduction to Shield Metal Arc Welding**

**WLDG 1035.2901 Introduction to Pipe Welding**



**Average Hourly Wage**  
\$45.41



**Time to completion**  
288- 512 hours



**Market Growth**  
+23.30%



**Cost**  
\$899 per course



**Contact**  
ggood@GC.edu  
409-944-1344



## Cisco Networking Academy

Certified Cisco Network Associate (CCNA) certificate enables the technician to discover, design, install, configure LAN/WAN networks. Cisco certification carries weight within the computer networking community and opens doors to many hi-tech career possibilities. Galveston College is an authorized Cisco Networking Academy and offers convenient classes, a fully functional lab to practice in, and a clear path for you to gain valuable Cisco knowledge and experience towards your career in networking.

(Approximately 72-96 hours per course)

### Cisco 1: Introduction to Networking: ITCC 1001.1900

This first course covers Routing & Switching curriculum and teaches students about the architecture, structure, functions and components of the internet and computer networks.

### Cisco 2: Routing and Switching Essentials: ITCC 1004.1900

This second course describes the architecture, components and operations of routers and switches in small to medium networks. Students learn how to configure a router and a switch for basic functionality.

### Cisco 3: Scaling Networks: ITCC 2008. 1800

This third course in the curriculum describes the architecture, and operations of routers and switches in large, complex networks. Students learn how to configure and troubleshoot routing and switching technologies and protocols.

### Cisco 4: Connecting Networks: ITCC 2010.1800

The fourth and final course in the curriculum covers WAN technologies and network services employed by converged applications in a complex network. Students learn how to configure and troubleshoot network devices and implement virtual private networks.

### Cisco 1

ITCC 1001.1804  
MW 8/29-12/12  
Rm: R-376 Inst. 9:30-12pm  
Good Cost: \$899

### Cisco 2

ITCC 1004.1802  
MW 8/29-12/12  
Rm: R-376 9:30-12pm  
Inst. Good Cost: \$899

### Cisco 3

ITCC 2008.1800  
TR 8/30-12/13  
Rm: R-376 9:30am-12pm  
Inst. Good Cost: \$899

### Cisco 4

ITCC 2010.1800  
TR 8/30-12/13  
Rm: R-376 9:30am-12pm  
Inst. Good Cost: \$899



Cisco Networking Academy  
Mind Wide Open



Skills for today.  
Skills for life.

# CCNA Pathway

Eligible for certification: Cisco CCENT or CCNA - courses available online, in-person, or as a hybrid

## The CCNA Routing and Switching approximately 296 contact hrs (\$899 per course) Courses available online, in-person/hybrid

The CCNA Routing and Switching curriculum is a gateway to entry-level networking jobs and IT careers. The curriculum consists of four, 70 to 128 hour courses: Introduction to Networks, Routing and Switching Essentials, Scaling Networks, and Connecting Networks. The first two courses prepare you for the Cisco CCENT certification exam or to study CCNA Security. All four courses are recommended before taking the Cisco CCNA certification exam.

- Develop a working knowledge of routing, switching, network applications, protocols, and services.
- Study with an instructor in the classroom and access expert content online anytime.
- Practice what you learn on real equipment and using the Cisco Packet Tracer simulation tool.
- Get immediate feedback on your work through built-in quizzes and tests.
- Prepare for the workplace with collaborative projects and presentations.
- Get connected to the global Cisco Networking Academy community.

## New Courses Starting Soon!

## Career Pathways

CCNA Routing and Switching curriculum builds the skills you need to get hired and succeed in jobs related to networking computers and devices.

## About Our Courses

Cisco Networking Academy partners with educational providers to deliver on-site, instructor-led learning experiences. Cisco Networking Academy is an IT skills and career building development program for learning institutions and individuals worldwide. CISCO has prepared more than 5.5 million people to join the IT CISCO since 1997. Enrollment in our classes provides you with access to our trainer, use of our lab during open lab times, and instructor guidance and support when you need it.

If you are looking to get ahead in your career, start preparing to earn your CISCO certifications with us.

Orientations to on-line learning courses are offered once a month with new classes starting at the beginning of each month. You may take up to six months to complete your online course.

For more information or to enroll in courses, please contact Garland Good at [ggood@gc.edu](mailto:ggood@gc.edu).

## Introduction to the Internet of Everything (IoE) \$199 (20 hrs online)

- Learn how the IoE will turn information into action, creating unprecedented economic opportunity.
- Understand how the IoE will bring together operational technology and information technology systems.
- Discover how business processes for evaluating and solving problems will be transformed.
- Learn the security concerns that must be considered when implementing IoE solutions.

## IT Essentials \$399 (70 hrs online)

- Develop working knowledge of how computers operate.
- Develop critical thinking and complex problem-solving skills using hands-on labs and virtual learning tools.
- Apply skills and procedures to install and upgrade hardware and software and troubleshoot systems.
- Get immediate feedback on your work through built-in quizzes and tests.

## The CCNA Routing and Switching Up approximately 296 contact hrs - \$899 per course

### Cisco 1: Introduction to Networking ITCC 1001

### Cisco 2: CCNA R&S: Routing and Switching Essentials ITCC 1004

### Cisco 3: CCNA-LAN Switching and Wireless ITCC 2008

### Cisco 4: CCNA Accessing the WAN ITCC 2010

Online courses available in Arabic, English, French Russian, Simplified Chinese, and Spanish.

**Jump Start  
Your Career!**

## Lunch and Learn!

Let us help you connect the dots and walk away with innovative ideas to gain an advantage in your professional and personal life. Once a month we present a dialog driven luncheon that will give you an overview of the topic and guidelines for navigating the subject matter.

Join us for lunch and mingle with others to learn the best practices and effective strategies that work. These short informative luncheons will help you motivate your staff, and increase your productivity!

All classes meet from 11:30am-1pm  
in the Seibal Wing. (Lunch is included) **\$49**



### Leading and Managing Change GCLS 1000.1811

Wed

9/7

Leading change excites people who love opportunities for growth and learning about new things, or who like to shift the status quo. However, some changes are harder to adjust to and may lead to expressions of resistance and anger. There are concrete steps to make change more acceptable by understanding people's hesitation, obtaining help from others, setting up plans and managing stressors. All of these steps can also ensure that the required changes are understood and implemented successfully. Learn how to effectively help others cope with change and bridge the change process.

### Communicating the Vision for Effective Leadership GCLS 1000.1812

Wed

9/28

A vision is more than a piece of paper on the wall. It's not good enough for senior leaders to develop a strong vision. They need to ensure that the vision is communicated to every employee, along with the goals to bring it to life. When people are clear about where they are going, have a map to get there and someone to explain the steps, they will not only support the vision, but be excited to get there. Join us and learn how you can improve your message of communication and help others understand it's also their responsibility to "own" and communicate the vision.

### Leadership Skills – What New Supervisors Need to Know GCLS 1000.1813

Wed

10/19

Critical leadership skills are essential for success as a supervisor. Leadership skills can be learned and developed and will help supervisors motivate workers to perform at their best. Good leaders develop loyal and productive workers who make important contributions to the organization. As a supervisor, you are the interface between employees on the shop floor or the service desk and the managers of the organization. Come join us and sharpen your communication, coaching and conflict management skills to learn effective employee engagement.

### Forming a Communication Style That Builds Trust and Respect GCLS 1000.1814

Wed

11/16

Learn how to develop a style of communication that promotes cooperation with effective results. This power packed session will give you an awareness of how the communication process and your personal communication style impacts and shapes the results. Learn the different communication styles: Passive, Positive, (or use Assertive) and Aggressive. Recognize how each style delivers different outcomes. Participate in activities of role-play using the different styles of communication and evaluate the positive and negative results.

### Employing Millennials in a Gen X World GCLR 1000.1815

Wed

12/7

The millennial generation changes everything in the world of work today. This age group represents the largest generation ever, surpassing even the baby boomer group by about 10 million people. The generation in between, Generation X is not able to fill all of the job openings generated as the baby boomers retire and leave the workforce.

What really happens when millennials go to work? Who are the millennials? What is the impact of this diverse generation on organizational culture and how do they define diversity? What do they think about work and how do you retain them? Join us as we explore how this group, by extensive numbers alone, have the power to inspire a major change in the way we work. Learn how to retain them, set goals, allow them to grow and become an asset to your organization.

# Office Skills\*

Do you need to get your skills up to date? Would you like to improve your performance in these software programs? These short two-day (8 hrs) instructor-led courses will help you get the most out of your document preparation skills.

Classes meet from 5:30-9:30pm in room N-217. Textbook is provided. Only \$79 each

## Microsoft Access 2013 Core Essentials

**ITSW 1053.1900**

9/6 & 9/7

TW

Inst. TBA

This one-level workshop covers the skills that students will need to make the most of Microsoft Access 2013. The course begins with the basics and progresses through several modules which cover databases, tables and records, forms, reports and queries. Microsoft Access helps you analyze large amounts of information, and manage related data more efficiently.

## Microsoft Word 2013 Core Essentials

**POFI 1042.1912**

9/19 & 9/21

MW

Inst. TBA

This one-level Microsoft Word 2013 course and training materials package covers all the essentials of this important application. Included are activities on creating documents from a template; formatting text using a variety of tools; inserting objects (like pictures, videos, charts, SmartArt, and tables) into a document.

## Microsoft Word 2013 Advanced

**ITSW 1042.1913**

10/4 & 10/5

TW

Inst. TBA

Advanced features of Word 2013 enable you to revise, manage, and secure your business documents. Specific tasks the students should be able to perform include: opening and closing applications, navigating basic file structures, and managing files and folders.

## Microsoft Excel 2013 Core Essentials

**ITSW 1022.1907**

10/17 & 10/19

MW

Inst. TBA

This one-level course covers all the essentials of Microsoft Excel 2013. Topics covered include the new Flash Fill feature, using formulas and functions, inserting PivotTables and Pivot Charts, and customizing the interface. Material is also included on how to format text, data, and workbooks; insert art and objects; and chart data.

## Microsoft Excel 2013 Advanced

**ITSW 1046.1908**

10/31 & 11/2

MW

Inst. TBA

This course is intended for experienced Excel 2013 users who desire to advance their skills in working with more advanced Excel features. Students will most likely troubleshoot large, complex workbooks, automate repetitive tasks, engage in collective partnerships working with workbook data, construct complex Excel functions, and use the functions to perform rigorous analysis of extensive, complex datasets.

## Microsoft PowerPoint Core Essentials 2013

**ITSW 1041.1902**

11/14 & 11/16

MW

Inst. TBA

This one-level PowerPoint 2013 training course covers how to create, customize, and present an interactive slide show. Highlights of the course include using templates and variants; adding images, video, and audio to a slide show; organizing slides into sections; presenting a slide show online; and customizing the PowerPoint interface.

## Microsoft PowerPoint Advanced Essentials 2013

**ITSW 1041.1903**

11/21 & 11/22

MT

Inst. TBA

This course takes students beyond the basics and gives them higher-level skills for Microsoft PowerPoint 2013. The 12 modules in this course cover key topics, including using slide, handout, and note masters; working with templates; working with comments; reviewing a presentation; advanced presentation techniques; advanced animation techniques; custom shows; and file management tools.

## Adobe Photoshop

**ITSW 1003.1905**

9/26 & 9/28

MW

Inst. TBA

Learn the methods used to retouch images, remove unwanted objects, to correct exposure, color balance, straighten and crop photos, apply color effects, produce amazing black and white, panoramic and HDR images with ease.

# Leisure Learning

## Painting with Acrylics (12 hrs) \$89

**GCAR.1020.1941**      8/30-10/4      T      5:30-7:30pm      Rm: FA-209      Inst. Mauldin

Have fun exploring the art of painting with acrylics. This class is perfect for beginners who want to learn the experience of painting, but are not sure they are ready for oil painting. To start, you will learn to paint easy landscapes. Supplies lists will be given on the first day of class.

## Basic Drawing (12 hrs) \$89

**GCAR.1011.1907**      9/8-10/13      R      5:30-7:30pm      Rm: FA-209      Inst. Mauldin

Yes, you can draw! This class is designed for those with little or no experience. This class begins with simple exercises that enable you to quickly learn to draw. Enjoy learning the fundamentals of drawing and experiment with different types of media. Under the guidance of a professional artist you'll gain the confidence in your drawing ability and understand line, shadow, color, and perspective.

## Beginning Watercolor (16 hrs) \$89

**GCAR.2060.1900**      10/20-12/15      R      5:30-7:30pm      Rm: FA-209      Inst. Peterson

Learn the basics of watercolor, starting with basic skills, such as contour line drawing, value drawing, and negative shape drawing. The student will also learn how to apply a watercolor wash, a basic brush techniques.

## Beginning Quilting (8 hrs) \$89

**GCLR.1056.1805**      9/1-12/1      R      1-3pm      Rm: FA-209      Inst. Beaumont

This class is geared towards the novice quilter. Students will learn basic quilt making techniques and language. Students will assemble a small (44" X 56") Irish Chain quilt top. Students should bring a sewing machine to classes 2-4. Class supplies to be purchased AFTER the first class: Rotary cutter (45 mm), Cutting mat (18" X 24"); Ruler (12 1/2" square); Fabric. This class meets the first Thursday of each month (\*9/1, 10/6, 11/3, 12/1)

## Digital Photography (8 hrs) \$49

**GCAR. 2073.1960**      9/13-9/22      TR      6-8pm      Rm: FA-212      Inst. Saum

Get the most out of your camera! Improve your pictures with the technical and artistic basics of photograph. You'll learn the basics, take photos, and critique them in a friendly and collaborative environment. Topics include camera settings, basic composition and different types of photography. Try a little of everything and then concentrate on your area of interest. This class is for novice to intermediate photographers \* Bring your digital SLR camera with flash and interchangeable lenses.

## Exploring your Heritage (14 hr +) \$129

**GCLR. 1053.1901**      9/1-10/13      R      5-7pm\*      Rm: N-217      Inst. Cothorn

An introduction to methods, strategies and resources used to conduct family history research. Includes documenting and analyzing sources and organizing family history information. This class will have several optional instructor led field trips, one to the Clayton library, the Conroe library, and the Richmond and Rosenberg Library. Transportation to these field trip destinations is not provided, and students must arrange their own transportation. Our instructor will explain the challenges and tricks to researching your genealogy as well as help you learn to navigate the myriad of free resources at everyone's disposal.

## Apple Integration (8 hrs) \$49

**GCLR. 1055.1912**      9/13-9/22      MW      6-8pm      Rm: N-245      Inst. Saum

Unleash the power of your Apple Products. Enhance your experience and learn the basic applications and settings. Learn how to make your Apple devices work for you. You must have an iTunes account. Please bring your tablets, phones and devices to class.



**Ceramic I (96 hr) \$362\***

<b>GCAR 2046.1851</b>	<b>8/29-12/15</b>	<b>TR</b>	<b>12:30-3:20pm</b>	<b>Rm: FA-323</b>	<b>Inst. Thomas</b>
<b>GCAR 2046.1900</b>	<b>8/29-12/15</b>	<b>TR</b>	<b>4-6:50pm</b>	<b>Rm: FA-323</b>	<b>Inst. Thomas</b>

Learn the basics of the ceramic process, some supplies are provided but students will need to purchase additional supplies.

**Sculpture (96 hr) \$362\***

<b>GCAR 2026.1846</b>	<b>8/29-12/15</b>	<b>MW</b>	<b>12:30-3:20pm</b>	<b>Rm: FA-323</b>	<b>Inst. Thomas</b>
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Explore using sculpture media and techniques, some supplies are provided but students will need to purchase additional supplies.

## Health and Fitness

**Yoga\* \$99**

<b>GCLR 1046.1875</b>	<b>9/6-12/13</b>	<b>T</b>			
<b>11:50am-12:50pm</b>	<b>Rm: H-200</b>	<b>Inst. Turner</b>			

Our favorite island guru teaches the finer points of yoga conditioning and techniques. Don't worry about your bend-ability, our instructor is great at working with all abilities.

**Strength and Conditioning \$99**

<b>GCLR 1048.1800</b>	<b>8/31-12/14</b>	<b>MW</b>			
<b>9:30-10:50am</b>	<b>Rm: H-200</b>	<b>Inst. Brietbach</b>			

If you enjoy a regular exercise routine, take this class in our weight and exercise room. Instruction on the use of equipment will be given by the instructor on the first day of class.

**Purchase of this class enables you to enjoy the fitness center at all open hours of business which are posted on the fitness center doors.**

**Indoor Soccer\* \$99**

<b>GCLR 1048.1906</b>	<b>8/30-12/6</b>	<b>T</b>	<b>5:30-7:30pm</b>	<b>Rm: H-200</b>	<b>Inst. TBA</b>
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Are you eager to play some Futbol? Come join this informal time in the gym. Get together with your friends and practice your footwork and play some soccer.

**Aerobics: Running and Jogging 1 \$99**

<b>GCLR1048.1801</b>	<b>8/30-12/1</b>	<b>TR</b>	<b>8-9:20am</b>	<b>Rm: H-200</b>	<b>Inst. Brietbach</b>
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If you enjoy a regular exercise routine, take this class in our weight and exercise room. Instruction on the use of equipment will be given by the instructor on the first day of class. **Purchase of this class enables you to enjoy the gym at all open hours of business which are posted on the fitness center doors.**

**Tai Chi\* \$129**

<b>GCLR 1048.1907</b>	<b>9/1-12/8</b>	<b>R</b>	<b>5:30-7:00pm</b>	<b>Rm.: H-200</b>	<b>Inst. Lantz</b>
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Students will learn the practice of and theory behind the Chinese mind-body exercise known as Sun style tai chi chuan. Tai chi is known to improve balance, circulation, relaxation, and functionality during daily activities. This class is for both beginners and novices, and will contain short choreographed sequences of movements done repetitiously.

### Don't see what you need?

**Drop us a line and let us know what it is you are needing  
and we will do our best to arrange for the class.**

# Music

## Beginning Guitar (12 hrs) \$99

**GCLR 2024.1902**      8/29-10/10      MW      6-7pm      Rm: FA-214      Inst. Krout

Learn to play acoustic guitar from scratch in a fun and supportive small group atmosphere. Skills include open chords, strums, finger picking, beginning melody reading, and playing a variety of pop, folk, and rock songs. We sing as we play (encouraged but not required). The final class session includes an optional class recital for family and friends. This is a class for true beginners and goes at a comfortable and enjoyable pace. An acoustic guitar and class text (available for purchase online) are required.

## Intermediate Guitar (12 hrs) \$99

**GCLR 2024.1903**      10/17-11/28      MW      6-7pm      Rm: FA-214      Inst. Krout

This course is designed for acoustic guitar players who already know open position chords, standard strums and beginning finger picking, and can play through songs from start to finish. In this course we cover barre and altered chords, more complicated strums and finger picking, continued melody reading, and playing a variety of pop, folk, and rock songs. We sing as we play (encouraged but not required). The final class session includes an optional class recital for family and friends. An acoustic guitar and class text (available for purchase online) are required.

## Beginning Ukulele (12 hrs) \$99

**GCLR 2024.1900**      8/29-10/10      MW      7-8pm      Rm: FA-214      Inst. Krout

Learning to play ukulele is a blast in a supportive and small group. You will learn beginning chords, strums, finger picking, melody reading, and playing a variety of pop, folk, rock, and Hawaiian songs. We sing as we play (encouraged but not required). The final class session includes an optional class recital for family and friends. This is a class for true beginners and goes at a comfortable and enjoyable pace. A ukulele (soprano, concert, or tenor recommended) and class text (available for purchase online) are required.

## Intermediate Ukulele (12 hrs) \$99

**GCLR 2024.1901**      10/17-11/28      MW      7-8pm      Rm: FA-214      Inst. Krout

This course is designed for players who already know basic ukulele chords, standard strums and beginning finger picking, and can play through songs from start to finish. In this course we cover altered chords, more complicated strums, finger picking, continued melody reading, and playing a variety of pop, folk, rock and Hawaiian songs. We sing as we play (encouraged but not required). The final class session includes an optional class recital for family and friends. A Ukulele (soprano, concert, or tenor recommended) and class text (available for purchase online) are required.

## Community Choral \$35

**GCLR 2010.1054**      8/29-12/12      M      7-9pm      Rm: FA-207      Inst. Gilbert

Open to adults of all ages, who love to sing. Join us to celebrate all cultures, and all musical styles.



### Who is Dr. Krout?

A Board Certified Music Therapist, Robert Krout is Professor Emeritus of Music Therapy at Southern Methodist University, where he has received honors including Outstanding Teaching Professor, Distinguished University Professor, and University Scholar-Teacher of the Year. He received a Bachelor's in Music Education from Ithaca College, and a Master of Arts in Music Therapy, Master of Education in Special Education, and Doctor of Education in Music Education from Columbia University.

Robert is the author of six guitar instruction books. He is an active singer-songwriter and performer - his CD "Songs From a Music Therapist" can be heard on Spotify and iTunes.

## Songwriting (12 hrs) \$99

**GCLR 5000.1800**      9/12- 11/28      M      4:30-5:30pm      Rm: FA-214      Inst. Krout

Learn about writing songs from scratch, including developing song ideas, lyrics, music, and arrangements. We will create our songs in group, teams, and as individuals, record them to Garage Band, and perform them at the end of the course. No prior musical experience necessary, but musicians of all abilities and instruments are welcome. Join us and learn to write songs in a fun, creative, and supportive environment!

# Culinary

## Food Sanitation and Safety \$338

**CHEF 1005.1805** 8/29-12/15 MW 3-4:50pm Rm: FA-215 Inst. Mendoza

A study of personal cleanliness; sanitation practices in food preparation, causes, investigation, control of illness caused by food contamination (hazard analysis critical control points); and work place safety standards.

## Basic Food Prep \$386

**CHEF 1001.1802** 8/29-12/15 MTW 9:30am-2:40pm Rm: FA-321 Inst. Mendoza

A study of the fundamental principles of food preparations and cookery to include brigade system, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism.

## Food Production and Planning \$338

**IFWA 1017.1800** 8/29-12/15 MW 3-4:50pm Rm: FA-321 Inst. Mendoza

Skill development in basic mathematical operations and study of their applications in the food service industry. Topics include percentages, weights and measures, ratio and proportion, weights and measures conversions, determination of portion costs for menu items and complete menus, portion control, and the increase and decrease of standard recipes.

## Saucier \$386

**CHEF 2002.1801** 8/29-12/15 MTW 9:30am-2:40pm Rm: FA-321 Inst. Mendoza

Instruction in the preparation of stocks, soup classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods.

## Fundamentals of Baking \$386

**PSTR 1001.1802** 8/29-12/15 MTW 9:30am-2:40pm Rm: FA-321 Inst. Mendoza

Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts and doughnuts. Instruction in flours, fillings and ingredients. Topics include baking terminology, tool and equipment use, formula conversions functions of ingredients, and the evaluation of baked products.

## Principles of Healthy Cooking \$386

**CHEF 1002.1801** 8/29-12/15 MTWR 9:30am-2:30pm Rm: FA-321 Inst. Mendoza

Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Alternative methods and ingredients will be used to achieve a healthier cooking style. Modify recipes and substitute ingredients to reduce calories, sugar, fat, and sodium; create recipes using healthy techniques; identify common food allergies and special dietary needs; relate nutritional guidelines to diets and recipe production.

## Purchasing for Hospitality Operations \$363

**RSTO 1325.1025** Online Inst. Mendoza

The study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls and record keeping at each stage of the purchasing cycle.

## Hospitality Marketing and Sales \$363

**HAMG 2307.2007** Online Inst. Mendoza

Identification of the core principles of marketing and sales and their impact on the hospitality industry. Students will learn to identify the components of the marketing mix, develop or critique a marketing plan as it relates to an organizational mission statement and strategic plan, and to differentiate between various marketing and sales techniques.

# Cosmetology

## Become a Lash Extentionist!

Learn the hottest new cosmetology application!

Learning to apply Lash extensions is a glamorous way to extend the length and thickness of natural eyelashes, and is a practical and convenient alternative to the daily use of mascara.

8/30/16-1/13/17 MTWR 5:30-10pm

Rm: AT-106 Inst. TBA

Take these three courses and prepare to become a Lash Extentionist. You must enroll in all three courses together, a lash kit, and state license exam must be purchased in addition to your tuition. Kits range in price from \$200-\$600. State TDLR licensure test fee \$133. **Student must enroll in all three courses.**

CSME 2037.1907	Orientation to Eyelash Extensions	(144 hrs)	\$399
CSME 1090.1915	Principles of Eyelash Extensions	(64 hrs)	\$399
CSME 1090.1916	Applications of Eyelash Extensions	(112 hrs)	\$399

### Orientation to Cosmetology (160 hrs) \$424

CSME 1001.2901 8/29-12/16 MTWR 5:30-10pm Rm: AT-106 Inst. Villareal

Learn the hottest new cosmetology application! This class gives a broad overview of the skills and knowledge necessary for the field of cosmetology.

### Artistry of Hair Design (96 hrs) \$380

CSME 1054.2901 8/29-12/16 MTWR 5:30-10pm Rm: AT-106 Inst. Villareal

Introduction to hair design. Topics include the theory and applications of wet styling, thermal hair styling, and finishing techniques.



Don't see what you're looking for?

Do you and a group of friends want to take a special topics class?

Do you have ideas for courses?

Would you like to teach a class?

Do you need specialized training for your employees?

Please let us know what we can do to improve our service to you!

Drop us a line at [CE@gc.edu](mailto:CE@gc.edu)

## REGISTRATION INSTRUCTIONS

Continuing Education registration continues throughout the semester until classes are filled.

Registration forms can be found online at [www.gc.edu](http://www.gc.edu).

**Please register at least one week prior to class start date.** Tuition and fees must be paid upon registration. Students must complete registration five business days prior to a course starting.

Students can register online with a valid MasterCard, Visa, Discover Card or American Express.

You may register in person by coming to the Continuing Education Office located on the first floor of Moody Hall, at 4015 Avenue Q, Galveston, TX 77550

We are open Monday through Friday from 8am – 5pm.

You may register over the phone by calling the Continuing Education Office at 409-944-1344.

You may fax your completed registration form (this form is available on our website) to 409-944-1501, Attn: CE Dept. This is available 24 hrs a day.

You may mail your registration form and send payment for tuition and fees to Galveston College, Continuing Education Registration, 4015 Avenue Q, Galveston, Texas 77550. Please do not send cash.

**Senior Discounts:** Classes listed with a “\*” are eligible for a 50% senior discount for those over the age of 65 and who live in-district. This discount is applied upon registration.

**Class Cancellations, Room Changes and Rescheduling:** Courses with low enrollment prior to a start date are cancelled prior to the start date. Students will be notified by phone or email when a class they are enrolled in has been cancelled, however we are sometimes unable to reach everyone. A refund of 100% is automatically processed upon cancellation of classes. To help avoid cancellations please register at least a week prior to the start date, and encourage your friends to register with you. Occasionally, cancelled courses are rescheduled for a later start date, and you will be notified by phone when the opportunity presents itself. In the event of a class room change notice of the room change will be posted on the continuing education doors and the classroom that was originally listed.

**Refunds:** Refunds prior to the start of class will be 100%. Refund requests should be made in person or by phone to 409-944-1344. Refund requests must be received during normal business hours and at least one business day prior to the start date of the class. When a class is cancelled you will automatically be refunded the full course amount. There are NO REFUNDS GIVEN AFTER A COURSE HAS BEGUN. There are NO REFUNDS for ED2GO, Language Authority, and UGOTCLASS online courses.

**Parking:** All students must have a valid GC parking sticker, (please pick up in the media center Rm: R-120) Visitors to campus must park in the visitors parking lot at the corner of Avenue Q and 39th St. Unpermitted cars parked in the Moody lot will be towed.

**Student ID Cards- Visitors:** Enrolled students are required to possess a valid student ID card. These may be obtained in the media center (Rm: R-120) once you have your payment receipt. Visitors to campus and those who are only here for a short contract training class, must display a visitor name tag on their person. These are available in the CE offices or from your instructor.

**Smoke Free Campus:** Galveston College is a smoke free campus. Smoking (including e-cigs) is strictly prohibited in all buildings on the campus grounds including the parking areas.

**CLASSROOM CONDUCT:** Students are expected to conduct themselves in the classroom and/or laboratory in a manner that is conducive to good academic progress. Failure to comply with the lawful direction of a faculty member, teaching assistant or instructor may be a disruption for all students enrolled in the class. Disruptive conduct is considered a serious offense. Faculty reserve the right to remove a student from a class for just cause. Students removed may be referred to the VP of Student Services for disciplinary action.

**CELL PHONE USE:** Cell phone use is strictly prohibited during all class/lab sessions. In an emergency, please step outside to avoid disruption.

**FERPA:** The Family Educational Rights and Privacy act (FERPA), was established to protect the privacy rights of all students. FERPA specifies the types of student information, which can be released to the public without a student's expressed consent and specifies the persons and agencies that may receive other information, which according to the FERPA, a college may release to the public without a student's permission and is referred to as "Directory Information". The information included in the FERPA definition includes: Name, address, telephone, date and place of birth, degrees earned, date, major, and field of study, academic classification, dates of attendance, number of semester hours in progress, and attained to date, previous high school and college attended and weight and height of member of athletic teams. Students may request that Galveston College withhold their directory information from the general public. To do so, students must fill out the appropriate form with the Admissions Office.

**RECORD OF COMPLETION AND CEU's:** Nationally recognized CEU's may be awarded on certain approved occupation-related courses. One CEU is awarded for every 10 contact hours. All courses will be given a certificate of completion. It is up to the individual student to see if these courses are eligible for CEU's.

**WEAPONS:** Galveston College prohibits all employees and students from possessing weapons, concealed or otherwise, except law enforcement personnel who are authorized to carry a weapon. A person commits an offense if the person knowingly, intentionally, or recklessly possesses a firearm, illegal knife, or any prohibited weapon listed in FLBF Local, on the College campuses or any grounds or buildings in which an activity is sponsored. This includes all College vehicles. Violations of this policy will result in disciplinary action and criminal prosecution. A firearm or ammunition that is stored or transported in a locked, privately owned or leased vehicle, by a person who holds the license to carry a concealed handgun and who lawfully possesses the firearm or ammunition, does not constitute a violation of this policy. FLBF Local, GFA Local

## Do you need to update your staff's skill?

**Galveston College is ready to help you design customized training and professional development to help you and your team be leaders! Grants are available for small and medium size businesses to help with the cost of professional training. Let us help you plan for your future success!**

**For more information contact:**

**JoeAnn Nicholas  
Jnichola@gc.edu  
409-944-1292**



4015 Avenue Q • Galveston, TX 77550  
409-944-1344 ce@gc.edu

## CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT CENTER APPLICATION / REGISTRATION FORM

STUDENT INFORMATION					
Galveston College Student ID	Social Security Number	Date of Birth			
Last Name		First Name		Middle Initial	
Current Address (Street) (City) (State) (Zip)				Primary Phone <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work ( )	
Email Address				Alternate Phone <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work ( )	
Educational Intent					
<input type="checkbox"/> Earn a Degree (2 year)		<input type="checkbox"/> Earn Credits for Transfer		<input type="checkbox"/> Personal Enrichment	
<input type="checkbox"/> Earn a Certificate (less than 2 years)		<input type="checkbox"/> Improve Job Skills			

DEMOGRAPHIC INFORMATION	
The following information is used for federal and/or state reporting purposes and to help provide support for our programs. Your answers are completely voluntary and will be kept strictly confidential. Please make ONE selection from each section.	
<b>PLEASE SELECT ONE:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Decline to Answer	<b>PLEASE SELECT ONE:</b> <input type="checkbox"/> Hispanic / Latino <input type="checkbox"/> Non-Hispanic / Latino <input type="checkbox"/> Decline to Answer
<b>PLEASE SELECT ONE:</b> <input type="checkbox"/> Asian <input type="checkbox"/> Native American / Alaskan <input type="checkbox"/> Hawaiian / Pacific Islander <input type="checkbox"/> International <input type="checkbox"/> Black / African American <input type="checkbox"/> White <input type="checkbox"/> Decline to Answer	

REGISTRATION			
Course Name & Number	Days/Time	Start Date	Course Fee
<hr/> <hr/> <hr/>			

PAYMENT METHOD	
<input type="checkbox"/> Cash <input type="checkbox"/> Check (made payable to Galveston College)	
<input type="checkbox"/> Credit / Debit Card (Please select card type below): <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	
Card Number _____	Expiration Date _____ V-Code _____

The information I have provided is complete and correct to the best of my knowledge. I agree to abide by the policies, rules and regulations in the programs to which I am admitted. I authorize the College to verify the information I have provided. I further understand that the information submitted herein will be relied upon by the officials of the College and that the submission of false information is grounds for cancellation of enrollment and/or disciplinary action.

You have my permission to use photos in which I appear for GC publicity. (Choose one):  YES  NO

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

It is the policy of Galveston College to provide equal opportunities without regard to age, race, color, religion, national origin, sex, disability, genetic information, or veteran status.

Continuing Education  
Revised 09/13

# Learning from Home is just a Click Away!

Galveston College has partnered with the three providers below to offer affordable classes at the click of a button.

Visit our website at [www.gc.edu/onlinelearning](http://www.gc.edu/onlinelearning)

## Online Learning



Popular Topics include:

Lean Six Sigma, Google Tools, Mobile Marketing, Video Marketing, 3D Printing, Podcasting, Social Media for Business, Dementia Care, Executive Leadership, LEED v4 Exam prep



Popular Topics include:

Accounting, SQL, Quickbooks, Grant Writing, Medical Terminology, Project Management, MS Office, GRE prep, Web Design, Adobe Suite.

Do you want to learn a new language or brush up on some conversational skills?

We offer the following classes online for only \$99.

Just go to [www.gc.edu/language](http://www.gc.edu/language)

Conversational Mandarin, Dutch, French, German, Italian, Portuguese, and Spanish. Spanish for Healthcare, Teachers, Customer Service, Banking, Real Estate, Law Enforcement, Corrections, 9-11 Dispatch, EMS and Fire, and Park Rangers.

