

ACC

ALVIN COMMUNITY COLLEGE

CONTINUING EDUCATION
WORKFORCE DEVELOPMENT

Course Schedule

SPRING 2020

Your College **Right Now**

alvincollege.edu/cawd



Pipefitting and Welding

ACC's Continuing Education Workforce Development department has developed customized Pipefitting and Welding certificate accelerated programs based on *The National Center for Construction Education and Research, (NCCER)* models and courses. These programs include standardized curricula and assessments that have portable credentials that are tracked through NCCER's registry and assist employers and craft professionals by maintaining records on a secure database.

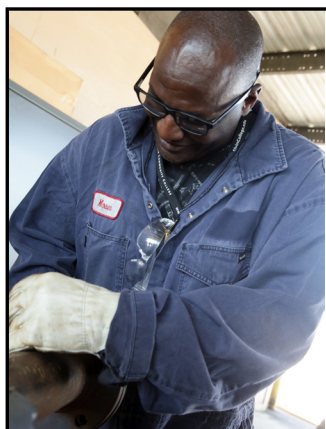
Pipefitting

Our 160 hour course introduces the basics of Pipefitting while adhering to the standards set forth by the NCCER. Students will receive two NCCER credentials upon completion.

For upcoming courses see **page 18**.

Limited Seating. Inquire today!

pipefitter@alvincollege.edu or call **281.756.3661**



Welding

The Welding Level 2 course offers the student the ability to continue their education by learning multiple forms of welding techniques through one course while gaining NCCER credentials for level 2. These students are also trained in a variety of settings that may be seen on a jobsite.

The 160 hour course introduces basic theory and welding techniques while focusing on NCCER Core and Level 1.

For upcoming courses see **page 19**.

Limited Seating. Inquire today!

welding@alvincollege.edu or call **281.756.5711**



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ALVIN COMMUNITY COLLEGE

CONTINUING EDUCATION &
WORKFORCE DEVELOPMENT

DIRECTORY

ACC Continuing Education Workforce Development – 281.756.3787

Activity Director	281.756.3787
CPR	281.756.3787
Certified Nursing Assistant (CNA/Nurse Aide).....	281.756.3787
Clinical Medical Assistant (CMA)	281.756.3787
CNC Machinist	281.756.3670
Commercial Truck Driving License (CDL)	281.756.3819
Community Programs on ACC Marketplace	281.756.3787
Computer Training.....	281.756.3787
Corporate Training.....	281.756.3787
Dental Assistant	281.756.3821
GED Comprehensive Prep	281.756.3787
LEARN	281.756.3787
License To Carry (LTC)	281.756.3774
Medical Office Billing & Coding	281.756.3787
Medication Administration for Nurse Aide	281.756.3787
Medication Administration for Nurse Aide and Annual Update	281.756.3787
Motorcycle Safety	281.756.3787
Online Learning.....	281.756.3787
Phlebotomy Technician	281.756.3787
Pipefitting.....	281.756.3661
Real Estate	281.756.3787
Recruiting/Tours.....	281.756.3787
STRIVE (Skills Training for Adults with intellectual disabilities)	281.756.5714
Veterinary Assistant	281.756.3787
Welding	281.756.3671
Workforce Grants	281.756.3905

Follow us on Instagram!

@acc_cewd



Like us on Facebook!

@AlvinCommunityCollegeCEWD

WHAT DOES CEWD OFFER?

Continuing Education Workforce Development (CEWD) provides workforce training for individuals as well as opportunities for industry partnerships. Our innovative partnerships with business and industry allow the college to be a part of shaping the future of the community and local businesses. We offer workforce training programs that incorporate new technology to give students the edge they need to further or begin their career in a number of fields including health care, professional services, industrial arts and more. In addition to workforce training, we offer Alvin and the surrounding communities the opportunity to be life-long learners in Continuing Education through our community programs.

Certificate Programs

Certificate programs are offered each semester for careers in high demand and are subject to change.

- Activity Director
- Certified Nursing Assistant
- Clinical Medical Assistant
- CPR
- CNC Machining
- Dental Assistant
- Medical Office Billing and Coding
- Medication Administration
- NCCER Millwright
- NCCER Pipe Fitting
- NCCER Welding
- Phlebotomy Technician
- Truck Driving (CDL)
- Veterinary Assistant

Community Programs

The Community Programs include courses for personal and professional advancement designed to broaden an individual's cultural, personal, professional, and recreational interests. Course offerings are revised and new courses are added continuously to reflect changing community needs and interests. Additionally, Continuing Education Workforce Development includes education and training that supports personal objectives. See page 25 & 26 on our variety of community course offerings.

Computer and Software Training

Our services are designed to meet the customized training needs of area businesses and individuals. Program offerings include basic, intermediate and advanced courses in Microsoft Office, the Internet and other software. Training for companies is customized to meet specific needs.

Customized & Corporate Training

Customized training programs work with business, industry, governmental and non-profit agencies to deliver timely, cost effective, quality, and performance-based training. Professional trainers conduct short-term training to accommodate identified needs. Customized training includes: computer training, technical training, employee growth programs and continuous process improvement. Visit with our Continuing Education Workforce Development team to learn more about our training opportunities.

We offer customized workshops and training courses on more than 300 topics for local business employee training.

HOW TO REGISTER

Registration is ongoing throughout the year for continuing education courses. Register early to ensure your place in the course and avoid a \$25 late fee per course. ACC requires a minimum number of students to be enrolled for a course to be held.

Register In-Person

Alvin Campus, H Building Room 103
3110 Mustang Road
Alvin, TX 77511
281.756.3787

Spring Days/Times

Monday - Friday
8:00 AM - 5:00 PM

Register Online

Online registration is available for select Continuing Education Workforce Development programs.

If you do not have a WebACCESS login:

- From ACC home page click **Continuing Education > General Information**.
- Under the "Registration" heading, click on **WebACCESS**.
- Choose the **Topic Code** and **Location** in drop-down menus for the class which you are registering.
- Select the **Course Session** for which you are registering by clicking on the white box in the select column. Click **Submit** at the bottom of the page.
- On the **Personal Identification** page, fill out all of the fields that are indicated with a star with the student's information.

If you have a WebACCESS login:

- Log into WebACCESS.
- Select **Continuing Education** (do not select "Student," that is for credit classes).
- Select **Register** and **Pay** for Continuing Education Classes.
- Choose the **Topic Code** and **Location** in drop-down menus for the course which you are registering.
- Select the **Course Session** for which you are registering by clicking on the white box in the select column. Click Submit at the bottom of the page.

Important: When entering information on the Personal Identification screen, ALL the information must be the student's. Using a parent/spouse's Social Security Number in place of a student's will cause record damage with the college's Registrar. Please note on the top of that screen the message regarding address and/or phone number changes; if you are a returning student and your address/numbers/e-mail have changed within the last 3 months you must contact our office in order for us to have updated information. Entering the new information on the Personal Identification screen will not over-ride the old information in our student database. It is important that our office has current student information in case of course cancellations or changes. Call the CEWD office at 281.756.3787.



Services for Students with Disabilities

Voice 281.756.3531 | TDD 281.756.3845

ACC complies with ADA and 504 Federal guidelines by affording equal access to individuals who are seeking an education. Students who have a disability and would like classroom accommodations must register with the Office of Disability Services, 281.756.3533. Instructors are not able to provide accommodations until the proper process has been followed.

GENERAL CEWD INFORMATION

General Information

Some courses require the purchase of special books or equipment. Books and supplies are not included in the tuition cost unless indicated. Supply lists are provided at the first class meeting. Books and supplies are usually available in the College Store. For College Store hours, call 281.756.3681.

Texas residents who live within the boundaries of the ACC tax district are classified as in-district (IN) for ACC courses. Texas residents residing outside the ACC tax district will have a \$35.00 OD fee on all CEWD courses as indicated in the schedule. In addition, a student service fee will apply to all certificate programs per semester (listed on page 6). Students registering after a class has started will be charged a \$25.00 late fee per course.

Business Hours/Holidays: *Spring Semester*

Business Hours:

Monday - Friday 8:00 AM - 5:00 PM

Holidays:

January 20 Martin Luther King, Jr. Holiday

March 9-13 Spring Break

April 10-13 Spring Holiday/Study Day

Admission to Classes/Attendance

Only registered students may attend class. To avoid disruption of classroom instruction, children of enrolled students may not attend classes or related activities. If student's name is not on the roster, a paid course receipt is required. In case of emergencies, students may be contacted through the Campus Police Office at 281.756.3700.

Cancellation of a Scheduled Class

The College will cancel a course that lacks sufficient enrollment five working days prior to the class start date or three working days for one-day classes. When a course is cancelled, every effort is made to notify all registered students promptly; ACC's preferred method of communication is via e-mail. A full refund is processed automatically. Refund checks will be mailed to students within three weeks of cancellation of a class. No cash refunds will be given. Avoid cancellations by registering early.

Grading System

The final grade given in most CEWD courses follows the standard letter grading system with the exceptions of S meaning successful completion and N meaning not successful. Some courses require other grading systems to satisfy federal, state or other regulatory requirements. A Certificate of Completion will be provided if the student has successfully completed the course. There is a \$7.50 fee for each additional or replacement certificate request.

Transcripts

All transcript requests must be made in writing to Continuing Education Workforce Development. Official transcripts will be placed in a sealed envelope. If requested, an official transcript can be forwarded to another institution or agency if the correct address and point of contact is provided by the student. There is a \$7.50 fee for each official transcript request.

CEWD Refund Policy

A 100% refund, less a \$20.00 service fee per course, will be given if the student submits a written, signed request for a refund no later than five working days prior to the course starting. Refunds will not be issued within the five working days before first class meeting unless class is cancelled by CEWD. In this event, 100% of the tuition and fees will be refunded. Allow three weeks for checks to be mailed. This policy applies to all CEWD courses unless otherwise stated. Course tuition/fees are not transferable from one course to another or from one student to another.

CEWD Credit (overlay) Refund Policy - refer to the Credit Schedule for refund information or call 281.756.3787.

Enrollment/Program Costs

Tuition and fees must be paid in full at the time of registration. Cash, VISA, MasterCard, American Express and Discover are accepted. A minimum number of students are required for each course. Tuition and fees are based on program costs, instruction, registration, equipment, building use, student services and residency status.

Tuition

Tuition is based upon residency status on file. ACC may change tuition rates and other charges without notice when so directed by the Board of Regents.

Fees

Fee	Description	Amount
Background Check	Pay for criminal background checks for programs leading to state or federal licensing.	\$15.00 one time fee
Capital Equipment Replacement/New Program Development Fee	Acquire new equipment, replace existing equipment, and develop new CEWD programs.	\$0.50 per contact hour
Malpractice Insurance Fee	To pay for insurance for programs requiring a clinical or external learning experience.	\$20.00 one time fee
Matriculation Fee	Pay for expenses associated with the CEWD graduation ceremony. Includes paying for graduates robes, motor boards, tassel, stole, graduation speaker, floral arrangements, decorations, mailings and agenda.	\$0.07 per contact hour
Student Activity Fee	Allows for CEWD students to have a Student ID and provides for full participation in all Student Activity sponsored events.	\$0.01 per contact hour
Technical Course Fee	To update curriculum, modify instructional space, purchase equipment, etc. for WECM courses.	\$0.07 per contact hour
Technology Fee	To update and replace existing instructional technology (labs, instructors teach stations, classroom projection equipment for WECM courses/programs, STRIVE related programs, and GED programs.	\$0.15 per contact hour
Training and Development Fee	Pay for professional development and training for CEWD faculty and staff.	\$0.07 per contact hour

ACC is Tobacco Free!

The 100% tobacco free campus policy demonstrates Alvin Community College's commitment to creating a healthy and sustainable environment for all students, faculty and visitors. As an institution of higher education, ACC believes that health is an essential key to promoting a better learning environment. Being a tobacco free campus helps ACC achieve its mission.

Available Student Services

A student service fee will be added, per semester, to courses with 12 hours or more. This enables students to take advantage of the following:

- *Computer Lab* - Call 281.756.3544
- *Fitness Center* - Call 281.756.3691
- *Library/Learning lab* - Call 281.756.3559
- *Student Activities* - Call 281.756.3686

In order to use the available services, CEWD students must bring a paid course receipt to obtain a student ID card from Student Activities in Building E. The student services fee is included with tuition and paid at time of registration.

Parking Permit

1. Apply online at <http://www.alvincollege.edu/campus-police>. Information needed: driver's license number, license plate number, and make/model of vehicle.
2. Permits will be available within 48 business hours of application and can be obtained at Campus Police Office in H132.

Code of Conduct

The Alvin Community College Student Code of Conduct (Student Handbook and ACC Administrative Procedures Manual, Sections 8.08, 8.09, 8.10, 8.11, and 8.12) applies to all non-credit students.

Disclaimer Notice

The courses in this schedule will be taught as listed, provided there is sufficient enrollment in each section to justify the course offering. The College will cancel a course that lacks sufficient enrollment five working days prior to the course start date. The schedule of time, room and instructor reflect the intention of the College at the time the schedule is published. These are subject to change and their listing in the schedule is not an assurance to students that they will be taught exactly as listed.

Non-Discrimination Policy

Alvin Community College exists to improve the lives of its constituents by providing affordable, accessible, high quality and innovative academic, technical and cultural educational opportunities for the diverse communities it serves.



CEWD & GED
**GRADUATION
CEREMONY**

May 19, 2020



Do you own a small business?

You may be eligible to receive funds from the Texas Workforce Commission to train your employees.

Through the Texas Workforce Commission (TWC) Skills for Small Business program, up to \$2 million from the Skills Development Fund is dedicated to the backbone of the Texas business community - our small employers. Small businesses now can apply to TWC for training offered by Alvin Community College. TWC processes the applications and works with the college to fund the specific courses selected by businesses for their employees.

This exceptional opportunity is in conjunction with the Governor's Small Business Forums. It supports businesses with fewer than 100 employees, and emphasizes training for new workers. It has the additional ability to upgrade the skills of incumbent workers.

For more information, contact TWC Workforce Business Services staff at 877.463.1777 or Skills@twc.state.tx.us

ACC offers training solutions to businesses and organizations on virtually any topic. We work with all sizes of companies, government and community organizations, and we welcome the opportunity to work with your organization.

Our training solutions range from offering courses, seminars and workshops, to creating custom-designed corporate trainings tailored to meet your needs.

These solutions include delivering the training at a location best suited to meet your needs. We can meet at your site within our service area, or one of our locations at a time that is convenient for you.

We currently have programs in the following areas and will tailor to meet each organizations specific needs:

- | | |
|-----------------------------|-------------------------------|
| Adobe Acrobat and Photoshop | Intuit QuickBooks |
| Business Leadership | Leadership Skills |
| Call Center Training | LEAN Training |
| Computer Basics | Marketing |
| Computer Training | Medical Coding & Billing |
| Customer Service Training | Microsoft Office Applications |
| How to Blog and Podcast | Safety in the Workplace |
| Human Resources | Spanish Quickbooks |

For more information on ACC corporate training call 281.756.3787

FAQ's

Frequently asked questions:

Are CEWD programs and courses eligible for tax form 1098-T?

No they are not. CEWD courses are not eligible for tax deduction.

What does IN and OD tuition stand for?

IN means in-district tuition and OD means out-of-district tuition. See page 5, General Information, for what determines your residency.

What is the difference between CEWD and credit?

CEWD classes give you fast track options and hands on training students need to obtain skills in the work place. A college application, transcripts or college entrance exams are not required to enroll in CEWD programs. Students may only take classes specific to the trade you are registering for. Unlike credit classes, CEWD courses are non-transferrable from one college to another. Upon completion of a CEWD program, students will earn a Certificate of Completion or a state certification. Credit programs are geared for a two year degree or transfer of credit to another college or university.

FINANCIAL AID

Continuing Education Workforce Development programs and classes do not qualify for Federal Pell Grants and are not 1098-T form eligible.

Texas Public Education Grant (TPEG)

Limited funds are available to assist with tuition payment for persons who qualify. Books and fees are not included. This grant does not require repayment and is applicable only for vocational courses with tuition over \$1000. Stop by the Continuing Education Office, in Building H, Room 103 for an authorization form.

The Workforce Innovation and Opportunity Act (WIOA)

Currently our CNC Machinist, Pipefitting and Welding programs are eligible for the WIOA scholarship through Workforce Solutions. Individuals qualify based on unemployment, underemployment or financial need. Other restrictions apply. For more information, visit the Workforce Solutions website at www.wrksolutions.com

Hazlewood Act

The Hazlewood Act is a State of Texas benefit that provides qualified Veterans, spouses, and dependent children with an education benefit of up to 150 hours of tuition exemption, at public institutions of higher education in Texas. This does NOT include living expenses, books, or supply fees. For more information, visit www.tvc.texas.gov/education/hazlewood-act.

VA Funding

CDL Truck Driving, Dental Assistant, Pipefitting and Welding programs are approved Chapter 33, Chapter 30, Chapter 1606, Chapter 1607, Chapter 35 and Chapter 31 VA funds. VA students must maintain Cumulative GPA of 2.0 and meet the progression standards of the program they are enrolled. For information, call 281.756.3530 or email veterans@alvincollege.edu.

Alternative Student Loans

Alternative student loans, also known as private student loans, are specialized college student loans designed to provide supplemental funding to cover costs associated with college. Search online for "student loans" provided by banks or other institutions that are not federally funded.

Grant Funding

Occasionally, various grants are available to qualified individuals that will cover a portion or all of the costs of approved courses. Each grant varies, call 281.756.3787 to find out more information.

CEWD PROGRAMS

Possible Financial Aid Sources

	Hours	Page	TPEG	HAZLEWD	WIOA	VA	HPOG
Business and Technical Programs							
Commercial Truck Driving License - CDL	160	11	✓	✓		✓	
GED Prep	75	11			✓		
Health Care Training							
Certified Nursing Assistant - CNA	112	12	✓	✓			✓
Clinical Medical Assistant - CMA	304	13	✓	✓			✓
Dental Assistant	512	14	✓	✓		✓	✓
Medical Office Billing and Coding	168	16	✓	✓			✓
Medication Administration for CNA	148	15	✓	✓			✓
Phlebotomy Technician	196	16	✓	✓			✓
Veterinary Assistant	208	17	✓	✓			
Industrial Training							
Machine Shop Immersion	48	-	✓	✓			
Pipefitting - Level 1	160	18	✓	✓	✓	✓	
Pipefitting - Level 2	120	18	✓	✓	✓	✓	
Pipefitting - Level 3	120	18	✓	✓	✓	✓	
Structural Welding	320	19	✓	✓	✓	✓	
Welding - Level 2	224	20	✓	✓	✓	✓	
Welding - Level 3	160	20	✓	✓	✓	✓	

**For more information about Financial Aid,
please call CEWD at 281-756-3787**

This schedule represents fees and tuitions rates for the Spring 2020 Semester based upon residency status on file. ACC may change tuition rates and other charges without notice when so directed by the Board of Regents.

BUSINESS AND TECHNICAL PROGRAMS

Commercial Truck Driving License (CDL)

CDL Class "A" Training

This 160 hour Truck Driving course prepares students for entry level employment in the industry. This course provides classroom instruction with emphasis on rules, regulations, and techniques. Behind-the-wheel driving range activities, on public street and highway driving are also included. Opportunities are available for students to meet with recruiters from the trucking industry. Students are able to take Commercial Driver License written and driving examinations through ACC's DPS Third Party Testing Program. Upon successful course completion and obtaining the CDL, students will receive a certificate of completion.

PREREQUISITES: Must be 18 years old with a valid Texas Drivers License. Must pass Department of Transportation (DOT) physical and drug screen and acquire the Class 'A' CDL Driving Permit from the Texas Department of Public Safety (DPS) office prior to attending class.

Course No.	Date(s)	Time	Day	Room	Instructor
CECVOP 1013 AC04	01/06/20 - 02/03/20	7:00 AM - 5:30 PM	MTWTH	H127	J Munk
CECVOP 1013 AC05	02/10/20 - 03/05/20	7:00 AM - 5:30 PM	MTWTH	H127	J Munk
CECVOP 1013 AC06	03/16/20 - 04/09/20	7:00 AM - 5:30 PM	MTWTH	H127	J Munk
CECVOP 1013 AC07	04/20/20 - 05/14/20	7:00 AM - 5:30 PM	MTWTH	H127	J Munk
CECVOP 1013 AC08	05/18/20 - 06/11/20	7:00 AM - 5:30 PM	MTWTH	H127	J Munk

Fee(s): Tuition IN \$3,800.00 Tuition OD \$3,835.00 Other Fees \$145.20



Alvin Community College is now a provider of the CDL Third Party Skills Testing Program (TPST) through Texas Department of Public Safety

To find out more or schedule a test, call 281.756.5710

GED Prep

GED Comprehensive Preparation

This GED Comprehensive Preparation class readies the student to take and pass the GED test. Instruction focuses on the four (4) content areas of the GED test: reading/writing, science, social studies, and mathematics with major emphasis on reading/writing and math portions. Textbook and TI-30XS MultiView calculator required. **STUDENTS UNDER THE AGE OF 18 WILL NOT** be able to do online registration as they must meet certain criteria prior to registration. Call the GED office at 281-756-3787 for details.

Course No.	Date(s)	Time	Day	Room	Instructor
CEADED 0020 AC03	01/13/20 - 02/25/20	9:00 AM - 12:00 PM	MTWTH	H131	Ford
CEADED 0020 AC04	03/23/20 - 05/05/20	9:00 AM - 12:00 PM	MTWTH	H131	Ford

Fee(s): Tuition IN \$266.00 Tuition OD \$301.00 Other Fees \$64.00

STUDENTS UNDER 18 YEARS OF AGE

GED classes are available to 17-year-old students as well as 16-year-olds who are court-ordered. Before being allowed to attend class, underage students and a parent or legal guardian must meet with the program coordinator and agree to certain classroom rules before attending class. Call 281.756.3787 to set up an appointment.

HEALTH CARE TRAINING

Activity Director

Fundamentals and Administrative Skills for Activity Professionals I

This course is designed to understand the role of the activity professional in long term Health Care Facilities and provide an overview of the history, regulations, diagnostics groups, assessment processes, activity programming, communications, advocacy, ethics, service delivery and volunteer management. The program has been designed so that the student will focus directly on the classroom course work for the first 9 weeks. Once the student completes the classroom portion of the course, they will continue with their 96 hours Fieldwork Experience (CEGERS 1060) for the remaining 7 weeks. All students are offered optional live chats and classroom forum. Once these courses are completed, the student is eligible to apply and take the certification to be qualified as an activity director with the National Certification Council for Activity Professionals (NCCAP) and/or Consortium of Therapeutic Recreation/Activities Certification (CTRAC-Texas certifying body). You MUST be enrolled in both GERS 1004 and GERS 1060 at the same time.

Course No.	Date(s)	Time	Day	Room	Instructor
CEGERS 1004 04	02/03/20 - 05/28/20	TBA	TBA	TBA	L Davis

Fee(s): Tuition IN \$500.00 Tuition OD \$535.00 Other Fees \$21.12

Clinical: Activity Professional I

This course is designed to understand the role of the activity professional in long term Health Care Facilities and provide an overview of the history, regulations, diagnostics groups, assessment processes, activity programming, communications, advocacy, ethics, service delivery and volunteer management. The program has been designed so that the student will focus directly on the classroom course work for the first 9 weeks. Once the student completes the classroom portion of the course, they will continue with their 96 hours Fieldwork Experience (CEGERS 1060) for the remaining 7 weeks. All students are offered optional live chats and classroom forum. Once these courses are completed, the student is eligible to apply and take the certification to be qualified as an activity director with the National Certification Council for Activity Professionals (NCCAP) and/or Consortium of Therapeutic Recreation/Activities Certification (CTRAC-Texas certifying body). You MUST be enrolled in both GERS 1004 and GERS 1060 at the same time.

Course No.	Date(s)	Time	Day	Room	Instructor
CEGERS 1060 04	02/03/20 - 05/28/20	TBA	TBA	TBA	L Davis

Fee(s): Tuition IN \$500.00 Tuition OD \$535.00 Other Fees \$41.12

Certified Nursing Assistant

Classes begin monthly



Certified Nursing Assistant - CNA

Nurse Aide for Health Care

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 facilities. Topics include residents' rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team. **PREREQUISITES:** Must complete the CEWD Healthcare Application to enroll.

Course No.	Date(s)	Time	Day	Room	Instructor
CENURA 1001 AC04	01/13/20 - 02/12/20	8:00 AM - 12:00 PM	MTWTH	H108	D Ives
CENURA 1001 AC05	02/17/20 - 03/24/20	8:00 AM - 12:00 PM	MTWF	H108	D Ives
CENURA 1001 AC06	03/30/20 - 04/30/20	8:00 AM - 12:00 PM	MTWF	H108	D Ives
CENURA 1001 AC07	05/04/20 - 06/10/20	8:00 AM - 12:00 PM	MTWF	H108	D Ives

Fee(s): Tuition IN \$815.00 Tuition OD \$850.00 Other Fees \$96.64

Nurse Aide for Health Care - Clinical

Clinical bedside care of long-term residents and/or acute care patients to promote the continuity of care for Certified Nursing Assistants. Prerequisite: CPR/BLS for Healthcare Providers certified prior to first clinical date. Corequisites: Concurrently enrolled in corresponding sections for CENURA-1001.

Course No.	Date(s)	Time	Day	Room	Instructor
CENURA 1060 AC04	01/17/20 - 02/07/20	7:00 AM - 5:30 PM	F	TBA	D Ives
CENURA 1060 AC05	02/20/20 - 03/19/20	7:00 AM - 5:30 PM	TH	TBA	D Ives
CENURA 1060 AC06	04/02/20 - 04/23/20	7:00 AM - 5:30 PM	TH	TBA	D Ives
CENURA 1060 AC07	05/14/20 - 06/04/20	7:00 AM - 5:30 PM	TH	TBA	D Ives

Fee(s): Tuition IN \$430.00 Tuition OD \$465.00 Other Fees \$28.40

3-Day Review & Text Course for TVMA Certified Veterinary Assistant 1

Deadline to Register | First week of January

Course Dates | February 3, 5, 10, & 12, 2020 | 6:00PM - 9:00PM

For more information, call 281.756.3787 or email CEWD@alvincollege.edu

Clinical Medical Assistant

CMA PROGRAM COURSES

1st Term	2nd Term
<ul style="list-style-type: none">Procedures in a Clinical SettingMedical Terminology	<ul style="list-style-type: none">CMA Externship

CMA Procedures

Students will learn how to assist with routine and specialty office examinations. Students will learn the skills needed in the clinical medical assisting profession including, patient rooming, vital signs, collecting and testing specimens, EKG, first aid, proper techniques and safety concepts when administering oral and injectable medications and the daily operations of the medical office. Must enroll simultaneously in CEMDCA 1013 Medical Terminology online course. Must pass both CEMDCA 1017 and CEMDCA 1013 with a grade of 75 or higher to enroll in CEMDCA 1060 (Externship course). MUST complete the CEWD Healthcare Application. Must be 18 years of age to enroll. Maximum 2 class absences.

Course No.	Date(s)	Time	Day	Room	Instructor
CEMDCA 1017 AC07	01/13/20 - 05/12/20	6:00 PM - 9:00 PM	MT	H108	S Archer

Fee(s): Tuition IN \$1,500.00 Tuition OD \$1,535.00 Other Fees \$117.52

Medical Terminology

Medical Terminology is an online course, that will include the study and practical application of a medical vocabulary system. This course will also cover essential anatomy to give the student a better understanding of the terminology they are learning. It will include body systems, structure, recognition, analysis, definition, spelling, pronunciation, medical terms from prefixes, suffixes, roots and combining forms. This course is a level one course in both the Clinical Medical Assistant and Medical Office Billing & Coding Programs.

Course No.	Date(s)	Time	Day	Room	Instructor
CEMDCA 1013 IN01	01/15/20 - 05/06/20	TBA	TBA	TBA	C Jones

Fee(s): Tuition IN \$600.00 Tuition OD \$635.00 Other Fees \$10.08

Clinical Medical Assistant Externship

This is the Externship/Clinical component of the Clinical Medical Assistant training. Assignment to appropriate medical clinic/facility to utilize skills, knowledge and techniques gained in theory portions of the Clinical Medical Assistant program. Students will comply with the rules/protocol for varying facilities including possible need for background checks, drug screens, special clothing, and additional requirements by the clinical facilities. Externships generally run 1 - 3 months depending on student availability. Students have 3 months from the start date of this class to complete the externship. Must pass CEMDCA 1017 and CEMDCA 1013 with a grade of 75 or higher within the last year to enroll in CEMDCA 1060 (Externship).

Course No.	Date(s)	Time	Day	Room	Instructor
CEMDCA 1060 AC07	05/18/19 - 08/06/19	TBA	TBA	TBA	S Archer

Fee(s): Tuition IN \$1,550.00 Tuition OD \$1,585.00 Other Fees \$53.60

CPR/BLS

This training provides the Healthcare Professional with the knowledge and skills to perform CPR with the use of AED and BVM for infant, child and adult patients. All instructors are experienced in pre-hospital and hospital emergency care. Meets American Heart Association for Healthcare Provider requirements. Textbook strongly recommended for review prior to course especially for first time students. Suggest the student pack snacks or a lunch. **TARDINESS IS NOT ACCEPTABLE**

Course No.	Date(s)	Time	Day	Room	Instructor
CEEMSP 1019 AC05	01/03/20	9:00 AM - 3:00 PM	F	H112	T Kappes
CEEMSP 1019 AC06	01/11/20	9:00 AM - 3:00 PM	S	H112	T Kappes
CEEMSP 1019 AC07	02/08/20	9:00 AM - 3:00 PM	S	H112	T Kappes
CEEMSP 1019 AC08	03/21/20	9:00 AM - 3:00 PM	S	H112	T Kappes
CEEMSP 1019 AC09	04/18/20	9:00 AM - 3:00 PM	S	H112	T Kappes
CEEMSP 1019 AC10	05/09/20	9:00 AM - 3:00 PM	S	H112	T Kappes
CEEMSP 1019 AC11	05/20/20	9:00 AM - 3:00 PM	W	H112	T Kappes

Fee(s): Tuition \$87.78 Other Fees \$5.22

Dental Assistant

DENTAL PROGRAM COURSES		
1st Term <ul style="list-style-type: none"> Dental Health, Safety & Emergency Management Dental Science and General Anatomy Chairside Assisting 	2nd Term <ul style="list-style-type: none"> Professionalism in the Dental Office Dental Radiology Intermediate Dental Assisting 	3rd Term <ul style="list-style-type: none"> Office Management and Procedures Practicum Dental Assisting

Dental Health Safety

The Dental Health Safety and Emergency Management course prepares dental assistant students to respond proactively to dental emergencies; to control infection; prevent disease; adhere to OSHA Standards; and safely manage hazardous materials. Students address maintenance of emergency kits, and will learn to take patient's vital signs and collect patient medical/dental histories. **This is a first section course in the Dental Assistant program. A completed application, orientation meeting, and background check is required for admission and registration.**

Course No.	Date(s)	Time	Day	Room	Instructor
CEDNTA 1013 23	02/04/20 - 04/02/20	9:00 AM - 1:00 PM	TTH	H116	M Abraham

Fee(s): Tuition IN \$725.00 Tuition OD \$760.00 Other Fees \$85.68

Dental Science & General Anatomy

The Dental Science and General Anatomy course presents the study of dental terminology, morphology, histology, and oral embryology. Students learn the basic structure and function of human anatomy with special emphasis on the head and neck. It prepares dental assistant students to apply fundamentals of general and dental anatomy to informed decision-making, and for professional communication with colleagues and patients. **This is a first section course in the Dental Assistant Program.** A completed application, meeting with the coordinator and mandatory orientation meeting and background check is required for admission and registration. **TEXTBOOK REQUIRED.**

Course No.	Date(s)	Time	Day	Room	Instructor
CEDNTA 1011 23	02/04/20 - 04/02/20	1:30 PM - 4:30 PM	TTH	H116	F Elkins

Fee(s): Tuition IN \$575.00 Tuition OD \$610.00 Other Fees \$47.76

Chairside Assisting

An introduction to pre-clinical chairside assisting procedures, instrumentation, infection and hazard control protocol, and equipment safety and maintenance. The Chairside Assisting course prepares dental assistant students to chart oral cavity structures, dental pathology and restorations, and to assist a dentist with basic dental procedures including examinations, pain control, amalgam restorations, and cosmetic restorations. Students will develop the ability to educate patients about preventive dentistry, brushing, and flossing techniques and dental procedures using lay terminology. **This is a first section course for the Dental Assistant Program.** A completed application, orientation meeting, and background check is required for admission and registration. **TEXTBOOK REQUIRED.**

Course No.	Date(s)	Time	Day	Room	Instructor
CEDNTA 1015 23	02/05/20 - 04/03/20	9:00 AM - 1:00 PM	WF	H116	M Abraham

Fee(s): Tuition IN \$725.00 Tuition OD \$760.00 Other Fees \$55.68

Professionalism in the Dental Office

The Professionalism course prepares dental assistant students for professional success in a dental practice or in another dental health care environment. It is a pre-requisite course prior to the clinical visits. Students develop professional appearance and image, while learning life skills for their personal management. The course instructs on the lessons of working within ethical guidelines and legal frameworks, in preparation for entering the dental workforce. Dental assistant students will develop and customize their resumes; learn the importance of job search; and lay out an on-going professional development plan. **This is a second section course in the Dental Assistant Program. Current enrollment in the Dental Assistant Program is necessary for registration.**

Course No.	Date(s)	Time	Day	Room	Instructor
CEDNTA 1002 23	04/07/20 - 05/28/20	1:00 AM - 4:00 PM	TTH	H116	M Abraham
Fee(s): Tuition IN \$565.00 Tuition OD \$600.00 Other Fees \$41.76					

Dental Radiology

The Dental Radiography course prepares dental assisting students to operate x-ray units and expose bitewing, periapical, extra oral, and occlusal radiographs. Emphasis is placed on protection against x-ray hazards. Students also process, mount, and evaluate radiographs for diagnostic value. The history of radiology theory will be presented including physics, radiation protection, and the operation of radiographic equipment, darkroom procedures, and exposure techniques. Specific safety and universal/standard precautions for the radiology lab will be practiced. **This is a second level course for the ongoing Dental Assistant Program. Successful completion of CEDNTA 1013, 1011 & 1015 is needed to enroll. Current enrollment in the Dental Assistant Program is necessary for registration. TEXTBOOK REQUIRED.**

Course No.	Date(s)	Time	Day	Room	Instructor
CEDNTA 1005 23	04/07/20 - 05/28/20	9:00 AM - 12:00 PM	TTH	H116	M Abraham
Fee(s): Tuition IN \$585.00 Tuition OD \$620.00 Other Fees \$47.76					

Intermediate Dental Assisting

The intermediate dental assisting course prepares dental assistant students to handle and prepare dental materials such as liners, bases, cements, amalgam, resin restorative materials, gypsum products, and impression materials. Students will develop the necessary skills to utilize these materials. They will also learn to take alginate impressions and clean removable appliances. An in-depth study of assisting techniques with emphasis on four-handed dentistry, utilization of tray set-ups for specific procedures. **This is a second course for the ongoing Dental Assistant Program. Current enrollment OR successful completion in the Dental Assisting first level courses is necessary for enrollment.**

Course No.	Date(s)	Time	Day	Room	Instructor
CEDNTA 1042 23	04/08/20 - 05/29/20	9:00 AM - 12:00 PM	WF	H116	M Abraham
Fee(s): Tuition IN \$595.00 Tuition OD \$630.00 Other Fees \$41.76					



Medication Administration for Nurse Aide

This course is Texas Department of Aging and Disability (DADS) approved and gives instruction in preparation and administration of designated medications by non-licensed nursing personnel employed in licensed health care agencies including responsibilities associated with such administration. Certified Nurse Aides MUST be employed in a Medicare/Medicaid skilled nursing facility, Mental Health Mental Retardation (MHMR) facility, correctional institution, or licensed personal care facility on the first day of class and maintain employment during the course. PRIOR to beginning the training program, the student must obtain a criminal history report from the Department of Public Safety and verify there has not been a conviction of a criminal offense listed in THSC Chapter 250. An employability check using both the EMR and NAR will be conducted by the coordinator to verify that the student is not listed as unemployable and does not have a revoked or suspended permit status in their CNA licensing. A HS diploma or GED is required to enroll. Textbooks are required. OTHER: Criminal history from DPS; Licensing review of EMR and NAR.

Course No.	Date(s)	Time	Day	Room	Instructor
CENURA 1013 0220	02/03/20 - 06/03/20	1:00 PM - 4:00 PM	MTW	H108	D Ives
Fee(s): Tuition IN \$1,500.00 Tuition OD \$1,535.00 Other Fees \$134.76					

Medication Administration Annual Update

Medication Aide Update for Nurse Aide

This course fulfills the annual education renewal requirements for the Certified Medication Aide. Topics include review and update of medication aide training rules, medication administration and related responsibilities. Registration must be completed 3 days before class is offered. Texas Department of Aging and Disability Services recommend taking the Medication Aide Update class 90 days prior to permit expiration. Must be CNA on Texas Registry. Admittance into the class without Course Receipt will not be permitted if student's name does not appear on class roster. Absolutely No Exceptions. TARDINESS IS NOT ACCEPTABLE.

Course No.	Date(s)	Time	Day	Room	Instructor
CENURA 1041 AC05	02/01/20	9:00 AM - 4:30 PM	S	H108	D Ives
CENURA 1041 AC06	04/04/20	9:00 AM - 4:30 PM	S	H108	D Ives
CENURA 1041 AC07	06/06/20	9:00 AM - 4:30 PM	S	H108	D Ives

Fee(s): Tuition IN \$93.47 Tuition OD \$128.47 Other Fees \$5.53



Phlebotomy Technician

Classes begin February 5

Medical Office Billing and Coding

MEDICAL OFFICE BILLING AND CODING COURSES	
1st Term • Medical Terminology • Medical Insurance	2nd Term • Medical Administrative Support • ICD-10 Medical Coding (Ed2Go)

Medical Terminology

Medical Terminology is an online course, that will include the study and practical application of a medical vocabulary system. This course will also cover essential anatomy to give the student a better understanding of the terminology they are learning. It will include body systems, structure, recognition, analysis, definition, spelling, pronunciation, medical terms from prefixes, suffixes, roots and combining forms. This course is a level one course in both the Clinical Medical Assistant and Medical Office Billing & Coding Programs.

Course No.	Date(s)	Time	Day	Room	Instructor
CEMDCA 1013 IN01	01/15/20 - 05/06/20	TBA	TBA	TBA	S Nelson

Fee(s): Tuition IN \$600.00 Tuition OD \$635.00 Other Fees \$10.08

Medical Insurance

Survey of medical insurance including the life cycle of various claim forms, terminology, patient relations, and legal and ethical issues. Must enroll concurrently in CEMDCA 1013 (Medical Terminology). Must pass CEMDCA 1013 and CEPOFM 1027 with a grade of 75 to continue in program. TEXTBOOK REQUIRED.

Course No.	Date(s)	Time	Day	Room	Instructor
CEPOFM 1027 AC08	01/15/20 - 05/06/20	6:00 PM - 9:00 PM	W	H124	A Chapman-Hall

Fee(s): Tuition IN \$500.00 Tuition OD \$535.00 Other Fees \$45.76

Medical Administration Support

Medical Administrative Support is a hybrid course(online and face-to-face) that will provide training in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communication, professionalism, coding, billing, collecting, third party reimbursement, and application of governmental health care guidelines. There is mandatory 3 hours online class work and a 3 hour face-to-face class that will meet Wednesday evenings. Must have successfully completed CEMDCA 1013 and CEPOFM 1027 to enroll. TEXTBOOK REQUIRED.

Course No.	Date(s)	Time	Day	Room	Instructor
CEPOFM 1017 AC08	05/20/20 - 08/05/20	6:00 PM - 8:00 PM	W	H124	A Chapman-Hall

Fee(s): Tuition IN \$700.00 Tuition OD \$735.00 Other Fees \$45.76

Phlebotomy Technician Program

Phlebotomy

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, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology. There will be eight (8) designated on-campus dates meeting on Wednesday evenings from 6:00PM - 8:30PM: 2/5, 2/12, 2/19, 2/26, 3/4, 3/25, 4/15 and 5/5/2020. This class must be taken concurrently with CEPLAB 1060 Phlebotomy-Clinical. TEXTBOOK REQUIRED. PREREQUISITE: Completion of the ACC CEWD Healthcare application is needed to enroll in the program.

Course No.	Date(s)	Time	Day	Room	Instructor
CEPLAB 1023 AC03	02/05/20 - 05/06/20	6:00 PM - 8:30 PM	W	H108	P Calbillo
CEPLAB 1023 AC04	04/01/20 - 06/24/20	6:00 PM - 8:30 PM	W	H108	P Calbillo
Fee(s): Tuition IN \$850.00	Tuition OD \$885.00	Other Fees \$87.52			

Phlebotomy-Clinical

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A completed ACC CEWD Healthcare Application must be completed and turned in with registration for this class. This class must be taken concurrently with CEPLAB 1023 Phlebotomy.

Course No.	Date(s)	Time	Day	Room	Instructor
CEPLAB 1060 AC03	02/05/20 - 05/06/20	TBA	TBA	TBA	P Calbillo
CEPLAB 1060 AC04	04/01/20 - 06/24/20	TBA	TBA	TBA	P Calbillo
Fee(s): Tuition IN \$860.00	Tuition OD \$895.00	Other Fees \$71.00			

Veterinary Assistant

Veterinary Assistant Technology

This course is to prepare you for the duties of a veterinary assistant. Outcomes of the course will be in treatment techniques for domestic animals, feeding and watering animals, sterilizing lab and surgical equipment, providing post-operative care, administration of medications, preparation of samples for lab examinations, x-rays procedures, identify breeds of animals, basic care, sanitation, public and/or client relations, and identify ethical and legal issues working closely with Veterinarians and Veterinary Technicians. TEXTBOOK REQUIRED. Completion or concurrent enrollment of CEVTHT 1060 is needed to complete the Veterinary Assistant Program. Completion of the ACC CEWD Healthcare application is needed to enroll in the program.

Course No.	Date(s)	Time	Day	Room	Instructor
CEVTHT 1001 014	02/03/20 - 05/04/20	8:00 AM - 12:00 PM	MW	H125	K Whitmire
Fee(s): Tuition IN \$865.00	Tuition OD \$900.00	Other Fees \$87.52			

Veterinary Assistant Clinical

This second course in the Veterinary Assistant Program is a work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Outcomes of the course will be applying the techniques learned in CEVTHT 1001, utilizing skills with interactions within basic care, sanitation, public and/or client relations; and identify ethical and legal issues working closely with Veterinarians and Veterinary Technicians. You will have hours of shelter time along with hours demonstrating knowledge of legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the veterinary occupation and industry. Completion or concurrent enrollment in CEVTHT 1001 is needed to complete the Veterinary Assistant Program. Completion of the ACC CEWD Healthcare application is needed to enroll in the program.

Course No.	Date(s)	Time	Day	Room	Instructor
CEVTHT 1060 014	02/04/20 - 05/05/20	8:00 AM - 5:10 PM	T	H125	K Whitmire
Fee(s): Tuition IN \$1,000.00	Tuition OD \$1,035.00	Other Fees \$130.64			

INDUSTRIAL TRAINING

CNC Machinist

CNC/Machining

CNC operations with an emphasis on programming and operations of machining and turning centers. This course is designed to simulate a real shop environment in all aspects including: CAD design and code development using computer software set-up and operation of Haas CNC lathes and mills as well as manual lathes and mills: fixtute design and development; inspection and quality control.

Course No.	Date(s)	Time	Day	Room	Instructor
CEMCHN 2035 AC02	01/29/20 - 05/14/20	6:00 PM - 10:00 PM	WTH	D117	K Wert
Fee(s): Tuition IN \$2,689.60 Tuition OD \$2,724.60 Other Fees \$110.40					

CNC Machining

Night classes begin January 29

Millwright

NCCER Core

Recognize and evaluate hazards in the workplace and implement control measures including engineering, administrative and personal protective equipment. NCCER Core Curriculum explains the importance of safety in the construction and industrial crafts. Trainees will learn how to identify and follow safe work practices and procedures and how to properly inspect and use safety equipment. Trainees will be able to describe the safety practices associated with elevated work; energy release; and various hazards encountered on job sites. Students are awarded with NCCER's Construction Site Safety Orientation credential upon successful completion.

Course No.	Date(s)	Time	Day	Room	Instructor
CEOSHT 1015 ACM09	01/29/20 - 04/08/20	6:00 PM - 10:00 PM	W	D117	N Pander
Fee(s): Tuition IN \$440.80 Tuition OD \$475.80 Other Fees \$34.80					

NCCER Millwright Level 1

Following NCCER Level 1 guidelines, this course will introduce the student to many different skills in the millwright trade. Identify and use basic hand and power tools and review various fasteners. Discuss common blueprint symbols and demonstrate different layout techniques. Discuss and demonstrate the safe use of manual lathes and mills and basic cutting concepts and techniques. Identify and demonstrate the use of various indicators for the purpose of aligning parts to machine. End of course outcome: Demonstrate knowledge of the different types of fasteners and hand and power tools used in millwright trade. Demonstrate the ability to safely use basic hand and power tools. Identify common blueprint symbols and the ability to use different layout techniques. Understand and demonstrate the safe use of manual lathe and mill for the purpose of machining or polishing parts.

Course No.	Date(s)	Time	Day	Room	Instructor
CEMCHN 1025 ACM09	01/27/20 - 05/18/20	6:00 PM - 10:00 PM	MT	TBA	K Wert
Fee(s): Tuition IN \$1,514.00 Tuition OD \$1,549.00 Other Fees \$110.40					

Pipefitting - Level 1

NCCER Core

Recognize and evaluate hazards in the workplace and implement control measures including engineering, administrative and personal protective equipment. NCCER Core Curriculum explains the importance of safety in the construction and industrial crafts. Trainees will learn how to identify and follow safe work practices and procedures and how to properly inspect and use safety equipment. Trainees will be able to describe the safety practices associated with elevated work; energy release; and various hazards encountered on job sites. Students are awarded with NCCER's Construction Site Safety Orientation credential upon successful completion. Class 1 of 4 that make up ACC's Pipefitting Program.

Course No.	Date(s)	Time	Day	Room	Instructor
CEOSHT 1015 ACP22	01/27/20 - 02/03/20	8:00 AM - 4:30 PM	MTWTH	D249	P Cotham
CEOSHT 1015 ACP23	01/29/20 - 04/08/20	6:00 PM - 10:00 PM	W	D117	N Pander
Fee(s): Tuition IN \$440.80 Tuition OD \$475.80 Other Fees \$34.80					

NCCER Pipefitting Level 1

This course covers mathematical operations necessary to calculate laying lengths of pipe fittings for fabrication. Identification and use of hand tools and power tools. Identification of pipe, pipe fittings, flanges and fasteners used in the trade. Also includes scaffold safety, motorized equipment, and underground pipe installation. Follows NCCER Level 1 curriculum - Class 2 of 4 that make up ACC's Pipefitting Program.

Course No.	Date(s)	Time	Day	Room	Instructor
CEFPFB 1008 ACP22	02/04/20 - 02/27/20	8:00 AM - 4:30 PM	MTWTH	D249	P Cotham
CEFPFB 1008 ACP23	01/27/20 - 05/18/20	6:00 PM - 10:00 PM	MT	D249	J Osteen

Fee(s): Tuition IN \$1,514.00 Tuition OD \$1,549.00 Other Fees \$110.40

Pipefitting - Level 2

NCCER Pipefitting Level 2

Continuation of Pipe Fabrication, Rigging, Pipe Hangers and supports, blueprint reading, standards and specifications and trade math. Follows NCCER Level 2 curriculum. This course assists the student in preparing for the Pipefitter Journeyman test. Follows NCCER Level 2 curriculum. Class 3 of 4 that make up ACC's Pipefitting Program.

Course No.	Date(s)	Time	Day	Room	Instructor
CEFPFB 1043 ACP12	03/02/20 - 04/01/20	8:00 AM - 4:30 PM	MTWTH	D249	P Cotham
CEFPFB 1043 ACP13	01/29/20 - 05/14/20	6:00 PM - 10:00 PM	WTH	D249	J Osteen

Fee(s): Tuition IN \$1,514.00 Tuition OD \$1,549.00 Other Fees \$110.40

Pipefitting - Level 3

NCCER Pipefitting Level 3

Follows NCCER Level 2 Curriculum. A continuation of Pipefitting including the following topics: Rigging Equipment & Practices, Standards and Specifications, Advanced Trade math, Motorized Equipment II, Above ground Pipe Installation, Field Routing and Vessel Trim, Pipe Hangers and Supports, and Testing Piping Systems and Equipment. This course assists the student in preparing for the Pipefitter Journeyman test. Class 4 of 4 that makes up ACC's Pipefitting Program.

Course No.	Date(s)	Time	Day	Room	Instructor
CEFPFB 2032 ACP05	04/02/20 - 04/29/20	8:00 AM - 4:30 PM	MTWTH	D249	P Cotham

Fee(s): Tuition IN \$1,514.00 Tuition OD \$1,549.00 Other Fees \$110.40

Structural Welding - 320 Hour Program

NCCER Core

Recognize and evaluate hazards in the workplace and implement control measures including engineering, administrative and personal protective equipment. NCCER Core Curriculum explains the importance of safety in the construction and industrial crafts. Trainees will learn how to identify and follow safe work practices and procedures and how to properly inspect and use safety equipment. Trainees will be able to describe the safety practices associated with elevated work; energy release; and various hazards encountered on job sites. Students are awarded with NCCER's Construction Site Safety Orientation credential upon successful completion. Class 1 of 4 that make up ACC's Structural Welding Program.

Course No.	Date(s)	Time	Day	Room	Instructor
CEOSHT 1015 AC05	02/10/20 - 02/17/20	8:00 AM - 4:30 PM	MTWTH	D117	K Brigman

Fee(s): Tuition IN \$440.80 Tuition OD \$475.80 Other Fees \$34.80

Torch Cutting for NCCER Welding Level 1

An introduction to oxy-fuel and arc welding and cutting practice and procedures. Represents modules associated with torch cutting from NCCER Welding Level 1. Class 2 of 4 that make up ACC's Structural Welding Program.

Course No.	Date(s)	Time	Day	Room	Instructor
CEWLDG 1015 AC05	02/18/20 - 02/25/20	8:00 AM - 4:30 PM	MTWTH	D117	K Brigman

Fee(s): Tuition IN \$581.00 Tuition OD \$616.00 Other Fees \$42.80

For more information, visit
www.alvincollege.edu/cwd/industrialtraining

Introduction to SMAW for NCCER Welding Level 1

This course covers basic maintenance and structural welding techniques and applications associated with SMAW (Shielded Metal Arc Welding). Course follows modules found in NCCER Welding Level 1. Class 3 of 4 that make up ACC's Level 1 Structural Welding Program.

Course No.	Date(s)	Time	Day	Room	Instructor
CEWLDG 1028 AC05	02/26/20 - 03/30/20	8:00 AM - 4:30 PM	MTWTH	D117	K Brigman
Fee(s): Tuition IN \$1,539.02 Tuition OD \$1,574.02 Other Fees \$104.40					

Intermediate SMAW for NCCER Welding Level 1

This course covers intermediate structural welding techniques and applications associated with SMAW (Shielded Metal Arc Welding). Course follows modules found in NCCER Welding Level 1. Class 4 of 4 that makes up ACC's Level 1 Structural Welding Program.

Course No.	Date(s)	Time	Day	Room	Instructor
CEWLDG 1043 AC05	03/31/20 - 04/27/20	8:00 AM - 4:30 PM	MTWTH	D117	K Brigman
Fee(s): Tuition IN \$1,503.38 Tuition OD \$1,538.38 Other Fees \$104.40					

Pipefitting Level 1

Day and night classes available

See page 18 for more information

Level 2 Welding

Intro to GMAW

This course covers the principles of Gas Metal ARC Welding, setup and use of GMAW equipment and safe use of tools/equipment. Instruction in various positions and joint designs. Course follows modules found in NCCER Welding Level 2 - Class 1 of 3 that make up NCCER Level 2. This course can be taken separately from the Level 2 program for individuals wanting to learn MIG welding only. Students taking the class separately from the Level 2 program will not receive full NCCER credentials.

Course No.	Date(s)	Time	Day	Room	Instructor
CEWLDG 1030 ACW06	04/28/20 - 05/13/20	8:00 AM - 4:30 PM	MTWTH	D117	K Brigman
Fee(s): Tuition IN \$1,088.60 Tuition OD \$1,123.60 Other Fees \$75.60					

Intro to Flux Core

An overview of terminology, safety procedures, and equipment set-up. Practice in performing various joints using FLUX Cored ARC Welding (FCAW) equipment. This course covers the principles of FLUX Cored ARC Welding, setup and use of FCAW equipment and safe use of tools/equipment. Instruction in various positions and joint designs. Course follows modules found in NCCER Welding Level 2. Class 2 of 3 that make up NCCER Level 2. This course can be taken separately from the Level 2 program for individuals wanting to learn Flux Core welding only. Students taking the class separately from the Level 2 program will not receive full NCCER credentials.

Course No.	Date(s)	Time	Day	Room	Instructor
CEWLDG 1012 ACW06	05/14/20 - 05/28/20	8:00 AM - 4:30 PM	MTWTH	D117	K Brigman
Fee(s): Tuition IN \$881.88 Tuition OD \$916.88 Other Fees \$55.68					

Intro to GTAW

This course covers the principles of Gas Tungsten ARC Welding, setup and use of GTAW equipment, and safe use of tools/equipment. Instruction in various positions and joint designs. Course follows modules found in NCCER Welding Level 2. Class 3 of 3 that make up NCCER Level 2. This course can be taken separately from the Level 2 program for individuals wanting to learn TIG Welding only. Students taking the class separately from the Level 2 Program will not receive full NCCER Credentials.

Course No.	Date(s)	Time	Day	Room	Instructor
CEWLDG 1034 ACW06	06/01/20 - 06/16/20	8:00 AM - 4:30 PM	MTWTH	D117	K Brigman
Fee(s): Tuition IN \$1,088.60 Tuition OD \$1,123.60 Other Fees \$69.60					

NCCER Level 3 Welding

Intermediate Pipe Welding for NCCER Level 3

A comprehensive course following the NCCER curriculum on the welding of pipe using the shielded metal ARC welding (SMAW) and/or processes. Welds will be done using various positions. Topics covered include electrode selection, equipment setup and safe shop practices. Designed to assist student to obtain American Welding Society's (AWS) 'Combo Welding Certification' Part 1/2 in ACC's Level 3 Welding Program.

Course No.	Date(s)	Time	Day	Room	Instructor
CEWLDG 2006 ACW03	02/03/20 - 03/05/20	8:00 AM - 4:30 PM	MTWTH	D124	M Mejia
Fee(s): Tuition IN \$2,935.80 Tuition OD \$2,970.80 Other Fees \$818.20					

Advanced Pipe Welding for NCCER Level 3

Advanced topics involving welding of pipe using the ARC process and S.M.A.W. process. This course is to include electrode selection, equipment setup and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Designed to assist the student obtain American Welding Society's (AWS) 'Combo Welding Certification' from an independent testing facility. Part 2/2 in ACC's Level 3 Welding Program.

Course No.	Date(s)	Time	Day	Room	Instructor
CEWLDG 2053 ACW03	03/16/20 - 04/20/20	8:00 AM - 4:30 PM	MTWTH	D124	M Mejia
Fee(s): Tuition IN \$2,911.80 Tuition OD \$2,946.80 Other Fees \$889.20					

Advanced FLUX Core Level 3B

In this course, students will practice advanced concepts of flux core arc welding of structural and fabricated steel products with an emphasis on fabricated pipe. Skill development in multi pass fillet and v-groove welding using Flux Core and Mig processes. Completes the following modules associated with NCCER Welding Level 3: 29302-16. Class 3B is one of 3 classes (3A, 3B & 3C) that must be taken in order for the student to complete ACC's Pipe Welding Program.

Course No.	Date(s)	Time	Day	Room	Instructor
CEWLDG 2052 ACW01	03/16/20 - 04/20/20	8:00 AM - 4:30 PM	MTWTH	D124	M Mejia
Fee(s): Tuition IN \$2,911.80 Tuition OD \$2,946.80 Other Fees \$889.20					



Level 1 Welding Night Courses

NCCER Core

Recognize and evaluate hazards in the workplace and implement control measures including engineering, administrative and personal protective equipment. NCCER Core Curriculum explains the importance of safety in the construction and industrial crafts. Trainees will learn how to identify and follow safe work practices and procedures and how to properly inspect and use safety equipment. Trainees will be able to describe the safety practices associated with elevated work; energy release; and various hazards encountered on job sites. Students are awarded with NCCER's Construction Site Safety Orientation credential upon successful completion.

Course No.	Date(s)	Time	Day	Room	Instructor
CEOSHT 1015 ACW19	01/29/20 - 04/08/20	6:00 PM - 10:00 PM	W	D117	N Pander
Fee(s): Tuition IN \$440.80 Tuition OD \$475.80 Other Fees \$34.80					

Structural Welding Level 1A

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 to improve student proficiency. Completes the following modules associated with NCCER welding level 1: 29101-09, 29105-09, 29106-09, 29107-09, 29108-09 and 29109-09. Class 1A is one of 3 classes that must be taken in order for the student to receive full NCCER Level 1 credentials.

Course No.	Date(s)	Time	Day	Room	Instructor
CEWLDG 1091 ACW04	01/27/20 - 05/18/20	6:00 PM - 10:00 PM	MT	D124	F Faculty
Fee(s): Tuition IN \$1,514.00 Tuition OD \$1,549.00 Other Fees \$110.40					

Intermediate SMAW Level 1B

In this course, students will identify principles of ARC welding, describe ARC-welding operations of fillet and groove joints, explain heat treatments of low alloy steels and explain weld size and profiles. Students will also prepare test plates, perform fillet welds in the overhead position, perform bevel groove welds with backing plates in various positions and demonstrate use of tools and equipment. The course adheres to the following modules associated with NCCER Welding Level 1: 29101-09, 29201-09, 29105-09, 29106-09, 29107-09, 29110-09 and 29111-09. Class 1B is one of 3 classes (1A, 1B & 1C) that must be taken in order for the student to receive full NCCER Level 1 credentials. Successful completion of Welding 1A (Welding 1091) with a final grade of A, B or C before you can register for this class.

Course No.	Date(s)	Time	Day	Room	Instructor
CEWLDG 1057 ACW01	01/27/20 - 05/18/20	6:00 PM - 10:00 PM	MT	D124	F Faculty
Fee(s): Tuition IN \$1,514.00 Tuition OD \$1,549.00 Other Fees \$110.40					

Level 2 Welding Night Courses

Intermediate Welding/Multiple Processes Level 2A

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: gas metal arc welding (GMAW), flux-cored arc welding (FCAW). Completes the following modules associated with NCCER welding Level 2: 29201-15, 229202-15, 29203-15, 29204-15, 29205-15, 29209-15, 29210-15. Class 2A is one of the 2 classes that must be taken in order for the student to receive full NCCER Level 2 credentials upon successful completion.

Course No.	Date(s)	Time	Day	Room	Instructor
CEWLDG 2013 ACW02	01/29/20 - 05/14/20	6:00 PM - 10:00 PM	WTH	D124	F Faculty
Fee(s): Tuition IN \$1,514.00 Tuition OD \$1,549.00 Other Fees \$110.40					

Level 3 Welding Night Courses

Advanced GTAW/Pipe Welding Level 3C

Advanced topics in GTAW welding, including welding in various position and directions. Explains how to set up GTAW equipment for open-root V-groove welds and explains how to prepare for and make open-root V-groove welds on carbon steel pipe. Provides procedures for making open-root V-groove welds with GTAW equipment on pipe in the 2G, 5G and 6G positions. Completes module 29304-16 found in NCCER's Welding Level 3 curriculum. Class 3C is one of 3 classes (3A, 3B & 3C) that must be taken in order for the students to complete ACC's Pipe Welding Program. Successful completion of WLDG 2013 with a grade of A, B or C before you can register for this class.

Course No.	Date(s)	Time	Day	Room	Instructor
CEWLDG 2047 ACW01	01/29/20 - 05/14/20	6:00 PM - 10:00 PM	WTH	D124	F Faculty
Fee(s): Tuition IN \$1,514.00 Tuition OD \$1,549.00 Other Fees \$110.40					



Motorcycle Safety

The class includes classroom instruction and hands-on, in-the-seat training in the use of controls and parts, smooth starts and stops, shifting gears, braking, turning and evasive maneuvers.

To register online, visit <http://www.alvincollege.edu/cewd/career-training/safetyeducation.html>

COMMUNITY PROGRAMS

License to Carry

License to Carry

This course is designed for person desiring qualification to obtain a permit to carry a handgun. Course topics meet the requirements of the State of Texas. State law required applicants pass a written test and demonstration of proficiency with the handgun. Necessary training materials and equipment are provided. Students may use personal handguns with instructor's approval. Minimum age: 21 years. Student should register a minimum of 5 days in advance of the course date. Tuition/fees include target and ammunition. After successful completion of license class, student will complete the online license application and mail required documents along with the required fee for the license to Texas Department of Public Safety. **THIS IS NOT A CLASS FOR SOMEONE WHO DOES NOT KNOW HOW TO SAFELY OPERATE AND FIRE A HANDGUN.** It is recommended a student bring own handgun (unloaded) to class as student is more familiar with using their own equipment.

Course No.	Date(s)	Time	Day	Room	Instructor
CEHGUN 0601 AC05	01/04/20	8:00 AM - 2:00 PM	S	N111	G Phillips
CEHGUN 0601 AC06	02/01/20	8:00 AM - 2:00 PM	S	N111	G Phillips
CEHGUN 0601 AC07	03/07/20	8:00 AM - 2:00 PM	S	N111	G Phillips
CEHGUN 0601 AC08	04/04/20	8:00 AM - 2:00 PM	S	N111	G Phillips
CEHGUN 0601 AC09	05/02/20	8:00 AM - 2:00 PM	S	N111	G Phillips
Fee(s): Tuition IN \$65.68 Tuition OD \$100.68		Other Fees \$6.32			

Motorcycle Safety

Motorcycle Safety

This course presents effective mental strategies for safe operation of a motorcycle, the proper use of protective gear and hands on training with the controls. Students will learn smooth starts and stops, shifting gears, braking, turning and evasive maneuvers. Successful completion of the course requires the student to be present for the entire class and pass both a written test and a skill evaluation on the motorcycle. Motorcycles and helmets are provided. Protective gear is required (helmet, eye protection, long sleeves, long pants, full-fingered gloves and over the ankle footwear). The class does meet state license requirements. Participants must have a valid driver license or state issued ID. Under 18 requires a driver learner's permit or drivers license.

Course No.	Date(s)	Time	Day	Room	Instructor
CEMCSE 1000 007	01/25/20 - 01/26/20	7:30 AM - 4:30 PM	SSU	H124	C Harris
CEMCSE 1000 008	03/21/20 - 03/22/20	7:30 AM - 4:30 PM	SSU	H124	C Harris
CEMCSE 1000 009	05/02/20 - 05/03/20	7:30 AM - 4:30 PM	SSU	H124	C Harris

Fee(s): Tuition \$250.00

Vocational Education

STRIVE

STRIVE PROGRAM COURSES	
<p><i>First Year</i></p> <p>Semester One</p> <ul style="list-style-type: none"> • Interpersonal Skills • Communication Skills for the Workplace • Career Exploration/Planning <p>Semester Two</p> <ul style="list-style-type: none"> • Occupational Math • Professionalism in the Workplace (Preparation) • Internet Basics <p>Semester Three (Summer)</p> <ul style="list-style-type: none"> • Community Ethics 	<p><i>Second Year</i></p> <p>Semester Four</p> <ul style="list-style-type: none"> • Wellness Health and Promotion • Job Search and Employment Skills • Professionalism in the Workplace <p>Semester Five</p> <ul style="list-style-type: none"> • Enhancing Workplace Communication • Work Diversity • Occupational Safety & Health

The following courses are for current first year STRIVE students

Occupational Math

The student will be introduced to math skills applicable to business and industry for successful on-the-job performance. Upon completion the student should be able to solve mathematical calculations relevant to specific business/industry.

Course No.	Date(s)	Time	Day	Room	Instructor
CETECM 1013 AC06	01/06/20 - 05/11/20	9:30 AM - 12:00 PM	M	H112	M Vlahovich
Fee(s): Tuition IN \$520.00	Tuition OD \$555.00	Other Fees \$34.80			

Professional Workforce Preparation

This course is designed to prepare the student for career success including ethics, interpersonal relations, professional attire, and advancement. This course will further develop students' abilities to identify and pursue appropriate career options. Students build their job readiness skills including understanding employer expectations and navigating the social demands of work. Students are required to participate in college and community career exploration experiences to reinforce concepts as well as structured work-shadowing opportunities.

Course No.	Date(s)	Time	Day	Room	Instructor
CEPOFT 1013 AC06	01/09/20 - 04/30/20	9:30 AM - 12:30 PM	TH	H112	M Vlahovich
Fee(s): Tuition IN \$630.00	Tuition OD \$665.00	Other Fees \$46.76			

Internet Basics

This class will introduce the student to the Internet including email, home page, and how to perform basic research to address individual/company/business needs. Students will also be exposed to various forms of technology used in everyday life; including those used for social networking, organization and entertainment. Students will also learn to utilize work related pieces of technology including fax machine, scanner, and copier.

Course No.	Date(s)	Time	Day	Room	Instructor
CEITNW 1007 AC06	01/07/20 - 04/28/20	9:30 AM - 11:30 AM	T	H124	M Vlahovich
Fee(s): Tuition IN \$420.00	Tuition OD \$455.00	Other Fees \$27.84			

The following courses are for current second year STRIVE students

Enhancing Workplace Communication

Focuses on the principles of communication to facilitate sending and receiving messages in the workplace.

Course No.	Date(s)	Time	Day	Room	Instructor
CECOMG 1040 AC05	01/07/20 - 04/28/20	12:45 PM - 3:15 PM	T	H112	M Vlahovich
Fee(s): Tuition IN \$500.00	Tuition OD \$535.00	Other Fees \$34.80			

Work Diversity

Examines gender, cultural background, age, and other factors affecting coworker/client relationships. Includes behavioral expectations and standards in the business environment. Upon completion the student should be able to identify diversity factors in the workplace, explain how demographics of the labor market change, describe ways to adapt demographic changes, and cite behaviors that create an environment of inclusion.

Course No.	Date(s)	Time	Day	Room	Instructor
CEPOFT 1032 AC05	01/09/20 - 04/30/20	1:00 PM - 3:00 PM	TH	H112	M Vlahovich
Fee(s): Tuition IN \$500.00	Tuition OD \$520.00	Other Fees \$34.80			

Occupational Safety & Health

Basic concepts of safety and health. An introduction to concepts of health and safety. Upon completion the student should be able to identify common hazards and corrective actions in the workplace, and incorporate job safety analysis (JSA) and appropriate training and name elements of an effective safety culture.

Course No.	Date(s)	Time	Day	Room	Instructor
CEOSHT 1000 AC05	01/06/20 - 05/11/20	12:30 PM - 3:00 PM	M	H112	M Vlahovich
Fee(s): Tuition IN \$620.00	Tuition OD \$655.00	Other Fees \$34.80			

For more information, visit
www.alvincollege.edu/cwd/career-training/strive.html

ACC MARKETPLACE

Our Personal Enrichment course offerings are found on the ACC Marketplace Shopping Mall. Minimal information is needed to register (name, address, phone and email). See page 25-26 for course offerings and directions on how to register below.

Registering on ACC Marketplace

Go to: www.AlvinCollege.edu

1. Click on ACC Marketplace at top of page
2. Click on Continuing Education Classes
3. Choose course of choice and add to cart
4. Only name, address, phone and email needed
5. Pay with credit/debit card

ACC ALVIN COMMUNITY COLLEGE

Home | Register | Log In | My Cart (0)

All Stores

Select a Store

Go!

Product Categories

- ACC Foundation Gala
- ACC Titration Symposium
- Adult CPR/AED Certificate
- ANSA T-Shirts
- Art Enrichment Workshops
- Athletic Dept Top Golf Tournament
- Athletic Dinner & Auction
- Camps
- Career Testing
- Citation
- Concerts
- Conferences
- Continuing Education Classes
- Dolphin Camp
- Donations to ACC Foundation
- Drama Play Discs
- Drama Workshops

Welcome to Alvin Community College Shopping Mall

ALVIN COMMUNITY COLLEGE

All Stores | Product Categories

- ACC Foundation
- ACC ID Cards
- ACC Teachers Association (ACCTA)
- Alvin Nursing Student Association (ANSA)
- Art Department Special Events
- Fall Festival Booth Rental
- International Students
- Law Enforcement Academy
- Library Fines
- Music Academy

STRIVE
Program

Now Accepting Applications

Call 281.756.5714 for more information

Life Story Writing

Senior Adult Class

Every Wednesday

1:00pm - 3:00pm

281.756.3787

LEARN

This six-week class is designed for adults with special needs ages 23 and older

Call 281.756.3787 OR
Email community@alvincollege.edu

Topics include:

Cooking
Exercise
Basic Life Skills
Training
Social
Interaction

Yoga

Introduction and Intermediate Mixed Levels

Tuesdays and Thursdays
5:15pm to 6:30pm

Tuition: \$150 per session, two days per week
\$75 per session, one day per week



Register on Marketplace | 281.756.3787

ACC | ed2go

Alvin Community College, in partnership with *Education to Go*, offers more than 100 online open enrollment programs in the following areas:

Certifications

Project Management

Healthcare

Technology

For more information on all online course available, visit:

<http://www.alvincollege.edu/cwd/online-learning.html>
[cwg@alvincollege.edu](mailto:cwd@alvincollege.edu) | 281.756.3787

Real Estate Licensing



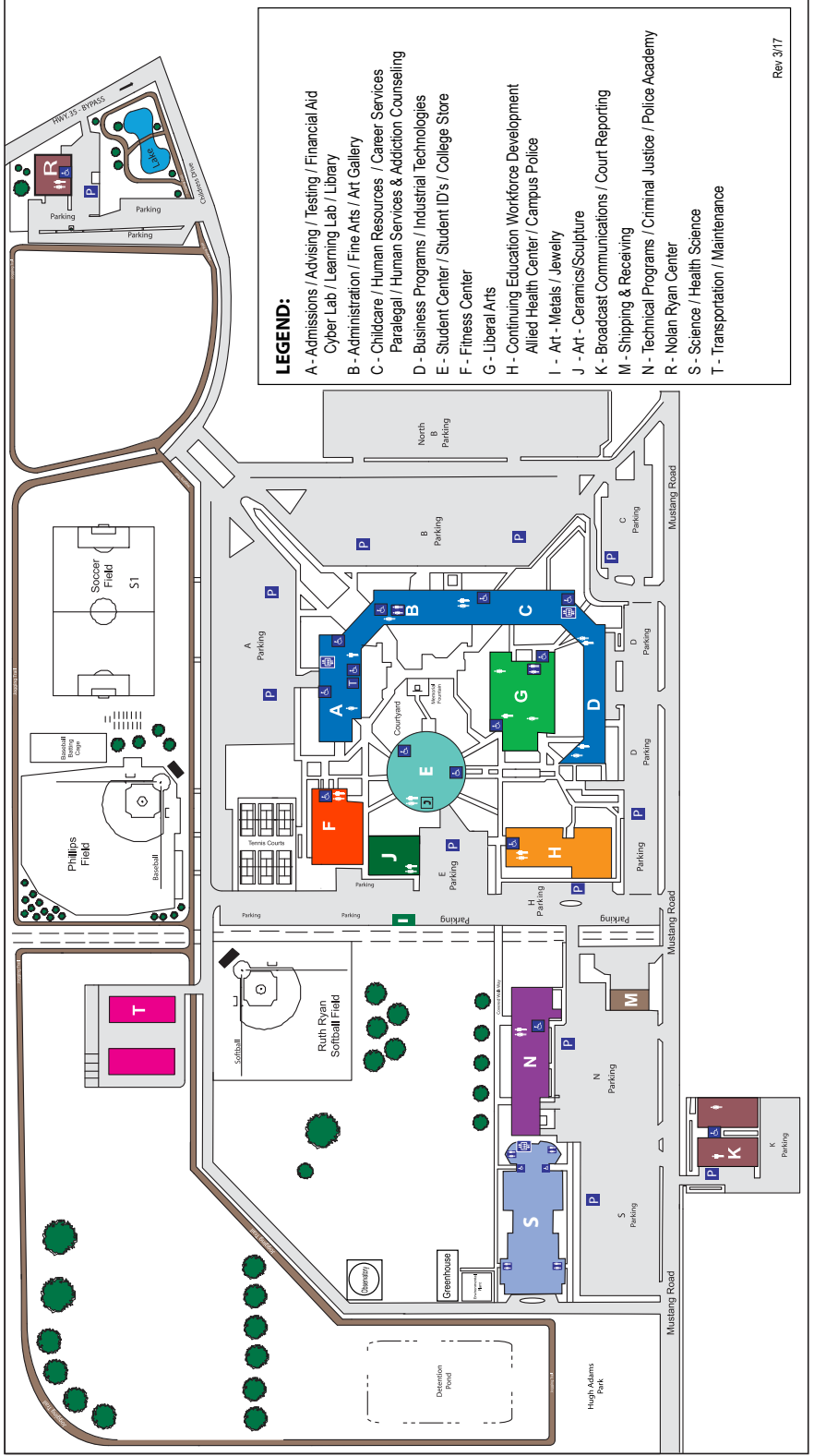
ACC partners with *Career Web School* to offer TREC approved *Salesperson* courses.

Register today!



ALVIN COMMUNITY COLLEGE

CAMPUS MAP



Commercial Drivers License (CDL)



Embark on a rewarding and secure career in the Trucking Industry to fill the increasing demand for trained Truck Drivers. This 160-hour program provides classroom instruction and behind-the-wheel experience to include public street and highway driving in just 4 weeks.

See more information on [page 11](#)



Call 281.756.3819

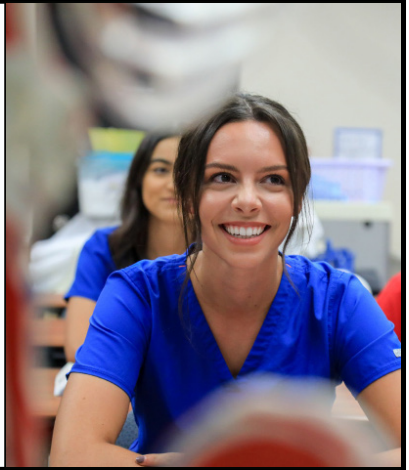
Healthcare Training

Certified Nursing Assistant

A great place to start your career in Health Care!

Classes begin January 13

See more information on page 12



Veterinary Assistant

Train to become a Veterinary Assistant and join one of the fastest growing professions in the country!

Classes begin February 3

See more information on page 17



Phlebotomy Technician

Learn the skills needed to assist health care teams with patient testing.

Classes begin February 5

See more information on page 17

