Course Schedule

SPRING 2020

alvincollege.edu/cewd
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

www.alvincollege.edu/cewd/industrialtraining
# Table of Contents

## General Information & Registration
- Directory ......................................................................................................................... 2
- How to Register .................................................................................................................. 4
- General CEWD Information ............................................................................................. 5
- Corporate Training ......................................................................................................... 8
- FAQs and Financial Aid Information .............................................................................. 9

## Business and Technology
- Commercial Truck Driving License (CDL) ........................................................................ 11
- GED Comprehensive Preparation ................................................................................. 11

## Health Care Training
- Activity Director .............................................................................................................. 12
- Certified Nursing Assistant (CNA) .................................................................................. 12
- Clinical Medical Assistant (CMA) ................................................................................... 13
- CPR/BLS .......................................................................................................................... 14
- Dental Assistant .............................................................................................................. 14
- Medication Administration for Nurse Aide ........................................................................ 15
- Medical Office Billing and Coding .................................................................................. 16
- Phlebotomy Technician .................................................................................................... 17
- Veterinary Assistant ....................................................................................................... 17

## Industrial Training
- CNC Machining ................................................................................................................. 18
- Millwright ........................................................................................................................ 18
- Pipefitting ........................................................................................................................ 18
- Welding ............................................................................................................................. 19

## Community Programs
- License to Carry .............................................................................................................. 23
- Motorcycle Safety .......................................................................................................... 23
- STRIVE (Skills Training for Adults with Intellectual Disabilities) .................................... 23
- ACC Marketplace Registration ....................................................................................... 25
- Personal Enrichment ....................................................................................................... 25

## Online Learning
- Ed 2 Go, Real Estate ....................................................................................................... 27

## Map
- Campus Map .................................................................................................................... 28
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
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.

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**What does CEWD offer?**

We offer customized workshops and training courses on more than 300 topics for local business employee training.
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 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  
March 9-13  
April 10-13  

**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

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

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.
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 works.

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 organization’s specific needs:

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

For more information on ACC corporate training call 281.756.3787
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

<table>
<thead>
<tr>
<th>Hours</th>
<th>Page</th>
<th>TPEG</th>
<th>HAZLEWD</th>
<th>WIOA</th>
<th>VA</th>
<th>HPOG</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business and Technical Programs</strong></td>
<td></td>
<td></td>
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<tr>
<td>Commercial Truck Driving License - CDL</td>
<td>160</td>
<td>11</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>GED Prep</td>
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<tr>
<td><strong>Health Care Training</strong></td>
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<tr>
<td>Certified Nursing Assistant - CNA</td>
<td>112</td>
<td>12</td>
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<tr>
<td>Clinical Medical Assistant - CMA</td>
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<td>13</td>
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<tr>
<td>Dental Assistant</td>
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<td>✓</td>
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<td>✓</td>
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<tr>
<td>Medical Office Billing and Coding</td>
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<td>16</td>
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<td>✓</td>
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<td></td>
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<tr>
<td>Medication Administration for CNA</td>
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<td>✓</td>
<td>✓</td>
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<tr>
<td>Phlebotomy Technician</td>
<td>196</td>
<td>16</td>
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<td>✓</td>
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<td>Veterinary Assistant</td>
<td>208</td>
<td>17</td>
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<td><strong>Industrial Training</strong></td>
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<td>Machine Shop Immersion</td>
<td>48</td>
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<tr>
<td>Pipefitting - Level 1</td>
<td>160</td>
<td>18</td>
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<tr>
<td>Pipefitting - Level 2</td>
<td>120</td>
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<tr>
<td>Pipefitting - Level 3</td>
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<td>18</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
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<tr>
<td>Structural Welding</td>
<td>320</td>
<td>19</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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</tr>
<tr>
<td>Welding - Level 2</td>
<td>224</td>
<td>20</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
</tr>
<tr>
<td>Welding - Level 3</td>
<td>160</td>
<td>20</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
</tr>
</tbody>
</table>

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

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*This schedule represents fees and tuition 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.*
**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.

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

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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Instructor</th>
</tr>
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<tbody>
<tr>
<td>CEADED 0020 AC03</td>
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<tr>
<td>CEADED 0020 AC04</td>
<td>03/23/20 - 05/05/20</td>
<td>9:00 AM - 12:00 PM</td>
<td>MTWTH</td>
<td>H131</td>
<td>Ford</td>
</tr>
</tbody>
</table>

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.
**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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Instructor</th>
</tr>
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<tbody>
<tr>
<td>CEGERS 1004</td>
<td>02/03/20 - 05/28/20</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
<td>L Davis</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Instructor</th>
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<tbody>
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<td>CEGERS 1060</td>
<td>02/03/20 - 05/28/20</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
<td>L Davis</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Instructor</th>
</tr>
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<tbody>
<tr>
<td>CENU 1001</td>
<td>01/13/20 - 02/12/20</td>
<td>8:00 AM - 12:00 PM</td>
<td>MTWH</td>
<td>H108</td>
<td>D Ives</td>
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<tr>
<td>CENU 1001</td>
<td>02/17/20 - 03/24/20</td>
<td>8:00 AM - 12:00 PM</td>
<td>MTWF</td>
<td>H108</td>
<td>D Ives</td>
</tr>
<tr>
<td>CENU 1001</td>
<td>03/30/20 - 04/30/20</td>
<td>8:00 AM - 12:00 PM</td>
<td>MTWF</td>
<td>H108</td>
<td>D Ives</td>
</tr>
<tr>
<td>CENU 1001</td>
<td>05/04/20 - 06/10/20</td>
<td>8:00 AM - 12:00 PM</td>
<td>MTWF</td>
<td>H108</td>
<td>D Ives</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Instructor</th>
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<tbody>
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<td>02/20/20 - 03/19/20</td>
<td>7:00 AM - 5:30 PM</td>
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<tr>
<td>CENURA 1060 AC06</td>
<td>04/02/20 - 04/23/20</td>
<td>7:00 AM - 5:30 PM</td>
<td>TH</td>
<td>TBA</td>
<td>D Ives</td>
</tr>
<tr>
<td>CENURA 1060 AC07</td>
<td>05/14/20 - 06/04/20</td>
<td>7:00 AM - 5:30 PM</td>
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<td>TBA</td>
<td>D Ives</td>
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</tbody>
</table>

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

**Clinical Medical Assistant**

**CMA PROGRAM COURSES**

<table>
<thead>
<tr>
<th>1st Term</th>
<th>2nd Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Procedures in a Clinical Setting</td>
<td>• CMA Externship</td>
</tr>
<tr>
<td>• Medical Terminology</td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Instructor</th>
</tr>
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<tr>
<td>CEMDCA 1017 AC07</td>
<td>01/13/20 - 05/12/20</td>
<td>6:00 PM - 9:00 PM</td>
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<td>H108</td>
<td>S Archer</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Instructor</th>
</tr>
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<tbody>
<tr>
<td>CEMDCA 1013 IN01</td>
<td>01/15/20 - 05/06/20</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
<td>C Jones</td>
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</table>

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).

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>CEMDCA 1060 AC07</td>
<td>05/18/19 - 08/08/19</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
<td>S Archer</td>
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</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Instructor</th>
</tr>
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<tbody>
<tr>
<td>CEEMSP 1019 AC05</td>
<td>01/03/20</td>
<td>9:00 AM - 3:00 PM</td>
<td>F</td>
<td>H112</td>
<td>T Kappes</td>
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<tr>
<td>CEEMSP 1019 AC06</td>
<td>01/11/20</td>
<td>9:00 AM - 3:00 PM</td>
<td>S</td>
<td>H112</td>
<td>T Kappes</td>
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<tr>
<td>CEEMSP 1019 AC07</td>
<td>02/08/20</td>
<td>9:00 AM - 3:00 PM</td>
<td>S</td>
<td>H112</td>
<td>T Kappes</td>
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<tr>
<td>CEEMSP 1019 AC08</td>
<td>03/21/20</td>
<td>9:00 AM - 3:00 PM</td>
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<td>H112</td>
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<tr>
<td>CEEMSP 1019 AC09</td>
<td>04/18/20</td>
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<tr>
<td>CEEMSP 1019 AC10</td>
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<tr>
<td>CEEMSP 1019 AC11</td>
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</table>

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

Dental Assistant

**DENTAL PROGRAM COURSES**

<table>
<thead>
<tr>
<th>1st Term</th>
<th>2nd Term</th>
<th>3rd Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Health, Safety &amp; Emergency Management</td>
<td>Professionalism in the Dental Office</td>
<td>Office Management and Procedures</td>
</tr>
<tr>
<td>Dental Science and General Anatomy</td>
<td>Dental Radiology</td>
<td>Practicum Dental Assisting</td>
</tr>
<tr>
<td>Chairside Assisting</td>
<td>Intermediate Dental Assisting</td>
<td></td>
</tr>
</tbody>
</table>

**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.**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEDNTA 1013 23</td>
<td>02/04/20 - 04/02/20</td>
<td>9:00 AM - 1:00 PM</td>
<td>TTH</td>
<td>H116</td>
<td>M Abraham</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>CEDNTA 1011 23</td>
<td>02/04/20 - 04/02/20</td>
<td>1:30 PM - 4:30 PM</td>
<td>TTH</td>
<td>H116</td>
<td>F Elkins</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>CEDNTA 1015 23</td>
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<td>9:00 AM - 1:00 PM</td>
<td>WF</td>
<td>H116</td>
<td>M Abraham</td>
</tr>
</tbody>
</table>

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 Assisting 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

Now accepting applications

Dental Assistant Program
Classes begin February 4

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.
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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
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<th>Room</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CENURA 1041 AC05</td>
<td>02/01/20</td>
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<td>H108</td>
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<tr>
<td>CENURA 1041 AC06</td>
<td>04/04/20</td>
<td>9:00 AM - 4:30 PM</td>
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<td>H108</td>
<td>D Ives</td>
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<tr>
<td>CENURA 1041 AC07</td>
<td>06/06/20</td>
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<td>H108</td>
<td>D Ives</td>
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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

<table>
<thead>
<tr>
<th>MEDICAL OFFICE BILLING AND CODING COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Term</td>
</tr>
<tr>
<td>• Medical Terminology</td>
</tr>
<tr>
<td>• Medical Insurance</td>
</tr>
<tr>
<td>2nd Term</td>
</tr>
<tr>
<td>• Medical Administrative Support</td>
</tr>
<tr>
<td>• ICD-10 Medical Coding (Ed2Go)</td>
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</table>

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.

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<tbody>
<tr>
<td>CEMDCA 1013 IN01</td>
<td>01/15/20 - 05/06/20</td>
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<td>TBA</td>
<td>TBA</td>
<td>S Nelson</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course No.</th>
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</thead>
<tbody>
<tr>
<td>CEPOFM 1027 AC08</td>
<td>01/15/20 - 05/06/20</td>
<td>6:00 PM - 9:00 PM</td>
<td>W</td>
<td>H124</td>
<td>A Chapman-Hall</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEPOFM 1017 AC08</td>
<td>05/20/20 - 08/05/20</td>
<td>6:00 PM - 8:00 PM</td>
<td>W</td>
<td>H124</td>
<td>A Chapman-Hall</td>
</tr>
</tbody>
</table>

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, 3/11, 4/8, 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 02/05/20 - 05/06/20 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 02/05/20 - 05/06/20 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 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: fixture design and development; inspection and quality control.

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

## 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.

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

## 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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Instructor</th>
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<td>CEMCHN 1025 ACM09</td>
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<td>TBA</td>
<td>K Wert</td>
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<tr>
<td>Fee(s): Tuition IN $1,514.00</td>
<td>Tuition OD $1,549.00</td>
<td>Other Fees $110.40</td>
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</tbody>
</table>

## 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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Instructor</th>
</tr>
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<tbody>
<tr>
<td>CEOSHT 1015 ACP22</td>
<td>01/27/20 - 02/03/20</td>
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<td>MTWTH</td>
<td>D249</td>
<td>P Cotharn</td>
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<tr>
<td>CEOSHT 1015 ACP23</td>
<td>01/29/20 - 04/08/20</td>
<td>6:00 PM - 10:00 PM</td>
<td>W</td>
<td>D117</td>
<td>N Pander</td>
</tr>
<tr>
<td>Fee(s): Tuition IN $440.80</td>
<td>Tuition OD $475.80</td>
<td>Other Fees $34.80</td>
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</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEPFPB 1008 ACP22</td>
<td>02/04/20 - 02/27/20</td>
<td>8:00 AM - 4:30 PM</td>
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<td>P Cotharn</td>
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<tr>
<td>CEPFPB 1008 ACP23</td>
<td>01/27/20 - 05/18/20</td>
<td>6:00 PM - 10:00 PM</td>
<td>MT</td>
<td>D249</td>
<td>J Osteen</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Instructor</th>
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<tr>
<td>CEPFPB 1043 ACP13</td>
<td>01/29/20 - 05/14/20</td>
<td>6:00 PM - 10:00 PM</td>
<td>WTH</td>
<td>D249</td>
<td>J Osteen</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Instructor</th>
</tr>
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<tbody>
<tr>
<td>CEOSHT 1015 AC05</td>
<td>02/10/20 - 02/17/20</td>
<td>8:00 AM - 4:30 PM</td>
<td>MTWTH</td>
<td>D117</td>
<td>K Brigman</td>
</tr>
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</table>

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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>CEWLDG 1015 AC05</td>
<td>02/18/20 - 02/25/20</td>
<td>8:00 AM - 4:30 PM</td>
<td>MTWTH</td>
<td>D117</td>
<td>K Brigman</td>
</tr>
</tbody>
</table>

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

For more information, visit www.alvincollege.edu/cewd/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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
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<th>Room</th>
<th>Instructor</th>
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<td>CEWLDG 1028 AC05</td>
<td>02/26/20 - 03/30/20</td>
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<td>D117</td>
<td>K Brigman</td>
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<td>Fee(s):     Tuition IN $1,539.02</td>
<td>Tuition OD $1,574.02</td>
<td>Other Fees $104.40</td>
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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.

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

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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Instructor</th>
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<tbody>
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<td>CEWLDG 1030 ACW06</td>
<td>04/28/20 - 05/13/20</td>
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<td>D117</td>
<td>K Brigman</td>
</tr>
<tr>
<td>Fee(s):     Tuition IN $1,088.60</td>
<td>Tuition OD $1,123.60</td>
<td>Other Fees $75.60</td>
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</table>

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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEWLDG 1012 ACW06</td>
<td>05/14/20 - 05/28/20</td>
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<td>MTWTH</td>
<td>D117</td>
<td>K Brigman</td>
</tr>
<tr>
<td>Fee(s):     Tuition IN $881.88</td>
<td>Tuition OD $916.88</td>
<td>Other Fees $55.68</td>
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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.

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

Pipefitting Level 1
Day and night classes available
See page 18 for more information
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

Welding Levels 1, 2 and 3 available

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 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, 29202-15, 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 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 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

This course is designed for persons desiring qualification to obtain a permit to carry a handgun. Course topics meet the requirements of the State of Texas. State law requires 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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEHGUN 0601 AC05</td>
<td>01/04/20</td>
<td>8:00 AM - 2:00 PM</td>
<td>S</td>
<td>N111</td>
</tr>
<tr>
<td>CEHGUN 0601 AC06</td>
<td>02/01/20</td>
<td>8:00 AM - 2:00 PM</td>
<td>S</td>
<td>N111</td>
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<tr>
<td>CEHGUN 0601 AC07</td>
<td>03/07/20</td>
<td>8:00 AM - 2:00 PM</td>
<td>S</td>
<td>N111</td>
</tr>
<tr>
<td>CEHGUN 0601 AC08</td>
<td>04/04/20</td>
<td>8:00 AM - 2:00 PM</td>
<td>S</td>
<td>N111</td>
</tr>
<tr>
<td>CEHGUN 0601 AC09</td>
<td>05/02/20</td>
<td>8:00 AM - 2:00 PM</td>
<td>S</td>
<td>N111</td>
</tr>
</tbody>
</table>

Fee(s): Tuition IN $65.68      Tuition OD $100.68            Other Fees $6.32

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.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEMCSE 1000 007</td>
<td>01/25/20 - 01/26/20</td>
<td>7:30 AM - 4:30 PM</td>
<td>SSU</td>
<td>H124</td>
</tr>
<tr>
<td>CEMCSE 1000 008</td>
<td>03/21/20 - 03/22/20</td>
<td>7:30 AM - 4:30 PM</td>
<td>SSU</td>
<td>H124</td>
</tr>
<tr>
<td>CEMCSE 1000 009</td>
<td>05/02/20 - 05/03/20</td>
<td>7:30 AM - 4:30 PM</td>
<td>SSU</td>
<td>H124</td>
</tr>
</tbody>
</table>

Fee(s): Tuition $250.00

Vocational Education

STRIVE

<table>
<thead>
<tr>
<th>STRIVE PROGRAM COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
</tr>
<tr>
<td>Semester One</td>
</tr>
<tr>
<td>• Interpersonal Skills</td>
</tr>
<tr>
<td>• Communication Skills for the Workplace</td>
</tr>
<tr>
<td>• Career Exploration/Planning</td>
</tr>
<tr>
<td>Semester Two</td>
</tr>
<tr>
<td>• Occupational Math</td>
</tr>
<tr>
<td>• Professionalism in the Workplace (Preparation)</td>
</tr>
<tr>
<td>• Internet Basics</td>
</tr>
<tr>
<td>Semester Three (Summer)</td>
</tr>
<tr>
<td>• Community Ethics</td>
</tr>
</tbody>
</table>
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.

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

**Professional Workforce Preparation**
This course is designed to prepare the student for career success including ethics, interpersonal relations, professional attitude, 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.

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

**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.

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

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.

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

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Date(s)</th>
<th>Time</th>
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<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEPOFT 1032 AC05</td>
<td>01/09/20 - 04/30/20</td>
<td>1:00 PM - 3:00 PM</td>
<td>TH</td>
<td>H112</td>
<td>M Vlahovich</td>
</tr>
<tr>
<td>Fee(s): Tuition IN $500.00 Tuition OD $520.00 Other Fees $34.80</td>
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</tbody>
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**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.

<table>
<thead>
<tr>
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<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEDSHT 1000 AC05</td>
<td>01/06/20 - 05/11/20</td>
<td>12:30 PM - 3:00 PM</td>
<td>M</td>
<td>H112</td>
<td>M Vlahovich</td>
</tr>
<tr>
<td>Fee(s): Tuition IN $620.00 Tuition OD $655.00 Other Fees $34.80</td>
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For more information, visit
[www.alvincollege.edu/cewd/career-training/strive.html](http://www.alvincollege.edu/cewd/career-training/strive.html)
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
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

Topics include:
Cooking
Exercise
Basic Life Skills Training
Social Interaction

Call 281.756.3787 OR Email community@alvincollege.edu

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/cewd/online-learning.html
cewd@alvincollege.edu | 281.756.3787

Real Estate Licensing

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

Register today!
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
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