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BUSINESS

BUSINESS SPEAKING SKILLS

The student will learn effective techniques to improve presentation and public speaking skills. Course includes content, voice, body language, and eye-contact when making business presentations. Discussion will cover how to improve listeners' retention, demonstrate effective use of voice, body language, and eye contact when making business presentations.

41676 S 08/08/09-08/08/09 09:00am-04:30pm 7 \$145 NENOLN TBA

BUSINESS WRITING

A study of the basic elements of composition. Skill development in comparing paragraphs, expressing clear and correct sentences, and using the rules of grammar. Learn how to write clear, concise email, letters, reports and proposals. Textbook required.

41683 S 08/15/09-08/29/09 09:00am-01:00pm 12 \$145 NENOLN TBA

CUSTOMER CONFLICT & RESOLUTION

41498 S 07/18/09-07/18/09 09:00am-04:30pm 7 \$145 NENOLN TBA

CUSTOMER SERVICE EXCELLENCE

This course addresses the most common principles and pitfalls encountered when providing customer service. Assessment tools will be used to analyze customer service skills.

41434 MW 07/06/09-07/15/09 06:00pm-09:00pm 12 \$181 NENOLN TBA

GRANT WRITING

Details the components of a typical grant proposal. Includes foundation research, how to effectively write a cover letter, the importance of needs assessments, and evaluations. Emphasizes presenting an organization's problem statement in a clear concise manner.

41685 MW 07/20/09-07/29/09 06:00pm-09:00pm 12 \$89 NENOLN TBA

PRESENTATION SKILLS FOR MANAGERS AND SUPERVISORS

Learn everything you need to deliver a solid presentation with clarity, persuasiveness, and confidence. Impromptu speaking, explaining difficult subject matter, and more will be covered.

41855 TTh 07/21/09-07/30/09 07:00pm-09:00pm 8 \$166 NENOLN TBA

TEAM BUILDING & COMMUNICATION

41506 S 07/25/09-07/25/09 09:00am-04:30pm 7 \$145 NENOLN TBA

COMPUTERS

A+ CERTIFICATION

Emphasis on microcomputers and required software components. Topics include site preparation; installation procedures; components; power supplies; modems; printers; switches; operating, help, and security systems; packaged programs; utilities; languages; and operating procedures. Fast-Track class to prepare for the A+ Certification test. 72 hours of classroom and lab instruction with hands on experience. Price DOES NOT include voucher for A+ Exam. You must be able to pass a brief proficiency test.

41305 S 06/13/09-08/15/09 08:00am-04:00pm 72 \$517 NEPINE 146

AUTOCAD, BEGINNING

This course is for experienced professionals who have manual drafting or design skills and some prior knowledge of computers. The course covers an Introduction to the AutoCAD Workstation.

41292 MW 06/15/09-07/20/09 06:00pm-10:00pm 44 \$589 NEPINE 146

41293 TTh 07/07/09-08/13/09 06:00pm-10:00pm 44 \$589 NEPINE 146

AUTOCAD, INTERMEDIATE

Prerequisite: Completion of Beginning AutoCAD or approval by the instructor. This course is intended for those who have mastered the skills covered in the Beginning AutoCAD class for the experienced AutoCAD user wanting to upgrade their skills.

41294 MW 07/27/09-08/19/09 06:00pm-10:00pm 32 \$433 NEPINE 146

PDMS PIPING & EQUIPMENT DESIGN

Students will learn to create and edit 3D equipment model elements, piping systems and piping components. They will learn how to maintain corporate hierarchy naming standards and be Introduction to the design module.

41359 SSu 06/20/09-06/28/09 07:00am-05:00pm 40 \$925 NECODW TBA

POWERPOINT AND ORAL PRESENTATION SKILLS

You will learn the fundamentals of oral presentation skills and design elements utilizing PowerPoint. Oral presentations will be given using a computer workstation and projector unit.

41671 TTh 08/11/09-08/27/09 07:00pm-09:00pm 12 \$193 NENOLN TBA

HEALTH

CERTIFIED NURSE AIDE

This course prepares you to enter the field of nursing. You will have the opportunity to develop the skills, knowledge and abilities to care for residents of long-term care facilities. Special focus is on communication, patient/resident rights, and safety. This course prepares you for becoming a Certified Nurse Aide in Texas. Includes 32 hours of clinical practice. This course also provides successful students the opportunity to take the State of Texas Certified Nurse Aide.

36691 M-Th 05/18/09-06/25/09 09:00am-01:00pm 96 \$650 NECODW TBA

41278 M-Th 06/01/09-07/09/09 06:00pm-10:00pm 96 \$650 NECODW TBA

41279 M-Th 07/20/09-08/27/09 09:00am-01:00pm 96 \$650 NECODW TBA

MEDICAL OFFICE PROCEDURES

Prerequisite: Medical Terminology. Introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence and business transactions, and office machines. Emphasis on developing human relation and customer service skills. Textbook required.

41136 TTh 06/23/09-08/13/09 05:30pm-09:30pm 64 \$459 NECODW TBA

MEDICAL TERMINOLOGY

This class will help you become an expert in medical terminology. Knowledge of medical terminology is a basic requirement for most careers in the health care field. Be able to identify, spell, and define medical terms and apply that knowledge to you other professional health care position or training.

41131 MW 06/22/09-08/12/09 05:30pm-09:30pm 64 \$459 NECODW TBA

HEALTH - PUBLIC SAFETY - EMERGENCY MEDICAL SERVICE

BASIC EMERGENCY MEDICAL TECHNICIAN

36036 TBA 05/15/09-08/08/09 05:00pm-10:00pm 160 \$305 NECODW TBA

CLINICAL- EMERGENCY MEDICAL TECHNOLOGY

41258 TBA 08/09/09-08/23/09 12:00am-03:30am 48 \$163 NECODW TBA

CPR BASIC LIFE SUPPORT

Students will demonstrate knowledge and skills to perform adult, child, and infant resuscitation for victims of sudden cardiac arrest and choking. Use of bag-valve-mask and AED are included. This course meets requirements as specified by the certifying agency. Intended audience includes professionals and students enrolled in healthcare certificate courses.

36972 F 05/01/09-05/01/09 08:30am-03:30pm 7 \$40 NECODW TBA

36970 S 05/09/09-05/09/09 08:30am-03:30pm 7 \$40 NEACEU TBA

PRACTICUM (FIELD EXPERIENCE)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This is a clinical course so it will be held off-site.

36548 TBA 05/04/09-07/13/09 12:00am-02:15am 144 \$126 NECODW TBA

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TRAUMA MANAGEMENT

A detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries.

36540 TBA 05/04/09-06/06/09 05:00pm-10:00pm 96 \$191 NECODW TBA

LANGUAGES

ESL I

Provides on-the-job dynamic communicative practice for students whose primary language is other than English, exposing students to uses of language in a variety of relevant job-related contexts.

41465 M-Th 06/01/09-07/02/09 06:00pm-09:00pm 60 \$246 NECODW TBA
 41444 M-Th 06/08/09-07/09/09 08:00am-11:00am 60 \$246 NEOnlin TBA
 41445 SSu 06/13/09-08/02/09 08:00am-12:00pm 60 \$246 NENOLN TBA
 41446 SSu 07/11/09-08/29/09 08:00am-12:00pm 60 \$246 NENOLN TBA
 41466 M-Th 07/13/09-08/13/09 06:00pm-09:00pm 60 \$246 NECODW TBA
 41447 M-Th 07/27/09-08/27/09 08:00am-11:00am 60 \$246 NENOLN TBA

ESL II

Provides on-the-job dynamic communicative practice for students whose primary language is other than English, exposing students to uses of language in a variety of relevant job-related contexts.

41473 M-Th 06/01/09-07/02/09 06:00pm-09:00pm 60 \$246 NECODW TBA
 41448 TTh 06/09/09-08/27/09 07:00pm-09:30pm 60 \$246 NENOLN TBA
 41474 M-Th 07/13/09-08/13/09 06:00pm-09:00pm 60 \$246 NECODW TBA
 41449 M-Th 07/27/09-08/27/09 08:00am-11:00am 60 \$246 NENOLN TBA

ESL III

Improvement in reading vocabulary / comprehension skills, as well as speaking, writing, and listening skills for job success. Focus on recognition and comprehension of idioms, analogies, antonyms, synonyms, and context clues. Interpretation of factual material and inferences associated with job-related communication.

41478 M-Th 06/01/09-07/02/09 06:00pm-09:00pm 60 \$246 NECODW TBA
 41450 SSu 06/20/09-08/15/09 12:00pm-04:00pm 60 \$246 NENOLN TBA
 41480 M-Th 07/13/09-08/13/09 06:00pm-09:00pm 60 \$246 NECODW TBA

ESL IV

Designed for students whose primary language is other than English. Focus on comprehending challenging industrial and job-related materials. Emphasis on industry-related vocabulary development and skills acquisition, including determining meaning from context, identifying word forms and variation in meaning, synonyms and antonyms, context clues, connotation and denotation, and fact and opinion.

41484 M-Th 06/01/09-07/02/09 06:00pm-09:00pm 60 \$246 NECODW TBA
 41485 M-Th 07/13/09-08/13/09 06:00pm-09:00pm 60 \$246 NECODW TBA

ESL LISTENING & SPEAKING, INTERMEDIATE

Increases communication proficiency for the workplace at an intermediate level. Assist students in the ability to use language to serve their needs in a workplace setting.

41491 M-Th 06/01/09-07/02/09 06:30pm-09:00pm 48 \$240 NECODW TBA

ESL READING & WRITING, INTERMEDIATE

The purpose of this ESL course is to increase reading comprehension as well as written accuracy and fluency for non-native speakers in American English. Expository readings and essay writing skills are emphasized; instruction includes vocabulary development, revision strategies, and occasional grammar review.

41494 M-Th 06/01/09-07/02/09 06:30pm-09:00pm 48 \$240 NECODW TBA

SPANISH I

This course introduces the non-native speaker to Spanish, focusing on pronunciation, building vocabulary, and teaching basic skills in speaking, listening and everyday situations. Textbook required.

41451 MWF 06/08/09-06/24/09 06:00pm-09:00pm 24 \$149 NENOLN TBA
 41452 MWF 07/13/09-07/29/09 06:00pm-09:00pm 24 \$149 NENOLN TBA

EMSP 1055

SPANISH II

Prerequisite: Spanish I or equivalent. Focuses on improving pronunciation, building vocabulary, and developing skills in speaking, listening, and everyday situation. Textbook required.

41453 MWF 06/15/09-07/01/09 06:00pm-09:00pm 24 \$149 NENOLN TBA
 41454 MWF 07/20/09-08/05/09 06:00pm-09:00pm 24 \$149 NENOLN TBA

COMG 1000

PERSONAL ENRICHMENT

COMMUNITY EMERGENCY RESPONSE

Meets the guidelines set by the Federal Emergency Management Agency. This course includes disaster preparedness, disaster fire suppression, disaster medical operations and rescue operations.

41254 Th 05/21/09-07/09/09 06:30pm-09:30pm 24 NENOLN TBA

PUBLIC SAFETY - FIRE SCIENCE

FIRE INSPECTOR I

This course is an Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on leadership from the perspective of a company officer.

41492 TBA 06/08/09-07/13/09 On:in-TBA 80 \$175 NE

FIRE INSPECTOR II

This course is an Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on leadership from the perspective of a company officer.

41496 TBA 06/08/09-07/13/09 On:in-TBA 72 \$200 NE

FIREFIGHTER CERTIFICATION I

An Introduction to fire fighter safety and development. This is one of the 7 basic courses that are part of the basic fire fighter certification program. The first three courses are taught concurrently in the first semester, and the next four courses are taught concurrently in the second semester. This is due to the importance of integrating all 7 courses (30 specific topics) together throughout the program.

41479 TBA 06/08/09-08/14/09 On:in-TBA 96 \$236 NE
 41515 M 06/08/09-10/25/09 06:00pm-10:00pm 96 \$236 NECODW TBA

FIREFIGHTER CERTIFICATION II

The study of basic principles and skill development of fire service hose and ladders, water distribution systems, building construction, and emergency service communications. This is one of the 7 basic courses that are part of the basic fire fighter certification program. The first three courses are taught concurrently in the first semester, and the next four courses are taught concurrently in the second semester. This is due to the importance of integrating all 7 courses (and 30 specific topics) together throughout the program.

41486 TBA 06/08/09-08/14/09 On:in-TBA 112 \$362 NE
 41526 S 06/13/09-09/11/09 07:30am-05:30pm 112 \$362 NECODW TBA

FIREFIGHTER CERTIFICATION III

General principles of fire apparatus pump operations, fire streams, and public relations as they relate to the fundamental development of basic fire fighter skills this is one of the 7 basic courses that are part of the basic fire fighter certification program. The first three courses are taught concurrently in the first semester, and the next four courses are taught concurrently in the second semester. This is due to the importance of integrating all 7 courses (and 30 specific topics) together throughout the program.

41532 TBA 06/01/09-06/03/09 TBA 80 \$210 NECODW TBA
 41490 TBA 06/08/09-08/14/09 TBA 80 \$210 NETBA TBA

PLANS EXAMINER I

This course is an Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on leadership from the perspective of a company officer.

41497 TBA 06/08/09-07/13/09 TBA 40 \$114 NETBA TBA

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PUBLIC SAFETY - LAW ENFORCEMENT

BASIC INSTRUCTOR

CJLE 2049

Instruction in the adult learner process and the differences between adult and child learning. Includes the role of the instructor, the three domains of learning, and their impact on the learning process. Meets the Texas Commission on Law Enforcement (TCLEOSE) requirements. This course introduces the student to the teaching-learning process, phases of the teaching-learning process, factors affecting learning, needs assessment, task analysis, developing learning objectives, preparing a lesson plan, and methods of instruction. The students will be taught how to develop and use instructional media to enhance their presentations. In addition, the fundamental techniques of developing testing and evaluation procedures will be presented. Each trainee must demonstrate the basic knowledge and skills required to effectively instruct a lesson during two teaching exercises which will be evaluated by two instructors.

41211	M-F	06/01/09-06/05/09	08:00am-05:00pm	40	\$150	NEOnlin TBA
41212	M-F	08/03/09-08/07/09	08:00am-05:00pm	40	\$150	NEOnlin TBA

EMERGENCY VEHICLE INSTRUCTOR

CJLE 1094

Instruction includes basic techniques required for initiating the witness or suspect interview or interrogation. No Textbook required

36448	M-F	05/18/09-05/22/09	08:00am-05:00pm	50	\$250	NEOnlin TBA
41210	M-F	07/06/09-07/10/09	08:00am-05:00pm	50	\$250	NEOnlin TBA

FIREARMS INSTRUCTOR

CJLE 2038

Students will understand proper firearms procedures and techniques on the firing range. Meets objectives for the Texas Commission on Law Enforcement (TCLEOSE) Course 2222.

36459	M-F	05/11/09-05/15/09	08:00am-05:00pm	40	\$200	NEOnlin TBA
41213	M-F	07/06/09-07/10/09	08:00am-05:00pm	40	\$200	NEOnlin TBA

TEST PREPARATION

CITIZENSHIP PREPARATION

CEC 2215

Designed mainly for adults whose primary language is other than English. Focus is on the oral component of the Naturalization Test, based on the 100 Questions and Answers list. Review materials needed for studying for the U.S. naturalization examination. Related topics will include background information, U.S. history and government, the judicial system and U.S. institutions and culture.

92660	SSu	06/06/09-07/12/09	08:00am-12:00pm	40	\$245	NENOLN TBA
92661	S	06/20/09-08/29/09	08:00am-12:00pm	40	\$245	NENOLN TBA
92662	SSu	07/11/09-08/08/09	08:00am-12:00pm	40	\$245	NENOLN TBA
92663	SSu	08/01/09-08/30/09	08:00am-12:00pm	40	\$245	NENOLN TBA

GED LANGUAGE ARTS, READING - SPANISH

CEC 7398

92633	SSu	06/06/09-07/11/09	01:00pm-05:00pm	36	\$195	NENOLN TBA
92634	SSu	07/11/09-08/08/09	08:00am-12:00pm	36	\$195	NENOLN TBA

GED MATHEMATICS - SPANISH

CEC 7648

91824	SSu	06/06/09-07/11/09	08:00am-12:00pm	36	\$195	NENOLN TBA
91655	SSu	07/11/09-08/08/09	01:00pm-05:00pm	36	\$195	NENOLN TBA

THEA - MATH

CEC 7652

This course will be an overview of fundamental mathematics, algebra, geometry and basic problem solving to help prepare for the math portion of the THEA test.

91715	S	06/06/09-07/18/09	08:30am-12:30pm	24	\$173	NENOLN TBA
92635	S	07/25/09-08/29/09	08:30am-12:30pm	24	\$173	NENOLN TBA

THEA - READING AND WRITING

CEC 7653

The reading portion of this course will provide reading skill descriptions: determine the meaning of words and phrases, understand the main idea and supporting details, identify a writer's purpose, analyze the relationship among ideas in written material, use critical reasoning skills to evaluate written material and apply study skills to reading assignments. The writing portion will teach the following characteristics that may be considered in scoring writing samples: appropriateness, unity and focus, development and organization, sentence structure, and usage. Together this course will help prepare for the reading and writing portions of the THEA test.

91884	S	06/20/09-08/01/09	01:00pm-05:00pm	24	\$173	NENOLN TBA
91716	S	07/25/09-08/29/09	01:00pm-05:00pm	24	\$173	NENOLN TBA

US RESIDENCY TEST PREPARATION

CEC 7403

This course is for students interested in test preparation for the residency status through the revised U.S. Naturalization Test and Interview, which are administered by the U.S. Citizenship and Immigrant Services. The course provides students with English and Spanish-language instruction at a low-beginning level with an emphasis in U.S. history, government, and integrated civics. Group instruction, independent practice, and writing practice and instruction will be used in class.

93028	SSu	06/06/09-08/02/09	12:00pm-04:00pm	60	\$245	NENOLN TBA
93029	SSu	07/11/09-08/29/09	12:00pm-04:00pm	60	\$245	NENOLN TBA

TRANSPORTATION

MOTORCYCLE - BASIC RIDER COURSE

CEC 9122

This course of instruction is based on a curriculum developed by the Motorcycle Safety Foundation, designed to provide experienced motorcyclists with additional skills and knowledge found to be lacking in accident-involved motorcyclist. Satisfactory completion of this course is signified by the issuance of a Texas Department of Public Safety standardized Motorcycle operator Training Course completion Card. MSB-8.

92858	SSu	05/29/09-05/31/09	08:00am-05:00pm	20	\$155	NECODW TBA
	F	05/29/09-05/31/09	06:00pm-10:00pm			NECODW TBA
92848	SSu	06/05/09-06/07/09	08:00am-05:00pm	20	\$155	NECODW TBA
	F	06/05/09-06/07/09	06:00pm-10:00pm			NECODW TBA
92853	SSu	06/12/09-06/14/09	08:00am-05:00pm	20	\$155	NECODW TBA
	F	06/12/09-06/14/09	06:00pm-10:00pm			NECODW TBA
92855	SSu	06/19/09-06/21/09	08:00am-05:00pm	20	\$155	NECODW TBA
	F	06/19/09-06/21/09	06:00pm-10:00pm			NECODW TBA
92869	SSu	06/26/09-06/28/09	08:00am-05:00pm	20	\$155	NECODW TBA
	F	06/26/09-06/28/09	06:00pm-10:00pm			NECODW TBA
92870	SSu	07/10/09-07/12/09	08:00am-05:00pm	20	\$155	NECODW TBA
	F	07/10/09-07/12/09	06:00pm-10:00pm			NECODW TBA
92874	SSu	07/17/09-07/19/09	08:00am-05:00pm	20	\$155	NECODW TBA
	F	07/17/09-07/19/09	06:00pm-10:00pm			NECODW TBA
92876	SSu	07/24/09-07/26/09	08:00am-05:00pm	20	\$155	NECODW TBA
	F	07/24/09-07/26/09	06:00pm-10:00pm			NECODW TBA
92877	SSu	08/07/09-08/09/09	08:00am-05:00pm	20	\$155	NECODW TBA
	F	08/07/09-08/09/09	06:00pm-10:00pm			NECODW TBA
92879	F	08/14/09-08/16/09	06:00pm-10:00pm	20	\$155	NECODW TBA

PROFESSIONAL TRUCK DRIVER I

CVOP 1013

Overview of the State of Texas Class A Commercial Drivers License written test. Includes preparation for mastery of the Commercial Drivers License written examination, general truck driving skills with hands-on components, and instruction coordinated with the Department of Transportation

36576	M-F	05/08/09-05/29/09	07:00am-03:54pm	126	\$1350	NECODW TBA
36578	M-F	05/21/09-06/11/09	07:00am-03:54pm	126	\$1350	NECODW TBA
41230	M-F	06/05/09-06/25/09	07:00am-03:54pm	126	\$1350	NECODW TBA
41233	M-F	06/19/09-07/10/09	07:00am-03:54pm	126	\$1350	NECODW TBA
41234	M-F	07/02/09-07/24/09	07:00am-03:54pm	126	\$1350	NECODW TBA
41251	M-F	07/07/09-09/25/09	05:30pm-07:36pm	126	\$1350	NECODW TBA
41243	M-F	07/21/09-08/10/09	07:00am-03:54pm	126	\$1350	NECODW TBA
41236	M-F	07/31/09-08/20/09	07:00am-03:54pm	126	\$1350	NECODW TBA
41238	M-F	08/14/09-09/03/09	07:00am-03:54pm	126	\$1350	NECODW TBA
41240	M-F	08/28/09-09/03/09	07:00am-03:54pm	126	\$1350	NECODW TBA

PROFESSIONAL TRUCK DRIVER II

CVOP 1040

A continuation of Professional Truck Driver I. General truck driving with hands-on skill development and instruction coordinated with the Department of Transportation

36573	M-F	05/01/09-05/30/09	07:00am-03:30pm	160	\$2025	NECODW TBA
36575	M-F	05/15/09-06/12/09	07:00am-03:30pm	160	\$2025	NECODW TBA
36577	M-F	06/01/09-06/26/09	07:00am-03:30pm	160	\$2025	NECODW TBA
36579	M-F	06/12/09-07/10/09	07:00am-03:30pm	160	\$2025	NECODW TBA
41231	M-Th	06/26/09-07/24/09	07:00am-03:30pm	160	\$2025	NECODW TBA
41252	M-F	07/07/09-09/25/09	07:37pm-10:17pm	160	\$2025	NECODW TBA
41232	M-F	07/13/09-08/07/09	07:00am-03:30pm	160	\$2025	NECODW TBA
41235	M-F	07/27/09-08/21/09	07:00am-03:30pm	160	\$2025	NECODW TBA
41242	M-F	08/11/09-09/04/09	07:00am-03:30pm	160	\$2025	NECODW TBA
41237	M-F	08/21/09-09/18/09	07:00am-03:30pm	160	\$2025	NECODW TBA
41239	M-F	09/04/09-10/02/09	07:00am-03:30pm	160	\$2025	NECODW TBA
41241	M-F	09/04/09-10/16/09	07:00am-03:30pm	160	\$2025	NECODW TBA