

*PREPARE YOURSELF*

# SOUTH PLAINS COLLEGE

*Workforce Development*



*REGISTRATION BEGINS JANUARY 10TH AT 9:00 A.M.*

## Spring 2012 *schedule of classes*

Allied Health • Computer Training • Real Estate • Insurance • Language Study  
Professional Driver Training • Professional Development • Industrial Technology  
Contract Training • Fitness and Leisure • Safety Training • Workforce Development

**BYRON MARTIN ADVANCED TECHNOLOGY CENTER**  
**SPC REESE CENTER**

[www.southplainscollege.edu/programs-of-study/workforce-development/class-schedules](http://www.southplainscollege.edu/programs-of-study/workforce-development/class-schedules)

# WORKFORCE DEVELOPMENT

The Workforce Development Division has made the training needs of individual businesses a priority. Workforce Development's priorities include: training for the continued development and retention of existing businesses, equipping workers with the needed skills to get a job in the local economy and to be productive in that job and providing rapid response training to new businesses. Through contract training, we are able to create specialized curriculum and training tools to meet the needs of a specific business delivering training at the facilities of the college onsite at the business. Curriculum, length of course, location of course, instructor and method of delivery are tailored to the training objectives of individual businesses. Specialized training programs can be quickly and easily designed and delivered with a minimum of delay for small to large businesses. These services can be provided after work, weekends or during business hours.

## REGISTRATION FOR A CONTINUING EDUCATION SHORT COURSE IS SIMPLE

### REGISTRATION

You can preregister with a credit card by calling (806) 716-4906 or faxing the form to (806) 749-7017. Allied Health courses have special registration procedures that are listed in the schedule.

### TUITION

Please make tuition payment in full when registering to guarantee a space in the class of your choice.

### REGISTER EARLY

Early registration allows us to make an accurate class count and assures you a place in a class that may have limited enrollment. You are officially enrolled and your name is placed on the class roster as soon as we receive your registration and payment. Confirmations are not sent on registrations. If you wish to confirm registrations for courses call (806) 716-4906.

### CANCELLATIONS

South Plains College makes every effort to hold workforce development short courses that are advertised. However, sometimes it is necessary to cancel a class due to insufficient enrollment. If this happens, we will make every effort to contact you by mail or phone, using the address or telephone number listed on your registration form.

### REFUNDS

Full refunds are made if notification to drop the class is made prior to the first class day or if a class is cancelled due to insufficient enrollment or other circumstances. For classes dropped during the first two class days a 70% refund will be given. No refunds will be given after the second class day.

### SCHEDULES

You may access the schedule by logging on to our website at [www3.southplainscollege.edu/programs-of-study/workforce-development/class-schedules](http://www3.southplainscollege.edu/programs-of-study/workforce-development/class-schedules). You may contact the Workforce Development Office to request a schedule, or stop by our office and pick one up.

The Office of Workforce Development offers short-term courses and training programs on a non-credit basis in the areas of personal growth and enjoyment, professional development, and job skills enhancement. Continuing Education Units (CEUs) are awarded for successful completion of some courses.

### MISSION STATEMENT

South Plains College recognizes that learning is a lifelong endeavor. The programs offered through the Office of Workforce Development are designed to contribute to a highly skilled workforce by providing educational opportunities that are visionary, diverse, comprehensive, and responsive to the needs of the public, private, and corporate community.

### WORKFORCE DEVELOPMENT LOCATION

For more information about the courses offered in Lubbock and Plainview, please contact:

**South Plains College Office of Workforce Development  
Byron Martin Advanced Technology Center  
3201 Ave. Q, Lubbock, Texas 79411  
(806) 716-4906**

### CUSTOMIZED TRAINING

The Byron Martin Advanced Technology Center allows for just-in-time training to help new business and industry start-up or change and implement new technologies. The center is equipped with computer classrooms and training labs. Computer labs feature workstations, LCD projectors, document cameras and video conferencing capabilities. Our computer labs are equipped to run Windows software as well as DOS-based programs.

A multi-tiered conference center provides an excellent setting for special training workshops or seminars. The center is networked for computer laptops and is equipped to receive satellite broadcasts. Meeting space is available at competitive prices.

To set up customized training, contact Rafael Aguilera at (806) 716-4909 with your ideas. We will be happy to discuss your training and professional development needs.

### HOW TO GET YOUR COMPANY TO SEND YOU TO CLASS

- 1. ASK** - A simple verbal request is usually all it takes. A written memo is better.
- 2. SHOW THE BROCHURE** - Get them to read it. Attach it to your memo.
- 3. STRESS THE BENEFITS** - Additional skills training will make a more productive employee who is ready to meet new job challenges.
- 4. EMPHASIZE THE CONVENIENCE** - Why take time away from the job and go out of town when you can get quality training right here at a convenient time.
- 5. COMPARE THE COMPETITIVE PRICING** - Your boss will be pleased to know you are paying a little and getting a lot.

## COMPUTER TRAINING

All computer classes require students to bring a 1 GB (minimum) flash drive.

### ADOBE INDESIGN CS5

**CIP 10.0303 GRPH 1002 18 hrs 1.8 CEU's Total Tuition and Fees: \$162.00**

**Textbook(s):** ADOBE INDESIGN CS5 REVEALED

This course teaches students how to use Adobe InDesign CS2 to design professional looking documents and print layouts. Students will cover a broad scope of topics that will provide an overview of the application so that they can start creating documents right away. They will learn how to create a new document, add text and graphics, use master pages, add columns, thread frames, create and apply styles, use layers, and prepare a file for print. Students taking this course must be familiar with Microsoft Windows 2000 or XP, and they should have basic-level word processing skills.

#### LUBBOCK

12119	GRPH 1002 841 113C	04/21/12 - 05/05/12	Sa	9:00-4:00	BMATC	161	SUSAN MILLSAP
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### INTERMEDIATE MS EXCEL 2010

**CIP 11.0301 ITSW 1046 12 hrs 1.2 CEU's Total Tuition and Fees: \$108.00**

**Textbook(s):** MICROSOFT EXCEL 2010, INTERMEDIATE

Instruction in moving and copying cell contents; sorting mathematical, statistical, and financial functions; date and time arithmetic; report generation; and built-in graphics support. Following a quick review of the basics, this course is designed to familiarize experienced Excel users with more advanced features of MS Excel, including formatting and print options, use of formulas, import/export options, use of Excel as a database, configuration and startup procedures, use of templates, etc. Prerequisite: advanced understanding of computer operation and keyboarding.

#### LUBBOCK

12113	ITSW 1046 821 112C	02/14/12 - 02/23/12	TR	6:00-9:00	BMATC	103	EDDIE CORTEZ
12115	ITSW 1046 860 114C	06/18/12 - 06/27/12	MW	6:00-9:00	BMATC	103	EDDIE CORTEZ

### INTRODUCTION TO MS EXCEL 2010

**CIP 11.0301 ITSW 1022 12 hrs 1.2 CEU's Total Tuition and Fees: \$108.00**

**Textbook(s):** MICROSOFT EXCEL 2010 BASIC, 1ST EDITION

Instruction in terminology, machine use, program parameters, display characteristics, formatting features, mathematical functions, and printing. Understand basic concepts of spreadsheet functions; create formulas, charts, and graphs; and generate reports. Learn to explore how to open and modify existing work sheets; create and save new work sheets; select and fill ranges of cells; use relative and absolute cell addressing; customize your screen with toolbars; format and print a work sheet; create and edit calculating formulas. Prerequisite: advanced understanding of computer operation and keyboarding.

#### LUBBOCK

12112	ITSW 1022 820 112C	01/24/12 - 02/02/12	TR	6:00-9:00	BMATC	103	EDDIE CORTEZ
12114	ITSW 1022 840 113C	05/21/12 - 06/04/12	MW	6:00-9:00	BMATC	103	EDDIE CORTEZ

### BASIC OFFICE 2010

**CIP 11.0101 ITSC 1009 48 hrs 4.8 CEU's Total Tuition and Fees: \$432.00**

**Textbook(s):** MICROSOFT OFFICE 2010 ESSENTIALS (MASTERY SERIES)

Basic Office is an introduction to the basic software programs commonly used in the workplace. The software programs taught are a must for anyone with the desire to enter the modern work place. Topics include an introduction to Microsoft Excel spreadsheets, commonly used for financial/accounting; Microsoft Word, used for professional letter writing; Internet and Email, used in everyday personal, as well as professional life; and Microsoft Powerpoint, used in the creation of presentations. Skills taught will assist in students finding a successful position in a professional office with increasing pay, stability, and a sense of accomplishment.

#### LUBBOCK

12083	ITSC 1009 820 112C	01/23/12 - 03/14/12	MW	6:00-9:00	BMATC	103	JENNIFER SPIVEY
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### INTERMEDIATE OFFICE 2010

**CIP 11.0101 ITSC 2021 48 hrs 4.8 CEU's Total Tuition and Fees: \$432.00**

**Textbook(s):** NEW PERSPECTIVES ON MICROSOFT OFFICE 2010, SECOND COURSE

This class is a continuation of the Basic Office class. Skills will be taught to enhance your basic knowledge of Microsoft Excel, Microsoft Word and Microsoft Powerpoint. Students will expand their knowledge of the use of each software program, assisting in their promotion for a career in today's professional world.

#### LUBBOCK

12084	ITSC 2021 840 113C	03/26/12 - 05/21/12	MW	6:00-9:00	BMATC	103	JENNIFER SPIVEY
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### BEGINNING KEYBOARDING

**CIP 52.0408 POFT 1010 20 hrs 2.0 CEU's Total Tuition and Fees: \$180.00**

**Textbook(s):** GREGG COLLEGE KEYBOARDING & DOCUMENT PROCESSING LESSONS 1-20

This class teaches the beginning student how to proficiently type on a computer keyboard. Each student works with the instructor one-on-one and independently to improve keystroke speed. An average student (beginning keystroke speed at 5 wpm) will increase words per minute speed to 35 wpm by the end of the class.

#### LUBBOCK

12085	POFT 1010 820 112C	01/21/12 - 03/10/12	Sa	9:00-11:30	BMATC	104	JEANNIE COGGINS
12086	POFT 1010 840 113C	03/31/12 - 05/19/12	Sa	9:00-11:30	BMATC	104	JEANNIE COGGINS
12087	POFT 1010 860 114C	06/09/12 - 07/21/12	Sa	9:00-11:30	BMATC	104	JEANNIE COGGINS

**SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT**

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
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**INTRODUCTION TO WINDOWS**

**CIP 11.0101 ITSC 1006 18 hrs 1.8 CEU's Total Tuition and Fees: \$162.00**

**Textbook(s): WELCOME TO WINDOWS 7**

This class will promote the novice computer user into the ranks of the informed user. The class begins with basics of computers, including operating systems, windows, hardware, and software. The concepts and features will be presented clearly and comprehensively. learn how to turn on and log into the computer, navigate the system, use accessories, execute programs, and manage the file system.

**LUBBOCK**

12088	ITSC 1006 820 112C	01/24/12 - 02/09/12	TR	6:00-9:00	BMATC	142	TERRI MAHAFFEY
12089	ITSC 1006 840 113C	04/14/12 - 05/05/12	Sa	9:00-4:00	BMATC	142	VALORIE JACKSON

**INTRODUCTION TO MS WORD 2010**

**CIP 52.0407 POFI 1024 12 hrs 1.2 CEU's Total Tuition and Fees: \$108.00**

**Textbook(s): MICROSOFT WORD 2010, BASIC 1ST EDITION**

Students will create, edit, save, open and print documents; change the document appearance through formatting, indenting and aligning, setting tab stops, and inserting page breaks. Learn how to make additional enhancements to the document using bullets and numbers, headers and footers, spell checker and thesaurus, and using Autocorrect. Instruction will be provided in terminology, computer operations, editing functions, formatting and special text options.

**LUBBOCK**

12121	POFI 1024 820 112C	01/23/12 - 02/01/12	MW	6:00-9:00	BMATC	142	SARENDA GODFREY
12123	POFI 1024 840 113C	02/28/12 - 03/08/12	TR	6:00-9:00	BMATC	142	SARENDA GODFREY

**INTERMEDIATE MS WORD 2010**

**CIP 52.0407 POFI 1042 12 hrs 1.2 CEU's Total Tuition and Fees: \$108.00**

**Textbook(s): MICROSOFT WORD 2010, INTERMEDIATE**

A study of production techniques, including search and replace functions, headers and footers, spelling checker, mail merge, file functions, and printer set-up. Following a quick review of the basics, this course is designed to familiarize students with more advanced features of MS Word, including formatting, print options, import/export options, configuration options, mail merge, and insertion of charts, graphs, pictures, and use of templates. Prerequisite: advanced understanding of computer operation and keyboarding.

**LUBBOCK**

12122	POFI 1042 820 112C	02/13/12 - 02/22/12	MW	6:00-9:00	BMATC	142	SARENDA GODFREY
12124	POFI 1042 840 113C	05/01/12 - 05/10/12	TR	6:00-9:00	BMATC	142	SARENDA GODFREY

**INTRODUCTION TO QUICKBOOKS 2009, PART I**

**CIP 11.0301 ITSW 1058 15 hrs 1.5 CEU's Total Tuition and Fees: \$135.00**

**Textbook(s): QUICKBOOKS LEARNING GUIDE 2009 FOR STUDENTS**

This course is designed to teach students software applications and gain knowledge necessary to perform specific operations in the Quickbooks 2007 environment. Part 1 (chapters 1-7) include getting started, creating a Quickbooks company, customizing Quickbooks for your business, editing the chart of accounts, working with lists for customers, jobs employees and vendors, using bank account registers, reconciling checking accounts, working with assets, liabilities and equity accounts, entering sales information, receiving payments and making deposits. Includes informational handouts, review questions and answers over all the chapters, hands-on approach with class discussion and real life business examples. Prerequisite: basic understanding of computer operations and keyboarding. This class is strictly software-based and does not include accounting curriculum, but knowledge of basic business terms is helpful.

**LUBBOCK**

12125	ITSW 1058 821 112C	01/21/12 - 01/28/12	Sa	8:30-4:30	BMATC	103	HUGH HAYS
12127	ITSW 1058 840 113C	03/24/12 - 03/31/12	Sa	8:30-4:30	BMATC	103	HUGH HAYS

**INTRODUCTION TO QUICKBOOKS 2009, PART II**

**CIP 11.0301 ITSW 1058 15 hrs 1.5 CEU's Total Tuition and Fees: \$135.00**

**Textbook(s): QUICKBOOKS LEARNING GUIDE 2009 FOR STUDENTS**

This course is designed to teach students software applications and gain knowledge necessary to perform specific operations in the Quickbooks 2007 environment. Part 2 (chapters 8-15) include entering and paying bills, accounts payable, reports and graphs that help you understand your business, creating and customizing reports, exporting reports to MS Excel, creating graphs, ordering products, receiving inventory, tracking and paying sales tax, setting up payroll, invoicing a customer, paying non-employees, customizing invoices and forms. Includes informational handouts, review questions and answers over all the chapters, hands-on approach with class discussion and real life business examples. Prerequisite: basic understanding of computer operations and keyboarding. This class is strictly software-based and does not include accounting curriculum, but knowledge of basic business terms is helpful.

**LUBBOCK**

12126	ITSW 1058 822 112C	02/18/12 - 02/25/12	Sa	8:30-4:30	BMATC	103	HUGH HAYS
12128	ITSW 1058 841 113C	04/21/12 - 04/28/12	Sa	8:30-4:30	BMATC	103	HUGH HAYS

**ADOBE PHOTOSHOP CS5**

**CIP 11.0301 ITSW 1003 18 hrs 1.8 CEU's Total Tuition and Fees: \$162.00**

**Textbook(s): ADOBE PHOTOSHOP CS5 REVEALED, SOFTCOVER**

This in-depth 18-hour course in Photoshop includes instruction in basic photographic techniques, along with how to use your digital camera. This class will cover digital camera technology, photo composition, photo editing on the computer using Adobe Photoshop CS5 and tips for printing photos. You will learn many Photoshop tips and tricks

**LUBBOCK**

12116	ITSW 1003 820 112C	01/21/12 - 02/04/12	Sa	9:00-4:00	BMATC	161	SUSAN MILLSAP
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**ADOBE ILLUSTRATOR CS5**

**CIP 10.0303 GRPH 1002 18 hrs 1.8 CEU's Total Tuition and Fees: \$162.00**

**Textbook(s):**

This 18 hour Adobe Illustrator CS5 course covers all the basic operations in the program and then some. Illustrator is a very powerful art tool for

**SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT**

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
		the creation of graphic design. Learn how to create and format text, draw 3D graphics, work with patterns and brushes, prepare documents for Prepress and Printing and Prepare Graphics for the Web.					
<b>LUBBOCK</b>							
12118	GRPH 1002 840 113C	03/24/12 - 04/14/12	Sa	9:00-4:00	BMATC	161	SUSAN MILLSAP

**CISCO NETWORKING ACADEMY****CCNP ROUTING-IMPLEMENTING IP ROUTING**

**CIP 11.1002 ITCC 2054 96 hrs 9.6 CEU's Total Tuition and Fees: \$563.00**  
**Textbook(s):**

How to implement, monitor, and maintain routing services in an enterprise network. How to plan, configure, and verify the implementation of complete enterprise LAN and WAN routing solutions using a range of routing protocols in IPv4 and IPv6 environments. Configuration of secure routing solutions to support branch offices and mobile workers.

Explain complex network requirements and design models for implementing advanced routing services in an enterprise network; implement EIGRP and OSPF in an enterprise network; exchange routing information between interior gateway protocols; implement various mechanisms for controlling routing updates and traffic; implement BGP to allow an enterprise network to connect to an ISP; describe a basic implementation for branch office and mobile worker connectivity; and implement IPv6 in an enterprise network

**REESE**

12197 ITCC 2054 885 112C 01/17/12 - 05/10/12 TR 6:00-9:00 RC4 453 RAYMUND ELIZONDO

**CCNP SWITCH-IMPLEMENTING IP SWITCHING**

**CIP 11.1002 ITCC 2455 96 hrs 9.6 CEU's Total Tuition and Fees: \$563.00**  
**Textbook(s):**

Course Description: How to implement, monitor, and maintain switching in converged enterprise campus networks. How to plan, configure, and verify the implementation of complex enterprise switching solutions. How to secure integration of VLANs, WLANs, voice and video into campus networks.

End-of-Course Outcomes: Implement, monitor, and maintain switching in an enterprise campus network; implement appropriate spanning tree protocols in campus networks; implement VLANs in campus networks; configure and optimize high availability and redundancy on switches; describe and implement LAN security features; and plan and prepare for advanced services in a campus infrastructure.

**REESE**

12198 ITCC 2455 885 112C 01/17/12 - 05/10/12 TR 6:00-9:00 RC4 453 RAYMUND ELIZONDO

**CCNP TSHOOT-MAINTAINING AND TSHOOTING IP NETWORKS**

**CIP 11.1002 ITCC 2056 96 hrs 9.6 CEU's Total Tuition and Fees: \$563.00**  
**Textbook(s):**

Course Description: How to monitor and maintain complex, enterprise and switched IP networks. Skills learned include the planning and execution of regular network maintenance, as well as support and troubleshooting using technology-based processes and best practices based on systematic and industry recognized approaches.

End-of-Course Outcomes: Monitor, maintain, and troubleshoot a complex network; plan and document the most common maintenance functions in complex enterprise networks; develop a troubleshooting process to identify and solve problems in complex enterprise network; select tools that best support specific troubleshooting and maintenance process in large, complex enterprise networks; practice maintenance procedures and fault resolution in switched and routed environments; troubleshoot IPv4 addressing services, IPv6 routing issues, network infrastructure services, network performance issues on routers and switches, network integration issues affecting wireless connectivity, VoIP, and video; and practice maintenance procedures and fault resolution in a secure infrastructure.

**REESE**

12199 ITCC 2056 885 112C 01/17/12 - 05/10/12 TR 6:00-9:00 RC4 453 RAYMUND ELIZONDO

**NETWORK SECURITY**

**CIP 11.1002 CPMT 2034 64 hrs 6.4 CEU's Total Tuition and Fees: \$456.00**  
**Textbook(s):**

Overall security processes with particular emphasis on hands-on skills in the following areas: security policy design and management; security technologies, products and solutions; firewall and secure router design, installation, configuration and maintenance; AAA implementation using routers and firewalls; VPM implementation using routers and firewalls.

Select appropriate security hardware, software, and configurations based on organizational requirements to protect a network against vulnerabilities and threats; develop and manage a security policy; demonstrate advanced installation, configuration, monitoring, troubleshooting, and maintenance on IOS and PIX firewalls; understand and configure basic switch security.

**REESE**

12207 CPMT 2034 886 112C 01/17/12 - 05/10/12 TR 6:00-8:30 RC4 453 RAYMUND ELIZONDO

**EXPLORATION - NETWORK FUNDAMENTALS**

**CIP 11.1002 ITCC 1001 96 hrs 9.6 CEU's Total Tuition and Fees: \$563.00**  
**Textbook(s): NETWORK FUNDAMENTALS, CCNA EXPLORATION LABS AND STUDY GUIDE (2ND EDITION) (LAB COMPANION)**

A course introducing the architecture, structure, functions, components, and models of the internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. Equivalent to ITCC 1401.

**SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT**

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
<b>REESE</b>							
12188	ITCC 1001 885 112C	01/17/12 - 05/10/12	TR	6:00-9:00	RC4	453	RAYMUND ELIZONDO

**CISCO EXPLORATION 2 - ROUTING PROTOCOLS/CONCEPTS**

**CIP 11.1002 ITCC 1004 96 hrs 9.6 CEU's Total Tuition and Fees: \$563.00**  
**Textbook(s):** ROUTING PROTOCOLS AND CONCEPTS, CCNA EXPLORATION LABS AND STUDY GUIDE (2ND EDITION) (LAB COMPANION)

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Recognize and correct common routing issues and problems. Model and analyze routing processes. Equivalent to ITCC 1404.

<b>REESE</b>							
12189	ITCC 1004 885 112C	01/17/12 - 05/10/12	TR	6:00-9:00	RC4	453	RAYMUND ELIZONDO

**CISCO EXPLORATION 3 - LAN SWITCHING/WIRELESS**

**CIP 11.1002 ITCC 2008 96 hrs 9.6 CEU's Total Tuition and Fees: \$563.00**  
**Textbook(s):**

This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced. Equivalent to ITCC 2408.

<b>REESE</b>							
12190	ITCC 2008 885 112C	01/17/12 - 05/10/12	TR	6:00-9:00	RC4	453	RAYMUND ELIZONDO

**CISCO EXPLORATION 4 - ACCESSING THE WAN**

**CIP 11.1002 ITCC 2010 96 hrs 9.6 CEU's Total Tuition and Fees: \$563.00**  
**Textbook(s):**

This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describes user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS). Equivalent to ITCC 2410.

<b>REESE</b>							
12191	ITCC 2010 885 112C	01/17/12 - 05/10/12	TR	6:00-9:00	RC4	453	RAYMUND ELIZONDO

**ALLIED HEALTH**

**NOTICE: SPECIAL REQUIREMENTS AND ADVANCED REGISTRATION PROCEDURES APPLY FOR MOST ALLIED HEALTH COURSES.** For details, please come to the SPC Registration Desk at the Byron Martin Advanced Technology Center, 3201 Avenue Q, Lubbock, or call (806) 716-4906.

**BASIC PHLEBOTOMY**

**CIP 51.1009 PLAB 1023 42 hrs 4.2 CEU's Total Tuition and Fees: \$390.00**  
**Textbook(s):** THE COMPLETE TEXTBOOK OF PHLEBOTOMY

The student will discuss theoretical and practical aspects of specimen collection (including professionalism, ethics, terminology, quality control, and safety); use basic laboratory terminology; identify name and function of laboratory equipment; and explain issues of quality control and safety. This course is designed to prepare students to take the American Society of Phlebotomy Technicians (ASPT) certification examination. Extensive additional clinical assignments are required to complete ASPT pre-certification requirements.

On-site registrations will not be accepted for this course. You must pre-register and provide proof of immunizations which includes Hepatitis B Series, 2-MMR's since 1981, Tetanus no older than 8 years, and have a current negative TB test no older than 6 months prior to the first day of class. All clinical time will be scheduled during the day. A minimum of ten (10) participants is required for this class to be held and a maximum of twelve (12) students will be accepted.

**IMPORTANT:** You will not be allowed to register or pay for this class without all requirements being met. Criminal background checks will be performed for all students.

<b>LUBBOCK</b>							
12129	PLAB 1023 820 112C	01/23/12 - 03/07/12	MW	6:00-9:00	BMATC	141	ACENCION GARCIA, JR.
12130	PLAB 1023 840 113C	03/19/12 - 05/14/12	MW	6:00-9:00	BMATC	141	ACENCION GARCIA, JR.
12131	PLAB 1023 860 114C	06/11/12 - 07/30/12	MW	6:00-9:00	BMATC	141	ACENCION GARCIA, JR.

**CERTIFIED NURSE AIDE**

**CIP 51.1614 NURA 1001 60 hrs 6.0 CEU's Total Tuition and Fees: \$368.00**  
**Textbook(s):** NURSING ASSISTANT, 7TH EDITION

Students learn the necessary skills to work in long-term care, home health, or hospital environments. A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Upon completion of the 60 hours of classroom and 24 hours of clinicals, each student will be required to take the State of Texas Certified Nurse Aide Competency Examination. Students must provide proof of immunization for Hepatitis B Series, 2-MMR's, Tetanus no older than 8 years, and a current negative TB test no older than 6 months prior to the first class, valid state issued photo identification, and social security card prior to enrollment (Names must match on both documents and not expire before the end of class). On-site registrations will not be accepted for this course. A maximum of eight (8) participants will be accepted

## SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
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for this class.

**IMPORTANT:** You will not be allowed to register or pay for this class without all requirements being met. Criminal background checks will be performed for all students. CPR certification is required and not included in tuition fees. Other supplies not included in the tuition and fees are a Blood Pressure Cuff and Stethoscope.

### LUBBOCK

12133	NURA 1001 820 112C	01/17/12 - 02/25/12	TRSa	4:30-8:30	BMATC	221	JANET COPELAND
12135	NURA 1001 840 113C	03/27/12 - 05/01/12	TRSa	4:30-8:30	BMATC	221	JANET COPELAND
12137	NURA 1001 860 114C	06/26/12 - 07/28/12	TRSa	4:30-8:30	BMATC	221	JANET COPELAND

### CERTIFIED NURSE AIDE CLINICAL

**CIP 51.1614      NURA 1060      24 hrs      2.4 CEU's      Total Tuition and Fees: \$100.00**

#### Textbook(s):

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. This course is required for all students taking the Certified Nurse Aide class.

### OFF-SITE

12134	NURA 1060 840 113C	02/28/12 - 03/03/12	TRSa	TBA	TBA	TBA	JANET COPELAND
12136	NURA 1060 841 113C	05/08/12 - 05/12/12	TRSa	TBA	TBA	TBA	JANET COPELAND
12138	NURA 1060 860 114C	07/31/12 - 08/04/12	TRSa	TBA	TBA	TBA	JANET COPELAND

### EKG MONITOR TECH

**CIP 51.0902      ECRD 1011      56 hrs      5.6 CEU's      Total Tuition and Fees: \$300.00**

#### Textbook(s):

This introductory course is designed for those who want to work in the health care industry in a more advanced position. A basic knowledge of hospital protocol and medical terminology is recommended but not required. This course includes fundamentals of the anatomy and physiology of the cardiac system, basic EKG procedures, interpretation of basic dysrhythmias and a brief look at treatment. This is a demanding course that requires an intense commitment to learning and understanding the complex concepts associated with the cardiac system. **HOMEWORK** on a daily basis will be necessary. The practicum will be the last three days of class. A maximum of twenty(20) students will be accepted. Study guide materials written by the instructor will be available for purchase the first class night for \$65.00. Instruction includes 32 hours of classroom time and 24 hours of practicum for which the student must provide a lab coat.

Preregistration is required and students must provide a high school diploma or certified GED letter and proof of immunizations which include Hepatitis B Series, MMR since 1981, Tetanus no older than eight years and a negative TB test no older than six months. **IMPORTANT:** You will not be allowed to register or pay for this class without all requirements being met.

Criminal Background checks will be performed on all students.

### LUBBOCK

12147	ECRD 1011 820 112C	02/07/12 - 04/08/12	TR	6:00-8:00	BMATC	141	REX MOSLEY
12148	ECRD 1011 860 114C	06/05/12 - 07/29/12	TR	6:00-8:00	BMATC	141	REX MOSLEY

### MATH FOR ALLIED HEALTH PROFESSIONS

**CIP 27.0301      TECM 1091      15 hrs      1.5 CEU's      Total Tuition and Fees: \$105.00**

#### Textbook(s): MATH BASICS FOR THE HEALTHCARE PROFESSIONAL

This class will give the student a chance to review math skills needed to pass the LVN entrance test and supplement the Pharmacy Tech Test Preparation class. The student will review the four basic operations using fractions and decimals; changing between fractions and decimals, as well as changing forms of fractions and decimals; using percentages, ratios, and proportions in problem solving; using signed integers to solve simple and 2-step algebraic equations; changing units of measure, both metric and standard; interpreting graphs and diagrams; using probability to solve problems; and working with formulas for area, perimeter and volume. The class time allows for working sets of problems during class to insure understanding and accuracy. This class is recommended for students with marginal math skills.

### REESE

12149	TECM 1091 885 112C	02/14/12 - 02/28/12	TR	6:00-9:00	RC3	324	SHELLEY R WILLIFORD-WARD
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### MEDICATION ADMINISTRATION FOR NURSE AIDE

**CIP 51.2603      NURA 1013      140 hrs      14.0 CEU's      Total Tuition and Fees: \$415.00**

#### Textbook(s): ADMINISTERING MEDICATIONS: PHARMACOLOGY FOR HEALTHCARE PROFESSIONALS

The student will receive instruction in the responsibilities and procedures associated with preparation and administration of designated medications by non-licensed nursing personnel employed in health care facilities licensed by the Texas Department of Health. This intensive course is required for certification as a Medication Aide.

You must pre-register and provide proof of immunizations which include Tetanus in the last 8 years, TB test showing a negative reading no older than 6 months prior to the first day of class, a Measles, Mumps, Rubella vaccine since 1981 if born after 1957 and a Hepatitis B Series. You will also need to bring your driver's license, social security card, certified nurse aide license, names must match on these two documents, original diploma, transcript or certified GED letter. A minimum of ten (10) participants is required for this class to be held. Deadline for registration is when class is full. Participants who satisfactorily complete the course will be awarded a Continuing Education Certificate for 14.0 hours.

**IMPORTANT:** You will not be allowed to register or pay for this class without all requirements being met. Criminal background checks will be performed for all students. On-site registrations will not be accepted for this course.

Special requirements for enrollment: You **MUST:**

\*Have a high school diploma or GED. Foreign transcripts or diplomas must be accompanied by a certified translation letter.

\*Be currently employed in a facility as a nurse aide or non-licensed direct care staff person on the first official day of the training program.

\*Have been employed in a facility for 90 days as a non-licensed direct care staff person within the 12-month period preceding the first official day of training. Applicants employed as a nurse aide in a Medicare-skilled nursing facility of a Medicaid nursing facility (nursing home) are exempt from the 90-day requirement.

\*If you work for a MHMR or Correctional facility, you will need to meet state requirements to qualify.

**SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT**

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
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These registration requirements are set by state law and several require notarized documentation. Students are responsible for ensuring that they meet the enrollment requirements. No refunds will be given for students failing to meet enrollment requirements. Class dates are listed for lecture only. Students must complete both lecture and clinicals. Clinical schedules will follow and may require different times and days of the week. A maximum of twenty-one (21) students will be accepted.

**REESE**

12132	NURA 1013 885 112C	01/23/12 - 04/17/12	MTR	4:30-8:30	RC4	415	MARY FRANCES BERRY
12153	NURA 1013 890 113C	05/07/12 - 07/26/12	MTR	4:30-8:30	RC4	415	MARY FRANCES BERRY

**MEDICATION AIDE UPDATE**

**CIP 51.2603 NURA 1041 7 hrs 0.7 CEU's Total Tuition and Fees: \$49.00**  
**Textbook(s):**

Fulfillment of 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. The student will identify current state guidelines regarding the roles and responsibilities associated with medication administration for non-licensed nursing personnel employed in licensed health care agencies; and recognize current practices in medication administration, including side effects, implications, and contraindications of commonly used drugs. Please bring your license number with you at the time you register and the day of the class. Pre-registration is recommended.

**LUBBOCK**

12014	NURA 1041 821 112C	01/07/12 - 01/07/12	Sa	9:00-4:30	BMATC	127	MARY FRANCES BERRY
12140	NURA 1041 823 112C	02/04/12 - 02/04/12	Sa	9:00-4:30	BMATC	127	MARY FRANCES BERRY
12141	NURA 1041 840 113C	03/03/12 - 03/03/12	Sa	9:00-4:30	BMATC	127	MARY FRANCES BERRY
12142	NURA 1041 841 113C	04/07/12 - 04/07/12	Sa	9:00-4:30	BMATC	127	MARY FRANCES BERRY
12143	NURA 1041 842 113C	05/05/12 - 05/05/12	Sa	9:00-4:30	BMATC	127	MARY FRANCES BERRY
12144	NURA 1041 860 114C	06/02/12 - 06/02/12	Sa	9:00-4:30	BMATC	127	MARY FRANCES BERRY
12145	NURA 1041 861 114C	07/07/12 - 07/07/12	Sa	9:00-4:30	BMATC	127	MARY FRANCES BERRY
12146	NURA 1041 862 114C	08/04/12 - 08/04/12	Sa	9:00-4:30	BMATC	127	MARY FRANCES BERRY

**PHARMACY TECH TEST PREPARATION**

**CIP 51.0805 PHRA 1043 48 hrs 4.8 CEU's Total Tuition and Fees: \$336.00**  
**Textbook(s): THE PHARMACY TECHNICIAN**

This is a test preparation review course for pharmacy technicians who will be taking the Pharmacy Technician Certification Exam. The course is designed to augment your on-the-job training or provide an individual who has extensive knowledge with the tools to successfully complete the national exam. This is not an introductory course, however, highly motivated individuals willing to spend a significant amount of outside class time in memorization and other study techniques can also benefit. Subjects covered include pharmacology, safety, terminology, packing, dispensing, distribution, inventory management, pharmacy law, reading prescriptions, math topics on the Pharmacy Technician Certification Board exam such as aliquots, ratio and proportion, calculating percentage and ratio strengths, business math needed in pharmacy, and calculating IV flow rates, and other related topics. The Pharmacy Technician Certification Board gives this exam three times per year in March, July, and November. Further information regarding the national exam can be obtained by visiting their website at [www.ptcb.org](http://www.ptcb.org). The \$120 exam fee, which is paid directly by the student to PTCB, is not included in the cost of this course. It is the student's responsibility to register and pay the exam fee directly to the Pharmacy Technician Certification Board. Application deadlines for the exam are generally two months prior to the exam. All deadlines are receipt deadlines, not postmark dates. Your application materials must be received by PES by midnight of the date listed. Any application received after the receipt deadline will be returned to you unprocessed. Sending in your application early allows time for the application to be returned to you in case of errors. Applications received before the opening date of processing for that exam will be held until the appropriate date. Fees will not be refunded for a processed application unless you withdraw the application by the withdrawal deadline. PTCB cannot be responsible for the delivery times of the post office or for items lost in the mail. The use of an overnight, traceable mail service is encouraged. PES will not accept hand-delivered applications. PTCB requires that examinees have a high school diploma or GED and have never been convicted of a felony. The meeting dates for this class are subject to change by the instructor.

**REESE**

12150	PHRA 1043 890 113C	03/20/12 - 05/10/12	TR	6:00-9:00	RC3	324	SHELLEY R WILLIFORD-WARD
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**LANGUAGE STUDY****AMERICAN SIGN LANGUAGE I**

**CIP 16.1603 SLNG 1003 16 hrs 1.6 CEU's Total Tuition and Fees: \$112.00**  
**Textbook(s): A BASIC COURSE IN ASL**

An introduction to sign communication, finger spelling, and numbers. Provides basic functional communication skills with individuals who are deaf. Participants will fingerspell basic personal information; communicate basic personal information in sign; demonstrate conversational courtesies; demonstrate basic expressive and receptive vocabulary skills, and use simple sentence patterns.

Classes will meet at the Lubbock Community Service for the Deaf at 2414 34th Street.

**OFF-SITE**

12151	SLNG 1003 820 112C	01/23/12 - 03/19/12	M	6:00-8:00	LCSD	TBA	DEIRDRE WATSON
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**AMERICAN SIGN LANGUAGE II**

**SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT**

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
<b>CIP 16.1603</b>	<b>SLNG 1004</b>		<b>16 hrs</b>	<b>1.6 CEU's</b>	<b>Total Tuition and Fees: \$112.00</b>		
<b>Textbook(s): A BASIC COURSE IN ASL</b>							
Enhancement of conversational abilities with practice sessions designed to improve communication with individuals who are deaf. This course is the second part of American Sign Language Part 1. Students will build on their skill levels in finger spelling and numbers, as well as increase basic expressive and receptive vocabulary skills. Prerequisite: American Sign Language 1 (part 1) or instructor approval. Classes will meet at the Lubbock Community Service for the Deaf at 2414 34th Street.							
<b>OFF-SITE</b>							
12152	SLNG 1004 840 113C	04/02/12 - 06/04/12	M	6:00-8:00	LCSD	TBA	DEIRDRE WATSON

**REAL ESTATE****LAW OF AGENCY**

<b>CIP 52.1501</b>	<b>RELE 2001</b>		<b>32 hrs</b>	<b>3.2 CEU's</b>	<b>Total Tuition and Fees: \$255.00</b>		
<b>Textbook(s): TEXAS REAL ESTATE AGENCY</b>							
This course is a study of law of agency, including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and disclosure of an agency. Equivalent of RELE 2201.							
<b>OFF-SITE</b>							
12163	RELE 2001 840 113C	03/24/12 - 04/01/12	SaSu	8:30-5:30	LAR	TBA	AL SECHRIST

**PRINCIPLES OF REAL ESTATE**

<b>CIP 52.1501</b>	<b>RELE 1034</b>		<b>64 hrs</b>	<b>6.4 CEU's</b>	<b>Total Tuition and Fees: \$469.00</b>		
<b>Textbook(s): MODERN REAL ESTATE PRACTICE IN TEXAS, 11TH EDITION</b>							
This course is an overview of licensing as a broker or salesperson. Topics include ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. This class covers at least three hours of classroom instruction on federal, state, and local laws relating to housing, discrimination, housing credit discrimination, and community reinvestment. Fulfills the 60-hour requirement for sales person license. Equivalent of RELE 1406.							
<b>OFF-SITE</b>							
12161	RELE 1034 820 112C	02/04/12 - 02/26/12	SaSu	8:30-5:30	LAR	TBA	LANCE SMITH

**PROPERTY MANAGEMENT**

<b>CIP 52.1501</b>	<b>RELE 1015</b>		<b>32 hrs</b>	<b>3.2 CEU's</b>	<b>Total Tuition and Fees: \$255.00</b>		
<b>Textbook(s): PROPERTY MANAGEMENT, 7TH EDITION</b>							
This course is the study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and Fair Housing Act. Equivalent of RELE 1215.							
<b>OFF-SITE</b>							
12165	RELE 1015 840 113C	04/28/12 - 05/06/12	SaSu	8:30-5:30	LAR	TBA	LANCE SMITH

**REAL ESTATE CONTRACTS**

<b>CIP 52.1501</b>	<b>RELE 1011</b>		<b>32 hrs</b>	<b>3.2 CEU's</b>	<b>Total Tuition and Fees: \$255.00</b>		
<b>Textbook(s):</b>							
This course covers elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms, and owner disclosure requirements. Equivalent of RELE 1211.							
<b>OFF-SITE</b>							
12162	RELE 1011 840 113C	03/03/12 - 03/11/12	SaSu	8:30-5:30	LAR	TBA	LANCE SMITH

**REAL ESTATE INVESTMENTS**

<b>CIP 52.1501</b>	<b>RELE 1007</b>		<b>32 hrs</b>	<b>3.2 CEU's</b>	<b>Total Tuition and Fees: \$255.00</b>		
<b>Textbook(s): ESSENTIALS OF REAL ESTATE INVESTMENT</b>							
This course covers characteristics of real estate investments. It includes techniques of investment analysis, time-valued money, discounted and non-discounted investment criteria, leverage, tax shelters, depreciation and applications to property tax. Equivalent of RELE 1207.							
<b>OFF-SITE</b>							
12160	RELE 1007 820 112C	01/21/12 - 01/29/12	SaSu	8:30-5:30	LAR	TBA	LANCE SMITH

**REAL ESTATE MATHEMATICS**

<b>CIP 52.1501</b>	<b>RELE 1025</b>		<b>32 hrs</b>	<b>3.2 CEU's</b>	<b>Total Tuition and Fees: \$255.00</b>		
<b>Textbook(s): MASTERING REAL ESTATE MATH</b>							
This course covers basic arithmetic skills. It also covers mathematical logic, percentages, interest, time value of money, depreciation, and amortization, proration, and estimation of closing statements. Equivalent of RELE 1225.							
<b>OFF-SITE</b>							
12164	RELE 1025 840 113C	04/14/12 - 04/22/12	SaSu	8:30-5:30	LAR	TBA	LANCE SMITH

**REAL ESTATE MCE**

<b>CIP 52.1501</b>	<b>RELE 2003</b>		<b>16 hrs</b>	<b>1.6 CEU's</b>	<b>Total Tuition and Fees: \$100.00</b>		
<b>Textbook(s):</b>							
CIP 52.1501 RELE 2003 16 hrs 1.6 CEU's Total Tuition and Fees: \$100.00							
Textbook(s): ONLINE MATERIAL HANDOUTS							
Provides mandatory continuing education as required by the Texas Real Estate Commission. Includes updates on the profession and legal							

**SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT**

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
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topics. Mandatory Continuing Education courses will meet on a Thursday and Friday from 9:00 AM to 5:30 PM and include a one hour lunch break. This course has been approved by the Texas Real Estate Commission for 15 hours of Mandatory Continuing Education credit, 6 hours of which are in legal topics. This course includes the mandatory 3 hour legal course and the mandatory 3 hour ethics course. This course is taught at the Lubbock Association of Realtors, 5015 Knoxville Avenue in Lubbock. On-site registration begins at 8:30 a.m. and ends at 8:50 a.m. This MCE class qualifies for active and inactive real estate licensees.

MCE Provider No. 0101, Course I.D. No.15-06-121-8937

**OFF-SITE**

12166	RELE 2003 822 112C	01/19/12 - 01/20/12	RF	9:00-5:30	LAR	TBA	LANCE SMITH
12167	RELE 2003 823 112C	02/16/12 - 02/17/12	RF	9:00-5:30	LAR	TBA	LANCE SMITH
12168	RELE 2003 840 113C	03/08/12 - 03/09/12	RF	9:00-5:30	LAR	TBA	LANCE SMITH
12169	RELE 2003 841 113C	04/12/12 - 04/13/12	RF	9:00-5:30	LAR	TBA	LANCE SMITH
12170	RELE 2003 842 113C	05/17/12 - 05/18/12	RF	9:00-5:30	LAR	TBA	LANCE SMITH
12171	RELE 2003 860 114C	06/14/12 - 06/15/12	RF	9:00-5:30	LAR	TBA	LANCE SMITH
12172	RELE 2003 861 114C	07/12/12 - 07/13/12	RF	9:00-5:30	LAR	TBA	LANCE SMITH
12173	RELE 2003 862 114C	08/09/12 - 08/10/12	RF	9:00-5:30	LAR	TBA	LANCE SMITH

**PHOTOGRAPHY****INTRODUCTION TO PHOTOGRAPHY**

**CIP 50.0406 PHTC 1004 18 hrs 1.8 CEU's Total Tuition and Fees: \$126.00**

**Textbook(s): HOW TO DO EVERYTHING DIGITAL PHOTOGRAPHY**

Instruction in camera functions, types of lenses, choosing film and filters, flash photography, printing and enlarging, film exposure, developing, darkroom procedures, digital image production, print finishing, and spotting. Participants will learn the basics of good photography; how to use the different camera controls to achieve good photographs; how to use different pieces of photographic equipment effectively; think creatively before acting photographically, and how to have fun with photography. This class does not include a dark room lab.

Supplies: Camera, film, developing. (Any type of camera will work, but participants who have fully adjustable cameras will benefit the most from the class. Additionally, participants must provide one roll of film per week, 24 exposure minimum, plus the developing costs.)

**LUBBOCK**

12184	PHTC 1004 820 112C	01/25/12 - 02/29/12	W	6:00-9:00	BMATC	139	CLINTON HOBDY
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**INTERMEDIATE PHOTOGRAPHY**

**CIP 50.0406 PHTC 2004 18 hrs 1.8 CEU's Total Tuition and Fees: \$126.00**

**Textbook(s): HOW TO DO EVERYTHING DIGITAL PHOTOGRAPHY**

Continuation of Introductory Professional Photography with emphasis on social, portrait, studio, fashion, theatrical, publicity, and convention photography. This class does not include a dark room lab.

Supplies: Camera, film, developing. (Any type of camera will work, but participants who have fully adjustable cameras will benefit the most from the class. Additionally, participants must provide one roll of film per week, 24 exposure minimum, plus the developing costs.)

**LUBBOCK**

12185	PHTC 2004 840 113C	03/21/12 - 04/25/12	W	6:00-9:00	BMATC	139	CLINTON HOBDY
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**DIGITAL PHOTOGRAPHY BASICS**

**CIP 00.0000 XPHO 1001 18 hrs 1.8 CEU's Total Tuition and Fees: \$126.00**

**Textbook(s): HOW TO DO EVERYTHING DIGITAL PHOTOGRAPHY**

This course is for the digital photographer. This is a hands-on course designed to help the photographer get the most out of their equipment. Learn how to use ALL of the controls available, the basics of good photography and composition, and good photo shooting strategies. Learn how to download your photos and manage your photo files. Review the basics of printing and photo manipulation with Picasa Photoshop Elements and Photoshop CS. Students need to bring cameras and manuals to class each day. We will do some shooting the first day of class.

**LUBBOCK**

12204	XPHO 1001 820 112C	02/04/12 - 02/18/12	Sa	9:00-4:00	BMATC	142	CLINTON HOBDY
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**LOCATION PHOTOGRAPHY**

**CIP 50.0406 PHTC 1091 18 hrs 1.8 CEU's Total Tuition and Fees: \$126.00**

**Textbook(s):**

The purpose of this class is to expose students to different photographic situations by photographing at various locations. Students will meet at a predetermined site and take photographs as a group. Subjects will include people, architecture, nature, landscape, and close-up photography. Each student is responsible for his/her own camera and equipment. Students will have their film processed each week and bring the resulting photographs to class for evaluation.

Any type of camera will work for this class, including digital, as long as the students are able to bring their photographs to class the following week. Students using SLR cameras with a variety of lenses may get more out of the class, but all students will benefit from actual photographic experience. The basics will be the same for digital, as well as conventional photography. 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.

**LUBBOCK**

12205	PHTC 1091 840 113C	03/20/12 - 04/03/12	T	9:00-12:00	BMATC	141	JODY BURL SMYERS
12206	PHTC 1091 841 113C	05/01/12 - 05/15/12	T	9:00-12:00	BMATC	141	JODY BURL SMYERS

**PROFESSIONAL DRIVER TRAINING****DRIVER TRAINING 1**

**SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT**

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
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**CIP 49.0205 CVOP 1013 100 hrs 10.0 CEU's Total Tuition and Fees: \$2,150.00**  
**Textbook(s):**

Looking for a new adventure and career? South Plains College is pleased to offer Professional Driver Training in cooperation with International Schools. This 200 hour training includes classroom, range, and open road driving. Admission requirements include: 21 years of age or older, high school diploma, GED, or successful completion of an assessment test, and successful completion of Department of Transportation examination. Upon graduation, you will be qualified to secure an entry-level job as an over-the-road driver with a commercial driver's license. Weeks with holidays will have Saturday make-up days. This is part 1 of a 2-part course. Call 744-5252 for more information or to enroll.

**REESE**

12100	CVOP 1013 885 112C	01/03/12 - 01/13/12	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
12102	CVOP 1013 886 112C	01/30/12 - 02/10/12	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
12104	CVOP 1013 887 112C	02/27/12 - 03/09/12	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
12106	CVOP 1013 890 113C	03/26/12 - 04/06/12	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
12108	CVOP 1013 891 113C	04/23/12 - 05/04/12	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
12110	CVOP 1013 892 113C	05/21/12 - 06/01/12	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL

**DRIVER TRAINING 2**

**CIP 49.0205 CVOP 1040 100 hrs 10.0 CEU's Total Tuition and Fees: \$2,000.00**  
**Textbook(s):**

This course is a continuation of Professional Truck Driver 1. General truck driving with hands-on skill development and instruction coordinated with the Department of Transportation. This training includes classroom, range, and open road driving. Admission requirements include: 21 years of age or older, high school diploma, GED, or successful completion of an assessment test, and successful completion of Department of Transportation examination. Upon graduation, you will be qualified to secure an entry-level job as an over-the-road driver with a commercial driver's license. Weeks with holidays will have Saturday make-up days. Call 744-5252 for more information or to enroll.

**REESE**

12101	CVOP 1040 886 112C	01/16/12 - 01/27/12	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
12103	CVOP 1040 887 112C	02/13/12 - 02/24/12	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
12105	CVOP 1040 890 113C	03/12/12 - 03/23/12	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
12107	CVOP 1040 891 113C	04/09/12 - 04/20/12	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
12109	CVOP 1040 892 113C	05/07/12 - 05/18/12	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
12111	CVOP 1040 895 114C	06/04/12 - 06/15/12	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL

**INDUSTRIAL TECHNOLOGY****BASIC SHIELDED METAL ARC WELDING**

**CIP 48.0508 WLDG 1091 12 hrs 1.2 CEU's Total Tuition and Fees: \$109.00**  
**Textbook(s):**

This basic course in an introduction to shielded metal arc welding. Emphasis is placed on power sources, electrode selections, and various joint designs. Students will be able to analyze, describe, and demonstrate the appropriate applications in shielded metal arc welding; describe and demonstrate the applicable safety procedures and the use of personal protective equipment; and demonstrate appropriate workplace behavior.

**LUBBOCK**

12200	WLDG 1091 820 112C	01/17/12 - 01/26/12	TR	6:00-9:00	BMATC	125	GEORGE WICKER
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**INTERMEDIATE GAS METAL ARC WELDING**

**CIP 48.0508 WLDG 1093 48 hrs 4.8 CEU's Total Tuition and Fees: \$386.00**  
**Textbook(s):**

This course in gas metal arc welding (GMAW) includes instruction in process selection troubleshooting, and the correct selection and application of consumables. Students will practice gas metal arc welding of carbon steel on structural joints in all positions.

**LUBBOCK**

12202	WLDG 1093 840 113C	05/01/12 - 06/21/12	TR	6:00-9:00	BMATC	125	GEORGE WICKER
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**INTRODUCTION TO GAS METAL ARC WELDING**

**CIP 48.0508 WLDG 1092 24 hrs 2.4 CEU's Total Tuition and Fees: \$218.00**  
**Textbook(s):**

This course provides a study of the principles of gas metal arc welding and the setup and use of associated equipment and tools with emphasis on safe shop practices. Instruction is provided in various joint designs. Students will be able to analyze, describe, and demonstrate the appropriate applications for gas metal arc welding; describe and demonstrate the applicable safety procedures and the use of personal protective equipment.

**LUBBOCK**

12203	WLDG 1092 840 113C	04/03/12 - 04/26/12	TR	6:00-9:00	BMATC	125	GEORGE WICKER
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**INTRODUCTION TO SHIELDED METAL ARC WELDING (SMAW)**

**CIP 48.0508 WLDG 1009 48 hrs 4.8 CEU's Total Tuition and Fees: \$386.00**  
**Textbook(s):**

This course covers basic maintenance and structural welding techniques and applications.

Define the principles of arc welding; select electrodes and amperage settings for various materials; perform SMAW operations.

**LUBBOCK**

12201	WLDG 1009 820 112C	01/31/12 - 03/29/12	TR	6:00-9:00	BMATC	125	GEORGE WICKER
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**BASIC WOODWORKING**

**CIP 46.0201 CRPT 1091 48 hrs 4.8 CEU's Total Tuition and Fees: \$300.00**

**SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT**

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
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**Textbook(s):**

This will be an introductory class in woodworking. Basic safety and use of all woodworking machines will be covered. Students will complete at least two projects with the chance to build their own design in class. Some house construction will be covered if this is an interest. Those who have already completed the introductory level will be allowed to register for this class at the intermediate level. The intermediate level class will not include a supply charge so you can bring new or existing projects that you have already purchased. 48 contact hours of instruction.

**LUBBOCK**

12186	CRPT 1091 820 112C	01/17/12 - 03/06/12	TR	6:00-9:00	BMATC	125	DEWAYNE WALLACE
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**INTERMEDIATE WOODWORKING**

**CIP 46.0201 CRPT 1091 48 hrs 4.8 CEU's Total Tuition and Fees: \$250.00**

**Textbook(s):**

This will be an intermediate class in woodworking. Basic safety and use of all woodworking machines will be covered. Students will provide their own materials and build their own design in class. Some house construction will be covered if this is an interest.

**LUBBOCK**

12187	CRPT 1091 821 112C	01/17/12 - 03/06/12	TR	6:00-9:00	BMATC	125	DEWAYNE WALLACE
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**CONSTRUCTION TRADES****BASIC AIR CONDITIONING**

**CIP 47.0106 MAIR 2005 48 hrs 4.8 CEU's Total Tuition and Fees: \$816.00**

**Textbook(s): REFRIGERATION AND AIR CONDITIONING TECHNOLOGY, 6TH EDITION**

This course covers the theory of refrigeration, air conditioning systems, components, superheat and sub-cool. We will spend time in the lab with hands-on instruction doing system charging and recovery, diagnostics and the importance of airflow. The Training Center is located at 3615 Avenue A.

**OFF-SITE**

12210	MAIR 2005 840 113C	04/10/12 - 06/26/12	T	6:00-10:00	TRNG CTR	TBA	ROY JONES
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**BASIC HVAC ELECTRICAL**

**CIP 15.0501 HART 1001 48 hrs 4.8 CEU's Total Tuition and Fees: \$816.00**

**Textbook(s): TROUBLESHOOTING AND SERVICING HVAC ELECTRICAL SYSTEMS**

This course covers the electrical components and diagnostics of an HVAC system, including power wiring, wiring thermostats, controls, compressors and motors. A good chance for the intermediate and new installers/service techs to improve their knowledge of the HVAC electrical systems! The Training Center is located at 3615 Avenue A.

**OFF-SITE**

12208	HART 1001 820 112C	01/10/12 - 04/03/12	T	6:00-10:00	TRNG CTR	TBA	ROY JONES
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**BASIC PLUMBING**

**CIP 46.0503 PFPB 1013 48 hrs 4.8 CEU's Total Tuition and Fees: \$816.00**

**Textbook(s): THE NAPHCC PLUMBING APPRENTICE STUDENT WORKBOOK, YEAR ONE, 3RD ED.**

This course covers basic plumbing practices for the installation and repair of plumbing systems, including piping, joining methods, fittings, materials and codes. This is a great course for the apprentice plumber, tradesman and journeyman preparing for their license and maintenance personnel. The Training Center is located at 3615 Avenue A.

**OFF-SITE**

12209	PFPB 1013 840 113C	03/07/12 - 05/30/12	W	6:00-10:00	TRNG CTR	TBA	ROY JONES
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**SAFETY/RISK MANAGEMENT****CONFINED SPACE**

**CIP 00.0000 XCON 1001 4 hrs 0.4 CEU's Total Tuition and Fees: \$90.00**

**Textbook(s):**

Designed to meet the specifications of the OSHA Standard 29 CFR 1926.21(b)(6)(i) on confined space entry, this course will give the student the skills necessary to enter and work inside a confined space such as a manhole, tank, pit, or similar enclosure. Our goal in this course is to equip the student to work safely - not simply to meet the minimum required by OSHA. In order to do so, we combine classroom discussion and demonstration of the typical equipment needed to perform the entry. A minimum of ten (10) students will be accepted.

**LUBBOCK**

12180	XCON 1001 840 113C	03/23/12 - 03/23/12	F	6:00-9:00	BMATC	141	FREDDIE REYNA
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**FALL PROTECTION/LADDER SAFETY**

**CIP 00.0000 XFPL 1001 4 hrs 0.4 CEU's Total Tuition and Fees: \$90.00**

**Textbook(s):**

This course gives you a basic understanding about OSHA's role in prevention and elimination of work-related illnesses and injuries. The OSHA standard identifies areas or activities where fall protection is needed. It clarifies what an employer must do to provide fall protection for employees, such as identifying and evaluating fall hazards and providing training. Under the standard, employers are able to select fall protection measures compatible with the type of work being performed. A minimum of ten (10) students will be accepted.

**LUBBOCK**

12179	XFPL 1001 820 112C	02/24/12 - 02/24/12	F	8:00-12:00	BMATC	141	FREDDIE REYNA
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**HAZARDOUS WASTE SITE SAFETY: HAZWOPER REFRESHER**

**SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT**

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
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**CIP 15.0507 EPCT 1059 8 hrs 0.8 CEU's Total Tuition and Fees: \$140.00**

**Textbook(s):**

This course meets the requirements in OSHA 29 CFR 1910.120 for eight (8) hours of annual refresher training for workers at hazardous waste sites. This course is designed for general site workers who remove hazardous waste or who are exposed or potentially exposed to hazardous substances or health hazards. Topics include HAZWOPER regulations, safety and health plans, hazardous chemicals, safety hazards, air monitoring, medical surveillance, site control, decontamination, personal protective equipment, and respiratory equipment. A minimum of six (6) students will be accepted.

**LUBBOCK**

12178 EPCT 1059 820 112C 01/27/12 - 01/27/12 F 8:00-5:00 BMATC 141 FREDDIE REYNA

**POWERED INDUSTRIAL FORKLIFT CERTIFICATION**

**CIP 00.0000 XPIF 1001 4 hrs 0.4 CEU's Total Tuition and Fees: \$140.00**

**Textbook(s):**

This course will cover the Powered Industrial Trucks Standard 29 CFR 1910.178. This standard impacts all industries that use trucks, except for agricultural operators. Topics in this course will include OSHA standards, ANSI standards, mechanics of the forklift, load handling procedures, and much more. Upon completion of this course, students will have gained knowledge of mandatory requirements and will be capable of passing a written and driving evaluation test. Upon successful completion, each student will be forklift certified. Benton & Associates will provide a laminated, wallet-sized certificate that will be valid for three years. A minimum of ten (10) students will be accepted.

**LUBBOCK**

12181 XPIF 1001 840 113C 04/27/12 - 04/27/12 F 8:00-12:00 BMATC 141 FREDDIE REYNA

**PILOT TRAINING****PRIVATE PILOT GROUND SCHOOL**

**CIP 49.0102 AIRP 1017 48 hrs 4.8 CEU's Total Tuition and Fees: \$360.00**

**Textbook(s): PRIVATE PILOT MANUAL (JS314500)**

Basic ground school for the Federal Aviation Administration Private Pilot Certificate, providing the student with the necessary aeronautical knowledge that can be used for private pilot certification. Topics include principles of flight, radio procedures, weather, navigation, aerodynamics, Federal Aviation Administration regulations, history of aviation, aircraft systems and instrumentation, aeromedical factors, and aircraft performance and cross country flight planning. Successful students will receive an endorsement to sit for the FAA Private Pilot written exam. Textbook required. Call (806) 687-1070 for more information.

**OFF-SITE**

12177 AIRP 1017 820 112C 01/11/12 - 05/02/12 W 6:00-9:00 HCA TBA LOUIE HILLIARD

**AUCTIONEERING****SPECIAL TOPICS IN AUCTIONEERING**

**CIP 52.1901 AUCT 1091 7 hrs 0.7 CEU's Total Tuition and Fees: \$75.00**

**Textbook(s):**

To meet the requirements for Texas Auctioneer Licensing requirements for mandated continuing education. Under current statutory requirements, an auctioneer or associate auctioneer must complete six hours of continuing education in Texas Department of Licensing and Regulation approved courses to renew an auctioneer license. A licensee holder must participate in the program(s) to the extent required by the Commission to keep the person's license. This course will meet the statutory requirements for auctioneer continuing education contained in 16 Texas Administrative Code, Chapter 5. Provider No. 1239, Course Approval No. 7939.

**LUBBOCK**

12183 AUCT 1091 821 112C 01/07/12 - 01/07/12 Sa 8:30-4:30 BMATC 101 LANCE SMITH

**FITNESS AND LEISURE****FUN WITH NIGHT PHOTOGRAPHY**

**CIP 00.0001 XNPH 1000 18 hrs 1.8 CEU's Total Tuition and Fees: \$126.00**

**Textbook(s):**

This class will introduce the basics of night photography, with an emphasis on fun and safety. We will learn about how night photography can be applied & it's distinctions from normal photography, as well as use of the basic equipment & software. Students will learn technique and problem solving, light painting & star trail photography through instruction, class projects, out of class assignments, evaluation and critique. We will be shooting projects on location during 2 or 3 outings. A working knowledge of basic photography and camera functions is absolutely required. Students must use a least a mid-advanced level "Point & Shoot" camera with remote cable release capability. Students must also possess a tripod and a remote trigger or cable release for your camera. Those with their own computers having image editing software installed will benefit the most from this class. Adobel Lightroom and Photoshop are recommended. Warm clothes and transportation will be required for on-location project.

**LUBBOCK**

12176 XNPH 1000 840 113C 03/22/12 - 04/26/12 W 6:30-9:30 BMATC 142 STAFF STAFF

**PERSONAL FITNESS TRAINER**

**CIP 31.0504 FITT 1037 36 hrs 3.6 CEU's Total Tuition and Fees: \$642.00**

**Textbook(s):**

Come join this fun and be a part of what ABC NEWS.com states as the 4th hottest job in the U.S. at a national average of \$25 an hour. Whether a career move or for your own personal knowledge, get all the information you need to become a CERTIFIED PERSONAL TRAINER. This challenging course is taught over a five-week period for better retention and skill competency. The National Exam is held on the sixth week.

**SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT**

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
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Fifteen hours of "hands on" practical training prepares you to actually work with clients one on one. Lectures include: anatomy, exercise, physiology, nutrition, and health screening. Proof of CPR/AED and a 30-hour internship will prepare you to work successfully in the fitness field. \*Call 1-888-330-9487 to order the required textbook for the course.

**LUBBOCK**

12182	FITT 1037 840 113C	03/24/12 - 05/05/12	Sa	9:00-4:00	BMATC	126	STAFF STAFF
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**FLORAL I**

**CIP 01.0608 FMKT 1005 12 hrs 1.2 CEU's Total Tuition and Fees: \$84.00**

**Textbook(s):**

This class covers basic information about the floral industry that will include principals and techniques of weddings, special occasion arrangements and practical applications about styles and types of arrangements. Please ask for supply list at the time you register. A maximum of six (6) students will be accepted.

**LUBBOCK**

12174	FMKT 1005 840 113C	02/20/12 - 03/19/12	M	6:00-9:00	BMATC	139	WAYNE DUBOSE
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**FLORAL II**

**CIP 00.0000 XFLO 1003 12 hrs 1.2 CEU's Total Tuition and Fees: \$84.00**

**Textbook(s):**

This class continues with information about the floral industry that will include principals and techniques of weddings, special occasion arrangements and practical applications about styles and types of arrangements, and the daily floral shop operation. Please ask for a supply list at the time you register. A maximum of six (6) students will be accepted.

**LUBBOCK**

12175	XFLO 1003 840 113C	04/16/12 - 05/07/12	M	6:00-9:00	BMATC	139	WAYNE DUBOSE
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**DO IT YOURSELF****BASIC MAINTENANCE FOR YOUR CAR**

**CIP 47.0604 AUMT 1024 8 hrs 0.8 CEU's Total Tuition and Fees: \$56.00**

**Textbook(s):**

Learn how to properly care for your car, including how to check fluid levels, change flat tire, check brakes, how to understand warning lights, how to recognize warning signs that could leave you stranded, and much more. Designed for men and women to save money and be safe on the road.

**LUBBOCK**

12120	AUMT 1024 840 113C	04/14/12 - 04/21/12	Sa	9:00-1:00	BMATC	129	GARY UFFORD
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# SPRING 2012 CREDIT CLASSES

## COMPUTER INFORMATION SYSTEMS (ATC)

CLASS	NUM	SECTION	CLASS TITLE	LECTURE	TIME	LAB	TIME	ROOM	INSTRUCTOR	FEES
ARTC	1305	151	BASIC GRAPHIC DESIGN	ARR	ARR	ARR	ARR	I-NET	WALTON	\$422.00
BCIS	1405	151	INTRO TO COMPU & SCI	ARR	ARR	ARR	ARR	I-NET	ROBINSON	\$552.00
BCIS	1405	152	INTRO TO COMPU & SCI	ARR	ARR	ARR	ARR	I-NET	WALTON	\$552.00
BCIS	1405	153	INTRO TO COMPU & SCI	ARR	ARR	ARR	ARR	I-NET	LOGUE	\$552.00
BCIS	1405	154	INTRO TO COMPU & SCI	ARR	ARR	ARR	ARR	I-NET	HODGENS	\$552.00
BCIS	1405	155	INTRO TO COMPU & SCI	ARR	ARR	ARR	ARR	I-NET	SNELLING	\$552.00
BCIS	1405	271	INTRO TO COMPU & SCI	MWF	8:15-9:05AM	MWF	9:05-9:45AM	ATC102	LOGUE	\$504.00
BCIS	1405	272	INTRO TO COMPU & SCI	MWF	10:00-10:50AM	MWF	10:50-11:30AM	ATC102	LOGUE	\$504.00
BCIS	1405	273	INTRO TO COMPU & SCI	MW	1:00-2:15PM	MW	2:15-3:05PM	ATC102	WALTON	\$504.00
BCIS	1405	274	INTRO TO COMPU & SCI	W	5:30-8:00PM	W	8:00-10:00PM	ATC164	HODGENS	\$504.00
BCIS	1405	275	INTRO TO COMPU & SCI	TR	8:15-9:30AM	TR	9:30-10:20AM	ATC102	LOGUE	\$504.00
BCIS	1405	276	INTRO TO COMPU & SCI	TR	9:30-10:45AM	TR	10:45-11:35AM	ATC164	HODGENS	\$504.00
BCIS	1405	277	INTRO TO COMPU & SCI	TR	10:30-11:45AM	TR	11:45-12:35PM	ATC102	LOGUE	\$504.00
BCIS	1405	278	INTRO TO COMPU & SCI	TR	1:00-2:15PM	TR	2:15-3:05PM	ATC164	WALTON	\$504.00
BCIS	1405	279	INTRO TO COMPU & SCI	TR	2:30-3:45PM	TR	3:45-4:35PM	ATC102	HODGENS	\$504.00
BCIS	1405	280	INTRO TO COMPU & SCI	T	5:30-8:00PM	T	8:00-10:00PM	ATC164	ROBINSON	\$504.00
BCIS	1405	501	INTRO TO COMPU & SCI	MW	10:00-11:15AM	MW	11:15-12:05PM	PC121	SNELLING	\$504.00
BCIS	1405	502	INTRO TO COMPU & SCI	MW	4:00-5:15PM	MW	5:15-6:05PM	PC121	SNELLING	\$504.00
BCIS	1405	503	INTRO TO COMPU & SCI	T	5:30-8:00PM	T	8:00-10:00PM	PC121	SNELLING	\$504.00
IMED	2309	151	INTERNET COMMERCE	ARR	ARR	ARR	ARR	I-NET	LOGUE	\$410.00
ITDF	2425	200	DIGITAL FORENSICS TOOLS	TR	9:30-10:45AM	TR	10:45-11:45AM	RC262	WALTON	\$493.00
ITDF	2430	200	DIG FORENSIC ANALYSIS	TR	1:00-2:15PM	TR	2:15-3:05PM	RC262	JESSE DAY	\$493.00
ITNW	1425	271	FUND OF NETWORKING (CISCO)	ARR	ARR	M	5:30-7:30PM	ATC107	ROBINSON	\$487.00
ITNW	2411	271	IMPLE MAIL SERVERS (EXSVR)	ARR	ARR	T	3:15 - 5:15PM	ATC107	ROBINSON	\$196.00
ITSC	1405	271	INTRO TO PC OS (WIN7)	ARR	ARR	M	3:15 - 5:15PM	ATC107	ROBINSON	\$541.00
ITSC	2164	271	PRACTICUM-CIS	ARR	ARR	ARR	ARR	ARR	LOGUE	\$481.00
ITSE	2402	151	INTERMEDIATE WEB PROG	ARR	ARR	ARR	ARR	I-NET	WALTON	\$541.00
ITSE	2413	151	WEB AUTHORIZING	ARR	ARR	ARR	ARR	I-NET	WALTON	\$541.00
ITSE	1429	271	PROGRAM LOGIC/DESIGN	TR	ARR	TR	1:00 - 2:05PM	ATC102	LOGUE	\$481.00
ITSE	2457	271	ADV. OBJ ORIENT PROG	ARR	ARR	MW	12:30-2:00PM	ATC107	LOGUE	\$493.00
ITSW	2434	151	ADV SPREADSHEETS	ARR	ARR	ARR	ARR	I-NET	SNELLING	\$541.00
ITSW	2437	271	ADV DATABASE	M	ARR	M	5:30-7:30PM	ATC102	HODGENS	\$493.00
ITSY	1342	271	INFO TECH SECURITY+	W	ARR	W	4.30 - 6.30 PM	ATC107	ROBINSON	\$386.00



**SOUTH PLAINS COLLEGE**

Office of Workforce Development  
3201 Ave. Q  
Lubbock, TX 79411  
Mailcode: 0454352105

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# SOUTH PLAINS COLLEGE

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Lubbock, TX 79416  
(806) 716-2902



**BYRON MARTIN ATC**  
3201 Ave. Q  
Lubbock, TX 79411  
(806) 716-4906



## SOUTH PLAINS COLLEGE HOLIDAY SCHEDULE

Workforce Development  
Classes will not be held on  
the following dates:

- March 12-18 ..... Spring Break
- April 7-9 ..... Easter
- May 26-28 ..... Memorial Day
- July 4 ..... Independence Day

South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age. Any student who, because of disability, may require some special arrangement in order to meet course requirements should contact the Office of Workforce Development or Special Services Office for necessary accommodations. At least 1 month before the first day of class.