

PREPARE YOURSELF

SOUTH PLAINS COLLEGE

Workforce Development



Spring 2011 schedule of courses

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 • PLAINVIEW CENTER

www3.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. 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 PHOTOSHOP CS5 REVEALED, SOFTCOVER

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

11612 GRPH 1002 841 103C 04/30/11 - 05/14/11 Sa 9:00-4:00 BMATC 142 SUSAN MILLSAP

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

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

11650 ITSW 1046 841 103C 03/21/11 - 03/30/11 MW 6:00-9:00 BMATC 142 GARY CLOUD

INTRODUCTION TO MS EXCEL 2010

CIP 11.0301 ITSW1022 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

11649 ITSW1022 820 102C 02/14/11 - 02/23/11 MW 6:00-9:00 BMATC 142 GARY CLOUD

BASIC OFFICE 2007

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

Textbook(s): MICROSOFT OFFICE 2007: ESSENTIALS REVISED EDITION

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

11599 ITSC 1009 820 102C 01/24/11 - 02/28/11 MTR 6:00-9:00 BMATC 103 JENNIFER SPIVEY

INTERMEDIATE OFFICE 2007

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

Textbook(s): NEW PERSPECTIVES ON MICROSOFT OFFICE 2007, SECOND COURSE, 2ND EDITION

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

11600 ITSC 2021 840 103C 03/21/11 - 04/26/11 MTR 6:00-9:00 BMATC 103 JENNIFER SPIVEY

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

11603 POFT 1010 820 102C 01/22/11 - 03/12/11 Sa 9:00-11:30 BMATC 104 JEANNIE COGGINS
11604 POFT 1010 840 103C 04/02/11 - 05/28/11 Sa 9:00-11:30 BMATC 104 VALORIE JACKSON

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

SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
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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

11605	ITSC 1006 820 102C	01/24/11 - 02/09/11	MW	6:00-9:00	BMATC	142	TERRI MAHAFFEY
11606	ITSC 1006 840 103C	03/05/11 - 04/16/11	Sa	9:00-12:00	BMATC	142	VALORIE JACKSON

INTRODUCTION TO MS EXCEL 2007

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

Textbook(s): MICROSOFT EXCEL 2007 BASIC

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

11608	ITSW 1022 840 103C	03/01/11 - 03/10/11	TR	6:00-9:00	BMATC	103	EDDIE CORTEZ
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INTRODUCTION TO MS WORD 2007

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

Textbook(s): MICROSOFT WORD 2007 BASIC

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

11655	POFI 1024 840 103C	05/02/11 - 05/11/11	MW	6:00-9:00	BMATC	103	STAFF STAFF
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INTERMEDIATE MS WORD 2007

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

Textbook(s): MICROSOFT WORD 2007 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

11656	POFI 1042 840 103C	05/23/11 - 06/01/11	MW	6:00-9:00	BMATC	103	STAFF STAFF
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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

11657	POFI 1024 841 103C	03/22/11 - 03/31/11	TR	6:00-9:00	BMATC	142	STAFF STAFF
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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

11658	POFI 1042 841 103C	04/12/11 - 04/21/11	TR	6:00-9:00	BMATC	142	STAFF STAFF
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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 2009 LEARNING GUIDE 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

11651	ITSW 1058 821 102C	01/22/11 - 01/29/11	Sa	8:30-4:30	BMATC	103	HUGH HAYS
11653	ITSW 1058 841 103C	03/26/11 - 04/02/11	Sa	8:30-4:30	BMATC	103	HUGH HAYS

INTRODUCTION TO QUICKBOOKS 2009, PART II

SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
CIP 11.0301	ITSW 1058		15 hrs	1.5 CEU's	Total Tuition and Fees: \$135.00		
Textbook(s): QUICKBOOKS 2009 LEARNING GUIDE 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							
11652	ITSW 1058 840 103C	02/26/11 - 03/05/11	Sa	8:30-4:30	BMATC	103	HUGH HAYS
11654	ITSW 1058 842 103C	04/30/11 - 05/07/11	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							
11614	ITSW 1003 820 102C	01/22/11 - 02/05/11	Sa	9:00-4:00	BMATC	142	SUSAN MILLSAP

INTERMEDIATE MS EXCEL 2007

CIP 11.0301	ITSW 1046		12 hrs	1.2 CEU's	Total Tuition and Fees: \$108.00		
Textbook(s): MICROSOFT EXCEL 2007 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							
11609	ITSW 1046 840 103C	05/03/11 - 05/12/11	TR	6:00-9:00	BMATC	103	EDDIE CORTEZ

IT CERTIFICATION**BASIC GRAPHIC DESIGN**

CIP 50.0402	ARTC 1005		80 hrs	8.0 CEU's	Total Tuition and Fees: \$501.00		
Textbook(s):							
This course presents a study of graphic design with emphasis on the visual communication process. Topics include basic terminology and graphic design principles. Equivalent of ARTC 1405.							
See the instructor for course textbook requirements.							
LUBBOCK							
11627	ARTC 1005 820 102C	01/18/11 - 05/13/11	MTWRF	TBA	ARR-L	I-NET	BEN WALTON

COMPREHENSIVE DIGITAL FORENSICS PROJECT

CIP 11.1003	ITDF 2035		65 hrs	6.5 CEU's	Total Tuition and Fees: \$429.00		
Textbook(s):							
Comprehensive application of skills learned in previous digital forensics courses in a simulated crime scene or workplace investigation. Includes collection, analysis, and presentation of digital data and evidence in a problem-based case study format. This course is used as a capstone course for a certificate or degree.							
End-of-Course Outcomes: Explain the laws applying digital forensic collection and preservation; cite relevant laws to digital forensic collection and their application to various circumstances; demonstrate data collection from digital devices using multiple forensic-based tools; apply current industry best-practices to the collection and preservation of hypothetical and real-case scenarios; demonstrate basic digital forensic analysis using digital devices and forensic-based tools; analyze case studies involving collaborative investigation; and write and present a report of forensic analysis and findings.							
REESE							
11645	ITDF 2035 885 102C	01/18/11 - 05/12/11	TR	12:00-2:05	RC2	262	DENNIS ROBINSON

DIGITAL FORENSICS ANALYSIS

CIP 11.1003	ITDF 2030		66 hrs	6.6 CEU's	Total Tuition and Fees: \$429.00		
Textbook(s):							
Digital forensic analysis, report preparation, and evidence presentation. Emphasizes balancing legal and technical aspects of cases where digital forensics is employed.							
End-of-Course Outcomes: Explain legal principles based on current case law and advanced concepts surrounding the 4th Amendment; document forensic analysis and findings; demonstrate basic digital forensic analysis using digital devices and forensic-based tools; explain the laws applying to digital forensic analysis; cite relevant digital forensic analysis laws and their application to various circumstances; analyze case studies involving collaborative investigation; and present findings of forensic analysis.							
REESE							
11642	ITDF 2030 885 102C	01/18/11 - 05/12/11	TR	9:00-11:20	RC2	262	STAFF STAFF

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
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DIGITAL FORENSICS COLLECTION

CIP 11.1003 ITDF 2020 65 hrs 6.5 CEU's Total Tuition and Fees: \$429.00

Textbook(s):

A study of acquiring digital evidence from devices, networks and logs while preserving the evidentiary chain. Includes the legal aspects of the search and seizure of computers and related equipment/information.

End-of-Course Outcomes: Describe the roles of digital devices and digital forensics in a criminal investigation; demonstrate effective cyber-research on various forensic topics; demonstrate basic data collection from digital devices using forensic-based tools; explain the laws applying digital forensic collection and preservation; cite relevant digital forensic laws and explain their application to various circumstances; apply current industry best-practices to the collection and preservation of some hypothetical and real case scenarios; and describe the underlying concepts of data storage on computers and the general structure of the Internet.

REESE

11644 ITDF 2020 855 102C 01/19/11 - 05/11/11 MW 11:30-1:45 RC2 262 DENNIS ROBINSON

DIGITAL FORENSICS TOOLS

CIP 11.1003 ITDF 2025 66 hrs 6.6 CEU's Total Tuition and Fees: \$429.00

Textbook(s):

Skills-based course in the applications of forensic analysis software. Tools used in this course may include EnCase, ILook, Forensic Tool Kit, write blockers, StegAllyzerSS, "X-Ways", ProDiscover Basic, and others.

End-of-Course Outcomes: Explain the laws applying digital forensic collection and preservation; cite relevant digital forensic collection laws and their application under various circumstances; demonstrate data collection from digital devices using multiple forensic-based tools; demonstrate methods of detecting digital information concealed or protected by steganography, encryption, and other methods; utilize "hashing" and other digital means to identify files and verify the accuracy of digital copies of original evidence; apply current industry Best Practices to the collection and preservation of some hypothetical and real case scenarios; demonstrate basic digital forensic analysis using digital devices and forensic-based tools; analyze case studies involving collaborative investigation; and write and present a report of forensic analysis and findings.

REESE

11643 ITDF 2025 885 102C 01/19/11 - 05/11/11 MW 2:45-5:00 RC2 262 PATRICK LOGUE

INFO TECH WIRELESS SECURITY+ CERTIFICATION

CIP 11.1003 ITSY 1042 80 hrs 8.0 CEU's Total Tuition and Fees: \$453.00

Textbook(s):

This course contains instruction in security for network hardware, software, and data, including physical security, backup procedures, relevant tools, encryption, and protection from viruses. Equivalent of ITSY 1442.

See the instructor for course textbook requirements.

LUBBOCK

11628 ITSY 1042 820 102C 01/19/11 - 05/11/11 W 5:30-7:30 BMATC 107 DENNIS ROBINSON

INTERNET COMMERCE

CIP 11.0801 IMED 2009 64 hrs 6.4 CEU's Total Tuition and Fees: \$380.00

Textbook(s):

The course gives an overview of the Internet as a marketing and sales tool, with emphasis on developing a prototype for electronic commerce. Topics include dynamic data, integration, and creating web sites in order to collect information, performing on-line transactions. Equivalent of IMED 2309.

See the instructor for course textbook requirements.

LUBBOCK

11631 IMED 2009 820 102C 01/18/11 - 05/13/11 MTWRF TBA ARR-L I-NET BEN WALTON

INTRODUCTION TO DIGITAL FORENSICS

CIP 11.1003 ITDF 1000 66 hrs 6.6 CEU's Total Tuition and Fees: \$429.00

Textbook(s):

A study of the application of digital forensic science and technology to collect, analyze, document, and present information while maintaining a documented chain of custody. Overview of ethics, white collar crime, and other legal guidelines/regulations/laws. Includes overview of tools used for forensic analysis of digital devices in investigations.

Identify crimes committed using digital devices; define the role of the digital forensics technician in investigating crimes or incidents; identify the tools used to collect and analyze information stored on digital devices; and outline the procedures to develop and maintain a chain of custody; describe proper handling of evidence obtained during investigation for civil or criminal proceedings; and define the role of ethics in digital forensics investigation and the impact of white collar crime on organizations.

REESE

11630 ITDF 1000 885 102C 01/19/11 - 05/11/11 MW 9:00-11:20 RC2 262 STAFF STAFF

INTRODUCTION TO PC OPERATING SYSTEMS

CIP 11.0101 ITSC 1005 80 hrs 8.0 CEU's Total Tuition and Fees: \$447.00

Textbook(s):

This course is a study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Equivalent of ITSC 1405.

See instructor for course textbook requirements.

LUBBOCK

11634 ITSC 1005 820 102C 01/24/11 - 05/09/11 W 3:30-5:30 BMATC 107 DENNIS ROBINSON

SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
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WEB DESIGN TOOLS

CIP 11.0801 ITSE 1001 80 hrs 8.0 CEU's Total Tuition and Fees: \$501.00

Textbook(s):

This course teaches designing and publishing Web documents according to World Wide Web Consortium (W3C) standards. It includes graphic design issues and exploration of tools available for creating and editing Web documents. Equivalent of ITSE 1401.

See instructor for course textbook requirements.

LUBBOCK

11629	ITSE 1001 820 102C	01/18/11 - 05/13/11	MTWRF	TBA	ARR-L	I-NET	BEN WALTON
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INTRODUCTION TO COMPUTERS AND MS OFFICE 2007

CIP 11.0101 ITSC 1001 80 hrs 8.0 CEU's Total Tuition and Fees: \$501.00

Textbook(s):

This course is an overview of computer information systems. It introduces computer hardware, software, procedures, systems, and human resources. It explores their integration and application in business and other segments in society. The fundamentals of computer problem-solving and programming in a higher level programming language may be discussed and applied. Business applications will be stressed. Software projects include using word processing, spreadsheet, database management, and presentation graphics software. Equivalent of COSC 1401.

See instructor for course textbook requirements.

LUBBOCK

11637	ITSC 1001 821 102C	01/18/11 - 05/13/11	MTWRF	TBA	ARR-L	I-NET	WAYNE SNELLING
11638	ITSC 1001 822 102C	01/18/11 - 05/13/11	MTWRF	TBA	ARR-L	I-NET	STAFF STAFF
11639	ITSC 1001 823 102C	01/18/11 - 05/13/11	MTWRF	TBA	ARR-L	I-NET	PATRICK LOGUE
11640	ITSC 1001 824 102C	01/18/11 - 05/13/11	MTWRF	TBA	ARR-L	I-NET	DENNIS ROBINSON
11641	ITSC 1001 825 102C	01/18/11 - 05/13/11	MTWRF	TBA	ARR-L	I-NET	BEN WALTON

FUNDAMENTALS OF NETWORKING TECHNOLOGIES

CIP 11.1002 ITNW 1025 96 hrs 9.6 CEU's Total Tuition and Fees: \$447.00

Textbook(s):

This course provides instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Equivalent of ITNW 1425.

See the instructor for course textbook requirements.

LUBBOCK

11633	ITNW 1025 820 102C	01/24/11 - 05/09/11	M	5:30-7:30	BMATC	107	DENNIS ROBINSON
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CISCO NETWORKING ACADEMY**EXPLORATION - NETWORK FUNDAMENTALS**

CIP 11.1002 ITCC 1001 96 hrs 9.6 CEU's Total Tuition and Fees: \$523.00

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.

REESE

11533	ITCC 1001 885 102C	01/18/11 - 05/12/11	TR	6:00-9:00	RC4	453	RAYMUND ELIZONDO
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CISCO EXPLORATION 2 - ROUTING PROTOCOLS/CONCEPTS

CIP 11.1002 ITCC 1004 96 hrs 9.6 CEU's Total Tuition and Fees: \$523.00

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.

REESE

11534	ITCC 1004 885 102C	01/18/11 - 05/12/11	TR	6:00-9:00	RC4	453	RAYMUND ELIZONDO
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CISCO EXPLORATION 3 - LAN SWITCHING/WIRELESS

CIP 11.1002 ITCC 2008 96 hrs 9.6 CEU's Total Tuition and Fees: \$523.00

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.

REESE

11535	ITCC 2008 885 102C	01/18/11 - 05/12/11	TR	6:00-9:00	RC4	453	RAYMUND ELIZONDO
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SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
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CISCO EXPLORATION 4 - ACCESSING THE WAN

CIP 11.1002 ITCC 2010 96 hrs 9.6 CEU's Total Tuition and Fees: \$523.00

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.

REESE

11536 ITCC 2010 885 102C 01/18/11 - 05/12/11 TR 6:00-9:00 RC4 453 RAYMUND ELIZONDO

BUILDING SCALABLE INTERNETWORKS

CIP 11.1002 ITCC 2050 96 hrs 9.6 CEU's Total Tuition and Fees: \$523.00

Textbook(s):

Create an efficient and expandable enterprise network by installing, configuring, monitoring, and troubleshooting network infrastructure equipment (especially routers such as Cisco ISRs) according to the Campus Infrastructure module in the Enterprise Composite Network model. Topics include how to configure EIGRP, OSPF, IS-IS, and BGP routing protocols and how to manipulate and optimize routing updates between these routing protocols. Other topics include multicast routing, IPv6, and DHCP configuration. Equivalent to ITCC 2450.

REESE

11537 ITCC 2050 885 102C 01/18/11 - 05/12/11 TR 6:00-9:00 RC4 453 RAYMUND ELIZONDO

IMPLEMENTING SECURE CONVERGED WAN

CIP 11.1002 ITCC 2051 96 hrs 9.6 CEU's Total Tuition and Fees: \$523.00

Textbook(s):

Providing secure enterprise-class network service for teleworkers and branch sites. Students will learn how to secure and expand the reach of an enterprise network with focus on VPN configuration and securing network access. Topics include teleworker configuration and access, Frame-Mode MPLS, site-to-site IPsec VPN, Cisco EZVPN, strategies used to mitigate network attacks, Cisco device hardening and IOS firewall features. Equivalent to ITCC 2451.

REESE

11538 ITCC 2051 885 102C 01/18/11 - 05/12/11 TR 6:00-9:00 RC4 453 RAYMUND ELIZONDO

BUILDING MULTILAYER SWITCHED NETWORKS

CIP 11.1002 ITCC 2052 96 hrs 9.6 CEU's Total Tuition and Fees: \$523.00

Textbook(s):

Multilayer switching teaches about the deployment of state-of-the-art campus LANs. The course focuses on the selection and implementation of the appropriate Cisco IOS services to build reliable, scalable multilayer-switched LANs. Equivalent to ITCC 2452.

REESE

11539 ITCC 2052 885 102C 01/18/11 - 05/12/11 TR 6:00-9:00 RC4 453 RAYMUND ELIZONDO

OPTIMIZING CONVERGED NETWORKS

CIP 11.1002 ITCC 2053 96 hrs 9.6 CEU's Total Tuition and Fees: \$523.00

Textbook(s):

Optimizing and providing effective QoS techniques in converged networks operating voice, wireless, and security applications. Equivalent to ITCC 2453.

REESE

11540 ITCC 2053 885 102C 01/18/11 - 05/12/11 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.

LUBBOCK

11585 PLAB 1023 820 102C 01/24/11 - 03/09/11 MW 6:00-9:00 BMATC 141 GOOSE ESTRADA
11584 PLAB 1023 840 103C 03/21/11 - 05/09/11 MW 6:00-9:00 BMATC 141 GOOSE ESTRADA

SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
11671	PLAB 1023 860 104C	07/11/11 - 08/24/11	MW	6:00-9:00	BMATC	141	GOOSE ESTRADA

CERTIFIED NURSE AIDE

CIP 51.1614 NURA 1001 60 hrs 6.0 CEU's Total Tuition and Fees: \$358.00
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). On-site registrations will not be accepted for this course. A maximum of ten (10) participants will be accepted 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.

REESE

11617	NURA 1001 890 103C	05/02/11 - 06/06/11	MTR	4:30-8:30	RC4	452	MARY FRANCES BERRY
11659	NURA 1001 895 104C	06/20/11 - 07/25/11	MTR	4:30-8:30	RC4	452	MARY FRANCES BERRY

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.

REESE

11618	NURA 1060 895 104C	06/07/11 - 06/09/11	TWR	TBA	ARR-R	ARR	MARY FRANCES BERRY
11660	NURA 1060 896 104C	07/26/11 - 07/28/11	TWR	TBA	ARR-R	ARR	MARY FRANCES BERRY

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

11586	ECRD 1011 820 102C	02/01/11 - 04/03/11	TR	6:00-8:00	BMATC	141	REX MOSLEY
11670	ECRD 1011 860 104C	06/07/11 - 07/31/11	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

11616	TECM 1091 885 102C	02/15/11 - 03/01/11	TR	6:00-9:00	RC3	324	SHELLEY R WILLIFORD
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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: A COMPETENCY-BASED PROGRAM FOR HEALTH OCCUPATIONS

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.

SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
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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.

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

11615	NURA 1013 885 102C	01/24/11 - 04/19/11	MTR	4:30-8:30	RC4	452	MARY FRANCES BERRY
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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

11541	NURA 1041 821 102C	01/08/11 - 01/08/11	Sa	9:00-4:30	BMATC	127	MARY FRANCES BERRY
11542	NURA 1041 822 102C	02/05/11 - 02/05/11	Sa	9:00-4:30	BMATC	127	MARY FRANCES BERRY
11543	NURA 1041 840 103C	03/05/11 - 03/05/11	Sa	9:00-4:30	BMATC	127	MARY FRANCES BERRY
11544	NURA 1041 841 103C	04/02/11 - 04/02/11	Sa	9:00-4:30	BMATC	127	MARY FRANCES BERRY
11545	NURA 1041 842 103C	05/07/11 - 05/07/11	Sa	9:00-4:30	BMATC	127	MARY FRANCES BERRY
11546	NURA 1041 860 104C	06/04/11 - 06/04/11	Sa	9:00-4:30	BMATC	127	MARY FRANCES BERRY
11547	NURA 1041 861 104C	07/09/11 - 07/09/11	Sa	9:00-4:30	BMATC	127	MARY FRANCES BERRY
11548	NURA 1041 862 104C	08/06/11 - 08/06/11	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. 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

11661	PHRA 1043 890 103C	03/22/11 - 05/12/11	TR	6:00-9:00	RC3	324	SHELLEY R WILLIFORD
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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

SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
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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

11668	SLNG 1003 820 102C	01/24/11 - 03/21/11	M	6:00-8:00	LCSD	TBA	STAFF STAFF
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AMERICAN SIGN LANGUAGE II

CIP 16.1603 SLNG 1004 16 hrs 1.6 CEU's Total Tuition and Fees: \$112.00

Textbook(s): A BASIC COURSE IN ASL

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.

OFF-SITE

11669	SLNG 1004 840 103C	04/04/11 - 05/30/11	M	6:00-8:00	LCSD	TBA	STAFF STAFF
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REAL ESTATE**LAW OF AGENCY**

CIP 52.1501 RELE 2001 32 hrs 3.2 CEU's Total Tuition and Fees: \$235.00

Textbook(s): TEXAS REAL ESTATE AGENCY

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.

OFF-SITE

11519	RELE 2001 840 103C	03/26/11 - 04/03/11	SaSu	8:30-5:30	LAR	TBA	AL SECHRIST
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PRINCIPLES OF REAL ESTATE

CIP 52.1501 RELE 1034 64 hrs 6.4 CEU's Total Tuition and Fees: \$429.00

Textbook(s): MODERN REAL ESTATE PRACTICE IN TEXAS, 11TH EDITION

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.

OFF-SITE

11518	RELE 1034 820 102C	02/05/11 - 02/27/11	SaSu	8:30-5:30	LAR	TBA	LANCE SMITH
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PROPERTY MANAGEMENT

CIP 52.1501 RELE 1015 32 hrs 3.2 CEU's Total Tuition and Fees: \$235.00

Textbook(s): PROPERTY MANAGEMENT, 7TH EDITION

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.

OFF-SITE

11522	RELE 1015 840 103C	04/30/11 - 05/08/11	SaSu	8:30-5:30	LAR	TBA	LANCE SMITH
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REAL ESTATE CONTRACTS

CIP 52.1501 RELE 1011 32 hrs 3.2 CEU's Total Tuition and Fees: \$235.00

Textbook(s):

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.

OFF-SITE

11520	RELE 1011 840 103C	03/05/11 - 03/13/11	SaSu	8:30-5:30	LAR	TBA	LANCE SMITH
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REAL ESTATE INVESTMENTS

CIP 52.1501 RELE 1007 32 hrs 3.2 CEU's Total Tuition and Fees: \$235.00

Textbook(s): ESSENTIALS OF REAL ESTATE INVESTMENT

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.

OFF-SITE

11516	RELE 1007 820 102C	01/22/11 - 01/30/11	SaSu	8:30-5:30	LAR	TBA	LANCE SMITH
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REAL ESTATE MATHEMATICS

CIP 52.1501 RELE 1025 32 hrs 3.2 CEU's Total Tuition and Fees: \$227.00

Textbook(s): MASTERING REAL ESTATE MATH

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.

OFF-SITE

11521	RELE 1025 840 103C	04/09/11 - 04/17/11	SaSu	8:30-5:30	LAR	TBA	LANCE SMITH
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SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
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REAL ESTATE MCE

CIP 52.1501 RELE 2003 16 hrs 1.6 CEU's Total Tuition and Fees: \$100.00

Textbook(s):

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 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

11523	RELE 2003 821 102C	01/20/11 - 01/21/11	RF	9:00-5:30	LAR	TBA	LANCE SMITH
11524	RELE 2003 822 102C	02/17/11 - 02/18/11	RF	9:00-5:30	LAR	TBA	LANCE SMITH
11525	RELE 2003 840 103C	03/10/11 - 03/11/11	RF	9:00-5:30	LAR	TBA	LANCE SMITH
11526	RELE 2003 841 103C	04/14/11 - 04/15/11	RF	9:00-5:30	LAR	TBA	LANCE SMITH
11527	RELE 2003 842 103C	05/19/11 - 05/20/11	RF	9:00-5:30	LAR	TBA	LANCE SMITH
11528	RELE 2003 860 104C	06/16/11 - 06/17/11	RF	9:00-5:30	LAR	TBA	LANCE SMITH
11529	RELE 2003 861 104C	07/14/11 - 07/15/11	RF	9:00-5:30	LAR	TBA	LANCE SMITH
11530	RELE 2003 862 104C	08/11/11 - 08/12/11	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): KISS GUIDE TO 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

11646	PHTC 1004 820 102C	01/26/11 - 03/02/11	W	6:00-9:00	BMATC	103	AL HENDERSON
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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): KISS GUIDE TO 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

11647	PHTC 2004 840 103C	03/23/11 - 04/27/11	W	6:00-9:00	BMATC	142	AL HENDERSON
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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): THE JOY OF DIGITAL PHOTOGRAPHY (LARK PHOTOGRAPHY BOOK (PAPERBACK))

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

11648	XPHO 1001 820 102C	02/05/11 - 02/19/11	Sa	9:00-4:00	BMATC	141	AL HENDERSON
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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.

SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
LUBBOCK	11672 PHTC 1091 840 103C	04/02/11 - 05/14/11	Sa	9:00-12:00	BMATC	141	AL HENDERSON

PROFESSIONAL DRIVER TRAINING**DRIVER TRAINING 1**

CIP 49.0205 CVOP 1013 100 hrs 10.0 CEU's Total Tuition and Fees: \$1,890.00

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

11589	CVOP 1013 886 102C	01/17/11 - 01/28/11	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
11591	CVOP 1013 887 102C	02/14/11 - 02/25/11	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
11593	CVOP 1013 890 103C	03/14/11 - 03/25/11	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
11595	CVOP 1013 891 103C	04/11/11 - 04/22/11	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
11597	CVOP 1013 892 103C	05/09/11 - 05/20/11	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
11662	CVOP 1013 895 104C	06/06/11 - 06/17/11	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
11664	CVOP 1013 896 104C	07/05/11 - 07/15/11	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
11666	CVOP 1013 897 104C	08/01/11 - 08/12/11	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: \$1,750.00

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

11590	CVOP 1040 885 102C	01/31/11 - 02/11/11	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
11592	CVOP 1040 890 103C	02/28/11 - 03/11/11	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
11594	CVOP 1040 891 103C	03/28/11 - 04/08/11	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
11596	CVOP 1040 892 103C	04/25/11 - 05/06/11	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
11598	CVOP 1040 893 103C	05/23/11 - 06/03/11	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
11663	CVOP 1040 895 104C	06/20/11 - 07/01/11	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
11665	CVOP 1040 896 104C	07/18/11 - 07/29/11	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL
11667	CVOP 1040 897 104C	08/15/11 - 08/26/11	MTWRF	7:00-5:30	RC4	404	DOYLE RUSSELL

INDUSTRIAL TECHNOLOGY**INTRODUCTORY WELDING**

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

Textbook(s):

This course will offer the student the opportunity to learn basic welding techniques that are pertinent to professional or personal development. Students will make ornamental angels utilizing welding equipment.

LUBBOCK

11587	WLDG 1091 820 102C	02/01/11 - 02/10/11	TR	6:00-9:00	BMATC	125	GEORGE WICKER
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BASIC ARC WELDING

CIP 48.0508 WLDG 1007 48 hrs 4.8 CEU's Total Tuition and Fees: \$386.00

Textbook(s):

This is an introductory course of the basic welding processes. This course covers basic maintenance and structural welding techniques and applications. The student will be introduced to welding techniques using shielded metal arc welding (SMAW) or stick welding, gas cutting using oxyacetylene torch. Upon completion, students will be able to set up and use a stick welder, acetylene torch safely. 48 contact hours of instruction.

LUBBOCK

11588	WLDG 1007 820 102C	02/15/11 - 04/14/11	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

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

11611	CRPT 1091 820 102C	01/18/11 - 03/10/11	TR	6:00-9:00	BMATC	124	DEWAYNE WALLACE
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SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
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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

11613 CRPT 1091 821 102C 01/18/11 - 03/10/11 TR 6:00-9:00 BMATC 124 DEWAYNE WALLACE

CONSTRUCTION TRADES**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

11675 HART 1001 840 103C 04/06/11 - 06/22/11 W 6:00-10:00 TRNG CTR TBA ROY JONES

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.

The 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

11676 PFPB 1013 820 102C 01/11/11 - 03/29/11 T 6:00-10:00 TRNG CTR TBA ROY JONES

SAFETY/RISK MANAGEMENT**HAZARDOUS WASTE SITE SAFETY: HAZWOPER REFRESHER**

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

11622 EPCT 1059 820 102C 01/14/11 - 01/14/11 F 8:00-5:00 BMATC 141 FREDDIE REYNA

OSHA 10-HOUR CONSTRUCTION SAFETY & HEALTH COURSE

CIP 15.0701 OSH 2011 10 hrs 1.0 CEU's Total Tuition and Fees: \$240.00

Textbook(s):

This course is designed for construction workers, foremen, job supervisors, and anyone involved in the construction industry. OSHA recommends Outreach Training Program courses as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. Workers must receive additional training, when required by OSHA standards, on the specific hazards of the job. Upon successful completion of the course, participants will receive an OSHA 10-Hour Construction Outreach Department of Labor course completion card. A minimum of ten (10) students will be accepted.

LUBBOCK

11623 OSH 2011 820 102C 02/17/11 - 02/18/11 RF 8:00-1:00 BMATC 141 FREDDIE REYNA
11624 OSH 2011 840 103C 04/14/11 - 04/15/11 RF 8:00-1:00 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

11625 XPIF 1001 840 103C 03/25/11 - 03/25/11 F 8:00-12:00 BMATC 141 FREDDIE REYNA

PILOT TRAINING

SOUTH PLAINS COLLEGE WORKFORCE DEVELOPMENT

EVENT	COURSE ID	DATES	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
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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

11610	AIRP 1017 820 102C	01/12/11 - 05/04/11	W	6:00-9:00	HCA	TBA	LOUIE HILLIARD
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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. Adobe Lightroom and Photoshop are recommended. Warm clothes and transportation will be required for on-location project.

LUBBOCK

11626	XNPH 1000 820 102C	01/19/11 - 02/23/11	W	6:00-9:00	BMATC	142	STAFF STAFF
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PERSONAL FITNESS TRAINER

CIP 31.0504 FITT 1037 36 hrs 3.6 CEU's Total Tuition and Fees: \$517.00

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. 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

11574	FITT 1037 820 102C	01/29/11 - 03/05/11	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

11620	FMKT 1005 840 103C	02/21/11 - 03/21/11	M	6:00-9:00	BMATC	139	WAYNE DUBOSE
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FLORAL II

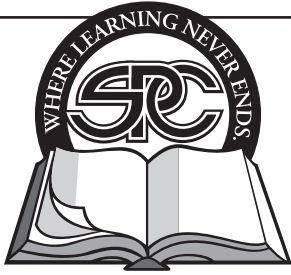
CIP 00.0000 XFLO 1003 12 hrs 1.2 CEU's Total Tuition and Fees: \$84.00

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

11621	XFLO 1003 840 103C	03/28/11 - 04/18/11	M	6:00-9:00	BMATC	139	WAYNE DUBOSE
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(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:

January 17 MLK Jr. Day
March 14-18 Spring Break
April 25 Easter
May 30 Memorial 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.