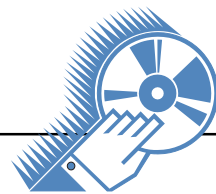


• Online/Distance Learning



Distance learning allows you to take a course any time and anywhere. It gives you the flexibility of studying when you want and where you want (from your home, from your office, while traveling). Distance learning lets you create your own learning experience around your schedule.

Is Online Learning for You?

Everyone is talking about web-based learning. Have you ever wondered Is Online Learning for You? Learn the basics and try out your new skills in this introductory 7 hour online workshop to learn what it takes to be a successful online learner. Learn how to put your netiquette to use as you participate in professional online chats, post discussions, work individually and within an online team. Participants receive a certificate of completion. Texas teachers receive 7 hours SBEC credit. Basic computer knowledge, an email address and Internet access are necessary before enrolling in this workshop. Suggested to be taken at the end of the Introduction to Computers class. **0.7 CEUs \$79**

IDC-TX

98041	CITNW	2105008	M1692	8/26-8/30
98042	CITNW	2105008	M1693	9/2-9/6
98044	CITNW	2105008	M1694	9/9-9/13
98047	CITNW	2105008	M1696	10/7-10/11
98048	CITNW	2105008	M1697	11/4-11/8
98050	CITNW	2105008	M1698	11/11-11/15
98051	CITNW	2105008	M1699	12/2-12/6
98052	CITNW	2105008	M1700	12/9-12/13
98053	CITNW	2105008	M1701	12/16-12/20

Entrepreneur/Small Business

Grant Writing A to Z

Grant writing A to Z is an invigorating and informative seminar specially created for executive directors, organizers, board members, community volunteers, development officers and individuals who want to learn a "birds eye" view of the grant writing process. Learn how to research and develop mutually beneficial relationships with potential funding sources, organize a grant writing campaign and keep track of all funding sources, requests and donations, prepare complete proposal packages and dissolve crisis management. You must have Internet access, e-mail and the Microsoft Internet Explorer or Netscape Navigator web browser. **2.4 CEUs \$99**

Ed2Go

97464	CETWR	2109103	M1552	9/18-10/25
97466	CETWR	2109103	M1553	10/16-11/22
97467	CETWR	2109103	M1554	11/20-12/27
97469	CETWR	2109103	M1555	12/11-2/10

Internet

Creating Web Pages

Plan the content, structure, and layout of a web site that you create using HTML. Includes tables, hot buttons, animations, and comparison of browsers. Prerequisite: Internet I and Windows 95/98, or equivalent knowledge. Students may be required to purchase book and diskette. **2.4 CEUs \$59**

Ed2Go

97542	CITNW	2105902	M1588	9/18-10/25
97543	CITNW	2105902	M1589	10/16-11/22
97545	CITNW	2105902	M1590	11/20-12/27
97546	CITNW	2105902	M1591	12/11-2/10

Discover Digital Photography

This course provides an introduction to the fascinating technology that is catapulting the photographic world into the 21st century. We'll discuss the labels of digital photography, equipment, software, the digital dark-room, printing, Internet and e-mail use, along with commercial and personal applications. Student must have Internet Access, E-mail, Netscape or Internet Explorer Web Browser. **2.4 CEUs \$69**

Ed2Go

97558	CPHOT	3900802	M1600	9/18-10/25
97560	CPHOT	3900802	M1601	10/16-11/22
97561	CPHOT	3900802	M1602	11/20-12/27
97563	CPHOT	3900802	M1603	12/18-1/24

Dreamweaver

In this class, you'll learn to create full-featured web sites using Macromedia Dreamweaver 3. This class assumes no knowledge of HTML, web design, or familiarity with Web terminology. We'll move through Dreamweaver basics systematically, familiarizing you with each Dreamweaver feature. We cover it all, including creating forms, Java Applet usage, Timelines and Behaviors, and extending Dreamweaver by downloading and customizing Dreamweaver Extensions. Dreamweaver 3 required. **2.4 CEUs \$59**

Ed2Go

97548	CITNW	2105004	M1592	9/18-10/25
97550	CITNW	2105004	M1593	10/16-11/22
97551	CITNW	2105004	M1594	11/20-12/27
97552	CITNW	2105004	M1595	12/11-2/10

FrontPage 2000, I

Design, create, and plan a home page. Create an interactive multimedia web site with tables, hot buttons, and animations. Survey business opportunities on the Internet. Prerequisite: Internet I and Windows, or equivalent knowledge. Students may be required to purchase book and diskette. **2.4 CEUs \$59**

Ed2Go

97536	CITNW	2105003	M1584	9/18-10/25
97538	CITNW	2105003	M1585	10/16-11/22
97539	CITNW	2105003	M1586	11/20-12/27
97541	CITNW	2105003	M1587	12/11-2/10

HTML II, Dynamic HTML

Design, organize and develop web pages and sites using Cascading Style Sheets and Java Script. Includes in-depth use of HTML. Survey business and service-related opportunities on the Internet. Prerequisite: HTML I. Students may be required to purchase book and 3.5" diskette. **2.4 CEUs \$59**

Ed2Go

97553	CITNW	2203604	M1596	9/18-10/25
97554	CITNW	2203604	M1597	10/16-11/22
97555	CITNW	2203604	M1598	11/20-12/27
97557	CITNW	2203604	M1599	12/11-2/10

MS Office

Office XP

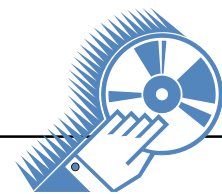
Learn Word, Excel, Access, and Power Point skills with Office XP. Students must have Internet access and e-mail. Latest version of software not required. Student purchases textbook, access code & Train & Access IT CD. Suggested prerequisites: Introduction to Computers & Is Online Learning for You? **6.4 CEUs \$300**

PHit

97735	CITSC	2100211	M1626	9/11-10/16
97736	CITSC	2100211	M1627	10/9-11/13
97737	CITSC	2100211	M1628	11/13-12/18
97738	CITSC	2100211	M1629	12/11-1/15

Access I XP

• Online/Distance Learning



Understand and implement database design; creation of tables, data entry forms, queries, calculations, and reports using various methods of Wizards, default tables, and more. Students must have Internet access and e-mail. Latest version of software not required. Student purchases textbook, access code & Train & Access IT CD. Suggested prerequisites: Introduction to Computers & Is Online Learning for You?

1.6 CEUs \$100

PHit

97755	CITSW	2105312	M1646	9/11-10/2
97756	CITSW	2105312	M1647	10/9-10/30
97757	CITSW	2105312	M1648	11/13-12/4
97758	CITSW	2105312	M1649	12/11-1/15

Access II XP

Learn the more complex features of tables, queries, and reports such as data validation, manipulation, and sorting. Students must have Internet access and e-mail. Latest version of software not required. Student purchases textbook, access code & Train & Access IT CD. Suggested prerequisites: Access I XP & Is Online Learning for You?

1.6 CEUs \$100

PHit

97759	CITSW	2105510	M1650	9/11-10/2
97760	CITSW	2105510	M1651	10/9-10/30
97761	CITSW	2105510	M1652	11/13-12/4
97762	CITSW	2105510	M1653	12/11-1/15

Excel XP

Learn to create and modify workbooks, format worksheets, create and apply ranges, and create and print reports. Students must have Internet access and e-mail. Latest version of software not required. Student purchases textbook, access code & Train & Access IT CD. Suggested prerequisites: Introduction to Computers & Is Online Learning for You?

1.6 CEUs \$100

PHit

97747	CITSW	2102225	M1638	9/11-10/2
97748	CITSW	2102225	M1639	10/9-10/30
97749	CITSW	2102225	M1640	11/13-12/4
97750	CITSW	2102225	M1641	12/11-1/15

Excel II XP

Learn to create formulas to generate mathematical functions; create charts and produce reports. Additional topics include lists, filters, data mapping, and data validation. Students must have Internet access and e-mail. Latest version of software not required. Student purchases textbook, access code & Train & Access IT CD. Suggested prerequisites: Excel I XP & Is Online Learning for You?

1.6 CEUs \$100

PHit

97751	CITSW	2104607	M1642	9/11-10/2
97752	CITSW	2104607	M1643	10/9-10/30
97753	CITSW	2104607	M1644	11/13-12/4
97754	CITSW	2104607	M1645	12/11-1/15

PowerPoint I XP

Learn to create dynamic multimedia presentations using graphics, text, sounds, animations, and/or video. Students must have Internet access and e-mail. Latest version of software not required. Student purchases textbook, access code & Train & Access IT CD. Suggested prerequisites: Introduction to Computers & Is Online Learning for You?

1.6 CEUs \$100

PHit

98028	CITSW	2109142	M1654	9/11-10/2
98029	CITSW	2109142	M1655	10/9-10/30
98030	CITSW	2109142	M1656	11/13-12/4
98031	CITSW	2109142	M1657	12/11-1/15

PowerPoint II XP

Learn to refine the presentation. Use multimedia and graphics, insert and modify visual elements, share information with other programs, create interactive slide shows, use PowerPoint's web and collaborations features, and customize PowerPoint. Students must have Internet access and e-mail. Latest version of software not required. Student purchases textbook, access code & Train & Access IT CD. Suggested prerequisites: PP I XP & Is Online Learning for You?

1.6 CEUs \$100

PHit

98033	CITSW	2109143	M1658	9/11-11/2
98036	CITSW	2109143	M1659	10/9-10/30
98034	CITSW	2109143	M1660	11/13-12/4
98035	CITSW	2109143	M1661	12/11-1/15

Word XP

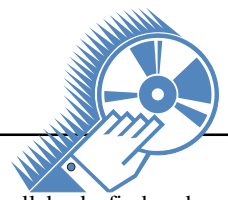
Taking a Online course?

3 Easy Steps

1. Register and pay for course
(see page 1)
2. Access Montgomery college's distance learning web page:
online.montgomerycollegece.com
3. Follow online instructions to complete the steps for gaining access to your course.

Certificates are mailed to those students that successfully complete course requirements.

• Online/Distance Learning



Learn to create, edit, save and print a word document; place and align text; format characters and paragraphs; use tab-setting options; and understand word processing terms. Students must have Internet access and e-mail. Latest version of software not required. Student purchases textbook, access code & Train & Access IT CD. Suggested prerequisites: Introduction to Computers & Is Online Learning for You?

1.6 CEUs \$100

PHit

97739	CITSC	2100212	M1630	9/11-10/2
97740	CITSC	2100212	M1631	10/9-10/30
97741	CITSC	2100212	M1632	11/13-12/4
97742	CITSC	2100212	M1633	12/11-1/15

Word II XP

Learn to create and apply styles, edit text using spellcheck, find and replace, and go to features, modify an outline, use draw, add graphics, modify headers and footers, and create a mail merge. Students must have Internet access and e-mail. Latest version of software not required. Student purchases textbook, access code & Train & Access ID CD. Suggested prerequisites: Word I XP & Is Online Learning for You?

1.6 CEUs \$100

PHit

97743	CPOFT	2102427	M1634	9/11-10/2
97744	CPOFT	2102427	M1635	10/9-10/30
97745	CPOFT	2102427	M1636	11/13-12/4
97746	CPOFT	2102427	DIW37	12/11-1/15

Paralegal

Legal Assisting & Terminology

In this course, you'll learn about the origins and history of the American legal system, the meaning and application of important legal terminology, techniques of jury selection and the jury selection process, important rules of civil procedures, attorney and paralegal ethics, and significant elements of the substantive law of torts and contracts. Requirements: high school diploma or equivalent. College experience and/or law office experience is helpful but not required. Student purchases texts.

2.4 CEUs \$250

Ed2Go

97486	CLGLA	2100202	M1556	9/18-10/25
97492	CLGLA	2100202	M1557	10/16-11/22
97493	CLGLA	2100202	M1558	11/20-12/27
97494	CLGLA	2100202	M1559	12/11-2/10

Legal Documents and Analysis

In this course you will learn how to prepare legal documents including demand letters, pleadings, discovery documents, motions and memos. How to conduct legal analysis and perform legal problem solving. Requirements: high school diploma or equivalent. College experience and/or law office experience is helpful but not required. Paralegal Certificate Course - Course 1. Student purchases texts. **2.4 CEUs \$250**

Ed2Go

97496	CLGLA	2109102	M1560	9/18-10/25
97499	CLGLA	2109102	M1561	10/16-11/22
97500	CLGLA	2109102	M1562	11/20-12/27
97503	CLGLA	2109102	M1563	12/11-2/10

Evidence Interview & Investigation

In this course you will learn the important rules of evidence, how to conduct a legal interview, and how to conduct a legal investigation. Requirements: high school diploma or equivalent. College experience and/or law office experience is helpful but not required. Paralegal Certificate Course - Courses 1 & 2. Student purchases texts. **2.4 CEUs \$250**

2.4 CEUs \$250

Ed2Go

97505	CLGLA	2109103	M1564	9/18-10/25
97507	CLGLA	2109103	M1565	10/16-11/22
97508	CLGLA	2109103	M1566	11/20-12/27
97509	CLGLA	2109103	M1567	12/11-2/10

Legal Authority & Legal Research

Orthopedic Technologist Training Program



Montgomery College is offering a one-year program to become an Orthopedic Technologist. Orthopedic Techs apply and adjust casts, splints, braces and other orthopedic appliances. They assist Orthopedic Surgeons in the treatment of patients in a variety of health care environments. Ortho Techs responsibilities may vary depending on the healthcare setting. Average salary ranges from \$25,000 to \$42,000.

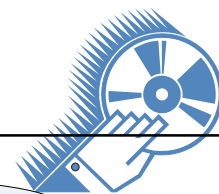
Open House- August 14, 6:30pm

Class starts August 26

Please call 936.273.7355 for more information.

OOOO Linked with Credit Class
 SBDC Small Business Development Center
 Co-Sponsor

• Online/Distance Learning



In this course you will learn the importance of precedence, the definition of legal authority, which legal authority is the most important, how to conduct legal research and learn how to use the four most effective legal research tools found in virtually every law library, how to Shepardize your authority, and how to properly cite your authority. Requirements: high school diploma or equivalent. College experience and/or law office experience is helpful but not required. Paralegal Certificate Course - Courses 1, 2, & 3. Student purchases texts. **2.4 CEUs \$250**

Ed2Go

97511	CLGLA	2109104	M1568	9/18-10/25
97513	CLGLA	2109104	M1569	10/16-11/22
97515	CLGLA	2109104	M1570	11/20-12/27
97517	CLGLA	2109104	M1571	12/11-2/10

Computers, Legal Writing, Appellate Procedure

In course five you will learn how to conduct computerized legal research so that you can have a law library in your living room or office, the components of a proper and effective legal writing style, the process of appellate procedure and appellate brief format. Requirements: high school diploma or equivalent. College experience and/or law office experience is helpful but not required. Paralegal Certificate Course - Courses 1-5. Student purchases texts. **2.4 CEUs \$250**

Ed2Go

97520	CLGLA	2109105	M1572	9/18-10/25
97522	CLGLA	2109105	M1573	10/16-11/22
97523	CLGLA	2109105	M1574	11/20-12/27
97524	CLGLA	2109105	M1575	12/11-2/10

Law Office Administration

In course six you will learn the essentials of law administration, advocacy techniques for usage in formal or informal settings, the basic documents for several important substantive areas of law, how to begin your job search and perhaps begin a freelance paralegal business after your education. Requirements: high school diploma or equivalent. College experience and/or law office experience is helpful but not required. Paralegal Certificate Course - Courses 1-5. Student purchases text. **2.4 CEUs \$250**

Ed2Go

97526	CLGLA	2109106	M1576	9/18-10/25
97527	CLGLA	2109106	M1577	10/16-11/22
97528	CLGLA	2109106	M1578	11/20-12/27
97529	CLGLA	2109106	M1579	12/11-2/10

Personal Interest

Family Center 102:

A Travel Guide Through Children's Literature

Family Center 102 is available for parents, grandparents and caregivers to provide children with a strong home-based reading foundation. This program is based upon the book *A Travel Guide Through Children's Literature*, a reading reference book written by parent educators for helping families develop good home reading libraries for children ages 3-12. Parents gain confidence and experience in communicating with other parents, educators and the book's author. Course materials include: online access, a book and structured activities and is suitable for adults with basic Internet skills. **0.5 CEUs \$39**

IDC-TX

98091	CDEVS	3910024	M1667	8/26-8/30
98092	CDEVS	3910024	M1668	9/2-9/6
98094	CDEVS	3910024	M1669	9/9-9/13
98096	CDEVS	3910024	M1670	9/30-10/4
98097	CDEVS	3910024	M1671	10/7-10/11
98098	CDEVS	3910024	M1672	11/4-11/8
98099	CDEVS	3910024	M1673	11/11-11/15
98100	CDEVS	3910024	M1674	12/2-12/6
98101	CDEVS	3910024	M1675	12/9-12/13
98102	CDEVS	3910024	M1676	12/16-12/20

Programming

Introduction to Visual BASIC 6.0

This course will give you an introduction to the Visual BASIC 6.0 development environment and the concepts of programming Visual BASIC applications. You'll learn BASIC programming skills, including using variables, subroutines, and functions. You'll also learn about the large built-in function library available within Visual BASIC. Because everything in Visual BASIC is treated as a programmable object, you'll also learn something about object-oriented programming and how it applies to Visual BASIC. Finally, you will see how to build applications that take advantage of databases like Microsoft Access. Visual BASIC 6.0 Professional or Enterprise Edition, Microsoft Access 97 or Microsoft Access 2000 for database lessons, Internet access, e-mail, Netscape or Internet Explorer web browser are required. **2.4 CEUs \$79**

Ed2Go

97530	CITSE	2109117	M1580	9/18-10/25
97532	CITSE	2109117	M1581	10/16-11/22
97533	CITSE	2109117	M1582	11/20-12/27
97534	CITSE	2109117	M1583	12/11-2/10

Teacher Education

Is Online Teaching for You?

Looking for part-time income? Ready to go back to teaching, but not in the traditional classroom? This online overview workshop introduces you to the new career opportunities for online teaching for degreed and non-degreed professionals. Roles and responsibilities for facilitators and online instructors are outlined. Structured activities that include practice in these topics: basic facilitation skills, developing your "online presence", creating web-based resources, research and online lesson development. (20 SBEC credits awarded). Prerequisites: Is Online Learning for You? **2.0 CEUs \$89**

IDC-TX

98054	CITNW	2105009	M1702	9/16-9/27
98055	CITNW	2105009	M1703	9/23-10/4
98056	CITNW	2105009	M1704	10/14-10/25
98058	CITNW	2105009	M1706	12/2-12/13

Online Facilitation

Learn and practice online facilitation skills. Practice sessions include initiating and maintaining online discussions with synchronous and asynchronous tools. Get real-life experience facilitating an online class with the help of an online mentor. Get access to job banks for career placement opportunities. (20 SBEC credits awarded). Prerequisites: Is Online Learning for You? & Online Teaching for You? **2.0 CEUs \$119**

IDC-TX

98059	CITNW	2105010	M1707	9/2-9/20
98061	CITNW	2105010	M1708	10/7-10/25
98062	CITNW	2105010	M1709	10/28-11/15

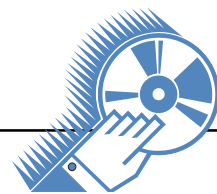
Online Mentoring

Seasoned online facilitators will enhance and practice online mentoring skills to guide new online facilitators in web-based learning techniques. Learn the roles and responsibilities of an online mentor. Put new knowledge to work in a structured teaching environment that includes: Initiating and leading facilitators using synchronous and asynchronous tools and mentoring facilitators in live online courses. (20 SBEC credits awarded). Prerequisites: Is Online learning for You?, Is Online Teaching for You? & Online Facilitation. **2.0 CEUs \$119**

IDC-TX

98064	CITNW	2105011	M1711	9/2-9/20
98065	CITNW	2105011	M1712	10/7-10/25
98066	CITNW	2105011	M17134	10/28-11/15
98067	CITNW	2105011	M1714	12/2-12/20

• Online/Distance Learning



Online Teaching

This workshop is for seasoned professionals that want to learn the basic roles and responsibilities of an online instructor. Learn online classroom management techniques, grading using rubrics, online correspondence, research, courseware authoring tools, courseware management and how to engage students in individual and group learning activities; access to career placement opportunities and 20 SBEC credits awarded. Prerequisite courses: e-Start Series. **2.0 CEUs \$119**

IDC-TX

98024	CITNW	2105007	M1715	9/9-9/20
98025	CITNW	2105007	M1716	10/7-10/25
98026	CITNW	2105007	M1717	11/4-11/15
98027	CITNW	2105007	M1718	12/2-12/13

Online Teaching Experience

Seasoned online professionals will experience a mentored practicum experience within a live online class. Practice the facilitation and instruction skills learned from previous workshops. Completers will have access to career placement opportunities. (20 SBEC credits awarded). Prerequisites: eStart- Online Learner Series. **2.0 CEUs \$119**

IDC-TX

98079	CITNW	2105012	M1720	10/7-10/25
98080	CITNW	2105012	M1721	10/28-11/15
98081	CITNW	2105012	M1722	12/2-12/20

Teacher Workshops

Workshop 102:

A Travel Guide Through Children's Literature

Online Teacher Professional Development (7 SBEC credits awarded). Workshop 102 is based upon A Travel Guide Through Children's Literature, a reading reference book to over 80 award-winning books for children ages 3-12. Five guided activities help teachers gain confidence and experience in classroom interactive reading skills and using computers in the classroom. Workshop activities include: use of online discussion boards, how to conduct a "virtual field trip" and a Meet-The-Author chat. Workshop 102 is aligned to the Texas TEKS and the national Put Reading First initiative. Course materials include: online access, structured activities and a CD with over 8,000 ready-to-use lesson plans correlated to 80 books, over 120 parent letters. Suitable for teachers with basic Internet skills. **0.7 CEUs \$149**

IDC-TX

98085	CEDTC	2109404	M1662	8/26-9/6
98086	CEDTC	2109404	M1663	9/16-9/27
98087	CEDTC	2109404	M1664	10/7-10/18
98089	CEDTC	2109404	M1665	11/4-11/15
98090	CEDTC	2109404	M1666	12/2-12/13

Workshop 123: Uniting Disciplines:

Online Teacher Professional Development (7 SBEC credits awarded). How do you incorporate Character Education into your classroom? Character Education, it's not another thing to teach, it's another way of teaching. Good character traits allow the school to focus on academics rather than behavior management. Workshop 123 provides practical experience and advice on developing a character education program to fit local needs to positively influence America's next generation. Workshop 123 is aligned to the Texas TEKS. Course materials include online access and structured activities; suitable for teachers with basic Internet skills. **0.7 CEUs \$149**

IDC-TX

98103	CEDTC	2109405	M1677	8/26-9/6
98104	CEDTC	2109405	M1678	9/16-9/27
98106	CEDTC	2109405	M1680	11/4-11/15
98107	CEDTC	2109405	M1681	12/2-12/13

Workshop 702: Virtual Field Trips

Online Teacher Professional Development (7 SBEC credits awarded by IDC-TC.com). How often do your students get lost in the web when they are doing research projects? Learn how to "control the search" by creating web tours. Students can only go in a "closed loop" web environment. Workshop 702 is aligned to Texas TEKS and national standards. This workshop provides teachers with skills in using Trampoline, a web-based tool, to create virtual field trips. In these activities gain confidence and knowledge in participating, conducting and creating virtual field trips. Course materials include: online access and a copy of Tour Marker software. Suitable for teachers with basic Internet skills. **0.7 CEUs \$169**

IDC-TX

98108	CEDTC	2109406	M1682	8/26-9/6
98109	CEDTC	2109406	M1683	9/16-9/27
98110	CEDTC	2109406	M1684	10/7-10/18
98111	CEDTC	2109406	M1685	11/4-11/15
98112	CEDTC	2109406	M1686	12/2-12/13

Workshop 789: Intro to Web-Based

Online Teacher Professional Development (7 SBEC credits awarded). Are you drowning in a sea of information on the Web? Too often, teachers and students begin "fishing" for data on the Internet. Workshop 789 prepares teachers to turn web-based research into successful searches that also offer students a way to expand their critical thinking skills! Learn how to craft the "right questions" to find the exact answers, learn how to use search engine tools efficiently, get help analyzing your findings and evaluating the "data worthiness" of resources and results. Course materials include: online access and guided activities. Suitable for teachers with basic Internet skills. **0.7 CEUs \$149**

IDC-TX

98113	CEDTC	2109407	M1687	8/26-9/6
98114	CEDTC	2109407	M1688	9/16-9/27
98115	CEDTC	2109407	M1689	10/7-10/18
98116	CEDTC	2109407	M1690	11/4-11/15
98117	CEDTC	2109407	M1691	12/2-12/13

- Don't see what you're looking for?
- Have a class you want to teach?
- Would it be better to work with your employer?
- Any other suggestions?
- E-mail, or call us
- cce@nhmccd.edu

• Call (936) 273-7258 or metro: (936) 321-5161