Training to meet the needs of individuals and organizations

Summer 2008

www.blinn.edu/workforce
Blinn College Workforce Education and International Schools offer professional

Truck Driver Training

- Get hands-on road experience
- Over-the-road job placement assistance prior to training
- Complete the course in Bryan in just four weeks
- Funding may be available through WIA, DARS and TAA

www.blinn.edu/workforce
www.internationalschools.com

Blinn College, in partnership with International Schools, now offers professional driving training. The 200-hour course provides students with a commercial driver’s license (CDL) and behind-the-wheel driving experience. A new class begins every five weeks. Classes run 7 a.m. - 5:30 p.m. Monday-Friday.

The Blinn College Driving School office is located at the Post Office Street Campus, 301 Post Office St., Bryan, TX

Blinn College Workforce Education
979-209-7537
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**Introduction to Construction Technology**  $299  
**CNBT 2018 – 48 hours**  
The core curriculum provides an introduction to construction and maintenance skills for all crafts including HVAC, plumbing, and electrical. The course includes basic safety and rigging, introduction to construction math, hand tools, power tools, and blueprint reading. Textbook required.  
**Brenham**  
Start: June 17  
End: Aug. 7  
Days: Tues/Thur  
Time: 6-9 p.m.  
**Bryan (College Park Center)**  
Start: June 17  
End: Aug. 7  
Days: Tues/Thur  
Time: 6-9 p.m.  
**Hearne**  
Offered Fall 2008  
**Schulenburg**  
Offered Fall 2008

**HVAC 1 – Refrigeration Principles**  $299  
**HART 1007 – 48 hours**  
An introduction to the refrigeration cycle, basic thermodynamics, heat transfer, safety, temperature/pressure relationship, piping, basic electricity and trade math. Core skills are recommended before registration for this course. Textbook required.  
**Bryan (College Park Center)**  
Offered Fall 2008

**HVAC 2 – Air Distribution Systems**  $299  
**HART 1045 – 48 hours**  
This intermediate course is the study and practical application of HVAC principles including air distribution, electrical current, controls and electric heating. Textbook required.  
**Bryan (College Park Center)**  
Offered Fall 2008

**HVAC 3 – Troubleshooting**  $299  
**HART 2036 – 48 hours**  
This is an advanced course in planning HVAC maintenance and troubleshooting heat pumps, gas and electric heating units, and other HVAC controls. Textbook required.  
**Bryan (College Park Center)**  
Offered Spring 2009

**HVAC 4 – Energy Conservation**  $299  
**HART 1053 – 48 hours**  
This advance course is in basic system design including calculation of heat loss and gain, planning duct system layout, sizing for the structure and other calculations important to design. It will include advanced blueprint reading, heating and cooling system layout, and other issues of design. Textbook required.  
**Bryan (College Park Center)**  
Offered Spring 2009

**REGISTER EARLY!**  
www.blinn.edu/workforce
Introduction to Workplace Safety $99
OSHT 1003 – 12 hours
This 12-hour program provides instruction on a variety of general industry safety and health topics. The course objective is to provide the student with a basic understanding of safety and health standards and their application in the workplace. This course supports compliance with OSHA’s continuing education instruction for employers/employees.
Bryan (College Park Center)
Call for details

Journeyman Electrician Exam Review $199
ELPT 2001 – 36 hours
This 36-hour course is designed to prepare the student to take the Journeyman Electrician exam. The code book will be the focus of the class and covered extensively. Other areas of study include basic math, conduits, (bending, wire, fill factors), motor troubleshooting, lighting circuits, basic transformers, generators and the difference between feeders and branch circuits, plus other areas.
Brenham
Offered Fall 2008
Sealy
Offered Spring 2009

Master Electrician Exam Review $199
ELPT 1070 – 36 hours
This 36-hour course is designed to prepare the student to take the Master Electrician exam. The code book will be the focus of the class and covered extensively. Other areas of study include basic math, conduits, (bending, wire, fill factors), motor troubleshooting, lighting circuits, basic transformers, generators and the difference between feeders and branch circuits, plus other areas.
Schulenburg
Offered Fall 2008

Facilities Maintenance $795
CBFM 1000 – 85 hours
This 85-hour course is designed to prepare students for technician jobs in Hotel-Motel, Hospitals, Schools, Apartments and Property rentals Areas of study includes a “hands on” approach to electrical, plumbing, appliance and HVAC repair and preventive maintenance.
Bryan (College Park Center)
Offered Fall 2008

Introduction to Welding $169
WLDG 1003 – 24 hours
This 24-hour course is designed to provide students with a “hands on” approach to the fundamentals of welding, power sources and electrode classifications. Provides practice in material selection and preparation, and production of beads and joints in the flat position.
Brenham (Brenham High School)
Start: Jul. 1 End: July 24
Days: Tue/Thur Time: 6-9 p.m.
Bryan (Bryan High School)
Start: June 2 End: June 25
Days: Mon/Wed Time: 6-9 p.m.
Sealy (High School)
Start: July 1 End: Aug. 7
Days: Tue/Thur Time: 6-9 p.m.
Schulenburger (High School)
Start: Aug. 5 End: Aug. 28
Days: Tue/Thur Time: 6-9 p.m.

Introduction to MIG Welding $169
CENA 1000 – 24 hours
This 24-hour course is designed to provide students with a “hands on” approach to the fundamentals of MIG (Gas Metal Arc) welding. Provides practice in materials selection and preparation, and production of beads and joints in the flat position.
Brenham (Brenham High School)
Start: Aug. 12 End: Sept. 4
Days: Tue/Thur Time: 6-9 p.m.
Bryan (Bryan High School)
Start: July 1 End: July 24
Days: Tue/Thur Time: 6-9 p.m.
High paying jobs in demand.
Get the training you need.

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Facilities Maintenance
Construction Technology
Heating, Ventilation, Air Conditioning
Professional Truck Driving

Local employers now hiring qualified people.
Gain the skills you need.

ENROLL NOW
Brenham Campus 979-830-4027
Bryan Post Office Street Campus 979-209-7205

www.blinn.edu/workforce
**Pipe Welding**

WLDG 1041 – 36 hours

Pipe Welding is a 36-hour course designed to provide students with a "hands on" approach to the fundamentals of Pipe welding. Provides practice in materials selection and preparation, and production of beads and joints in various positions.

**Bryan (Bryan High School)**

Start: July 29  
End: Sept. 4  
Days: Tue/Thur  
Time: 6-9 p.m.

---

**Electrical Apprenticeship**

**Level 1**

ELPT 1071 – 108 hours

This class includes electrical safety, hand bending, fasteners and anchors, electrical theory, test equipment, introduction to the national electrical code (NEC), introduction to electrical blueprints, raceway, boxes, fittings, conductors and wiring. This is an introductory class for individuals interested in becoming electricians.

**Bryan (College Park Center)**

Start: Sept. 2008  
End: Call for details  
Days: Mon  
Time: 4-6 p.m.

---

**Electrical Apprenticeship**

**Level 2**

ELPT 1072 – 145 hours

Builds on the skills learned in level 1. Covers the following: alternating current, motors: theory and application, grounding, conduit bending, boxes, fittings, contactors, relays, circuit breakers and fuses, cable tray and conductor installation, conductor terminations and splices, installation of electrical services and electric lighting.

**Bryan (College Park Center)**

Start: Sept. 2008  
End: Call for details  
Days: Tue  
Time: 4-6 p.m.

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**Electrical Apprenticeship**

**Level 3**

ELPT 1073 – 162 hours

Builds on levels 1 and 2. Covers load calculations for branch and feeder circuits, conductor selection and motors; discusses overcurrent protection, raceway, box and fitting requirements, wiring devices, distribution equipment and system transformers. Types of lamps, ballasts and components; motor maintenance and controls and hazardous locations.

**Bryan (College Park Center)**

Start: Sept. 2008  
End: Call for details  
Days: Wed  
Time: 4-6 p.m.

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**Electrical Apprenticeship**

**Level 4**

ELPT 1074 – 148 hours

Builds on levels 1, 2 and 3. Covers load calculations, practical application of lighting, standby and emergency systems, basic electronic theory, fire alarm systems, specialty transformers, and advanced motor controls, HVAC controls, heat tracing and freeze protection, motor maintenance, (part two) and high-voltage terminations/splices.

**Bryan (College Park Center)**

Start: Sept. 2008  
End: Call for details  
Days: Thur  
Time: 4-6 p.m.

---

**Basic Motorcycle Repair & Maintenance**

MTRC 09 – 4 hours

This 24-hour course is designed to provide students with a “hands on” approach to the fundamentals of repair, maintenance and troubleshooting. Gain experience with engines, ignition systems, frames, suspensions, wheels and brakes.

**Bryan**

Offered Fall 2008

---

**High School Juniors and Seniors**

Get a jumpstart on a great career while still in high school.

www.blinn.edu/workforce
Basic Fiber Optics Technician Course  $600

This introductory 3-day fiber optics course is designed for anyone interested in becoming a Certified Fiber Optic Technician. This Fiber Optic Training combines theory and 75% hands-on activities to prepare the student to take the CFOT (Certified Fiber Optic Technician) test that is sanctioned by the FOA (Fiber Optics Association) and given and graded the final class day. This course also introduces the student to industry standards governing FTTD (Fiber To The Desk), FTTH (Fiber To The Home), K-12 (Schools), and explains Zone vs. Distribution Cabling. Students will learn how to identify fiber types, recognize various connectors used in fiber installation; and install, terminate, splice, and properly test installed fiber cable to existing standards. This program explores the history and future of fiber optics and fiber optics capabilities, and cost of installation. Anyone interested in becoming a Certified Fiber Optics Technician should attend this class.

Brenham
Start: July 21   End: July 23
Days: Mon/Tue/Wed  Time: 8-5 p.m.

Certified Fiber Optic Specialist in Testing and Maintenance Course  $550

This 2-day (16 hour) program is designed to offer Specialist fiber optics training to anyone involved with the testing and maintenance of fiber optics networks. This advanced fiber optics training is strictly a practical course, but includes more background information than is typical in basic course to allow the student to understand what they are testing and how to troubleshoot problems in long-haul and short-haul fiber optics networks.

Brenham
Start: July 24   End: July 25
Days: Thur/Fri  Time: 8-5 p.m.

Plumbing – Level 2  $299

Builds on skills learned in level 1. Advanced Mathematics, reading drawings, and various installations; introduces electricity and fuel gas systems. Textbook required.

Bryan (College Park Center)
Offered Fall 2008

Introduction to Machining Practices  $129

Introduction to the tools and machines commonly used in the metals and machining trades. Discusses shop safety, machine shop practices, selection of tools, cutting and lubrication and basic metallurgy.

Call for Details

Blueprint Reading for Machinists  $129

Provides a strong foundation for the reading and interpretation of shop drawings and engineering blueprints. Covers all aspects of lines and views, title block, notes, body and field and bill of materials. Incorporates traditional line drawings and CAD generated.

Call for Details

Technical Math for Machinists  $129

A step by step approach to the mastery of essential mathematical skills commonly used by machinists. Provides practical exercises representative of problems used in the everyday workplace.

Call for Details
# CAREER & PROFESSIONAL DEVELOPMENT

## Food Service Managers Certification

**RSTO 1041 – 15 hours**

The Texas Department of Health (TDH), through this program, certifies owners, food service managers, chefs, supervisory personnel, and operators of establishments that prepare and serve food to the public. Topics include methods of proper food storage, techniques for sanitary food service preparation, employee sanitation, pest control, accident prevention, housekeeping management, sanitation regulations and standards, and facility conditions that contribute to outbreaks of food borne disease. The course includes the TDH Certification Examination.

**Bryan (Post Office Street Campus)**
Start: June 25  End: June 26  
Days: Wed/Thur  Time: 8-5 p.m.

Start: Aug. 27  End: Aug. 28  
Days: Wed/Thur  Time: 8-5 p.m.

### $99

## Food Service Managers Recertification

**RSTO 2041 – 7 hours**

The Texas Department of Health (TDH) requires re-certification every five years for owners and operators of establishments that prepare and serve food to the public. Topics include categories of food contamination, factors that contribute to food borne illness, prevention of food borne illness and introduction to Hazard Analysis Critical Control Point (HACCP). The course includes the TDH Recertification Examination.

**Bryan (Post Office Street Campus)**
Start: July 30  End: July 30  
Days: Wed  Time: 8-5 p.m.

### $75

## Social Worker Seminar

**SCWK 2000 – 8 hours**

Workshop designed to provide social workers and counselors needing mandated CEUs in ethics, aging, and child protection.

**Bryan (Post Office Street Campus)**
Offered Fall 2008

### $79

## Front Office Skills

**POFT 1009 – 48 hours**

Provides the skills necessary to perform as a Front Office Assistant. Job tasks may include, but are not limited to administrative tasks to keep the office running smoothly. Office assistants perform many administrative duties, including answering telephones, greeting customers, handling correspondence, scheduling appointments, arranging for services, and handling billing and bookkeeping. Duties of office assistants vary from office to office, depending on the location and size of the business. Textbook required.

**Brenham**
Start: June 16  End: Aug. 6  
Days: Mon/Wed  Time: 6-9 p.m.

**Bryan**
Start: June 17  End: Aug. 7  
Days: Tue/Thur  Time: 6-9 p.m.

**Sealy**
Start: June 16  End: Aug. 6  
Days: Mon/Wed  Time: 6-9 p.m.

### $229

## Community Spanish

**SPNL 09 – 12 hours**

Designed for non-Spanish speakers who interact with Spanish speakers in the workplace. Provides learner-friendly language materials and workshops that require no prior knowledge of Spanish. Textbook required.

**Bryan (Post Office Street Campus)**
Start: June 17  End: June 26  
Days: Tue/Thur  Time: 6-9 p.m.

### $99
Blinn College

All instructor-facilitated online courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

New course sessions begin on the third Wednesday of each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Courses Start as Low as:

$89

Enroll Now!

Give us a call

(979) 830-4027 or follow the easy steps below

How to Get Started:

1. Visit our Online Instruction Center:
   www.ed2go.com/blinn
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.

Requirements:

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

Introduction to Microsoft Excel

Discover the secrets to setting up formatted worksheets quickly and efficiently.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you’ll be speaking Spanish in no time.

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Intermediate Microsoft Excel

Work faster and more productively with Excel's most powerful tools.

Real Estate Investing

Build and protect your wealth by investing in real estate.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

Learn how to create and modify documents with the world’s most popular word processor.

Project Management Fundamentals

Gain the skills you’ll need to succeed in the fast-growing field of project management.

Computer Skills for the Workplace

Gain a working knowledge of computer skills you’ll need to succeed in today’s job market.

Introduction to Dreamweaver

Harness the broad range of capabilities Dreamweaver brings to Web development.

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Creating Web Pages II

Build impressive slide presentations filled with tables, forms, frames, audio, and CSS.

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

GRE Preparation - Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE.

MORE COURSES AVAILABLE

AT OUR ONLINE INSTRUCTION CENTER,
www.ed2go.com/blinn
Command Spanish for the Workplace $99

SPNL 1091 – 12 hours

Designed for non-Spanish speakers who interact with Spanish speakers in the workplace. Provides learner-friendly language materials and workshops that require no prior knowledge of Spanish. Combines the expertise of language skills with the knowledge and experience found in the workplace. Textbook required.

Offered at all Campuses
Call for details

Basic English as a Second Language $35

FRNL 1091 – 26 hours

This is the entry level class that is designed for Spanish speaking individuals interested in learning the English language. This course provides the basics in pronunciation, numbers, letters and greetings.

Sealy
Start: June 17
End: Aug. 5
Days: Tue/Thru
Time: 6-8 p.m.

Conversation Czech $59

FRNL 1091 – 12 hours

This class that is designed for individuals interested in learning the Czech language. This course provides the basics in pronunciation, numbers, letters and greetings.

Schulenburg
Start: TBD
End:
Days: TBD
Time:

Call for details

Professional Driver Training $4150

CVOP 1013 / CVOP 1040 – 200 hours

This 200-hour course provides students with the knowledge and hands-on driving skills necessary to prepare them for a CDL (Commercial Drivers License). For more information about this program and class start times, call 979-209-7537.

Bryan-College Station / Hearne
Offered Monthly – Call for details

Business and Industry Customized Training

Customized training means instruction when, where, and how you want it. The education is tailored to the specific needs of your employees.

• Need pre-hire training?
• Are you implementing job rotation or cross training?
• Are you introducing new technologies?
• Do you have new computer software and need training?

Customized training solves these and many other instruction needs for you. Customized training is cost efficient and provides a practical approach to preparing your workforce.

For more information contact Blinn College Workforce Education
Brenham 979- 830-4027 • Bryan 979- 209-7205

www.blinn.edu/workforce
Managing Communication and Change $89

Communications is a key factor in a successful business and every manager and team leader must be able to provide clear and concise messages to the employee for the organization to run smoothly. Change is a large component in growth of companies and managing the message of change is the role of the manager / team leader. Participants will be able to provide open and honest messages that support the organization, while providing clear direction about change and its purpose for the employee. Book required.

Call for details

Developing Performance Plans and Goals $89

Determining goals and objectives are a major component in achieving profits, and moving an organization forward. Managers and employees learn the skills and requirements for developing performance plans that contain measurable, specific and time oriented goals. Team leaders are able to produce more commitment and motivation toward goal achievement after this course. Book required.

Call for details

Complaint and Conflict Resolution $89

Complaints and Conflict Resolution is a skill for managers that work with employees. Conflict will occur when people work together and providing a process to resolve conflict and handle complaints quickly and fairly is the responsibility of the manager. This course outlines the necessary skills to resolve issues and employee conflict quickly in your organization. Book required

Call for details

Effective Leadership and Coaching Skills $89

Effective leadership and coaching skills focuses on the role of the manager in leading employees to success by providing positive direction and clear messages on desired behaviors. It is a foundational look into managing others, providing job skill coaching as well as handling other employee behaviors in an organization. Give your managers the ability to lead the team, provide coaching on performance and job skills while maintaining a high level of productivity. Book required.

Call for details

Learning to Lead

Developing Performance Plans and Goals
Managing Communication and Change
Effective Leadership and Coaching Skills
Complaint and Conflict Resolution

Seeking a new position?
Supervisory / Management
Gain the skills you need to compete for that top job.

Brenham Campus 979-830-4027
Bryan Post Office Street Campus 979-209-7205

www.blinn.edu/workforce
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Computer Aided Design (CAD)</td>
<td>24 hours</td>
<td>$159</td>
</tr>
<tr>
<td>Basics Computers</td>
<td>8 hours</td>
<td>$59</td>
</tr>
<tr>
<td>Intro to Computers w/ Business Applications</td>
<td>12 hours</td>
<td>$79</td>
</tr>
<tr>
<td>Intro to Microsoft Office</td>
<td>12 hours</td>
<td>$79</td>
</tr>
<tr>
<td>Microsoft Office - Business Applications</td>
<td>24 hours</td>
<td>$149</td>
</tr>
<tr>
<td>Word Processing – Level 1</td>
<td>8 hours</td>
<td>$59</td>
</tr>
<tr>
<td>Microsoft Word I for Business Applications</td>
<td>12 hours</td>
<td>$79</td>
</tr>
</tbody>
</table>

**Introduction to Computer Aided Design (CAD) $159**

DFTG 1091 – 24 hours

Participants will begin with the basics of AutoCAD including commands, features, preliminary planning, line types and their uses, dimensioning techniques (based on accepted standards), creating shapes and symbols, basic 3D drawing, and plotting and printing. Typical applications of AutoCAD are presented with basic drafting and design concepts. Textbook required.

**Bryan (Post Office Street Campus)**

Start: July 7   End: July 30

Days: Mon/Wed   Time: 6-9 p.m.

**Basics Computers $59**

ITSC 1012 - 8 hours

During this 8 hour exploratory class, learn the components of a typical computer system; use of the keyboard, describe how computers are used in today’s business environment; and survey a software productivity suite (word processing, spreadsheets, database).

**Schulenburg**

TBD

**Intro to Computers w/ Business Applications $79**

ITSC 1022 - 12 hours

During this 8 hour exploratory class, learn the components of a typical computer system; use of the keyboard, describe how computers are used in today’s business environment; and survey a software productivity suite (word processing, spreadsheets, database).

**Hearne (High School)**

Offered Fall 2008

**Sealy**

TBD

**Intro to Microsoft Office $79**

ITSC 1022 - 12 hours

For the beginner, this 8 hour class is designed to explore basic business skills using Word, Excel and PowerPoint applications. Hands-on training.

**Hearne (High School)**

Offered Fall 2008

**Sealy**

TBD

**Microsoft Office - Business Applications $149**

ITSC 2032 - 24 hours

This 24 hour class is designed to explore and improve existing business skills using Word, Excel and PowerPoint applications. Hands-on training.

**Bryan (Post Office Street Campus)**

Start: June 3   End: June 26

Days: Tue/Thur   Time: 6-9 p.m.

**Word Processing – Level 1 $59**

POFI 1003 - 8 hours

Introductory course using Word to create, edit, format, use tables, add graphics and print documents. Hands-on training. Textbook required.

**Schulenburg**

TBD

**Microsoft Word I for Business Applications $79**

POFI 1024 - 12 hours

Introductory course concentration on using Microsoft Word in a business application to create, edit, format, use tables, add graphics and print documents. Hands-on training. Textbook required.

**Sealy**

TBD
Microsoft Word II
for Business Applications $79
POFI 1042 - 12 hours

Advanced course using Microsoft Word in a business application to create, edit, format, use tables, add graphics and print documents. Hands-on training. Textbook required.

Sealy
TBD

Microsoft Excel I
for Business Applications $79
ITSW 1022 - 12 hours

Topics include tabs, headers and footers, document navigation, using styles, automating your work, enhancing a table, creating and using columns, merging files, customizing the word environment, and using Word with other programs. Hands-on training. Textbook required.

Bryan (Post Office Street Campus)
As requested

Sealy
TBD

Need continuing education for license renewal?

We offer classes that meet those requirements.

HVAC Contractors
Electricians
Cosmetologists
Real Estate
Social Workers
Food Managers

Review our current schedule of classes, visit us online at www.blinn.edu/workforce or give us a call.
## Health Care Continuing Education

### Electricians License Renewal Course $55

**ELPT 2000 – 4 hours**

This course meets the requirements for the electrician license renewal under rules set forth by the Texas Department of Licensing and Regulation for continuing education.

- **Provider #** 1026  **Course #** 3141
- **Brenham**
  - **Start:** Aug. 19
  - **End:** Aug. 19
  - **Time:** 5:30 -9:30 p.m.
- **Bryan (Post Office Street Campus)**
  - **Start:** July 19
  - **End:** July 19
  - **Time:** 8 a.m.-Noon
- **Schulenburg**
  - Offered Fall 2008
- **Sealy**
  - Offered Fall 2008

### HVAC Contractors License Renewal Course $99

**HART 043 – 8 hours**

This course meets the requirements for the HVAC Contractors license renewal under rules set forth by the Texas Department of Licensing and Regulation for continuing education. Textbook required.

- **Provider #** 1026  **Course #** 3139
- **Brenham**
  - Offered Fall 2008
- **Bryan (Post Office Street Campus)**
  - **Start:** June 24
  - **End:** June 25
  - **Time:** 6-10 p.m.
- **Sealy**
  - Offered Spring 2009
- **Schulenburg**
  - Offered Spring 2009

### Cosmetology License Recertification Course $49.00

**CSME 2000 – 6 hours**

This course meets the requirements for the Cosmetology license renewal under rules set forth by the Texas Department of Licensing and Regulation for continuing education.

- **Provider #** 1026  **Course #** New for 2008
- **Brenham**
  - **Start:** July 7
  - **End:** July 7
  - **Time:** 10-5 p.m.
- **Bryan (Post Office Street Campus)**
  - **Start:** June 23
  - **End:** June 23
  - **Time:** 10-5 p.m.
- **Schulenburg**
  - **Offered Fall 2008**
- **Sealy**
  - **Offered Fall 2008**

### Real Estate MCE – TREC Legal and Ethics Update MCE $79

**RELE 2025 / 2026 – 7 hours**

This course meets the requirements for Real Estate license renewal under rules set forth by the Texas Real Estate Commission for continuing education.

- **Provider #** 0108  **Course #** 03-03-127-3836 / Course # 03-03-127-3837
- **Brenham**
  - Offered Fall term

### Real Estate MCE – Keeping Current with Texas Real Estate MCE $129

**RELE 2103 – 15 hours**

This course meets the requirements for Real Estate license renewal under rules set forth by the Texas Real Estate Commission for continuing education.

- **Provider #** 0108  **Course #** 15-06-127-4267
- **Brenham**
  - **Start:** June 10
  - **End:** June 11
  - **Time:** 8:30-5:30 p.m.
- **Sealy**
  - **Start:** July 29
  - **End:** July 30
  - **Time:** 8:30-5:30 p.m.
Plan your future today!

Do you need skills to get a new job?

Do your employees need additional skills for advancement?

Consider the many options available through Blinn College Workforce Education. Classes are offered during the day as well as nights, weekends and online, and may also be customized to the specific needs of your organization.

Our non-credit classes are designed, both in subject and format, to fulfill the specific training needs for individuals, businesses and industry. Through these courses a person can master a skill or learn a subject without taking entrance exams or enrolling in college credit courses.

Certificates of Completion and Continuing Education Units (CEU) are awarded to those students who satisfactorily complete the course. Tuition and fees vary for each course and are publicized in this course schedule.
HEALTHCARE

Certified Nurse Aide $525
NURA 1001 - 104 hours
Prepares students for work as nurse aides and to pass the Texas Department of Aging and Disability Services exam. Students learn basic caregiving skills, infection control, communication techniques, and safety procedures. This course includes a strong emphasis on resident's rights and caregiver responsibilities. It is recommended students have a high school diploma or GED. Call for additional requirements. Textbooks and fees required.
Bryan (Post Office Street Campus)
Start: June 10 End: Aug. 7
Days: Tue/Thu Time: 9 a.m.-4 p.m.
Start: June 2 End: July 30
Days: Mon/Wed Time: 9 a.m.-4 p.m.
Start: June 3 End: Aug. 28
Days: Tue/Thu Time: 6-10 p.m.
Hearne
Start: June 3 End: Aug. 28
Days: Tue/Thu Time: 5:30-9:30 p.m.

Certified Medication Aide $585
NURA 1013 - 140 hours
Prepares Nurse Aides to administer medication under the supervision of a Licensed Nurse as outlined by the Texas Department of Aging and Disability Services. Student must be employed as a nurse aide in a long-term care or personal care facility. Students must have a high school diploma or GED. Call for additional requirements. Textbook and fees required.
Bryan (Post Office Street Campus)
Start: June 2 End: Sept. 22
Days: Mon/Wed/Thu Time: 6-10 p.m.

Certified Medication Aide / Update $55
NURA 1041 - 7 hours
For individuals who hold a Medication Aide permit and need continuing education as mandated by the Texas Department of Human Services.

Introduction to Pharmacy and Pharmacy Law $279
PHRA 1001 - 62 hours
Introduces the Pharmacy Technician student to the techniques and procedures necessary to prepare and dispense medications in both the institutional and community pharmacy setting. Included is information on preparing medications involving sterile and non-sterile techniques to count, measure, and compound drugs. Also covered is reading the order/prescriptions, procedures for preparing, packaging, and labeling the medication, and information regarding maintaining the patient profile. Survey of federal and state laws governing the practice of pharmacy. Describes the legal and ethical constraints governing technician responsibilities and pharmacist responsibilities in various settings. Textbook required.
Call for start dates
Pharmacy Math 1 $129
PHRA 1009 - 32 hours
Pharmaceutical mathematics includes reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Topics include ratio and proportion, percentage, dilution and concentration, mill equivalents, units, intravenous flow rates, and solving dosage problems. Textbook required.
Call for start dates

Pharmacy Math 2 $199
PHRA 1047 – 42 hours
A continuation of Pharmaceutical Mathematics I. Topics address ratio and proportion, dilution and concentration, mill equivalent units and intravenous flow rates. Textbook required.
Call for start dates

Intravenous Admixture $199
PHRA 1045 – 42 hours
A study of sterile products, handwashing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastics drugs.
Call for start dates

Pharmacy Technician – Drug Treatment & Therapy $299
PHRA 1041– 80 hours
A study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. Provides detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities.
Call for start dates

Nurse Re-Entry Program $385
RNSG 1006– 128 hours
Course meets online and is designed for 1) the currently licensed nurse (RN/LVN) who has been away from the clinical setting for a period of time, 2) the nurse who is applying for reinstatement of licensure, or 3) the nurse who is applying for Texas licensure coming from another state. Course includes: current role of the nurse, nursing process, basic pharmacology, medication administration, IV, phlebotomy, documentation, QA and legal issues. A supervised clinical experience (RNSG 1060 Clinical: Re-Entry Nursing Training) is required and may be taken the same term.
Call for details and start dates

Phlebotomy Technician $895
PLAB 1064 – 200 hours
Prepares students for employment as phlebotomists in clinics, hospital/ commercial laboratories, large medical offices, and blood banks. The phlebotomist plays a vital role in the operations of the clinical laboratory. One of the most important duties is to obtain blood specimens from patients by venipuncture, skin puncture or arterial collection. Many phlebotomists also now perform duties that were formerly restricted to the Clinical Laboratory Technologist, such as operating laboratory instruments or drawing arterial blood gasses. Textbook required.

Bryan (Post Office Street Campus)
Start: Aug. 19 End: Dec. 18
Days: Tue/Thur Time: 6-10 p.m.

Training to meet the needs of individuals and organizations
Basic Medical Office Assistant $259

POFM 1009 – 48 hours

Provides the skills necessary to perform as a Medical Office Assistant. Job tasks may include, but are not limited to administrative tasks to keep the offices of physicians, podiatrists, chiropractors, and other health practitioners running smoothly. Medical assistants perform many administrative duties, including answering telephones, greeting patients, updating and filing patients’ medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and bookkeeping. Duties of medical assistants vary from office to office, depending on the location and size of the practice and the practitioner’s specialty. Textbook required.

Brenham
Start: June 17 End: Aug. 7
Days: Tue/Thur Time: 6-9 p.m.

Bryan (Post Office Street Campus)
Start: June 17 End: Aug. 7
Days: Tue/Thur Time: 6-9 p.m.

AHA - Heartsaver CPR with First Aid $55

EMSP 1020 - 8 hours

Designed for the lay responder, this course covers recognition and emergency resuscitation techniques for heart attack, stroke, and choking in adults, prevention of injuries and cardiac arrest, recognition and treatment of choking in infants and children, and use of barrier devices.

Bryan (Post Office Street Campus)
On Request

AHA - CPR for the Healthcare Provider (Recertification) $35

EMSP 2055 - 4 hours

For individuals who currently hold a Healthcare Provider Card who need a renewal course.

Bryan (Post Office Street Campus)
Start: July 31 End: July 31
Days: Thu Time: 6-10 p.m.

This course is for individuals who provide health care in their job or who are required to provide emergency care in an employment setting. Covers both adult and pediatric CPR and AED.

Bryant (Post Office Street Campus)
Start: June 21 End: June 21
Days: Sat Time: 8-5 p.m.
Start: July 12 End: July 12
Days: Sat Time: 8-5 p.m.
Start: Aug. 9 End: Aug. 9
Days: Sat Time: 8-5 p.m.
Start: Aug. 16 End: Aug. 16
Days: Sat Time: 8-5 p.m.
Start: Aug. 23 End: Aug. 23
Days: Sat Time: 8-5 p.m.
Start: Aug. 30 End: Aug. 30
Days: Sat Time: 8-5 p.m.

“I enrolled in this course because I have a great interest in caring for people.”

Christy Kokemoor, Nurse aide student
Creating Web Pages $89
24 hours

Learn how to design, create, and post your very own site on the Internet's World Wide Web. Discover low-cost marketing techniques and search engine strategies.

Start Dates:
June 18
July 16
Aug. 20

Employment Law Fundamentals $89
24 hours

Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Learn the difference between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. This course is a must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.

Start Dates:
June 18
July 16
Aug. 20

Speed Spanish $89
24 hours

This powerful course teaches six easy recipes you can use to glue Spanish words together into sentences. With the powerful methods taught in this course, you'll be able to engage in conversational Spanish in no time. ¡Qué Bueno!

Start Dates:
June 18
July 16
Aug. 20

Fundamentals of Technical Writing $89
24 hours

Learn the skills you need to succeed in the well-paying field of technical writing. You'll discover the secrets of successful technical writers, including technical writing conventions, interviewing skills, documentation management, publishing and formatting techniques, and how to get your first job as a technical writer.

Start Dates:
Jun. 18
Jul. 16
Aug. 20

Twelve Steps to a Successful Job Search $89
24 hours

Get the job you want quickly and easily and in any economy. In this course, a world-renowned author and career advisor will help you identify the job that is best for your needs. You'll then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. You will learn how to build rapport with any interviewer, both verbally and non-verbally, while mastering the six phases of a successful job interview. This motivational course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want.

Start Dates:
June 18
July 16
Aug. 20

More ed2go classes
www.ed2go.com/blinn/
Microsoft Excel 2003 $89
24 hours
Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons.

Start Dates:
June 18
July 16
Aug. 20

Medical Terminology: A Word Association Approach $89
24 hours
This course teaches medical terminology according to each body system. Multiple graphics, study tips and unusual facts make for a most enjoyable course.

Start Dates:
June 18
July 16
Aug. 20

The Creative Classroom $89
24 hours
Creativity will abound in your classroom as you tap into your students’ hidden talents. Learn creative new approaches to learning labs, activities, exercises, assignments, field trips, and evaluation methods. Think beyond the textbook and challenge your students by making your classroom a creative classroom.

Start Dates:
June 18
July 16
Aug. 20

Computer Skills for the Workplace $89
24 hours
Learn the fundamental computer skills you need to succeed in today’s workplace. You’ll discover practical applications for email, word processors, spreadsheets, and databases, gaining a working foundation for the critical computer skills you need to survive in the modern job market.

Start Dates:
June 18
July 16
Aug. 20

Introduction to Quick Books 2007 $89
24 hours
Learn how QuickBooks makes it easy to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates and generate reports.

Start Dates:
Jun. 18
Jul. 16
Aug. 20

Accounting Fundamentals $89
24 hours
Demand for accounting professionals currently exceeds supply. If you’re interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You’ll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We’ll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

Start Dates:
June 18
July 16
Aug. 20

Administrative Assistant Fundamentals $89
24 hours
Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics.

Start Dates:
June 18
July 16
Aug. 20
WANTED: INSTRUCTORS

For Workforce Education in the areas of:

Welding • Blueprint Reading
Electrician • Facility Maintenance
Plumbing • Project Management
Human Resources • Nurse Aide Training
Supervisory and Management Training
Customer Service Training
Computer Technology

Blinn College needs your knowledge as an instructor in its Workforce Education Program. If you love to teach and have the marketable skills, please contact us.

Teaching experience preferred, but not required. Part-time – Day, evening and weekend courses.

Checkout the Employment Opportunities link on the Blinn College Web site or call 979-209-7205 for more information.
REGISTRATION INFORMATION

Refund Policy
To receive a 100% refund, notification of withdrawal must be received PRIOR to the course start date. Any costs incurred by the college for unreturned books and supplies will be subtracted from the refund.

Refunds for withdrawals received ON or AFTER the course start date will be provided according to the following schedule minus the cost of unreturned books and supplies:

Courses of 2 or fewer classes ................................................... Refund
Prior to the first class session .......................................................... 100%
After the first class session ........................................................... None

Courses of less than 8 weeks or classes
Prior to the first class session .......................................................... 100%
Prior to the second class session ................................................... 80%
After the second class session ......................................................... None

Courses of 8 to 15 weeks or classes
Prior to the first class session .......................................................... 100%
Prior to the second class session ................................................... 80%
Prior to the third class session ......................................................... 50%
After the third class session ........................................................... None

Courses longer than 15 weeks or classes
Prior to the first class session .......................................................... 100%
Prior to the second class session ................................................... 80%
Prior to the third class session ......................................................... 50%
Prior to the fourth class session ...................................................... 25%
After the fourth class session ........................................................ None

Course Cancellations
We require a minimum number of students to hold a course. If the minimum enrollment is not reached 72 hours prior to the course start date, the course will be canceled or rescheduled. If a course is canceled, we will initiate an automatic 100% refund, unless the student requests a transfer to the next available course.

Emergency / Contact Information
In the case of class cancellation due to inclement weather or instructor “no-show,” please contact the area Workforce Education office for instructions.

Attendance Policy

Health Care Training Programs - Students must attend at least 90% of course hours scheduled and fulfill all clinical/internship requirements.

Continuing Education Units (CEUs)
Attendance requirements for courses vary. Students in professional development courses that award CEUs must meet attendance requirements to obtain a Certificate of Completion. Contact our office or refer to the brochure for specific course requirements

Other
To receive a Certificate of Completion, students enrolling in other courses must meet the following attendance requirements:

100% attendance for courses of 3 classes or fewer
80% attendance (rounded up) for courses of 4 or more classes
(Example: 7 classes at 80% = 5.6 rounded up to 6 classes required)

Certificates of Completion
Certificates of Completion are awarded to individuals who successfully meet the competency and attendance requirements of a course. Workforce Education courses DO NOT qualify for college credit. Continuing Education Units (CEUs) are awarded for courses meeting appropriate criteria.
REGISTRATION FORM

Course ___________________________________ Starting Date ____________ Staff Initials _________
Course No. ___________________________ Location ___________________________________

The collection of this information is necessary to fulfill Texas Higher Education Coordinating Board reporting requirements. It is used for reporting purposes only. In order to receive credit and Blinn College to maintain an accurate record for the enrolled course, REGISTRATION FORM MUST BE COMPLETELY FILLED OUT. FOR CLASSES HELD IN BRENHAM, PLEASE PRINT FORM, AND FAX TO 979-830-4208. FOR CLASSES HELD IN BRYAN, PLEASE PRINT FORM, AND FAX TO 979-209-7289. FOR CLASSES HELD IN SCHULENBURG, PLEASE PRINT FORM, AND FAX TO 979-743-5225. FOR CLASSES HELD IN SEALY, PLEASE PRINT FORM, AND FAX TO 979-627-0830.

PLEASE PRINT

Date __________________________________________ Male □ Female □
Social Security No. _______ - _______ - _______ Date of Birth _____ / _____ / _____
Name ____________________________________________
Home Address _____________________________________________________________________________________
City __________________________________ State _______ Zip __________ County ________________________
Home Phone ( _______ ) __________________________ Email ______________________________
Business Name _____________________________________________________________________________________
Business Address ____________________________________________________________________________________
City __________________________________ State _______ Zip __________ County ________________________
Work phone ( _______ ) __________________________ Business Email _____________________________

**Note: Holds on your account at Blinn College, must be cleared before you can register.

These items are used to satisfy state/federal reporting requirements only and in no way affect the admission decision.

Ethnicity: □ American Caucasian □ American Black □ American Hispanic □ Asian/Pacific Island □ American Indian □ International Student

Please check all that apply to you:
□ Displaced Homemaker □ Academically Disadvantaged □ Single Parent □ Economically Disadvantaged □ English is not my primary language □ Learning Disability

If you need accommodations for a documented disability, please contact the Office of Disability Services at 979-209-7251.

How did you hear about this course?
□ Walk-In □ Phone □ Newspaper □ Quarterly Catalog □ Internet □ Word of Mouth □ Other

PAYMENT

Registration Fee ______________
Cash □ MC □ VISA □ Discover □ CC No. _______ - _______ - _______ - _______
Exp. Date: ___________ Security code from back of card _______________________
Check No. __________________
Send Invoice to: ____________________________________________________________

Blinn College seeks to provide equal education without regard to race, color, sex, age, national origin, religion, disability, or any other constitutionally or statutorily impermissible reason. This policy extends to all programs and activities supported by the college.

FOR OFFICE USE ONLY

System Comments:

Student ID# __________________________ ARUPAC __________________________
Batch # __________________________
**REGISTRATION INFORMATION**

**In Person**  You may register in person at any of our campus locations, Monday - Friday from 8 a.m. - 5 p.m.

**By phone**  Call any of our campuses Monday - Friday from 8 a.m. - 5 p.m. Payment can be made by MasterCard or Visa.

**Mail In**  Send completed registration form with payment to the campus nearest to you.

**Fax In**  Fax a completed registration form with all necessary information to your nearest campus.

**PLEASE REGISTER AT LEAST 5 BUSINESS DAYS PRIOR TO THE CLASS TO RESERVE A SEAT.**

**IMPORTANT CONTACT NUMBERS**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bryan (Post Office Street Campus)</td>
<td>979-209-7205</td>
<td>979-209-7289</td>
</tr>
<tr>
<td>Brenham Campus</td>
<td>979-830-4027</td>
<td>979-830-4208</td>
</tr>
<tr>
<td>Schulenburg Campus</td>
<td>979-743-5237</td>
<td>979-743-5225</td>
</tr>
<tr>
<td>Sealy Campus</td>
<td>979-627-7997</td>
<td>979-627-0830</td>
</tr>
</tbody>
</table>

**Location and Hours**

**BRYAN**  
301 Post Office St.  
P.O. Box 6030,  
Attn: Workforce Education  
Bryan, TX 77805-6030.

**BRENHAM**  
904 Green Street  
Brenham, TX 77833

**SCHULENBURG**  
100 Ranger Dr.  
Schulenburg, TX 78956

**SEALY**  
3701 Outlet Center Drive  
Sealy, TX 77474

Office hours are Monday - Friday 8 a.m. - 5 p.m. except on posted holidays.

**Enrollment Eligibility**

Workforce Education provides non-credit, continuing education for adults age 17 and above. Classes are open to adults without regard to race, color, sex, age, national origin, religion, disability, or any other constitutionally or statutorily impermissible reason. Some courses have prerequisites or other entrance requirements that the student must meet before enrolling. For information about specific courses or programs, contact us, refer to the course brochure, or visit the Web site.