Training and **Educational Solutions** for Workers and Employers

The Continuing & Professional Development division of San Jacinto College offers programs and courses for individuals to retain or advance in their jobs or make career transitions. We provide training to companies and their employees to meet employers’ demands for a highly skilled workforce, while helping incumbent workers reach their potential.

No matter what your professional and educational goals, Continuing & Professional Development at San Jacinto College is your training connection for career success. Our courses are designed to provide practical skills and hands-on training in a targeted, time limited, training environment rather than a purely academic background. We stand ready to help you manage the rapid changes and new realities of today’s workplace.

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**Linked Classes**

Classes labeled “Linked” are held in conjunction with academic/credit classes. Enrollment into these sections is limited and is on a space-available basis.

CPD students in linked CE sections do not have to be admitted into the College and are TASP/THEA exempt.

Courses that are linked with academic courses will adhere to the stated Continuing & Professional Development refund policy.

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**Key to Days of Week**

- **M** Monday
- **T** Tuesday
- **W** Wednesday
- **Th** Thursday
- **F** Friday
- **S** Saturday
- **Su** Sunday

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**Take Your Choice**

More than 1,500 courses offered from our credit schedule may be taken for non-credit. Contact the appropriate credit division for more information.

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*To Register: All campuses 281-542-2020*
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<th>Course ID</th>
<th>Course Description</th>
<th>Cost</th>
<th>CEU</th>
<th>Hours</th>
<th>Continuing Education Units</th>
</tr>
</thead>
</table>
| **INTRODUCTION TO INTERNATIONAL BUSINESS & TRADE** | IBUS 1005 | *Prerequisites: None*  
Study techniques for entering the international marketplace. Emphasis on the impact and dynamics of socio-cultural, demographic, economic, technological, and political-legal factors in the foreign trade environment.  
*Note: Textbook required.* | $220 | 4.8 | 48 | |
| **Introduction to International Business & Trade** | IBUS 1005 | | | | |
| | | | | | |

**No Class Held on that Day**

**Day Class is Held**

**Campus** (room and building information will be provided to you at registration)

**Time Class is Held**

<table>
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<tr>
<th>Course Title</th>
<th>Course ID</th>
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| | | | | | |

**No Class Held on that Day**

**Day Class is Held**

**Campus** (room and building information will be provided to you at registration)

**Time Class is Held**

### San Jacinto College will be closed this semester:

- Jan 20 – Martin Luther King Day
- Feb 18 – College Community Day
- Mar 10-16 – Spring Break
- Apr 18-20 – Easter
- May 26 – Memorial Day

**NO CLASSES WILL MEET ON THESE DAYS.**
To Register: All campuses 281-542-2020

Business & Professions

ACCOUNTING / FINANCIAL

PAYROLL SPECIALIST
ACNT 1003
This program provides the basics of the accounting cycle from the source documents to the post-closing documents. Using a workbook, learners will have the opportunity to analyze, record, journalize, post, etc. for a fictitious business. Specific knowledge, skills, and abilities required for the Fundamental Payroll Certification (FPC) exam offered by the American Payroll Association (APA) will also be covered.

$1313 CEUs 7.5 HRS: 75
90122 Central TTh
Mar 25-Jun 05 6 p.m. - 10 p.m.

BUSINESS

PRODUCTION AND OPERATIONS MANAGEMENT
BMGT 1031
Fundamentals of the various techniques used in the practice of production management to include location, design, and resource allocation. (BMGT 1331)

$299 CEUs 4.8 HRS: 48
70335 North Online
Jan 13-May 09 -

COSMETOLOGY

ADVANCED HAIR DESIGN
CSME 2039
This course promotes advanced concepts in the theory and practice of hair design. (CSME 2539)

$379 CEUs 17.6 HRS: 176
70212 North W
Jan 15-May 09 8 a.m. - 9:59 a.m.
Jan 15-May 09 10 a.m. - 4:15 p.m.
Jan 15-May 09 12:15 p.m. - 3:45 p.m.

ADVANCED HAIRCUTTING & RELATED THEORY
CSME 2010
Advanced concepts and practice of haircutting. Topics include hair cuts utilizing scissors, razor, and/or clippers. (CSME 2310)

$293 CEUs 11.2 HRS: 112
70206 North Th
Jan 16-May 09 8 a.m. - 4 p.m.

APPLICATIONS OF FACIAL AND SKIN CARE TECHNOLOGY II
CSME 2033
Reading Level 4, Co-requisites: CSME 1520, CSME 1421, CSME 1303, CSME 1545 and CSME 2431 or department chair approval. This course is a continuation of the Application of Facial and Skin Care Technology I. Emphasis will be on the preparation for the state licensing Facial Specialty Exam. (CSME 2333)

$281 CEUs 8.0 HRS: 80
70207 North MT
Jan 13-May 09 12:15 p.m. - 1:15 p.m.
Jan 13-May 09 1:16 p.m. - 3 p.m.

ARTISTRY OF HAIR DESIGN I
CSME 1054
This course offers instruction in hair design. Topics include the theory and applications of wet styling, thermal hair styling, finishing techniques, and client communication skills. (CSME 1354)

$287 CEUs 11.2 HRS: 112
70200 North M
Jan 13-May 09 8 a.m. - 8:59 a.m.
Jan 13-May 09 9 a.m. - 4 p.m.

Key to Days of Week

| M | Monday |
| T | Tuesday |
| W | Wednesday |
| Th | Thursday |
| F | Friday |
| S | Saturday |
| Su | Sunday |

To Register: All campuses 281-542-2020
<table>
<thead>
<tr>
<th>Course</th>
<th>CEUs</th>
<th>HRS</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td><strong>Artistry of Hair Design II</strong></td>
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<td>CSME 1055</td>
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<tr>
<td>A continuation of hair design. Topics include the additional theory and applications of current trends in hair design.</td>
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<td><strong>End-of-Course Outcomes:</strong></td>
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<td>Practice and mastery of workplace competencies related to hair design; and demonstrate the professional skills related to hair design. (CSME 1355)</td>
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<td>70201 Jan 13-May 09</td>
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<td><strong>Chemical Reformation/Related Theory</strong></td>
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<td>CSME 1053</td>
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<tr>
<td>This course features presentation of the theory and practice of chemical reformation, including terminology, application, and workplace competencies. (CSME 1553)</td>
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<td><strong>$368</strong></td>
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<td>12 p.m. - 3:30 p.m.</td>
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<tr>
<td><strong>Introduction to Haircutting &amp; Related Theory</strong></td>
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<tr>
<td>CSME 1010</td>
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<tr>
<td>Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques. (CSME 1310)</td>
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<td><strong>$285</strong></td>
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<td>70199 Jan 16-May 09</td>
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<td>9 a.m. - 4 p.m.</td>
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<tr>
<td><strong>Orientation to Cosmetology</strong></td>
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<td>CSME 1001</td>
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<tr>
<td>This is an overview of the skills and knowledge necessary for the field of cosmetology. Topics to include the theory and/or skills related to service preparation, braiding, brush and scalp techniques, shampooing, conditioning, etc. (CSME 1501)</td>
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<td>70202 Jan 14-May 09</td>
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<td>Jan 14-May 09</td>
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<tr>
<td><strong>Prep for State License Practical Exam</strong></td>
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<tr>
<td>CSME 2045</td>
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<td>This course is the preparation for the state licensing practical examination and continued focus on client services. Prerequisites: Reading level 4 and courses taken in level sequence order or department chair approval. (CSME 2245)</td>
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<td>10 a.m. - 2:30 p.m.</td>
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<td><strong>Preparation for State License Written Exam</strong></td>
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<td>CSME 2046</td>
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<td>Preparation for the state licensing written examination. (CSME 2344)</td>
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<td>10 a.m. - 2:30 p.m.</td>
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<tr>
<td><strong>Principles of Facial and Skin Care Technology II</strong></td>
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<tr>
<td>CSME 1045</td>
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<tr>
<td>Reading Level 4, Co-requisites: CSME 1520, CSME 1421, CSME 1302, CSME 2431 and CSME 2333 or department chair approval. This course is a continuation of the concepts and principles in skin care and other related technologies. Topics include advanced instruction in anatomy, physiology, theory, and related skills of facial and skin care technology. (CSME 1545)</td>
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To Register: All campuses 281-542-2020
**Principles of Facial and Skin Care Technology III**

CSME 2031
Reading level 4, CSME 1520, CSME 1421, and CSME 1302.
Co-requisites: CSME 1545, CSME 2333 or department chair approval.
This course focuses on advanced concepts and principles of skin care and other related technologies. (CSME 2431)

**$322 CEUs 12.8 HRS: 128**
70210 North ThF
Jan 16-May 09 8 a.m. - 8:59 a.m.
Jan 16-May 09 9 a.m. - 12:15 p.m.

**Principles of Hair Color & Related Theory**

CSME 2001
Introduction of various basic hair color applications including safety and sanitation procedures. (CSME 2501)

**$379 CEUs 17.6 HRS: 176**
70211 North W
Jan 15-May 09 8 a.m. - 4:15 p.m.
Jan 15-May 09 7:45 a.m. - 11:45 a.m.

**Principles of Skin Care**

CSME 1056
An introduction of the theory and practice of skin care. (CSME 1248)

**$246 CEUs 8.0 HRS: 80**
70198 North T
Jan 14-May 09 2:35 p.m. - 4 p.m.
Jan 14-May 09 8 a.m. - 11:45 a.m.

**Salon Development**

CSME 2043
Applications of procedures necessary for salon development.
Topics include professional ethics and goals, salon operation, and record keeping. (CSME 2343)

**$293 CEUs 9.6 HRS: 96**
70208 North T
Jan 14-May 09 8 a.m. - 2:30 p.m.

**Dietetics / Dietitian**

**Dietary Manager II**

NFND 0000
Emphasis on food service sanitation and safety, administrative and personnel management. Major topics include regulatory agencies, computer applications, production management, budgeting and cost control, personnel management, quality assurance, leadership skills, human relations, and communications. (DITA 1401)

**$312 CEUs 6.4 HRS: 64**
70196 Central T
Jan 14-May 09 1:20 p.m. - 5:10 p.m.

**Practicum - Doetetoc/Dietitian II (RD)**

NFND 0000
This course provides practical experience (FDNS 1169)

**$183 CEUs 1.0 HRS: 10**
70197 Central TBA
Jan 13-May 09 -

**Human Resource Management**

**HR - Human Resources Certificate Program**

HRPO 1091
This course covers the evaluation of the current methods of job analysis, recruitment, selection, training/development, performance management, promotion and separation. Topics also include ethical, social, and legal responsibilities, the assessment methods of compensation and benefits planning and analysis of the role of strategic human resource planning in support of organizational mission and objectives.

**$775 CEUs 10.5 HRS: 105**
70130 South MW
Jan 22-May 12 6 p.m. - 10 p.m.
Jan 22-Jan 22 6 p.m. - 10 p.m.
Jan 24-May 09 6 p.m. - 10 p.m.
May 14-May 14 6 p.m. - 10 p.m.
**Human Relations**

HRPO 1011
Learn practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. (HRPO 1311)

$284  CEUs 4.8  HRS: 48
70332  North  MW
Jan 13-May 09  10:05 a.m. - 11 a.m.

**Human Resources Management**

HRPO 2001
Study behavioral and legal approaches to the management of human resources in organizations. (HRPO 2301)

$299  CEUs 4.8  HRS: 48
70333  North  Online
Jan 13-May 09  -

**Leadership Institute**

**Leadership**

BMGT 2009
Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles. (BMGT 2309)

$284  CEUs 4.8  HRS: 48
70331  North  MW
Jan 13-May 09  11:10 a.m. - 12:05 p.m.

**Translating Strategy Into Results**

BMGT 1020
Organizations are looking for leaders who can implement strategy from the middle. They need to identify execution priorities and manage their time to ensure execution and sustainability. Leaders learn actions they can take to engage themselves and their team in executing priorities and how to overcome the challenges that interfere with effective strategy realization.

$850  CEUs 1.6  HRS: 16
70231  Central  ThF
Jan 16-Jan 17  8 a.m. - 5 p.m.

**Management**

**Small Business Management**

BUSG 2009
Learn the details to starting and operating your own small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing, strategies, and legal issues. (BUSG 2309)

$269  CEUs 4.8  HRS: 48
70336  North  W
Jan 15-May 09  6:30 p.m. - 9:30 p.m.

**Photography Technician**

Adobe PhotoShop I for Photographers

ITSW 1003
This course for Portrait/Wedding Photographers provides hands-on experience and systematic instructions on how to use Adobe Photoshop to enhance images. Students will develop techniques to update and change images proficiently. This course will cover selection of file formats, resolution for printing output and web use, logo creation, photograph combination, adding colorizing to B&W photographs and applying text.

$295  CEUs 3.2  HRS: 32
70126  South  TTh
Jan 07-Jan 30  6 p.m. - 10 p.m.
70127  South  TTh
Feb 04-Mar 04  6 p.m. - 10 p.m.

**Linked Classes**

Classes labeled “Linked” are held in conjunction with academic/credit classes. Enrollment into these sections is limited and is on a space-available basis. CPD students in linked CE sections do not have to be admitted into the College and are TASP/THEA exempt. Courses that are linked with academic courses will adhere to the stated Continuing & Professional Development refund policy.

To Register: All campuses 281-542-2020
### Adobe PhotoShop II for Photographers

**ARTC 1051**

This course for the Portrait/Wedding Photographers provides additional hands-on experience and systematic instructions on how to use Adobe Photoshop to enhance digital images. Each student will learn retouching techniques and the effective use of the clone, eraser, patch and healing tools, color correction using levels, curves and actions, to add borders and torn edges to images, sharpen soft photos and to add soft focus to smooth the skin, red-eye correction, the use of filters, merging images, and much more.

$295  
70128  
Feb 10-Mar 05  
6 p.m. - 10 p.m.  
South  
MW

$295  
90117  
Mar 04-Apr 08  
6 p.m. - 10 p.m.  
South  
TTh

### Intermediate Professional Photography

**PHTC 2004**

Continue learning Professional Photography with emphasis on social, portrait, studio, fashion, theatrical, publicity, and conventional photography as well as landscapes and still life. Creative use of flash and camera functions will also be covered.

$250  
90118  
Apr 10-Apr 29  
6 p.m. - 10 p.m.  
South  
MW

$250  
90121  
Apr 28-May 14  
6 p.m. - 10 p.m.  
South  
MW

### Introductory Professional Photography

**PHTC 1004**

Get instruction in camera functions, types of lenses, choosing film and filters, flash photography. This course will introduce you to film exposure and print finishing. This course covers the basics of a digital camera and/or 35mm camera, including f-stops, shutter speed, ASA ratings, and picture-taking techniques. Criteria for buying a camera will be discussed with the instructor on the first day of class.

$250  
90116  
Mar 17-Apr 02  
6 p.m. - 10 p.m.  
South  
MW

$250  
90119  
Apr 07-Apr 23  
6 p.m. - 10 p.m.  
South  
MW

### Portrait Photography

**PHTC 1091**

Study the photographic principles applied to portrait lighting, posing, printing, and subject rapport. You will learn to use a variety of basic lighting patterns; relate the principles of subject rapport and aesthetic posing methods; produce effective finished portraits; and analyze the subject. The photography will be done in color and/or black and white. The students will produce a portfolio of their work from at least five different portrait sessions that will be critiqued by the instructor and their fellow classmates. The students will provide their own digital camera or 35mm single lens reflex cameras, memory card, and film processing.

Prerequisites: Introductory and Intermediate Professional Photography

$350  
70125  
Jan 06-Feb 03  
6 p.m. - 10 p.m.  
Central  
MW

$350  
90120  
May 01-May 08  
6 p.m. - 10 p.m.  
South  
TTh

$350  
90121  
May 13-May 27  
6 p.m. - 10 p.m.  
South  
TTh

### Project Management

**BMGT 1023**

Critical path methods for planning and controlling projects, includes time/cost tradeoffs, resource utilization, considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.

$725  
70129  
Jan 14-Mar 18  
6 p.m. - 10 p.m.  
South  
TTh
REAL ESTATE PROFESSIONAL

Contract Forms and Addenda
RELE 1000
The study of promulgated contract forms, which shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated forms, commission rules governing use forms and case studies involving use of forms. (RELE 1300)

$269
90141
Mar 18-May 09
10:10 a.m. - 12 p.m.
North
TTh

90142
Apr 15-May 09
6 p.m. - 9 p.m.
North
TTh

Law of Agency
RELE 2001
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 the disclosure of an agency. (RELE 2301)

$269
70217
Jan 14-Mar 07
10:10 a.m. - 12 p.m.
North
TTh

70218
Jan 14-Feb 07
6 p.m. - 9 p.m.
North
TTh

Law of Contracts
RELE 1012
This course covers real estate contracts/principles involved in promulgating contracts. Included are contracts for VA, FHA, conventional, and owner financed. (RELE 1311)

$226
70215
Feb 01-May 02
10:10 a.m. - 12 p.m.
North
F

Principles of Real Estate I
RELE 1001
Overview of licensing as a broker or salesperson. Includes 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. 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 at least 30 of 60 hours of required instruction for salesperson license. (RELE 1001)

$226
70213
Jan 13-Mar 07
10:10 a.m. - 12 p.m.
North
MW

70214
Feb 11-Mar 07
6 p.m. - 9 p.m.
North
TTh

Principles of Real Estate II
RELE 1038
Overview of licensing as a broker or salesperson. Includes 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. 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 at least 30 of 60 hours of required instruction for salesperson license. (RELE 1238)

$226
90139
Mar 17-May 09
10:10 a.m. - 12 p.m.
North
MW

90140
Mar 18-Apr 11
6 p.m. - 9 p.m.
North
TTh

Real Estate Appraisal
RELE 1003
This course focuses on the central purposes and functions of an appraisal; social and economic determinants of value; appraisal case studies; cost, market data and income approaches to value estimates; final correlations; and reporting. (RELE 1303)

$269
70216
Jan 15-Mar 07
6 p.m. - 9 p.m.
North
W

To Register: All campuses 281-542-2020
REAL ESTATE FINANCE
RELE 1019
This course provides an overview of monetary systems; primary and secondary money markets; sources of mortgage loans; federal government programs; loan applications, processes and procedures; closing costs; alternative financial instruments; equal credit opportunity laws affecting mortgage lending; and the State Housing Agency. (RELE 1319)
$269  CEUs 4.8  HRS: 48
90143  North  W
Mar 19-May 09  6 p.m. - 9 p.m.

SALES / MARKETING

PRINCIPLES OF MARKETING
MRKG 1011
An introduction to marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. (MRKG 1311)
$284  CEUs 4.8  HRS: 48
70330  North  M
Jan 27-May 02  8:10 p.m. - 9:35 p.m.

PRINCIPLES OF SELLING
MRKG 2033
This course is an overview of the selling process. Identification of the elements of the communication process between buyers and sellers is discussed as well as examination of the legal and ethical issues of organizations which affect salespeople. Prerequisite: Reading Level 4 (MRKG 2333)
$299  CEUs 4.8  HRS: 48
70334  North  Online
Jan 13-May 09  -

Computer / IT Training

BEGIN HERE/FOUNDATIONS

COMPUTER CONCEPTS
ITSC 1010
Note: Textbook required; flash drive recommended
This inviting introductory computer literacy course, covers computer concepts in a highly visual way. Understand the key principles you need to know about hardware, operating systems, productivity software, networks, and the Internet. Information is geared toward the end-user, focusing on partial certification level knowledge required for every worker in today’s wired world and for passing one of the three IC3 certification exams.
$175  CEUs 1.6  HRS: 16
70062  North  TTh
Jan 14-Jan 23  9 a.m. - 1 p.m.
70076  South  MW
Feb 10-Feb 19  5:30 p.m. - 9:30 p.m.

IC3 CERTIFICATION PREP
POFI 1004
Prerequisite: None
Note: Textbook required; flash drive recommended
This course provides the computer skills needed to pass all three of the IC3 exams from basic hardware and software, to operating systems, productivity applications and Internet fundamentals. It is a combination of Computer Concepts, Windows for the Desktop, Basic Business Applications and Internet Fundamentals.
$680  CEUs 8.0  HRS: 80
70059  North  TTh
Jan 14-Mar 27  9 a.m. - 1 p.m.
W
Feb 19-Feb 19  9 a.m. - 1 p.m.

INTERNET FUNDAMENTALS
ITNW 1007
Prerequisite: Windows Operating Systems or equivalent knowledge
Note: Textbook required
Learn to navigate the Internet. Explore Web browsers, electronic mail, newsgroups, file transfer protocol, and much more. Take a tour of search engines and business resources on the World Wide Web. This course will help you build Internet knowledge and foundation skills that can transport you to further destinations in Web specialization. Acquire partial certification level knowledge required to pass the optional IC3 exam.
$175  CEUs 1.6  HRS: 16
90040  North  TTh
Mar 18-Mar 27  9 a.m. - 1 p.m.

Key to Days of Week

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<thead>
<tr>
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To Register: All campuses 281-542-2020
**Keyboarding on the PC**  
POFT 1010  
Prerequisite: None  
The primary input device to a computer is the keyboard. Therefore proficiency and accuracy in keyboarding is your first foundational course to all other computer classes. This course provides an introduction to fundamental keyboarding techniques such as finger position and movement, increasing speed and reducing errors. Without this course, or a typing speed of at least 20 wpm, you will not be prepared for any other computer class.

**Business Applications**

**Access - Basic Skills**  
ITSW 1053  
Prerequisite: Windows for the Desktop or equivalent knowledge  
Note: Textbook required; flash drive recommended  
In this course, you will work with Access 2010, a powerful database application to store and retrieve data. You will begin with learning basic database terminology. You will learn the objects used in Access, how to construct tables, use forms to display data, create queries to select data and to format reports for data that is retrieved from the database. You will use the wizards to create different objects. You will learn relationships between tables, primary keys, date formats, and you will be able to link tables to create queries. Begin to acquire skills and knowledge to pass the optional MOS exam in Access.

**Windows for the Desktop**  
ITSC 1006  
Prerequisite: Computer Concepts or equivalent knowledge  
Note: Textbook required; flashdrive recommended  
Open the Window on computer opportunities. Understand the Start menu; the desktop and icons; create shortcuts to applications and documents. Utilize the Documents and Computer folders as you learn file management basics. Create, find, move and delete files, documents, and folders. Learn to use the Help Function. Use the Control Panel to customize the Windows environment. Learn to use the Windows applications including installing and uninstalling applications. Acquire partial certification level knowledge required to pass one of the three optional IC3 exams.

**Basic Business Applications**  
ITSC 1022  
Prerequisite: Windows for the desktop or equivalent knowledge  
Note: Textbook required; flash drive recommended  
Learn the commonalities of the Microsoft Office Program and practice using the basic features of Windows Microsoft Word, Excel, and PowerPoint programs.

**Excel - Basic Skills**  
ITSW 1022  
Prerequisite: Windows for the Desktop or equivalent knowledge  
Note: Textbook required; flash drive recommended  
In this course, you will work with Excel 2010, a powerful spreadsheet application. You will begin with preparing and formatting techniques. You will learn how to insert texts and formulas into cells. You will use simple functions. You will construct charts for your data. You will learn formatting and printing of selected ranges. You will learn about workbooks and moving data between workbooks. Begin to acquire skills and knowledge needed to pass the optional MOS Core exam in Excel.

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**To Register:** All campuses 281-542-2020
### Excel - Intermediate Skills

**ITSW 1046**  
Prerequisite: Excel Basic Skills or equivalent knowledge  
Note: Textbook required; flash drive recommended  
In this course, you will work with Excel 2010, a powerful spreadsheet application. You will begin with advanced formatting techniques. Then you will discover the eleven categories of the preprogrammed advanced functions and complex formulas. By the end of this course, you will be well prepared to not only calculate complex data but to present it graphically in PivotTable reports and PivotCharts. You will gain partial skills necessary to pass the MOS Core exam.  

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<tr>
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<th>HRS</th>
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<td>North MW</td>
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$175

### Excel - One Day

**ITSW 1022**  
Prerequisite: Basic computing skills  
Note: Textbook required; flash drive recommended  
In this course you will create and edit basic Microsoft Excel 2010 worksheets and workbooks. You will learn to create basic formulas and perform basic calculations.  

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<tr>
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<th>CEUs</th>
<th>HRS</th>
<th>Dates</th>
<th>Location</th>
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<td>70070 Jan 17-Jan 17</td>
<td>North F</td>
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</table>

$110

### Excel One Day-Advanced

**ITSW 2049**  
Prerequisite: Excel One Day Intermediate or equivalent knowledge  
Note: Textbook required; flash drive required  
In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.  

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$110

### MOS Excel

**ITSW 2057**  
Prerequisite: Windows for the Desktop or equivalent knowledge, and type 20 wpm  
Note: Textbook required, flash drive recommended  
MOS Excel teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and situations. You will learn to construct cell data, format worksheets, work with charts and graphics. This course teaches the skills you will need to successfully complete the MOS Excel 2010 Certification Core exam.  

<table>
<thead>
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<td>Central MTW</td>
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</table>

$430

### PowerPoint-One Day

**ITSW 1037**  
Prerequisite: Basic computing skills  
Note: Textbook required, flash drive recommended  
In this basic fast paced course, you will explore the PowerPoint 2010 environment and create a new presentation. You will format text on slides and add graphical objects, tables and charts to a presentation.  

<table>
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<tr>
<th>Course Name</th>
<th>CEUs</th>
<th>HRS</th>
<th>Dates</th>
<th>Location</th>
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</thead>
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<td>70072 Feb 07-Feb 07</td>
<td>North F</td>
</tr>
</tbody>
</table>

$110

To Register: All campuses 281-542-2020
QuickBooks - Basic Skills
ACNT 1010
Prerequisite: Basic accounting skills
Note: Textbook required, flash drive recommended
Become productive with QuickBooks as you learn to create a company and develop its chart of accounts. Learn banking procedures, how to track customers, vendors, bills, invoices, inventory, employees, and payroll, finish by learning to run reports and create graphs.

$350  CEUs 3.2  HRS: 32
70045  Central  MW
Jan 13-Feb 10  6 p.m. - 10 p.m.
90022  Central  TTh
May 06-May 29  6 p.m. - 10 p.m.

QuickBooks - Your Company Setup
ACNT 1010
Prerequisite: Basic accounting skills
Note: Textbook required
Take a day to learn to set up your company, your chart of accounts and your company payroll the correct way. You may bring your laptop in with your software already loaded and set up your company using your own data. Or you may practice setting up a company in the classroom using lab computers.

$110  CEUs .7  HRS: 7
70089  TSCL  F
Jan 31-Jan 31  8:30 a.m. - 4:30 p.m.

QuickBooks Advanced
ACNT 1054
Prerequisite: QuickBooks Basic Skills or equivalent
Note: Textbook required; flash drive recommended
In this advanced course, you will expand your reporting knowledge as you learn how to analyze financial data using QuickReport, preset reports and graphs. You will learn to track and pay sales tax, set up and run payroll, create and write payroll checks, practice paying payroll taxes. You will create estimates and learn how to invoice from estimates. You will also learn how to set up the software to track time and mileage.

$350  CEUs 3.2  HRS: 32
90021  Central  MW
Feb 24-Mar 26  6 p.m. - 10 p.m.

Word - Basic Skills
POFI 1024
Prerequisite: Windows for the Desktop or equivalent knowledge
Note: Textbook required, flash drive recommended
In this course, you will work with Word 2010, a powerful application to create and format documents. You will begin with preparing and editing techniques. You will learn how to format, save and print a document. You will be using fonts, keyboard shortcuts, manipulating tabs, cut, copy, and paste text. You will learn page setup - margins, page orientation, inserting page numbers, page breaks, headers, footers, date, time, symbols and other images. You will learn to create tables, populating and formatting them. You must be able to type. Begin to acquire skills and knowledge needed to pass the optional MOS Core certification exam in Word.

$175  CEUs 1.6  HRS: 16
70042  Central  TTh
Jan 21-Jan 30  6 p.m. - 10 p.m.
90059  South  TTh
Mar 18-Mar 27  9 a.m. - 1 p.m.

Word-One Day
POFI 1024
Prerequisite: Basic computing skills
Note: Textbook required
Learn the basics of Word 2010 and be able to create and edit a simple document, format text and paragraphs, add tables, graphics, watermarks, headers and footers.

$110  CEUs .7  HRS: 7
90041  North  F
Mar 07-Mar 07  8:30 a.m. - 4:30 p.m.

Linked Classes
Classes labeled “Linked” are held in conjunction with academic/credit classes. Enrollment into these sections is limited and is on a space-available basis. CPD students in linked CE sections do not have to be admitted into the College and are TASP/THEA exempt. Courses that are linked with academic courses will adhere to the stated Continuing & Professional Development refund policy.
WEB DEVELOPMENT

HTML/CSS
ITNW 1059
Prerequisite: Basic computer skills and knowledge of Windows
Note: Textbook required
Learn to create web pages using Hypertext markup language
(HTML) and Cascading Style Sheets (CSS). Students will plan
content and structure of a basic web page. Topics will include
tables, formatting, images and colors.
$345 CEUs 3.2 HRS: 32
90078 South Online
Mar 17-Apr 09 -

Health Occupations

EMERGENCY HEALTH

ACLS PROVIDER
EMSP 2035
Prerequisite: For approval and additional information, Central
Campus: call 281.476.1862; North Campus: call 281.459.7155
Note: Textbook required
Learn the theory & skills needed for the management of a
cardiovascular emergency as specified by the American Heart
Association (AHA) guidelines. Training is for individuals in areas
like critical care units, emergency departments, and paramedic
ambulance personnel. Establishes a system of protocols for
management of the patient experiencing cardiac difficulties. An
ACLS card is issued upon successful completion.
$199 CEUs 1.6 HRS: 16
90086 Central SaSu
Apr 12-Apr 13 8 a.m. - 5 p.m.

PALS PROVIDER
EMSP 1047
Prerequisites: For approval and additional information, Central
Campus: call 281.476.1862; North Campus: call 281.459.7155
Note: Textbook required.
This course describes a system of protocols for management
of the pediatric patient experiencing difficulties in medical and/
or trauma related emergencies. The purpose of this course is to
teach professional healthcare providers the knowledge and skills
they will need to know and perform in an actual resuscitation of
a child. The course is designed for healthcare providers who are
responsible for the well-being of infants and children. A PALS
card is issued upon completion.
$199 CEUs 1.6 HRS: 16
90087 Central SaSu
Apr 26-Apr 27 8 a.m. - 5 p.m.

TRAUMA LIFE SUPPORT
EMSP 1045
Prerequisites: For approval and additional information, Central
Campus: call 281.476.1862; North Campus: call 281.459.7155
Note: Textbook required
Intense skill development in emergency field management,
systematic rapid assessment, resuscitation, packaging, and
transportation of patients. Includes experience necessary to meet
initial certification requirements. An ITLS card is issued upon
completion.
$199 CEUs 1.6 HRS: 16
90088 Central SaSu
Apr 05-Apr 06 8 a.m. - 5 p.m.
CPR for Healthcare Providers
EMSP 1019
Prerequisites: Student must arrive at class on time with current textbook. See Note
Note: The current textbook is required to attend class. Students MUST arrive at class on time. Late students or students without books will be sent home. Students sent home for these reasons will NOT be transferred to another class or receive a refund.
This CPR course is for Healthcare Providers and Professional Rescuers. It will meet the requirements for initial certification and recertification for industrial rescue workers, nurses, nursing students, EMT’s and other allied health professionals involved with patient care. The class will include the use of Automated External Defibrillators (AEDs), and provide the lifesaving skills for respiratory and cardiac emergencies involving adults, children, and infants. Successful completers will receive an American Heart association (AHA) certification. This course was designed to be repeated multiple times to improve student proficiency.

**$85 CEUs .8 HRS: 8**

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<td>70103</td>
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<td>70104</td>
<td>Jan 18-Jan 18</td>
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<td>70106</td>
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<td>90097</td>
<td>May 31-May 31</td>
<td>8 a.m. - 5 p.m.</td>
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First Responder Training (ECA)
EMSP 1005
Prerequisites: 18 years old, high school or GED.
This is an entry level course into emergency medical care. It will prepare students for the National Registry and Texas state certification as a First Responder. This course is also referred to as Emergency Care Attendant or ECA. A CPR card for the Healthcare Provider is required and this training is included in the course. The course also provides the skills and equipment training necessary to maintain basic life support for sick or injured patients. Individuals who deal with groups of people on a daily basis, such as day care employees, teachers, lifeguards, firefighters, police, etc. would also find this course useful. Upon successful completion of the course, students are eligible to test with the National Registry for certification as a First Responder (ECA). Currently certified participants may use the 56 training hours for ongoing continuing education for ECA, EMT or Paramedic recertification. Emphasis is on requirements of national and state accrediting agencies.
Note: Textbook is required.

**$630 CEUs 5.6 HRS: 56**

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EMERGENCY MEDICAL TECH (EMT)
EMSP 1001
Prerequisites: Must be 18 by the class end date and have a high school diploma/GED to be eligible for certification. For approval and additional information, Central Campus: call 281.476.1862; North Campus: call 281.459.7155
Note: Attendance at the Saturday Skill Day and the Saturday Field Day is mandatory.
This course provides the introduction to the level of Emergency Medical Technician (EMT) - Basic level of emergency care. All the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services are taught. The course includes American Heart Association Healthcare Provider CPR. Enrollment and successful completion of the EMT Basic Clinical is required for certification. (EMSP 1501)

**$379 CEUs 12.8 HRS: 128**

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<td>70159</td>
<td>Jan 14-May 09</td>
<td>6 p.m. - 10 p.m.</td>
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</table>
To Register: All campuses 281-542-2020

**Clinical - EMT**

EMSP 1060
Prerequisite: Course approval is required, Central Campus: call 281-476-1862; North Campus: call 281-459-7155.
Note: Attendance at the Saturday Clinical Orientation is mandatory. As an additional expense, a background check through the EMT Department, drug screen, physical, & immunizations are required. This course is required for EMT-Basic Certification; dates, times and location are determined by instructor. This is a work-based experience with direct client care. This course enables a student to apply theory, skills and concepts learned in the Emergency Medical Technology Basic course. Specific learning objectives are developed by faculty. (EMSP 1160)

$190 CEUs 8.4 HRS: 84
70156 North TBA
Jan 13-May 09
70151 Central TBA
Jan 27-May 02
70152 Central TBA
Jan 27-May 02

**EMT Topics - 2014**

EMSP 2037
Prerequisite: EMT Dept approval required. Call 281.476.1862. EMSP 2243, 2168 and departmental approval are required. Reading level 7, Writing level 7, and Math level 7 are required. The course consists of 48 lecture hours and 48 lab hours. This course includes topics that 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. The curriculum is based on the National Emergency Medical Services Educational Standards. This course was designed to be repeated multiple times to improve student proficiency.

$336 CEUs 9.6 HRS: 96
70153 Central M
Jan 13-May 09 6 p.m. - 10 p.m.

**Health Care Professional**

**Certified Medication Aide**

NURA 1013
Prerequisites: Nursing home employment required as CNA or non-licensed direct care staff on first day of class. No GED/H.S diploma/GED. Background check through PreCheck is required & is an additional student expense. Call 281-542-2088 for more Info.
Note: Signed copy of the Texas Department of Aging and Disability Services (DADS) application requirements for the exam will be discussed during first class meeting. Registration after the first class meeting is not allowed. Textbook required. Learn how to prepare and administer drugs in a licensed health care agency. Topics include: drug legislation, drug references, basic anatomy and physiology and common diseases. You will learn medical abbreviations, symbols, terminology, and common equivalents (apothecary, metric, and household measurements) required for medication administration. After completion of the class, you will be prepared to take the Texas Department of Health Services Medication Aide Licensure Exam. Includes 10 hours of clinical practice. *This course of study prepares candidates to be certified. Candidates become “Certified” by passing the required certifying agency exam.

$729 CEUs 14.4 HRS: 144
90098 North MTWTh
Mar 20-May 22 8 a.m. - 12 p.m.

**Certified Nurse Aide Training**

NURA 1001
Prerequisites: Current negative TB, American Heart Association Health Care Provider CPR Background check through PreCheck is required & is an additional student expense. No GED/H.S diploma is required. Students 16-17 are eligible for certification by the state agency, DADS. Parental waiver is required if under 18.
Note: Textbook and clinical scrubs are required. Registration after the first class meeting is not allowed. Physical requirements: Must be able to squat, bend and lift or assist with 100 pounds. Students with medical conditions, including pregnancy, must have a release from their physician, prior to class start date. Enter the field of nursing by becoming a Certified Nurse Aide. This class will teach you the skills, knowledge and abilities to care for residents of long-term care facilities. You will learn how to provide safety and preventive measures in the care of residents as well as how to function as a member of the health care team. You will be prepared for entry level employment in long-term care facilities, hospitals, and doctor's offices. After completion of the class, you will be eligible to take the State of Texas Certified Nurse Aide Certification Exam. Includes 40 hours of clinical practice (Five 8 hour days). *This course of study prepares candidates to be certified. Candidates become “Certified” by passing the required certifying agency exam.

$825 CEUs 10.8 HRS: 108
EKG TECHNICIAN

ECRD 1011

Note: Textbook required

Learn the fundamentals of anatomy and physiology of the cardiovascular system and the role of the electrocardiograph in patient assessment. As an EKG Technician, you will perform diagnostic tests to assess the heart rhythm and rate in patients. The EKG technician is an integral part of the management of patients with heart disease and is employed by hospitals, medical/surgical clinics, and insurance companies. This class will prepare you to take the American Certification Agency for Healthcare Professionals Certification Exam for ECG Technician.

$575 CEUs 5.2 HRS: 52

70097 Central F
Jan 10-Apr 11 8:30 a.m. - 12:30 p.m.
70098 North Sa
Feb 08-May 17 8:30 a.m. - 12:30 p.m.
90079 Central TTh
Mar 25-May 22 6:30 p.m. - 9:30 p.m.
90080 North MW
Apr 09-May 21 6 p.m. - 10 p.m.

MEDICAL IMAGING

Clinical - Mammography Technologist

MAMT 2063

Prerequisites: Successful completion of Anatomy/Positioning & Patient Assessment. Course approval is required; Call 281-476-1871.

Students will be provided with a health-related work experience that will enable a student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by a clinical professional. By the end of course students should be able to apply theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and the business/industry. Students should be able to demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (MAMT 2363)

Note: As an additional student expense, physical, background and drug checks, etc. are requirements. Must be ARRT registered or eligible to test. No textbook is required.

$276 CEUs 16.0 HRS: 160

90138 Central TBA
Mar 17-May 09 -
**Computed Tomography Equipment and Methodology**

CTMT 2036

Prerequisites: Clinical I - Computed Tomography, and must have current national registration in Xray (ARRT), Nuclear Medicine (NMTCB or ARRT) or Radiation Therapy (ARRT) or Department approval at 281-476-1501 X1418

Note: Textbook required

The concepts and physical principles employed in computed tomography are discussed. The course material emphasizes interactions between Xrays and matter with concepts of radiation detectors and digital imaging. Current knowledge and theory of the biological effects of Xrays are explored, with an emphasis on how they relate to data acquisition, image production, and control and manipulation of image production. This course also provides skill development in the operation of computed tomographic equipment, focusing on routine protocols, image quality, quality-assurance and radiation protection. Category A CE credit is pending approval by the ASRT. (CTMT 2336).

$269  CEUs 4.8  HRS: 48
70163  Central  TBA
Jan 13-May 09

**Clinical I Computed Tomography**

CTMT 2060

Prerequisites: Sectional Anatomy for Medical Imaging, or Department approval at 281-476-1501 X1418

Note: Textbook required

This is an advanced type of healthcare profession work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practice experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional in a clinical setting. (CTMT 2360)

$276  CEUs 16.0  HRS: 160
70164  Central  TBA
Jan 13-May 09

**Magnetic Resonance Equipment and Methodology**

MRIT 2034

Prerequisites: RADR 2340, MRIT 2330, and must have current national registration in Xray (ARRT), Nuclear Medicine (NMTCB or ARRT) or Radiation Therapy (ARRT)

Call 281-476-1501 X1446 for approval to register

Note: Textbook required

Operation of magnetic resonance imaging equipment. Focuses on routine protocols, image quality, and quality control of magnetic resonance imaging. Includes theory and application of magnetic resonance imaging equipment and the principles of patient imaging techniques utilizing the equipment. Category A CE credit is approved by ASRT. (MRIT 2334)

$269  CEUs 4.8  HRS: 48
70160  Central  TBA
Jan 13-May 09

**Principles of Magnetic Resonance Imaging**

MRIT 2030

Prerequisites: Must have current national registration in X-Ray (ARRT), Nuclear Medicine (NMTCB or ARRT) or Radiation Therapy (ARRT). Call 281-476-1501 X1446 for approval to register.

Note: Textbook required

Focuses on the underlying scientific theory and practice leading to magnetic resonance imaging. Includes the concepts and scientific principles employed in magnetic resonance imaging techniques. Emphasis on principles of magnetism and interactions of living matter within magnetic fields. Category A CE credit is approved by the ASRT. (MRIT 2330).

$269  CEUs 4.8  HRS: 48
70159  Central  TBA
Jan 13-May 09

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To Register: All campuses 281-542-2020
SECTIONAL ANATOMY FOR MEDICAL IMAGING
RADR 2040
Prerequisites: Must have current national registration in X-Ray (ARRT), Nuclear Medicine (NMTCB or ARRT) or Radiation Therapy (ARRT). Contact 281-476-1501 X1446 for approval to register.
Note: Textbook required
This class is on-line. It designed to familiarize the student with anatomic relationships that are present under various sectional orientations as depicted by Computed Tomography, Magnetic Resonance Imaging, or Ultra-sonography. Category A CE credit is approved by the ASRT. (RADR 2340).
$269 CEUs 4.8 HRS: 48
70166 Central TBA
Jan 13-May 09

MAGNETIC RESONANCE IMAGING
CLINICAL I
MRIT 2061
Prerequisites: Sectional Anatomy for Medical Imaging and Principles of MRI, and must have current national registration in X-ray (ARRT), Nuclear Medicine (NMTCB), or Radiation Therapy (ARRT); Call 281-476-1501 X1446 for approval to register.
Note: NOT ASRT certified; textbook required
This course is designed to provide you specialized instruction and experience in the performance of the various procedures normally found in a magnetic resonance imaging facility. (MRIT 2360)
$269 CEUs 9.6 HRS: 96
70161 Central TBA
Jan 13-May 09

MAGNETIC RESONANCE IMAGING
CLINICAL II
MRIT 2061
Prerequisites: MRI Clinical I, and must have current national registration in X-ray (ARRT), Nuclear Medicine (NMTCB), or Radiation Therapy (ARRT); Call 281-476-1501 X1446 for approval to register.
Note: NOT ASRT certified; textbook required
This course is designed to provide you specialized instruction and experience in the performance of the various procedures normally found in a magnetic resonance imaging facility. (MRIT 2361)
$276 CEUs 9.6 HRS: 96
70162 Central TBA
Jan 13-May 09

MEDICAL OFFICE

AAPC Professional Medical Coding
HITT 1041
Prerequisites: Successful completion of Medical Office Professional or prior medical office/coding experience.
Note: Includes AAPC textbooks, AAPC Membership and CPC exam. You must bring your own current CPT and ICD 9 and HCPCS Coding Manuals.
The AAPC’s Professional Medical Coding Curriculum is developed to present the latest information related to medical or insurance reimbursement. You will learn the theory of coding, gain an understanding of the coding fundamentals and then incorporate this learning by using the lab book to work coding reports. The CPC certification exam is included and will be administered the last class day.
$1595 CEUs 9.0 HRS: 90
70095 Central TTh
Jan 23-May 15 6:30 p.m.-9:30 p.m.
Exam May 17 8 a.m. - 5 p.m.

ICD-10 Coding Workshop
HITT 2000
Prerequisites: Prior coding experience
Note: Call 281-542-2058 for additional details
This course will provide a comprehensive view of the transition of ICD-9 to ICD-10 coding practices and offer hands-on coding practice. Bring a current copy of the ICD-9-CM + ICD-10 coding books for reference.
$229 CEUs 1.2 HRS: 12
70084 Central SaSu
Jan 04-Jan 05 9 a.m. - 4 p.m.
Mar 01-Mar 02 9 a.m. - 4 p.m.
May 10-May 11 9 a.m. - 4 p.m.

To Register: All campuses 281-542-2020
PHLEBOTOMY TECHNICIAN

Phlebotomy Technician Basic
PLAB 1023
Prerequisites: Proof of high school diploma/GED completion
Note: Must also enroll in the Phlebotomy Practicum; textbook required
Students are involved in skill development to perform a variety of blood collection methods using proper techniques and universal precautions. This course includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology.

$395 CEUs 4.8 HRS: 48
70100 Central TTh
Jan 07-Feb 27 4 p.m.-7 p.m.
90082 Central MW
Feb 24-Apr 23 4 p.m.-7 p.m.

Phlebotomy Technician Practicum
PLAB 1064
Prerequisites: Proof of high school diploma/GED completion.
Proof of a current negative TB skin test and Hepatitis B vaccine. Background check through PreCheck is required and is an additional student expense.
Note: Must also be enrolled in Phlebotomy Technician Basic. Course begins after successful completion of Phlebotomy Technician Basic. Clinicals are usually 8-hour weekdays Dates, times, and location determined by instructor. This is a work-based learning experience with direct client care. This course enables the student to apply the theory, skills and concepts learned in the basic phlebotomy class in a supervised clinic or lab setting. Specific learning objectives are developed by the faculty.

$235 CEUs 12.0 HRS: 120
90081 Central MTWThF
Mar 07-Apr 04 7 a.m. - 4 p.m.
90083 Central MTWThF
May 02-May 30 7 a.m. - 4 p.m.

Applied Technologies & Trades

APPLIED TECHNOLOGIES & TRADES

Introduction to Craft Skills
INMT 1005
This course provides the student the opportunity to explore the pipefitting, welding, electrical and sheet metal trades. The curriculum is designed to introduce the student to the industry and provide an experience in each trade, in order to assist them in making a decision as to future studies.

$467 CEUs 8.0 HRS: 80
70122 Central TTh
Jan 07-Mar 13 6 p.m. - 10 p.m.

AUTO BODY COLLISION

Basic Refinishing
ABDR 1031
Introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry (ABDR 1431)

$336 CEUs 9.6 HRS: 96
70317 North MTWThF
Jan 13-May 09 12 p.m. - 1:10 p.m.

Collision Repair Welding
ABDR 1007
Study industry and standard welding and cutting procedures. (ABDR 1307)

$293 CEUs 6.4 HRS: 64
70319 North MTWThF
Jan 13-May 09 2:21 p.m. - 3:10 p.m.

Color Analysis and Paint Matching
ABDR 2053
Learn color theory, color analysis, tinting, and advanced blending techniques for commercially acceptable paint matching. (ABDR 2353)

$336 CEUs 9.6 HRS: 96
70308 North MTWThF
Jan 13-May 09 8:30 a.m. - 9:20 a.m.
70313 North Sa
Jan 25-May 03 7 a.m. - 11:55 a.m.
90149 North MTWThF
Mar 17-Apr 11 12 p.m. - 3 p.m.
**Major Collision Repair**
ABDR 2041
Students learn how to prepare vehicles for major repair processes. Topics include interpreting information from damage reports, planning repair sequences, selecting appropriate tools, and organizing removed parts for reinstallation. (ABDR 2541)

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**Structural Analysis I**
ABDR 1041
Students learn the roughing and shaping procedures on automotive sheet metal necessary to perform body repairs. Topics include the alignment of component parts such as doors, hood, front-end assemblies, and deck lids. (ABDR 1441)

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**Vehicle Trim and Hardware**
ABDR 1015
Students learn the preparation and installation of vehicle trim and glass. (ABDR 1315)

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**CONSTRUCTION**

**Basic Construction Safety**
CNBT 1010
Basic job construction safety in residential, commercial, and industrial construction. (CNBT 1210)

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**Building Codes and Inspections**
CNBT 1042
Learn to identify various construction classifications and occupancy categories; cross-reference the guidelines, tables, charts, and specifications as presented in the building codes; and determine if construction meets building codes. (CNBT 1442)

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**Commercial/Industrial Blueprint Reading**
CBNT 2010
Introductory blueprint reading for commercial/industrial construction. (CNBT 2310)

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**Linked Classes**
Classes labeled “Linked” are held in conjunction with academic/credit classes. Enrollment into these sections is limited and is on a space-available basis. CPD students in linked CE sections do not have to be admitted into the College and are TASP/THEA exempt. Courses that are linked with academic courses will adhere to the stated Continuing & Professional Development refund policy.
**CONSTRUCTION ESTIMATING I**

CNBT 1046
Learn to explain estimating procedures; estimate materials from blueprints; estimate cost of waste removable and recycling related to sustainable construction processes; and calculate labor units and costs. (CNBT 2317)

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**CONSTRUCTION SPECIFICATIONS AND CONTRACTS**

CNBT 2015
Learn the purpose of construction specifications; describe the Construction Specifications Institute (CSI) divisions in contract documents; and identify the typical legal documents required for construction. Identify the typical legal documents required by sustainable rating systems. (CNBT 2315)

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**GREEN BUILDING**

CNBT 2017
Learn to explain the concept of green building; and identify materials to build exterior and interior systems that reflect sustainable building concepts. Explore smart energy technologies and their effects on energy usage. (CNBT 2317)

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**ELECTRICAL / ELECTRONICS**

**ADVANCED ELECTRICITY**

HART 2031
Students will study the principles of motor operation, the theory of power distribution to motors, motor controls, motor protection, motor circuit troubleshooting, and the application of solid state devices. (HART 2431)

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**BASIC ELECTRICAL THEORY**

ELPT 1011
This course is a basic theory and practice of electrical circuits. It includes calculations as applied to alternating and direct current. Also covers electrical terminology, circuit analysis and mathematical formulas. (ELPT 1311)

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**COMMERCIAL WIRING**

ELPT 1045
A study of commercial wiring methods. Includes over current protection, raceway panel board installation, proper grounding techniques, and associate safety procedures. (ELPT 1345)

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**Electrical Calculations I**  
ELPT 1015  
Introduction to mathematical applications utilized to solve problems in the electrical field. Topics include fractions, decimals, percentages, simple equations, ratio and proportion, metric conversion, and applied geometry. Electrical calculations to solve DC and AC electrical circuits are included. (ELPT 1215)  
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70352  
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Jan 13-May 09  
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70227  
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Jan 14-May 08  
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70366  
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Jan 14-May 08  
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$226  
70226  
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Jan 14-May 08  
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Jan 14-May 08  
6:05 p.m. - 7:05 p.m.  

**Electrical Calculations II**  
ELPT 2015  
Mathematical applications used to solve problems in the electrical field. Includes fractions, decimals, ratio and proportion, applied geometry, and utilization of right triangles to calculate electrical values. (ELPT 2215)  
$226  
70243  
Central  
Jan 13-May 07  
6 p.m. - 6:55 p.m.  
70356  
North  
Jan 14-May 08  
10:10 a.m.- 11:10 a.m.  

**Electrical Machines**  
ELPT 1051  
Students will cover DC motors, single phase and polyphase alternating current motors and generators. (ELPT 1351)  
$279  
70354  
North  
Jan 14-May 08  
8 a.m. - 10:00 a.m.  
70240  
Central  
Jan 17-May 09  
6 p.m. - 9:50 p.m.  

**Electrical Planning & Estimating**  
ELPT 2037  
Students learn how to plan and estimate residential, industrial and commercial wiring systems costs. (ELPT 2337)  
$269  
70367  
Central  
Jan 14-May 08  
3:40 p.m. - 5:40 p.m.  
70247  
Central  
Jan 14-May 06  
6 p.m. - 9:50 p.m.  

**Electrical Systems Design**  
ELPT 2043  
This is a study of the electrical design of commercial and/or industrial projects including building layout, types of equipment, placement, sizing of electrical equipment, and all electrical calculations according to the requirements of the National Electrical Code (NEC). (ELPT 2343)  
$269  
70359  
North  
Jan 13-May 09  
3:40 p.m. - 4:35 p.m.  
70248  
Central  
Jan 13-Jan 22  
5:30 p.m. - 6:50 p.m.  

**Introduction to Programmable Logic Controllers**  
ELPT 1003  
Basic hardware and software applications for industrial Programmable Logic Controllers (PLC). Includes power supplies, discrete Input/Output (IO) modules, programming devices, processors, basic logic elements, timers, and counters. Materials provided  
$331  
70123  
Central  
Jan 06-Feb 10  
6 p.m. - 10 p.m.  
90113  
Central  
Mar 17-May 16  
6 p.m. - 10 p.m.  

**Journeyman Electrician Exam Review**  
ELPT 2001  
Preparation for journeyman electrician licensure with emphasis on calculations, and the National Electrical Code (NEC). Special attention is directed toward test taking skills, and practice exams as they apply to the state journeyman exam. (ELPT 2301)  
$269  
70244  
Central  
Jan 14-May 06  
7 p.m. - 9:55 p.m.  

**Motor Controls**  
ELPT 1041  
A study of operating principles dealing with solid-state and conventional controls along with their practical applications. Includes braking, jogging, plugging, and safety wiring. (ELPT 1441)  
$322  
70355  
North  
Jan 13-May 09  
12:45 p.m. - 2:25 p.m.  
70242  
Central  
Jan 13-May 07  
7 p.m. - 9:55 p.m.  

To Register: All campuses 281-542-2020
**Motors & Transformers**

ELPT 2005  
Motors and Transformers Operation of single and three-phase motors and transformers. Includes transformer banking, power factor correction, and protective devices. Also included are three-phase power concepts, transformer and motor connections.  
(ELPT 2405)  
$279  
CEUs 6.4  
HRS: 64  
70357  
North  
Jan 14-May 08  
1:30 p.m. - 3:30 p.m.

**National Electric Code I**

ELPT 1025  
An introductory study of the National Electric Code (NEC). Emphasis will be on wiring design, protection, methods and materials; equipment for general use, and basic calculations.  
(ELPT 1325)  
$269  
CEUs 4.8  
HRS: 48  
70236  
Central  
Jan 14-May 08  
10 a.m. - 11:20 a.m.  
70237  
Central  
Jan 15-May 07  
7 p.m. - 9:45 p.m.

**National Electric Code II**

ELPT 2025  
This is in-depth coverage of the National Electrical Code (NEC). Emphasis is placed on wiring protection and methods, special conditions, and advanced calculations.  
(ELPT 2325)  
$269  
CEUs 4.8  
HRS: 48  
70358  
North  
Jan 13-May 09  
2:35 p.m. - 3:30 p.m.  
70246  
Central  
Jan 13-May 05  
7 p.m. - 9:55 p.m.

**Programmable Logic Controllers I**

ELPT 2019  
Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls.  
(ELPT 2319)  
$279  
CEUs 6.4  
HRS: 64  
70245  
Central  
Jan 16-May 08  
6 p.m. - 9:40 p.m.

**Residential Wiring**

ELPT 1029  
Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.  
(ELPT 1429)  
$336  
CEUs 6.4  
HRS: 64  
70241  
Central  
Jan 13-May 07  
9 a.m. - 11:55 a.m.

**Advanced CNC**

MCHN 2035  
Prerequisite: Introduction to CNC  
This is a continuation of the ability to set up and operate CNC machining centers and CNC turning centers; select proper tooling with correct speeds and feeds; and produce a part to specific tolerances.  
90114  
CEUs 9.6  
HRS: 96  
Mar 17-May 07  
6 p.m. - 10 p.m.

**Introduction to CNC**

MCHN 2003  
Note: Textbook required  
Demonstrate operations of CNC machine controls; compare and contrast the differences between conventional and CNC machines; utilize CNC machine applications for machining operations.  
$670  
CEUs 6.4  
HRS: 64  
70124  
Central  
Jan 06-Mar 03  
6 p.m. - 10 p.m.

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**Linked Classes**

Classes labeled “Linked” are held in conjunction with academic/credit classes. Enrollment into these sections is limited and is on a space-available basis. CPD students in linked CE sections do not have to be admitted into the College and are TASP/THEA exempt. Courses that are linked with academic courses will adhere to the stated Continuing & Professional Development refund policy.
NON-DESTRUCTIVE TESTING

Advanced Ultrasonics
NDTE 2001
Emphasis is on welded plate, pipe, and TKY connectors, immersion testing, written practices and procedures. A study of modern shear wave testing techniques involving the ultrasonic test method. The testing portion of the course is concerned with a study of fundamental properties of sound theory, principles of wave propagation, operation of ultrasonic waves, ultrasonic test equipment, process and techniques as they apply to flaw characterization and sizing. Safety practices, procedures and current development in ultrasonic testing in the industrial area are stressed in relation and application to the metal working industry. (NDTE 2401)

$336  CEUs 9.6  HRS: 96
70261  Central  Sa
Jan 25-May 03  8:30 a.m. - 3:30 p.m.

Eddy Current Testing
NDTE 1040
Students will be able to apply eddy current testing and procedures. (NDTE 1440)

$336  CEUs 9.6  HRS: 96
70260  Central  Sa
Jan 25-May 03  1:45 p.m. - 8:45 p.m.

Film Interpretation of Weldments
NDTE 1001
Course designed to give clear insight into interpretation of radiographic images and evaluation of the quality of film. Mathematics involved requires knowledge of algebra, studies in such areas as simple stresses, physical principles, history of industrial radiography, general principles of examination of materials with penetrating radiation, interaction between penetrating radiation and matter, absorption, and scatter and related tables, and density calculations. (NDTE 1301)

$293  CEUs 6.4  HRS: 64
70253  Central  MW
Jan 13-May 07  5 p.m. - 6:50 p.m.
70254  Central  Sa
Jan 25-May 03  6 p.m. - 10:40 p.m.

Introduction to Corrosion
METL 1013
An introduction to internal, external, and atmospheric corrosion including terminology, causes of common corrosion problems in industry, and general remedies such as cathodic protection, protective coatings, material selection, and chemical treatments. (METL 1313)

$293  CEUs 6.4  HRS: 64
70249  Central  MW
Jan 13-May 07  5 p.m.-6:50 p.m.

Introduction to Testing & Inspection
QCTC 1046
A study of testing and inspection systems including pertinent specifications, inspection tools, gauges, instruments and mechanisms in illustrating the need for maintaining quality to establish standards. (QCTC 1446)

$336  CEUs 9.6  HRS: 96
70268  Central  MTWThF
Jan 13-Feb 07  8:30 a.m. - 1:44 p.m.
70265  Central  TTh
Jan 14-May 08  1:45 p.m. - 4:40 p.m.
70266  Central  TTh
Jan 14-May 08  7 p.m. - 9:55 p.m.
70267  Central  Sa
Jan 25-May 03  8:30 a.m. - 2:25 p.m.

Introduction to Ultrasonics 1 & 2
NDTE 1005
Students will learn the basic theory and applications of the ultrasonic techniques of materials testing. (NDTE 1405)

$336  CEUs 9.6  HRS: 96
70256  Central  TTh
Jan 14-May 08  1:45 p.m. - 4:40 p.m.
70255  Central  TTh
Jan 14-May 08  7 p.m. - 9:55 p.m.
70257  Central  Sa
Jan 25-May 03  4 p.m.-11 p.m.
90147  Central  MTWThF
Mar 17-Apr 11  8:30 a.m. - 1:44 p.m.

To Register: All campuses 281-542-2020
Liquid Penetrant & Magnetic Particle

NDTE 1010
This is an introduction to the study of non-destructive testing in accordance with SNT-TC-1A of materials before and after they are welded. An integral part of the course is the interpretation of non-destructive testing in accordance with building codes in liquid. (NDTE 1410)

$336
CEUs 9.6 HRS: 96
70258 Central MW
Jan 13-May 07 2:15 p.m. - 5:10 p.m.
70259 Central MTWThF
Feb 10-Mar 07 8:30 a.m. - 1:44 p.m.

Metrology and Blueprint Reading

QCTC 1048
Terminology, methodology, and practice of measurement systems and the calibration and use of basic measuring tools with techniques for interpreting blueprints. (QCTC 1448)

$336
CEUs 9.6 HRS: 96
70269 Central TTh
Jan 14-May 08 7 p.m. - 9:55 p.m.
70270 Central TTh
Jan 14-May 08 7 p.m. - 9:55 p.m.

Preparation for Certified Welding Inspector Exam

NDTE 2011
General principles of welding inspection including welding processes, terms and definitions, welding discontinuities, duties and responsibilities of inspectors, destructive and nondestructive testing, quality assurance/quality control, welding codes and blueprints, procedures, and case studies. It is an overview of welding tools and equipment, metallurgy, chemistry, and joint design. (NDTE 2411)

$336
CEUs 9.6 HRS: 96
70262 Central TTh
Jan 14-May 08 7 p.m. - 9:55 p.m.

Quality Assurance

QCTC 1043
Information on quality assurance principles and applications; designed to introduce the student to the quality assurance profession. (QCTC 1343)

$293
CEUs 6.4 HRS: 64
70264 Central F
Jan 17-May 09 6 p.m. - 9:50 p.m.

Standards and Codes

QCTC 2031
A study of philosophy and theory of standards, appropriate standard organizations and systems, integration to the application of standards criteria in society. Emphasis placed on the study of structural, mechanical and application of the ASME, AWS and API codes along with ASTM and MIL-STD. (QCTC 2331)

$293
CEUs 6.4 HRS: 64
70271 Central MW
Jan 13-May 07 7:30 p.m. - 9:20 p.m.
70272 Central TTh
Jan 14-May 08 5 p.m.-6:50 p.m.

Statistical Process Control

QCTC 1041
Students will be able to apply correlation methods, analysis of variance, dispersion and sampling techniques. (QCTC 1341)

$293
CEUs 6.4 HRS: 64
70263 Central F
Jan 17-May 09 6 p.m. - 11:55 p.m.

Welding Metallurgy I

METL 1001
A comprehensive study of refining properties, mechanical properties, and physical properties of ferrous and nonferrous materials including the theory of alloys, heat treatment, and testing. (METL 1405)

$336
CEUs 9.6 HRS: 96
70250 Central MW
Jan 13-May 07 7 p.m. - 9:55 p.m.
90146 Central MTWThF
Apr 14-May 09 8:30 a.m. - 1:45 p.m.

Key to Days of Week

| M | Monday   |
| T | Tuesday  |
| W | Wednesday|
| Th| Thursday |
| F | Friday   |
| S | Saturday |
| Su| Sunday   |
**Welding Metallurgy II**

METL 2035

An advanced course in the application of metallurgy principles to the processes and procedures pertaining to various metal compositions and fusions. Studies include the metallurgy and selection of filler metal groups, the nature of defects, metal fusion problems, thermal effects in metal fusion, and the welding of various kinds of steel and non-ferrous metals. (METL 2435)

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Jan 25-May 03 4 p.m.-11 p.m.

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**Occupational Health & Safety**

**Certified Occupational Safety Specialist (COSS)**

OSHT 1003

This course is designed to build core competencies in the field of safety for adult learners. COSS is a highly intensive, highly interactive course that focuses on providing individuals who are responsible for safety, the tools and techniques they need to make safety work for them.

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Jan 13-Jan 17 8 a.m. - 5 p.m.

Mar 17-Mar 21 8 a.m. - 5 p.m.

May 05-May 09 8 a.m. - 5 p.m.

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**Pipefitting**

**Advanced Pipefitting Standards, Specifications, and Installation**

PFPB 2032

Prerequisites: PFPB 1308 and PFPB 1343

Skill development in motorized equipment, above-ground pipe installation valves, field routing and vessel trim, spring can supports, testing piping systems and equipment, basic plumbing, planning work activities, and Non-Destructive Testing (NDT).

(PFPB 2332)

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Mar 17-Apr 10 6 p.m. - 10 p.m.

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**Basic Pipefitting Skills**

PFPB 1008

Covers the mathematical calculations used for laying lengths of pipe and associated fittings. Covers identification of pipe, pipe fittings, flanges and fasteners used in pipefitting along with safe hand and power tool usage. (PFPB 1308)

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Jan 13-Feb 06 6 p.m. - 10 p.m.

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**Pipefitting Fabrication & Blueprint Reading**

PFPB 1043

Prerequisite: PFPB 1308

Continuation of pipe fabrication, rigging, pipe hangers and supports, blueprint reading, standards and specifications, and trade math. (PFPB 1343)

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Feb 10-Mar 06 6 p.m. - 10 p.m.

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**Pipefitting: Advanced Fabrication and Installation**

PFPB 2033

Prerequisites: PFPB 1308 and PFPB 1343

Advanced pipe fabrication and pipe alignment for rotating equipment. Includes identifying, describing, applying, and maintaining stream traps, in-line specialties, special piping, hot taps, and valves. (PFPB 2333)

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Apr 14-May 08 6 p.m. - 10 p.m.

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To Register: All campuses 281-542-2020
TRUCK DRIVING

PTD DEFENSIVE DRIVING
NFND 0000
This is a required certification course for professional truck drivers. The course is for certification and insurance purposes only and cannot be utilized for traffic violations. This six-hour course is to meet state requirements.

28

TRUCK DRIVING

PTD DEFENSIVE DRIVING
NFND 0000
This is a required certification course for professional truck drivers. The course is for certification and insurance purposes only and cannot be utilized for traffic violations. This six-hour course is to meet state requirements.

$52 CEUs .6 HRS: 6
70116 Central F
Jan 31-Jan 31 7 a.m. - 1:30 p.m.
90115 Central F
Mar 21-Mar 21 7 a.m. - 1:30 p.m.
90109 Central Sa
Apr 25-Apr 25 7 a.m. - 1:30 p.m.

PROFESSIONAL TRUCK DRIVER ONE
CVOP 1013
General truck driving with hands-on skills development and instruction coordinated with the Department of Transportation. This course includes the required six-hour defensive driving course to meet state requirements.

$1647 CEUs 12.6 HRS: 126
70114 Central MTWTh
Jan 06-Feb 13 7 a.m. - 6 p.m.
70119 Central SaSu
Feb 22-May 25 7 a.m. - 6 p.m.
70117 Central MTWTh
Feb 17-Apr 03 7 a.m. - 6 p.m.
90106 Central MTWTh
Apr 07-May 15 7 a.m. - 6 p.m.

PROFESSIONAL TRUCK DRIVER TWO
CVOP 1040
This is a continuation of Professional Truck Driver One. General truck driving with hands-on skills development and instruction coordinated with the Department of Transportation. Instruction covers the operation of a tractor-trailer combination in city and highway conditions, including control and maneuvering of the vehicle through various traffic situations in different conditions with numerous tractor-trailer combinations.

$1348 CEUs 12.0 HRS: 120
70115 Central MTWTh
Jan 06-Feb 13 7 a.m. - 6 p.m.
70120 Central SaSu
Feb 22-May 25 7 a.m. - 6 p.m.
70118 Central MTWTh
Feb 17-Apr 03 7 a.m. - 6 p.m.
90107 Central MTWTh
Apr 07-May 15 7 a.m. - 6 p.m.

WELDING

ADVANCED GAS TUNGSTEN ARC WELDING GTAW
WLDG 2051
Advanced topics in GTAW welding, including welding in various positions and directions. (WLDG 2551)

$403 CEUs 12.8 HRS: 128
70302 North MWF
Jan 13-May 09 10:15 a.m. - 12:55 p.m.
70289 Central TTh
Jan 14-May 08 8 a.m. - 11:50 a.m.
70290 Central TTh
Jan 14-May 08 6 p.m. - 9:50 p.m.
70303 North TTh
Jan 14-May 08 6 p.m. - 10 p.m.
70291 Central F
Jan 24-May 03 6 p.m. - 12:35 p.m.
70292 Central MWF
Jan 13-May 07 6 p.m. - 9:50 p.m.
70305 North TTh
Jan 14-May 08 8 a.m. - 12 p.m.
70293 Central TTh
Jan 14-May 08 6 p.m. - 9:50 p.m.
70306 North TTh
Jan 14-May 08 6 p.m. - 10 p.m.
90148 Central MWF
Mar 17-May 09 8 a.m. - 1:20pm

To Register: All campuses 281-542-2020
**Advanced Shielded Metal Arc Welding SMAW**

WLDG 2043

These are advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding with open V-groove joints in all positions. (WLDG 2543)

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<tr>
<th>$403</th>
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**Intermediate Pipe Welding**

WLDG 2006

This is a comprehensive course on welding of pipe using the shielded metal arc welding (SMAW) process. Welds will be done using various positions. Topics covered include electrode selection, equipment setup and safe shop practices. (WLDG 2506)

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**Intermediate Welding using Multiple Processes**

WLDG 2013

Students are given instruction using layout tools and blueprint reading with demonstrations in some of the following processes: shielded metal arc welding, gas metal arc welding, gas tungsten arc welding, etc. (WLDG 2513)

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<th>$403</th>
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To Register: All campuses 281-542-2020
Maritime

MARITIME

ABLE BODIED SEAMAN
MART 2073
USCG & STCW approved, this course provides the student with the knowledge, understanding and proficiency required to work aboard vessels as an unlicensed watch stander. Professional training includes marlinspike seamanship, inland and international Rules of the Road, proficiency in survival craft operations, deck safety, and basic navigation.

$850
70140 Central MTWThF
Jan 27-Jan 31 8 a.m. - 5 p.m.

ADVANCED FIRE FIGHTING
VFFT 1051
The 4-day course is approved by the USCG as an advanced course. It will satisfy the STCW requirements as outlined in A-VI/3 and includes both theory and practical training and assessments. Many flag states require this course be taken at least once every 5 years by deck and engineering officers as well as those individuals responsible for the prevention and combating of fires aboard.

$750
70136 Central 8 a.m. - 5 p.m.
Jan 14-Jan 17
70144 Central 8 a.m. - 5 p.m.
Feb 04-Feb 07
90124 Central 8 a.m. - 5 p.m.
Mar 04-Mar 07
90131 Central 8 a.m. - 5 p.m.
Mar 25-Mar 28

ADVANCED LNG
NFND 0000
This 72-hour Tank Ship Liquefied Gases course will satisfy the training requirements of 46 CFR 13.209, 13.309, 13.409 or 13.509 for a LG Tanker man advance endorsement (Management Level) training requirements of paragraphs 1-7 and 22-34 of Section A-V/1 of the STCW Code. This course provides training for Masters, Chief engineers, Chief officers, 2nd engineers and anyone with immediate responsibility for the loading, discharging and care in transit or handling of LG cargoes. It comprises a specialized training program appropriate to their duties, including gas tanker safety, fire safety measures and systems, pollution prevention, operational practice and obligations under applicable laws and regulations. The course takes full account of Section A-V/1 of the STCW Code adopted by the International Convention on Standards of Training, Certification and Watch keeping for Seafarers 1995, as amended in 2010.

$2000
70145 Central MTWThF
Feb 03-Feb 14 8 a.m. - 5 p.m.
90132 Central 8 a.m. - 5 p.m.
Mar 31-Apr 11

APPRENTICE MATE (STEERING) WESTERN ROUTES
MARS 1078
Successful completion of this USCG approved 16-hour Apprentice Mate (Steersman) Western Rivers Navigation course and presentation of your Certificate of Training will satisfy the Navigation General examination requirements to add a Western Rivers route to a license as U.S. Coast Guard licensed Apprentice Mate (Steersman), Mate (Pilot) of Towing Vessels or Master of Towing Vessels Inland or Near Coastal (exam module 072XX).

$400
70139 Central 8 a.m. - 5 p.m.
Jan 23-Jan 24
70148 Central 8 a.m. - 5 p.m.
Feb 20-Feb 21
90133 Central 8 a.m. - 5 p.m.
Apr 03-Apr 04

To Register: All campuses 281-542-2020
**Automatic Radar Plotter Aid**

MARS 2076

Subjects in this 5-day course include review and recertification of radar plotting, ARPA theory, ARPA errors and limitations. This course covers technical and practical applications of radar and ARPA for those who will be in charge of navigational watch or a member of a bridge team. Information is presented that is necessary for the deck officer or bridge team member to stand safe bridge watch. This includes the theory, operation, limitations and practical applications of radar navigation, collision avoidance and radar and ARPA systems. Students who complete this course will be able to extract the information needed on course, speed and CPA to enable early action to be taken to provide for a safe passing distance.

$900 CEUs 3.2 HRS: 32
70142 Central MTWTh
Jan 27-Jan 30  8 a.m. - 5 p.m.
70149 Central MTWTh
Feb 17-Feb 20  8 a.m. - 5 p.m.
90134 Central MTWTh
Mar 31-Apr 03  8 a.m. - 5 p.m.

**Basic Safety Training**

MART 1077

USCG & STCW approved, this 40 hours course consisting of the following four modules: (1) Basic Fire Fighting, (2) First Aid & CPR, (3) Personal Survival Techniques, and (4) Personal Safety and Social Responsibilities satisfies the USCG and STCW requirements for Basic Safety Training.

$1000 CEUs 4.0 HRS: 40
70135 Central MTWThF
Jan 13-Jan 17  8 a.m. - 5 p.m.
70143 Central MTWThF
Feb 03-Feb 07  8 a.m. - 5 p.m.
90123 Central MTWThF
Mar 03-Mar 07  8 a.m. - 5 p.m.
90130 Central MTWThF
Mar 24-Mar 28  8 a.m. - 5 p.m.

**Bridge Resource Management (Non-Simulator)**

MART 1078

USCG & STCW approved, this course focuses the student on the skills required to operate a vessel safely and efficiently. Teamwork, teambuilding, communication, leadership, decision-making and resource management are incorporated into the larger operational picture of organizational and regulatory management. Also addressed is the management of operational tasks, risk, and stress.

$750 CEUs 2.4 HRS: 24
70134 Central WThF
Jan 08-Jan 10  8 a.m. - 5 p.m.
90126 Central WThF
Mar 05-Mar 07  8 a.m. - 5 p.m.

**Proficiency in Survival Craft**

MART 2074

USCG & STCW approved, this course provides the knowledge, understanding, and proficiency required to take charge of a survival craft during and after launching. Topics include all the knowledge and duties associated with management of the preparation, embarkation, launching, and taking command of a lifeboat under oars or power, or an inflatable life raft.

$700 CEUs 3.2 HRS: 32
90135 Central MTWTh
Apr 08-Apr 11  8 a.m. - 5 p.m.

**Radar Observer-Inland**

MART 2071

This course covers the methods by which the radar detects contacts and demonstrates the limitations of the radar equipment including the dangers of over-reliance on information derived from radar. The exercises used in this course of instruction will provide practice in the proper use of the radar and to recognize potential threats and determine proper action to avoid these threats in accordance with the applicable Rules of the Road. Students who successfully complete this course will be able to determine information on course, speed and CPA of radar contacts to enable early action to be taken to provide for a safe passing distance.

$400 CEUs 3.2 HRS: 32
70138 Central MTWTh
Jan 20-Jan 23  8 a.m. - 5 p.m.
70147 Central MTWTh
Feb 10-Feb 13  8 a.m. - 5 p.m.
90128 Central MTWTh
Mar 17-Mar 20  8 a.m. - 5 p.m.
90137 Central MTWTh
Apr 07-Apr 10  8 a.m. - 5 p.m.

**Radar Observer-Unlimited**

MART 2072

USCG & STCW approved, this course covers the proper use of radar for risk assessment, collision avoidance, and navigation. Trainees use commercial radar equipment with landmasses, environmental effects and vessel returns generated by Transas simulation.

$750 CEUs 4.0 HRS: 40
70137 Central MTWThF
Jan 20-Jan 24  8 a.m. - 5 p.m.
70146 Central MTWThF
Feb 10-Feb 14  8 a.m. - 5 p.m.
90127 Central MTWThF
Mar 17-Mar 21  8 a.m. - 5 p.m.
90136 Central MTWThF
Apr 07-Apr 11  8 a.m. - 5 p.m.
**Tankerman PIC-Barge (DL)**  
**MART 2076**  
USCG & STCW approved, this course provides the student with the knowledge required for the safe loading, discharge and carriage of dangerous liquid (DL) cargos in bulk. Topics include DL regulations, pollution prevention, spill response, cargo loading, discharge planning and management, the Declaration of Inspection, vapor control systems, the use of personal protective equipment during operations, and record keeping.

$900  
**CEUs 4.0  HRS: 40**  
70141 Central MTWThF  
Jan 06-Jan 10 8 a.m. - 5 p.m.  
70150 Central MTWThF  
Feb 24-Feb 28 8 a.m. - 5 p.m.  
90129 Central MTWThF  
Mar 17-Mar 21 8 a.m. - 5 p.m.

**Vessel Security Officer**  
**MART 1073**  
This 2-day DNV approved course provides knowledge to those who may be designated to perform the duties and responsibilities of a Vessel Security Officer with respect to the security of a ship, for implementing and maintaining a Vessel Security Plan and for liaising with the Company Security Officer (CSO) and with Port Facility Security Officers (PFSOs).

$500  
**CEUs 1.6  HRS: 16**  
70133 Central MT  
Jan 06-Jan 07 8 a.m. - 5 p.m.  
90128 Central MT  
Mar 03-Mar 04 8 a.m. - 5 p.m.

**Education**

**ENGLISH**  
**Communicating Clearly in English, Part I**  
**COMG 1007**  
Prerequisite: Successful Completion of ESL Level 5, 6, 7 or have made the required score on the assessment test  
Note: Textbook is required. If age 17, parental or guardian consent is required.  
This course is Part 1 of a comprehensive program to provide intermediate and advanced ESL students with the tools they need to communicate clearly in English, targeting pronunciation. This level emphasizes exploration of various reference sources and practices suggested proofreading techniques to assist with on-the-job document production. It is designed for advancing students into higher level English language skills.

$250  
**CEUs 4.8  HRS: 48**  
90006 South MTWTh  
Apr 14-May 08 9 a.m. - 12:30 p.m.

**English Communication Skills 1 with Computer Applications**  
**COMG 1000**  
Prerequisite: Pre-assessment required  
Note: Textbook and workbook are required. If age 17, parental or guardian consent is required.  
Learn to carry on simple conversations, ask and answer personal information questions; behave comfortably in social or work situations; read simple English material; write simple present-tense messages, and proceed through segments of daily life such as check writing, reading bills and notices and shopping in grocery stores. Also includes ten hours of computer lab time utilizing specialized software to help students learn and reinforce their English skills.

$275  
**CEUs 4.8  HRS: 48**  
70034 North MTWTh  
Jan 13-Feb 06 9 a.m. - 12 p.m.  
Jan 24-Jan 24 9 a.m. - 12 p.m.

To Register: All campuses 281-542-2020
**English Communication Skills 2 with Computer Applications**

COMG 1000

Prerequisite: Pre-assessment required

Note: Textbook and workbook are required. If age 17, parental or guardian consent is required.

Learn to carry on simple conversations; prepare a resume of work experience; understand conversations with school teachers, doctors and bank personnel, ask for clarifications as needed; behave comfortably in business-related situations; read newspapers with 50 percent comprehension; and understand televised news and weather broadcasts. Also includes ten hours of computer lab time utilizing specialized software to help students learn and reinforce their English skills.

$275  CEUs 4.8  HRS: 48

70035  North  MTWTh
Feb 10-Mar 06  9 a.m. - 12 p.m.

**English Communication Skills 3 with Computer Applications**

COMG 1001

Prerequisite: Pre-assessment required

Note: Textbook and workbook are required. If age 17, parental or guardian consent is required.

Extend your conversational skills to increase speaking proficiency. Introduction to short writing exercises in multiple tenses. Better understand U.S. culture through visual and audio means. Increase confidence in social and business settings. Be able to comprehend televised commentary to a great degree. Also includes ten hours of computer lab time utilizing specialized software to help students learn and reinforce their English skills.

$275  CEUs 4.8  HRS: 48

90009  North  MTWTh
Mar 17-Apr 10  9 a.m. - 12 p.m.

**English Communication Skills 4**

COMG 1004

Prerequisite: Pre-assessment required

Note: Textbook and workbook required

This is a continuation of Level 3. This course will provide dynamic communicative practice for students whose primary language is other than English, exposing students to the uses of language in a variety of situations. This level will provide the student with skills to summarize the main idea in writing.

$250  CEUs 5.6  HRS: 56

70028  South  MTWTh
Jan 13-Feb 06  9 a.m. - 12:30 p.m.

Jan 24-Jan 24  9 a.m. - 12:30 p.m.

**English Communication Skills 5**

COMG 1005

Prerequisite: Pre-assessment required

Note: Textbook and workbook required

This level focuses on the improvement in reading and vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job or academic success. The emphasis is on recognition and comprehension of idioms, analogies, antonyms and synonyms, and context clues. The interpretation of factual material and opinions associated with job-related and daily life communications is the focus of this course.

$250  CEUs 5.6  HRS: 56

70032  Central  MTWTh
Jan 13-Feb 06  9 a.m. - 12:30 p.m.

Jan 24-Jan 24  9 a.m. - 12:30 p.m.

Feb 10-Mar 06  9 a.m. - 12:30 p.m.

Feb 14-Feb 14  9 a.m. - 12:30 p.m.

To Register: All campuses 281-542-2020
**English Communication Skills 6**
COMG 1005
Prerequisite: Pre-assessment required
Note: Textbook and workbook required
This is a continuation of English Communication Skills Level 5. This level focuses on the improvement in reading and vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job or academic success.

$250 CEUs 5.6 HRS: 56
70033 Central MTWTh
Feb 10-Mar 06 9 a.m. - 12:30 p.m.
Feb 14-Feb 14 9 a.m. - 12:30 p.m.
90004 South MTWTh
Mar 17-Apr 10 9 a.m. - 12:30 p.m.

**English Communication Skills 8**
COMG 1007
Prerequisite: Pre-assessment required
Note: Textbook and workbook required
This is a continuation of English Communication Skills Level 7 designed for the student who needs to focus on comprehending challenging materials, texts, or practical discussions for fluency in the English language.

$250 CEUs 5.6 HRS: 56
70031 South MTWTh
Feb 10-Mar 06 9 a.m. - 12:30 p.m.
Feb 14-Feb 14 9 a.m. - 12:30 p.m.
90008 Central MTWTh
Apr 14-May 08 9 a.m. - 12:30 p.m.

**English Communication Skills 7**
COMG 1005
Prerequisite: Pre-assessment required
Note: Textbook and workbook required
Level 7 is designed for the student who needs to focus on comprehending challenging materials for the workplace or for academic success. This level will prepare the student with the skills to determine meaning from written text, identify word forms and variation in meaning, synonyms and antonyms, context clues, connotation and denotation and fact and opinion. It is designed for advancing students into higher level English language skills.

$250 CEUs 5.6 HRS: 56
70030 South MTWTh
Jan 13-Feb 06 9 a.m. - 12:30 p.m.
Jan 24-Feb 24 9 a.m. - 12:30 p.m.
90007 Central MTWTh
Mar 17-Apr 10 9 a.m. - 12:30 p.m.

**English Communication Skills 9**
COMG 1007
Prerequisite: Pre-assessment required
Note: Textbook and workbook required
This level is designed for advanced students who want to focus on the exploration of various reference sources and who would like to practice suggested proofreading techniques to assist them with on the job document production or for academic success.

$250 CEUs 5.6 HRS: 56
90005 South MTWTh
Mar 17-Apr 10 9 a.m. - 12:30 p.m.

**Linked Classes**

Classes labeled “Linked” are held in conjunction with academic/credit classes. Enrollment into these sections is limited and is on a space-available basis. CPD students in linked CE sections do not have to be admitted into the College and are TASP/THEA exempt. Courses that are linked with academic courses will adhere to the stated Continuing & Professional Development refund policy.

**Key to Days of Week**

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To Register: All campuses 281-542-2020
LANGUAGES

Conversational Sign Language I
SLNG 1001
Note: Textbook required
This course is designed as an introduction to American Sign Language through sign vocabulary, finger spelling and number signing. The class provides basic functional skills required for communication with the deaf. It also presents an introduction to deaf culture with enhanced exposure offered through various guest speakers (hearing and deaf). Through mime, games, music and fun students will build and strengthen their expressive and receptive practical ASL skills. No prior knowledge of sign language is required.
$175  CEUs 3.0  HRS: 30
90018  South  MW
Mar 31-Apr 30  6 p.m. - 9 p.m.

Conversation Sign Language II
SLNG 1002
Prerequisite: Conversational Sign Language I
Note: Textbook required
A continuation of American Sign Language (Conversational Sign Language I). Continue gaining skills and knowledge to pursue an interpreting career by being introduced to the ASL glossary for further development of vocabulary. Students will learn classifiers and their placement. There will be expressive and receptive use of directional verbs, negations and English to ASL sentences.
$175  CEUs 1.8  HRS: 18
90020  South  MW
May 05-May 21  6 p.m. - 9 p.m.

MENTAL HEALTH

Certified Anger Management Instructor/Facilitator
PMHS 2000
As a group leader and instructor, this course will provide you with a framework for anger management group instruction, as well as some insight into aggression and frustration theory and the fight or flight concepts of human behavior. The goal of the anger instructor two-day program is to certify therapists, counselors, social workers, group facilitators, and training managers and others who provide helping services to anger addicts.
Note: Textbook required; additional print resources; online resources; other suggested materials
$275  CEUs 1.6  HRS: 16
70065  North  Sa
Jan 11-Jan 18  8 a.m. - 5 p.m.

Certified Domestic Violence Facilitator
PMHS 2000
As a group leader, this course will provide you with a framework for domestic violence and battering intervention group instruction. Interactive lessons and exercises cover important topics such as respect and accountability, maintaining positive relationships, good communication, parenting, and the role of religion in recovery. This course will count towards and give new instructors the needed amount of BIPP battering intervention training as well as count towards the continuing education requirement for current instructors.
Note: Textbook required; additional print resources; online resources; other suggested materials
$275  CEUs 1.6  HRS: 16
70065  North  Sa
Jan 11-Jan 18  8 a.m. - 5 p.m.

Current Trends and Ethics in Substance Abuse Treatment
PMHS 1005
This Continuing Education training focuses on the current trends and evidence-based treatments that are being implemented in the behavioral health and substance abuse counseling field. The course will also focus on and include three hours of ethics training to meet part of the DSHS, CEU requirements for LCDCs, LPCs, and LCSWs.
Note: Materials provided; online resources available.
$275  CEUs 1.6  HRS: 16
90038  North  Sa
Apr 05-Apr 05  8 a.m. - 5 p.m.
**PREVENTION AND INTERVENTION OF AGGRESSIVE BEHAVIOR**

**VNSG 1036**

Note: Textbook required; online resources available

This training focuses on prevention and offers proven strategies for safely defusing anxious, hostile, or violent behavior at the earliest possible stage. The course will also focus on current trends in hospital and mental health facilities as well as evidence based practices to help deal with disasters and crises in the health science professions.

$275  
CEUs 1.6  
HRS: 16

70064  
North  
Feb 15-Feb 15  
8 a.m. - 5 p.m.

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**PARA EDUCATOR TRAINING**

**Para Educator Institute Training**

**CDEC 1032**

Prerequisite: High School Diploma or GED from Texas accredited institution

Note: Materials provided

The first two days of each institute will consist of training in four modules. On day three, participants will take the Consortium for the Advancement of Professional Excellence (C.A.P.E.) Para Educator’s Assessment of Competencies. Based on test results, participants will either receive certification or an opportunity to receive tutorial and re-test support.

$195  
CEUs 1.8  
HRS: 18

70036  
South  
Jan 11-Jan 25  
8 a.m. - 3:30 p.m.

70039  
South  
Feb 08-Feb 22  
8 a.m. - 3:30 p.m.

90011  
South  
Apr 05-Apr 26  
8 a.m. - 3:30 p.m.

90014  
South  
May 03-May 17  
8 a.m. - 3:30 p.m.

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**Effective Study Skills**

**STUDY SKILLS**

**NFND 0000**

Note: Bring paper and two pens

Effective Study Skills (ESS) is a copyrighted, nationally published, and scientifically validated system for study developed by Houston sociologist James K. Semones. Taught to thousands of high school, college, and graduate students throughout the United States, this seminar will be taught in person by its author and developer. ESS is designed for learners 15 years of age and up. In one dynamic seminar, students are taught how to use a comprehensive, skill-based system to earn superior grades in school. Skills covered include how to read a textbook for maximum comprehension and retention, get the most out of class, take effective notes, manage time effectively, prepare for different types of exams in order to earn superior grades, conquer test anxiety, etc. The seminar also incorporates a confidential pretest to enable each participant to accurately pinpoint current skill levels and areas that need improvement. (Note: One or both parents may attend for free for each registered high school student.)

$75  
CEUs .8  
HRS: 8

90017  
North  
Mar 01-Mar 01  
8 a.m. - 5 p.m.

To Register: All campuses 281-542-2020
TEST PREPARATION

GED Preparation Tutorial
NFND 0000
Note: Textbook and Casio FX-260 calculator are required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. The student must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.
The longer GED Preparation series allows for a greater focus on subject matter than the traditional GED Review. Subject matter is covered at a slower pace and a more in-depth level than the GED Review. The series includes Mathematics, Social Studies/Science, and Language Arts. Take each course separately or as a series.

$395 CEUs 9.6 HRS: 96
70044
Jan 13-Jan 16 Central 6 p.m. - 9 p.m. MTWTh
Jan 21-Jan 29 6 p.m. - 9:30 p.m. MTWTh
Jan 30-Feb 17 6 p.m. - 9 p.m. MTWTh
Feb 19-Feb 20 6 p.m. - 9:30 p.m. WTh
Feb 24-Mar 05 6 p.m. - 9 p.m. MTWTh
Mar 06-Mar 06 6 p.m. - 9:30 p.m. Th 70046
Jan 13-Jan 16 6 p.m. - 9 p.m. MTWTh
Jan 21-Jan 29 6 p.m. - 9:30 p.m. MTWTh
Jan 30-Feb 17 6 p.m. - 9 p.m. MTWTh
Feb 19-Feb 20 6 p.m. - 9:30 p.m. WTh
Feb 24-Mar 05 6 p.m. - 9 p.m. MTWTh
Mar 06-Mar 06 6 p.m. - 9:30 p.m. Th 70051
Jan 13-Jan 16 6 p.m. - 9 p.m. MTWTh
Jan 21-Jan 29 6 p.m. - 9:30 p.m. MTWTh
Jan 30-Feb 17 6 p.m. - 9 p.m. MTWTh
Feb 19-Feb 20 6 p.m. - 9:30 p.m. WTh
Feb 24-Mar 05 6 p.m. - 9 p.m. MTWTh
Mar 06-Mar 06 6 p.m. - 9:30 p.m. Th

GED Preparation: Language Arts
NFND 0000
Note: Textbook is required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. The student must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.
For GED applicants who have yet to complete the Language Arts portion of the test. This course is ideal for GED candidates who need more intense preparation and practice in reading and writing. The Language Arts preparation includes test-taking practice.

$165 CEUs 3.6 HRS: 36
70055
Jan 13-Jan 16 Central 6 p.m. - 9 p.m. MTWTh
Jan 21-Jan 29 6 p.m. - 9:30 p.m. MTWTh
Jan 30-Feb 17 6 p.m. - 9 p.m. MTWTh
Feb 19-Feb 20 6 p.m. - 9:30 p.m. WTh
Feb 24-Mar 05 6 p.m. - 9 p.m. MTWTh
Mar 06-Mar 06 6 p.m. - 9:30 p.m. Th 70051
Jan 13-Jan 16 6 p.m. - 9 p.m. MTWTh
Jan 21-Jan 29 6 p.m. - 9:30 p.m. MTWTh
Jan 30-Feb 17 6 p.m. - 9 p.m. MTWTh
Feb 19-Feb 20 6 p.m. - 9:30 p.m. WTh
Feb 24-Mar 05 6 p.m. - 9 p.m. MTWTh
Mar 06-Mar 06 6 p.m. - 9:30 p.m. Th

To Register: All campuses 281-542-2020
GED Preparation: Math
NFND 0000
Note: Textbook and Casio FX-260 calculator are required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. The student must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.
This course is ideal for GED applicants who need more intense review in math including those who will be learning some mathematical concepts for the first time. The Math preparation includes test-taking techniques.

$165 CEUs 3.6 HRS: 36
70052 Central
Jan 13-Jan 16 6 p.m. - 9 p.m.
Jan 21-Jan 29 6 p.m. - 9: 30 p.m.
Jan 30-Jan 30 6 p.m. - 9 p.m.
70053 South
Jan 13-Jan 16 6 p.m. - 9 p.m.
Jan 21-Jan 29 6 p.m. - 9: 30 p.m.
Jan 30-Jan 30 6 p.m. - 9 p.m.
70054 North
Jan 13-Jan 16 6 p.m. - 9 p.m.
Jan 21-Jan 29 6 p.m. - 9: 30 p.m.
Jan 30-Jan 30 6 p.m. - 9 p.m.
90026 Central
Mar 31-Apr 17 6 p.m. - 9 p.m.
90027 South
Mar 31-Apr 17 6 p.m. - 9 p.m.
90028 North
Mar 31-Apr 17 6 p.m. - 9 p.m.

GED Preparation: Social Studies/Science
NFND 0000
Note: Textbook is required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required; must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.
For GED applicants who have yet to complete the Social Studies and Science portions of the test. This course is ideal for GED candidates who need more intense tutoring and practice. Like the traditional GED Preparation class, test-taking preparation is included.

$120 CEUs 2.4 HRS: 24
70060 Central
Feb 24-Mar 06 6 p.m. - 9 p.m.
Feb 24-Mar 06 6 p.m. - 9 p.m.
Feb 24-Mar 06 6 p.m. - 9 p.m.
90034 Central
May 12-May 22 6 p.m. - 9 p.m.
90035 South
May 12-May 22 6 p.m. - 9 p.m.
90036 North
May 12-May 22 6 p.m. - 9 p.m.

To Register: All campuses 281-542-2020
Life Long Learning

ARTS & CRAFTS

CERAMICS I
NFND 0000
Note: No textbook required; must be approved by the credit department
Studio Course - An introduction to basic ceramic processes and an exploration of clay as an artistic medium. Includes mechanical (wheel-thrown) and hand-built techniques, and glazing and firing processes. (ARTS 2346)
$289 CEUs 9.6 HRS: 96
70169 Central MW
Jan 13-May 09 6 p.m. - 9 p.m.

CERAMICS II
NFND 0000
Prerequisite: ARTS 2346
Note: No textbook required; must be approved by the credit department
Studio course - A continuation of ARTS 2346. Exploration of clay as an artistic medium, concentrating on combinations of mechanical and hand-built techniques. (ARTS 2347)
$289 CEUs 9.6 HRS: 96
70170 Central MW
Jan 13-May 09 6 p.m. - 9 p.m.

CAKE DECORATING

WILTON CAKE DECORATING BASICS
(WILTON COURSE 1)
NFND 0000
Note: Students need to purchase Wilton textbook and Wilton Student Kit (available in SJC bookstore) prior to class starting.
This is the foundation for all Wilton Method Courses. Successful decorating begins with the basics of organizing the ingredients and supplies baking the cake and preparing for decorating, making the icing, and learning how to use the decorating tools properly. You will be introduced to basic cake decorating by learning the star, drop flower, piping gel transfers and be introduced to the rose.
$49 CEUs .8 HRS: 8
70081 North M
Jan 27-Feb 17 6:30 p.m.-8:30 p.m.
70082 North W
Jan 29-Feb 19 6:30 p.m.-8:30 p.m.
90051 North M
Feb 24-Mar 24 6:30 p.m.-8:30 p.m.
90052 North W
Feb 26-Mar 26 6:30 p.m.-8:30 p.m.

WILTON FLOWERS AND CAKE DESIGN
(CAKE DECORATING COURSE 2)
NFND 0000
Prerequisite: Wilton Cake Decorating I
Note: Students need to purchase Wilton textbook and Wilton Student Kit (available in SJC bookstore) prior to class starting.
In this course you will learn to make beautiful flowers, such as the rose, rosebud, daffodils and violets, perfect for any occasion. Just as important as learning to make the flowers, you will learn the basic design principles to create impressive floral arrangements on your cake. To finish your cake you will learn the basket weave and reverse shell for a lovely finished cake.
$49 CEUs .8 HRS: 8
90055 North M
Mar 31-Apr 21 6:30 p.m.-8:30 p.m.
90056 North W
Apr 02-Apr 23 6:30 p.m.-8:30 p.m.

WILTON GUM PASTE AND FONDANT
NFND 0000
Prerequisite: Wilton Cake Decorating I and II
Note: Students need to purchase Wilton textbook and Wilton Student Kit (available in SJC bookstore prior to class starting).
Learn how to create incredible lifelike flowers such as the carnation and daisy using the latest gum paste and fondant tools and techniques. You will also learn to cover your cake and cake board with fondant for an impressive display. Then you will finish off your cake using your choice of borders taught in class.
$49 CEUs .8 HRS: 8
90153 North M
Apr 28-May 19 6:30 p.m.-8:30 p.m.
90154 North W
Apr 30-May 21 6:30 p.m.-8:30 p.m.

DANCE

BALLET II
NFND 0000
Prerequisite: Placement audition
Continuation and progression of DANC 1341 with emphasis on development and refinement of barre and center technique. (DANC 1342)
$269 CEUs 9.6 HRS: 96
70171 South MTWTh
Jan 13-May 09 1:45 p.m. - 3:10 p.m.
**Ballet IV**  
NFND 0000  
This course offers further exposure to the theory, practice, and terminology of classical ballet with emphasis on expansion and refinement of the skills developed in Ballet III. (DANC 2342)  
Prerequisite: Placement audition  
$269 CEUs 9.6 HRS: 96  
70173 South MTWTh  
Jan 13-May 09 1:45 p.m. - 3:10 p.m.

**Ballroom Dance Lessons I**  
NFND 0000  
Foxtrot, Swing, Waltz, Cha Cha Cha (6 week course). Fun-easy-relaxing-great exercise-keep on dancing; a partner is required.  
$80 CEUs 1.2 HRS: 12  
70067 South Th  
Jan 23-Mar 06 7 p.m. - 9 p.m.

**Ballroom Dance Lessons II**  
NFND 0000  
Rhumba, Tango, Salsa, Merengue (6 week course). Fun-easy-relaxing- great exercise-keep on dancing A partner is required.  
$80 CEUs 1.2 HRS: 12  
90039 South Th  
Mar 20-Apr 24 7 p.m. - 9 p.m.

**Belly Dancing I**  
NFND 0000  
Note: Students must purchase zills for $15.00-$20.00.  
Using the ancient and sensual art of belly dancing you can tone your body and captivate imagination. This class will strive to be creative and aerobic along with stretching and toning all muscle groups.  
$80 CEUs 1.2 HRS: 12  
70071 Central T  
Jan 28-Mar 04 5:30 p.m. - 7:20 p.m.

**Belly Dancing II**  
NFND 0000  
Continuation and progression of DANC 1345 with emphasis on floor and center work, rhythm, and movement combinations.  
$269 CEUs 9.6 HRS: 96  
70172 South MTWTh  
Jan 13-May 09 10:10 a.m. - 11:35 a.m.

**Modern Dance I**  
NFND 0000  
Beginning technique in modern dance with emphasis on floor and center work, basic rhythm, and movement combinations.  
(DANC 1345)  
$183 CEUs 9.6 HRS: 96  
70187 Central MW  
Jan 13-May 09 11:45 a.m. -1:10 p.m.

**Modern Dance II**  
NFND 0000  
Continuation and progression of DANC 1345 with emphasis on floor and center work, rhythm, and movement combinations.  
(DANC 1346)  
$269 CEUs 9.6 HRS: 96  
70174 South MTWTh  
Jan 13-May 09 10:10 a.m. - 11:35 a.m.

**Modern Dance IV**  
NFND 0000  
Course will build upon and expand the technical skills developed in earlier Modern Dance courses as well as emphasize and enhance artistic aspects of movement. (DANC 2346)  
$269 CEUs 9.6 HRS: 96  
70175 Central Th  
Jan 13-May 09 10:10 a.m. - 11:35 a.m.

**FINANCIAL MANAGEMENT**  
**RETIREMENT PLANNING TODAY**  
NFND 0000  
This is an objective education course that examines many aspects of personal finance and how they can work together to create an integrated successful retirement plan. Shows you how to access your financial situation and develop a personalized plan to achieve your financial and retirement goals.  
$70 CEUs .9 HRS: 9  
70079 South Th  
Feb 13-Feb 27 6: 30 p.m.-9: 30 p.m.
To Register: All campuses 281-542-2020

Motorcycle Riders Course

Prerequisite: Student must have a valid driver's license or instructional permit. Students must be able to ride a bicycle.
Note: Motorcycle and helmet for class will be provided
Upon successful course completion, certificate is issued for submission to the Texas Department of Public Safety (DPS).
Motorcycles are furnished (250cc). Students must wear a helmet, over-the-ankle leather shoes/boots with heels, gloves, long sleeve shirt, long pants, glasses or face shield. Depending on student skill level and size of class, hours may vary.

No refunds are given after the course begins.
$195 CEU 1.9 HRS: 19
Meets Friday 6 p.m. - 9 p.m. Saturday and Sunday 7:30 a.m. - 3:30 p.m.
Contact any campus office to register - 281-542-2020.

Central Campus
70087 Central FSaSu
Jan 24-Jan 26
70090 Central FSaSu
Feb 14-Feb 16
90064 Central FSaSu
Mar 21-Mar 23
90065 Central FSaSu
Apr 04-Apr 06
90066 Central FSaSu
Apr 25-Apr 27
90067 Central FSaSu
May 09-May 11
95001 Central FSaSu
May 30-Jun 01

North Campus
70091 North FSaSu
Jan 31-Feb 02
70092 North FSaSu
Feb 21-Feb 23
90068 North FSaSu
Mar 21-Mar 23
90069 North FSaSu
Apr 04-Apr 06
90070 North FSaSu
Apr 11-Apr 13
90072 North FSaSu
May 16-May 18

South Campus
70093 South FSaSu
Feb 07-Feb 09
90073 South FSaSu
Feb 28-Mar 02
90074 South FSaSu
Mar 28-Mar 30
90075 South FSaSu
Apr 11-Apr 13
90076 South FSaSu
Apr 25-Apr 27
90077 South FSaSu
May 02-May 04
90078 South FSaSu
May 16-May 18
95002 South FSaSu
May 30-Jun 01

Life Long Learning

MUSIC

Concert Choir
NFND 0000
Membership is open to all students on the basis of audition. This group has a limited membership which performs serious and entertaining music throughout the semester. (MUEN 1143)
$183 CEUs 4.8 HRS: 48
70175 Central T
Jan 28-May 02 6: 30 p.m.-9: 30 p.m.

PAINTING/DRAWING

Painting I
NFND 0000
Exploring the potentials of painting media with emphasis on color and composition. (ARTS 2316)
$279 CEUs 9.6 HRS: 96
70167 Central TTh
Jan 14-May 09 11:45 a.m. -2:45 p.m.

Painting II
NFND 0000
Prerequisite: ARTS 2316 or approval of department chair
Continuation of Painting I with emphasis on individual expression. (ARTS 2317)
$279 CEUs 9.6 HRS: 96
70168 Central TTh
Jan 14-May 09 11:45 a.m. -2:45 p.m.
**SCARPBOOKING**

**SCARPBOOKING 2: PAGE ELEMENTS AND DESIGN**

NFND 0000
Scrapbooking page elements and design, pictures, paper, title/journaling, embellishments and color theory.

<table>
<thead>
<tr>
<th>$20</th>
<th>CEUs</th>
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<tbody>
<tr>
<td>90047</td>
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<td>Mar 06-Mar 06</td>
<td>7 p.m. - 9 p.m.</td>
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**SCARPBOOKING SESSION 1: THE BASICS OF SCARPBOOKING**

NFND 0000
Basic scrapbooking tools, adhesives, supplies and organization trends related to getting started in scrapbooking.

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<th>$20</th>
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<td>Feb 27-Feb 27</td>
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**SCARPBOOKING SESSION 3: TELLING THE STORY**

NFND 0000
An advanced look at tools, techniques, and trends related to page enhancements such as titles, lettering, stickers, embellishments, etc.

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<tr>
<th>$20</th>
<th>CEUs</th>
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<td>Mar 20-Mar 20</td>
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**SCARPBOOKING SESSION 4: EXCITING EMBELLISHMENTS**

NFND 0000
A comprehensive look at tools, techniques, and trends related to advanced page enhancements such as embossing, painting, chalking and stamping.

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<th>$20</th>
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<tr>
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<td>Mar 27-Mar 27</td>
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**SCARPBOOKING SESSION 5: BRING ON THE BLING**

NFND 0000
Tools, techniques and trends related to adding dimension to projects and pages through the use of elements such as metal, fibers, chipboard, beads and brads and buttons.

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<tr>
<th>$20</th>
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<tr>
<td>90050</td>
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<td>Apr 03-Apr 03</td>
<td>7 p.m. - 9 p.m.</td>
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**SPORTS & RECREATION**

**ADVANCED MARTIAL ARTS**

NFND 0000
Note: Textbook required
A continuation of the Aikido Introductory class. Students that practice Aikido learn how to defend themselves without hurting others. (PHED 2140)

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<th>$183</th>
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<tr>
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<td>Jan 14-May 09</td>
<td>7:05 p.m. - 8:30 p.m.</td>
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**AEROBIC ACTIVITIES**

NFND 0000
A cardiovascular conditioning program designed to improve muscle tone and to help maintain a healthy body weight through fun and fitness activities. (PHED 1117)

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**BASKETBALL**

NFND 0000
The student will receive instruction on the basic skills and techniques of basketball. (PHED 1120)

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<td>Jan 16-May 09</td>
<td>6: 30 p.m.-9: 30 p.m.</td>
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**BEGINNING TENNIS**

NFND 0000
This course introduces students to beginning skills and strategies in tennis. Lecture topics include history, rules, strategy (both singles and doubles), etiquette, proper care and selection of equipment, and proper time. (PHED 1101)

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<td>Jan 13-May 09</td>
<td>6: 30 p.m.-9: 30 p.m.</td>
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**BOWLING**

NFND 0000
The student will receive instruction in etiquette, selection of equipment, basic techniques, scoring, computing handicaps, league play and a variety of tournaments. (PHED 1111)

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<td>Jan 25-May 04</td>
<td>12 p.m. - 3 p.m.</td>
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To Register: All campuses 281-542-2020
**Exercise for Health & Fitness**

**NFND 0000**

This course is designed to provide students with an essential knowledge of exercise and fitness on health using lecture, reading, labs on health related fitness components and fitness activities. This course will provide an understanding of cardiovascular disease, risk factors and the role of exercise in prevention. Labs will include fitness testing, self-assessments and maintenance programs, nutritional analysis, and individualized programs. A variety of activities will be used, including low impact aerobics, power walking, bench stepping, toning and flexibility exercises, and weights. (PHED 1119)

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<td>8:20 a.m. - 11:30 a.m.</td>
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**Fitness Walking**

**NFND 0000**

This course introduces students to walking as a lifetime fitness activity. Emphasis is placed on correct form and pacing to maintain working heart rate. Other topics covered are proper shoe selection, training principles for improved cardiovascular fitness, safety, and injury prevention. (PHED 1143)

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**Golf - Intermediate**

**NFND 0000**

Attention is given to proper stance, grip, swing, and game process. Supervised help in developing control and accuracy. Students must bring their own golf clubs and a few golf balls. Additional money will also be needed for purchase of balls at a driving range where some of the instruction will be conducted.

**$70**

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<td>Apr 09-Apr 23</td>
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<td>May 19-May 19</td>
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<td>May 21-Jun 04</td>
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**Jogging**

**NFND 0000**

Students cardiovascular and overall physical fitness are emphasized using a variety of methods and materials. (PHED 1114)

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<td>Jan 15-May 09</td>
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**Kickboxing for Fitness**

**NFND 0000**

Kickboxing is a fitness program designed to improve muscle tone and cardiovascular endurance through constant motion and repetition using martial arts techniques. A variety of combinations and some martial arts applications are taught. (PHED 1145)

**$183**

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<td>Jan 25-May 04</td>
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To Register: All campuses 281-542-2020
Martial Arts (Aikido)

NFND 0000
A fun way to learn this non-competitive, non-aggressive, self-defense Japanese Martial Art. This multi-level course will be open to beginners as well as advanced students. Warm-up exercises, throws and pins, basic Aikido history, theory, and tradition are taught. Emphasis is on movement, stress control, and self-defense. By redirecting an attacker's strength and momentum, even a smaller person can effectively deal with a much larger person's aggression. This class is affiliated with the Aikido Association of America. Certified rank promotion and testing are available through this class. Classes are coed, and anyone in reasonably good health can participate. No uniforms or books are required for the class. Instructor is certified through the Aikido Association of America. (PHED 1140)

$183 CEUs 4.8 HRS: 48
70195 South TTh
Jan 14-May 09 7:05 p.m. - 8:30 p.m.

Racquetball

NFND 0000
This course introduces the student to the rules, terms, safety, basic skills and strategies necessary to play racquetball. (PHED 1109)

$183 CEUs 4.8 HRS: 48
70177 Central M
Jan 13-May 09 6:30 p.m.-9:30 p.m.

Weight Training

NFND 0000
Lectures, demonstrations and practice in the basic skills and techniques of weight training. (PHED 1123)

$183 CEUs 4.8 HRS: 48
70186 Central M
Jan 13-May 09 6:30 p.m.-9:30 p.m.

Yoga I

NFND 0000
This course is an introduction to basic yoga postures, breathing, and relaxation techniques with emphasis on physical practice. (PHED 1134)

$183 CEUs 4.8 HRS: 48
70189 Central TTh
Jan 14-May 09 6:30 p.m.-7:55 p.m.
70188 Central Sa
Jan 25-May 04 11:45 a.m. -2:45 p.m.
# Adult Learning Institute

## Classes for Ages 55 and Up!

10% off select classes!

Are you ready to reinvent yourself? Make new friends? Learn a new skill or hobby?

These new offerings are just the ticket.

Choose from the following courses to take advantage of the Adult Learning Institute discounted prices:

<table>
<thead>
<tr>
<th>Course</th>
<th>Discounted Course</th>
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<tbody>
<tr>
<td>Ballroom Dance Lessons I &amp; II</td>
<td>Tai Chi</td>
</tr>
<tr>
<td>Beaded Jewelry Basics</td>
<td>Drawing I</td>
</tr>
<tr>
<td>Country &amp; Western Dance I &amp; II</td>
<td>Chi Kung</td>
</tr>
<tr>
<td>Golf - Beginning</td>
<td>Knitting I</td>
</tr>
<tr>
<td>Golf - Intermediate</td>
<td>Ceramics I</td>
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<tr>
<td>Small Instrument Ensemble - Flute</td>
<td>Jazz Ensemble</td>
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<td>Watercolor I</td>
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<tr>
<td>Water Aerobics</td>
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<tr>
<td>Retirement Planning Today</td>
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<tr>
<td>Scrapbooking Sessions 1-5</td>
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</tbody>
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**San Jacinto College will be closed this semester:**

- Jan 20 – Martin Luther King Day
- Feb 18 – College Community Day
- Mar 10-16 – Spring Break
- Apr 18-20 – Easter
- May 26 – Memorial Day

NO CLASSES WILL MEET ON THESE DAYS.

*To Register: All campuses 281-542-2020*
Online Learning
Partnership with Education to Go
Online learning anytime, anywhere...just a click away!

Go to www.cpd/sanjac.edu to the Registration heading to view a video tutorial about registering online for Continuing & Professional Development classes.

To start your registration go to www.cpd/sanjac.edu.

Each course schedule will only show available classes in that instructional area. Begin your registration by selecting one of the course schedules below.

<table>
<thead>
<tr>
<th>Applied Technology &amp; Trades</th>
<th>Life Long Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business &amp; Professions</td>
<td>Maritime</td>
</tr>
<tr>
<td>Computers/IT Training</td>
<td>Motorcycle Rider</td>
</tr>
<tr>
<td>Health Occupations</td>
<td>Online</td>
</tr>
<tr>
<td>Education</td>
<td></td>
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</tbody>
</table>

Use the Search feature at the top of the page by selecting a Term and entering a keyword for the subject of interest or click on Advanced Search where you may select to search for a course by various attributes, such as, Subject, Schedule type, Campus, or Start Date. An account is not needed in order to search and select courses.

How to Search for Courses:

To Register and Pay:

Step 1: Select the course(s) you would like to attend by clicking on the + sign within the course box or by dragging the course box into the schedule area.

Step 2: Select Register and you will have a chance to view the selected courses and sign a disclaimer. At this point you will be asked to sign in with your San Jacinto Student ID (G#) if not already signed in. Note: The first time you sign in with an existing G#, select Forgot Password? to create a password and security questions for this software. Please contact the Registration office if any of your personal information, such as, address or phone number has changed. You can create an account to obtain a San Jacinto Student Id (G#) if you do not have one (Be sure to write down the new ID and password and store in a secure place).

Step 3: Select Proceed to payment which displays the registration confirmation. Accept the Registration Disclosure to continue.

Step 4: Select Payment Option and Continue to complete payment.

Step 5: Select Submit payment.

Step 6: Process payment according to the online directions.

The College accepts Visa, MasterCard, Discover, American Express, and web checks. Debit cards without a Visa or MasterCard logo are accepted for in-person payment only. Payment may be made in person at the campus Business Office. A Convenient Payment Plan (CPP) is available to Continuing & Professional Development (CPD) students as long as the length of the Course Section is 4 – 16 weeks. Contact your CPD registration office or the campus business office for details.

You must complete the payment process to reserve your seat in the course or you will not be registered.

Registration Contacts:

North, Central, or South Campus call: 281-542-2020

Computer Requirements:

Adobe Flash, Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers.
General Information

How To Contact Us
Continuing & Professional Development (CPD) offices are located on each San Jacinto College campus:
Central Campus: 281-521-2020, Room C-1.128, Interactive Learning Center, 8060 Spencer Hwy., Pasadena, TX 77505
North Campus: 281-542-2020, Room N-12.212, Slovacek Student Center, 5800 Uvalde Road, Houston, TX 77049
South Campus: 281-542-2020, Room S-8.1052, Academic Administration Building, 13735 Beamer Road, Houston, TX 77089
Office hours at all campuses are:
Mon-Thurs: 8 a.m.-6:30 p.m.
Fri: 8 a.m.-4:30 p.m.

Informacion General
Para adquirir informacion en español sobre los programas, llame a los siguientes numeros:
Campo Central: 281-542-2020
Campo Norte: 281-542-2020
Campo Sur: 281-542-2020
y pida que se le envie esta informacion.

Registration Is Easy
You can register at any time for most Continuing and Professional Development (CPD) classes. There are normally no special registration days. Registration is accepted by telephone, fax, email, in person, or web/online (for those who have previously enrolled in credit or non-credit classes at San Jacinto College). Inquire early about any classes you are interested in taking since all classes have limited enrollment and some classes fill very quickly. Please register no later than three business days prior to the first class date. Unless otherwise stated in the course description, the minimum age for independent participation in CPD courses is 18 years.

Telephone Registration
Register by phone. Please have the student personal information and all course information when you call. For hours, see preceding How to Contact Us section.
Central, North, and South Campus: 281-542-2020

Fax or Email Registration
Fax or email your completed registration form at any time. A blank registration form is located in this schedule. Fax and email access are available 24 hours a day.
Central Campus
Fax: 281-476-1833

North Campus
Fax: 281-459-7196

South Campus
Fax: 281-922-3422

Email: registration.cpd@sjcd.edu

In Person Registration
Visit our offices at the following locations.
For hours, see preceding How to Contact Us section.
Central Campus: Interactive Learning Center, Room C-1.128, 8060 Spencer Hwy., Pasadena
North Campus: Slovacek Student Center Building, Room N-12.212, 5800 Uvalde Road, Houston
South Campus: Administration Bldg., Room S-8.1052, 13735 Beamer Road, Houston

Payment
To complete registration for a course, payment must be made at the time of class selection, regardless of method of enrollment. Non-payment will result in an automatic withdrawal from the selected class(es). The College accepts Visa, MasterCard, Discover, American Express and web checks. Debit cards without a Visa or Mastercard logo are accepted for in-person payment only. Payment may be made in person at the campus Business Office, or online at www.sanjac.edu by accessing the SOS system through the “My SanJac” link.
To Register: North, Central, or South Campus call:
281-542-2020

To Register: All campuses 281-542-2020
Web Registration
Access the San Jacinto College website at www.sanjac.edu. The SOS Login is located under the “My SanJac” link. If you have ever taken credit or non-credit classes at San Jacinto College, enter your User ID (Student Identification Number that begins with “G”) and your PIN (date of birth for first time Web Registrants). If you have not taken classes before, call the campus that is offering your desired course and speak with a registration specialist. If you are currently admitted as a San Jacinto College student, you may access Web registration.

Step 1. Go to the SJC college homepage at www.sanjac.edu. Find the SOS Login located under the “My SanJac” link.

To log in:
Step 2. Enter your user ID-this is your nine-digit SJC student ID (GXXXXXXXX).
Step 3. Enter your six-digit PIN– initially this is your birth date: MMDDYY (e.g., 040458=April 4, 1988). If you have never claimed your account or set up a password for SOS, please click the highlighted text to claim your account. If you have claimed your account and set up your questions, please change your password using the Password Self Service system.
Step 4. When you use the SOS system for the first time, you will be taken to a page requiring you to change your PIN to an individual six-digit number. This number is confidential and should not be shared with anyone.
Step 5. Select “My Student Records, Registration and Financial Aid” and then follow the detailed directions under “My Registration.”
Step 6. When asked to select a term, select “Continuing Education 2013-14 December–February.”
Step 7. Be sure to check your schedule to ensure that all classes selected are at the campus or extension center location you desire.
Step 8. After you have selected your classes, click “Complete My Registration.”
Step 9. To complete your registration, select a payment method from the bottom of the page and follow the directions.

Student Web Payment Process
Prior to access to the SOS Login screen, you must be admitted and/or registered for your class(es).
• Access the San Jacinto college web site at www.sanjac.edu and go to the SOS Login located under the “My SanJac” link.
• First enter your User ID# (Student ID number G00XXXXXX)
• New student: If you have never claimed your account or set up a password for SOS, please click the highlighted text to claim your account. If you need assistance retrieving your login information, please contact Tech Support at 281-998-6137.
• Current student: You will need your student ID (G00XXXXXX” and your password to access SOS.

To Register: All campuses 281-542-2020

To Make a Payment on a Student Account:
Step 1. Select My Student Records, Registration and Financial Aid
Step 2. Select My Registration
Step 3. Select Step 6: review your change and make a payment.
Step 5. Select Student Account Suite (another webpage will open after selecting this option)
- CPD Students must make payment at the time of registration
- You can view the Refund Policy from this screen.
- Classes at least four weeks in length are eligible for a Convenient Payment Plan (CPP). Payment plans can be set up by selecting this payment option and entering your information by following the directions given.
Step 6. Select Make a Payment
Step 7: Select Pay (please verify the class fees before Pay)
Step 8: Select Payment Method then Select Go button
Step 9: Process Payment according to online directions. Please verify that all of your information is correct before you submit your payment.

• Once processed, please print out the confirmation page for your records.
If you should have any problems or questions, please contact your Continuing & Professional Development registration office or the campus business office.

Convenient Payment Plan (CPP)
Convenient Payment Plans are available to Continuing & Professional Development (CPD) students under the following guidelines:
1. The length of the Course Section must be a minimum of 30 calendar days.
2. Two plans are available: one for classes four to seven weeks in length; the other for classes 8-16 weeks in length. There will be a $25 setup fee for the CPP payable with the first payment.
3. For a four to seven week class, the student will pay 50 percent plus the $25 set-up fee for the initial payment. One installment payment for the remaining 50 percent balance is due 30 days after the set-up date for the CPP.
4. For an 8-16 week class, the student will pay 50 percent plus the $25 set-up fee on the first payment; the first of two installment payments (each 25 percent of the remaining balance) is due 30 days after the set-up date. The second, final installment payment is due 60 days after the set-up date. The student will be assessed a $25 late payment fee for failure to pay on or before the prescribed payment due dates.
5. A student will be limited to only one CPP during the same term.
6. A student will be limited to a maximum of two plans with a current balance.
7. Failure to make all payments may result in the CPP being forwarded to the collection agency of the College and subject to additional collection fees.

To Register: North, Central, or South Campus call: 281-542-2020

Transcript Requests
Most CPD courses earn Continuing Education Units (CEUs) which are reported as part of your permanent student record. You may request copies of your transcript in person or by mail by contacting one of the campus enrollment services offices. That office will need a completed Transcript Request Form and a copy of your photo ID. For questions call 281-998-6150.

Screening Requirements for Classes with Clinicals
A criminal background check is required before a student can participate in a clinical assignment. This is a requirement of all clinical facilities in the Houston/Gulf Coast Area, as mandated by JCAHO (Joint Commission on Accreditation of Healthcare Organizations). The approximate cost of the screening is less than $60.

Linked Classes
Classes labeled “Linked” are held with academic/credit classes but do not earn semester credit or transfer toward academic certificates or degrees. Enrollment into these courses is extremely limited and is on a space-available basis. Should the credit course completely fill, the concurrent/linked CPD course may be cancelled. Although CPD students in linked academic classes are TASP/THEA exempt, they are held to the same performance standards required for semester credit students. Additionally, the course costs may differ for the credit section.

* Courses that are linked with academic courses will adhere to the stated CPD refund policy.

To Register: North, Central, or South Campus call: 281-542-2020

Bookstore Questions?
Please call any of the campus bookstores directly:
Central: 281-476-1898
North: 281-459-7414
South: 281-922-3410

Cancelled Classes
If San Jacinto College cancels a class, a 100 percent refund is automatically processed for students who do not choose to transfer to another available class. CPD personnel will make every attempt to contact you in the event a class cancels using contact information you have furnished. Please make sure we have a valid daytime phone number on file for you. You may also inquire by calling your respective campus or by logging onto the SOS system on the College website: www.sanjac.edu.

Transfer Requests
Students may request one transfer into another available section prior to the first class of the course for which they are registered. Transfers are considered only on an available seat basis.

Drops, Cancellations, and Transfers / Refund Policy

Need to drop your class?
• A 100 percent refund is given if a withdrawal request is received before the class begins. No refund is given after the class begins.
• Courses that are linked with academic courses will adhere to the stated CPD refund policy.
• Withdrawal requests must come directly from the student or his/her designee. A Withdrawal/Transfer Request form will be completed by the person making the request (if the request is by telephone, the CPD registration staff will complete the form to include all pertinent information). The official receipt date is the day and time the request is received in the CPD office. All refunds are paid by check to the student regardless of the method or source of original registration payment. Please allow three to four weeks for the refund check to be processed and mailed to the address given at the time of registration. If there has been an address change, please provide the corrected address with your withdrawal request.

To Register: All campuses 281-542-2020
Emergency Closings

Providing a safe and secure environment for our students, faculty and staff is a top priority at San Jacinto College. In the event the College needs to be closed for any situation, such as inclement weather, students and employees should refer to email, text and messages, and the College website at www.sanjac.edu.

In addition, local television and radio stations may also broadcast bulletins announcing campus closings in emergency situations. Students and employees are encouraged to sign up for the SJC Alert Me system to receive voice and text messages in the event of a College closure. SJC Alert Me will provide San Jacinto College with another communication tool to keep students, faculty, and staff informed during threatening situations and weather-related closings. In order to receive voice and text messages, you must provide your telephone and/or cell phone number. There is no cost to sign up for this notification service. However, when the system sends a message to your personal phone, you are responsible for any charges from your phone service provider associated with receiving voice or text messages. For more information, visit www.sanjac.edu/alert-me.

IMPORTANT NOTICES

- Information contained in the schedule is subject to the policies and procedures of the San Jacinto College District and is subject to change without notice.
- All courses are taught in English, unless specified otherwise.
- Classes may be cancelled because of low enrollment.
- Instructors may be changed as conditions warrant.
- Room assignments and building locations may be changed as conditions warrant.
- Students must attend the class section for which they are registered.
- CPD staff and instructors provide information, not advice.
- San Jacinto College requires that its instructors not solicit business for personal gain in the classroom. Any business transaction resulting from a class is the responsibility of the student, not the College.
- Classes labeled “Linked” are held with academic/credit classes but do not earn semester credit or transfer toward academic certificates or degrees. Enrollment into these courses is extremely limited and is on a space-available basis. Should the credit course completely fill, the concurrent/linked CPD course may be cancelled. Although CPD students in linked academic classes are TASP/THEA exempt, they are held to the same performance standards required for semester credit students. Additionally, the course costs may differ for the credit section.
- Courses that are linked with academic courses will adhere to the stated CPD refund policy.
- ESL assessments will not be started after 6 p.m.

San Jacinto College will be closed this semester:

- Jan 20 – Martin Luther King Day
- Feb 18 – College Community Day
- Mar 10-16 – Spring Break
- Apr 18-20 – Easter
- May 26 – Memorial Day

No classes will meet on these days.
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To Register: All campuses 281-542-2020
To Register:
All campuses 281-542-2020

Please Print Clearly and Complete ALL Unshaded Areas

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<td>The following questions are used by the state to help provide support for our programs. Although not required, your cooperation in answering them is appreciated.</td>
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<td><strong>If known, provide your San Jacinto College ID Number G</strong></td>
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<td>Or Social Security No.</td>
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<td>(1) White</td>
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<td>(2) Black or African American</td>
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<td>(6) Not reported</td>
<td>CHECK ON ☑ Non-Hispanic ☑ Hispanic</td>
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**Additional Information**
(Conditional—Mark all that apply)
(1) Academically Disadvantage
(2) Economically Disadvantaged
(3) Disability
Type of Disability:
(4) Limited English Skills
(5) Displaced Homemaker
(6) Single Parent

**Emergency Contact**
Name Relationship Phone No.

**Registration Information**
Section No./CRN  Course Title  Start Date  Course Fee

I certify that all information provided on this form is correct. I understand that this registration cannot be transferred to any other individual. If my tuition for a class(es) is being paid by a company or organization, I hereby give the College permission to release my grades and attendance records for that class(es).

**Signature**

**Date**

Important: Payment for classes, unless billed to your employer or sponsor, is due the same day registered and can be made online or at any campus business office. Enrollment into a class is not complete until payment is received.

**Registration Office and Fax Numbers**
Office Number  Fax Number  Campus (circle one)
• Central Campus 281.542.2020 281.476.1833
• North Campus 281.542.2020 281.459.7196 C N S
• South Campus 281.542.2020 281.922.3422

**Staff ID:**  **Date:**  **Refund Request Date:**

**Transfer/Refund**
From CRN:  To CRN:  **Date:**  **Staff ID:**
SAN JACINTO COLLEGE COMMUNITY COLLEGE DISTRICT

MISSION AND VISION STATEMENTS

OUR MISSION
Our mission is to ensure student success, create seamless transitions, and enrich the quality of life in the communities we serve.

OUR VISION
San Jacinto College will be the leader in educational excellence and in the achievement of equity among diverse populations. We will empower students to achieve their goals, redefine their expectations, and encourage their exploration of new opportunities. Our passions are people, learning, innovation, and continuous improvement.

OUR VALUES

Integrity: Ethical and Professional
“We act in ways which instill confidence and trust.”

Excellence: In Everything We Do
“We achieve quality results in everything we do.”

Accountability: It’s Up to Us
“We take responsibility for our commitments and outcomes.”

Innovation: Lead the Way
“We apply our knowledge, skill, insight, and imagination to recognize opportunities, solve problems, and recommend new solutions.”

Sense of Community: Caring for Those We Serve and Ourselves
“We demonstrate genuine concern for the well-being of our students, our community, and ourselves.”

Student Success: Our Ultimate Measure
“We enable students to achieve their goals.”

Diversity: Celebrate the Differences
“We celebrate the diversity of ideas and cultures.”

Collaboration: We Work Together
“We work together for the benefit of the college.”

ANNUAL SECURITY AND FIRE SAFETY REPORT
The San Jacinto College Community District is committed to assisting all members of the San Jacinto College community in providing for their own safety and security. The annual security compliance document is available on the San Jac Police Department website.

This information is required by law and is provided by the San Jacinto College Police Department.

ACCREDITATION STATEMENT
The San Jacinto Community College District is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the San Jacinto Community College District.

EQUAL OPPORTUNITY STATEMENT
The San Jacinto College District is committed to equal employment opportunity for all employees and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. No person including students, faculty, staff, part-time, and temporary workers will be excluded from participation in, denied the benefits of, or be subjected to discrimination or harassment under any program or activity sponsored or conducted by the San Jacinto College District on the basis of the categories listed.

To Register: All campuses 281-542-2020
Training and Educational Solutions for Workers and Employers

To register for training, call or visit:

**Central Campus**
8060 Spencer Hwy., Pasadena 77505
Building 1, Suite 128 (C-1.128)
Interactive Learning Center
281-542-2020

**North Campus**
5800 Uvalde Road, Houston 77049
Building 12, Suite 212 (N-12.212)
Slovacek Student Center
281-542-2020

**South Campus**
13735 Beamer Road, Houston 77089
Building 8, Suite 1052 (S-8.1052)
Academic Administration Building
281-542-2020

**The Training Space @ Clear Lake**
Bay Plaza, 711 West Bay Area Boulevard, Suite 125
Webster, 77598
281-922-3440

**Maritime Technology and Training Center**
3234 East Pasadena Frwy.
Pasadena, Texas 77503
281-974-2200

Hours are Monday – Thursday from 8 a.m. – 6:30 p.m. and Friday from 8 a.m. – 4:30 p.m.