The Training Connection

Training and Educational Solutions for Workers and Employers

Continuing Education
Professional Development
Workforce Training

May - August 2013
Training and Educational Solutions for Workers and Employers

Hours are Monday – Thursday from 8 a.m. – 6:30 p.m. and Friday from 8 a.m. – 11:30 a.m.

To register for training, call or visit:

**Central Campus**
8060 Spencer Hwy., Pasadena 77505
Building 1, Suite 128 (C-1.128)
Interactive Learning Center
281-476-1838

**North Campus**
5800 Uvalde Road, Houston 77049
Building 12, Suite 212 (N-12.212)
Slovacsek Student Center
281-459-7119

**South Campus**
13735 Beamer Road, Houston 77089
Building 8, Suite 1052 (S-8.1052)
Academic Administration Building
281-922-3440

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

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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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.
# Table of Contents

## Business & Professions
- Accounting/Financial ........................................... 4
- Business .................................................................. 4
- Human Resource Management ............................... 5
- Leadership Institute ............................................. 5
- Management .......................................................... 6
- Project Management ............................................. 7
- Sales/Marketing ..................................................... 7

## Computer/IT Training
- Begin Here/Foundations ..................................... 7
- Business Applications ......................................... 8
- IT Management Skills .......................................... 11
- Networking ........................................................ 12
- Programming .................................................... 13
- Security .............................................................. 13
- Web Development ............................................. 13

## Health Occupations
- Emergency Health ............................................... 14
- Health Care Professional ................................... 15
- Emergency Medical Tech (EMT) ........................... 16
- Medical Imaging ................................................ 17
- Medical Office .................................................... 18
- Phlebotomy Technician ....................................... 19

## Applied Technologies & Trades
- Automotive ........................................................ 19
- Construction ...................................................... 19
- Diesel ................................................................. 19
- Electrical/Electronics ......................................... 20
- Non-Destructive Testing ..................................... 20
- Occupational Health & Safety ......................... 21
- Truck Driving .................................................... 21
- Welding ................................................................. 21

## Maritime
- Maritime .............................................................. 23

## Education
- Criminal Justice ................................................ 26
- Education .......................................................... 26
- English .............................................................. 26
- Languages ........................................................ 31
- Para Educator Training ..................................... 31
- Test Preparation ................................................ 32

## Life Long Learning
- Arts & Crafts ..................................................... 35
- Cake Decorating ................................................ 36
- Dance ................................................................. 37
- Life Long Learning ............................................. 38
- Painting/Drawning ........................................... 39
- Scrapbooking .................................................... 39
- Sports & Recreation .......................................... 39
- Wellness ............................................................. 42
Course Title

Introduction to International Business & Trade

Course ID

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.

Cost

$220

#50514

Sept. 5-Sept. 8

*Skip 11/21

CEU: 4.8

HRS: 48

North

7 p.m.-10 p.m.

Day Class is Held

Time Class is Held

No Class Held on that Day

Continuing Education Units

Online Learning ............................................43

General Information .................................44

Index .....................................................48

Registration Form .................................50

Maps .....................................................51
## Business & Professions

### ACCOUNTING/FINANCIAL

**Introduction to Computerized Accounting**  
ACNT 1011  
Program parameters, maximum accounts, and company's user specified accounts. Department jobs, number of open months, maximum fiscal periods, program control, error handling, automatic budget updates, reversing entries, recurring entries, flexible month ends, and user specified growth rates. (ACNT 1311)  
$299  
95271  
June 3-July 5  
Online

**Payroll/Business Tax Accounting**  
ACNT 1029  
A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. (ACNT 1329)  
$299  
95272  
July 8-Aug 9  
Online

### BUSINESS

**Business Law I**  
BUSG 2005  
This is a study of the principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency. (BUSI 2301)  
$299  
95276  
July 8-Aug 9  
Online

**Business Report Writing and Correspondence**  
POFT 1001  
Focus on the history of business and business organization including economic systems, types of ownerships, and laws affecting and regulating business. Emphasis on topics related to the specialized fields of management, marketing, finance, manufacturing, production, law, risk and insurance, and human resources. (BUSI 1304)  
$299  
95275  
July 8-Aug 9  
Online

### Introduction to Business

**Introduction to Business**  
BUSG 1001  
This is a study of fundamental business principles including structure, functions, resources, and operational processes. (BUSI 1301)  
$299  
95274  
June 3-July 5  
Online

### Introduction to International Business & Trade

**Introduction to International Business & Trade**  
IBUS 1305  
A study of the techniques for entering the international marketplace. Emphasis placed on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. (IBUS 1305)  
$269  
95278  
June 3-Aug 9  
2 p.m.-4:20 p.m.

### Production and Operations Management

**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)  
$284  
95379  
June 3-July 5  
6 p.m.-8 p.m.

### Business Ethics

**Business Ethics**  
BMGT 1041  
This course offers discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social justice in management practices and business activities. Review of ethical responsibilities and relationships between organizational departments, divisions, executive management, and the public. (BMGT 1341)  
$299  
95273  
July 8-Aug 9  
Online

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*To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838*
Intro Business Logistics

LMGT 1019
This course is a systems approach to managing activities associated with traffic transportation, inventory management and control, warehouse, packaging, order processing, and materials handling. (LMGT 1319)

|$299| CEU 4.8 | HRS: 48
95281 | North | TBA
July 8-Aug 9 | Online

Real Property

LGLA 2009
This course presents fundamental concepts of real property law with emphasis on the paralegal’s role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and recording of and searching for real estate documents. (LGLA 2309)

|$269| CEU 4.8 | HRS: 48
95280 | North | MTWTh
July 8-Aug 9 | 6 p.m.-9:15 p.m.

Wills, Trusts & Probate Admin

LGLA 1053
This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal’s role. The student will define and properly use terminology relating to wills, trusts, and probate administration; locate, describe, and analyze sources of law relating to wills, trusts, and probate administration; describe the role and ethical obligations of the paralegal in wills, trusts, and probate administration; and draft documents commonly used in wills, trusts, and probate administration. (LGLA 1353)

|$269| CEU 4.8 | HRS: 48
95279 | North | MTWTh
June 3-July 5 | 6 p.m.-9:15 p.m.

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| CEU 10.5 | HRS: 105
95007 | North | TTh
June 4-Sept 17 | 6 p.m.-9:30 p.m.
95005 | Central | W
June 7-Sept 13 | 6 p.m.-9:30 p.m.
6 p.m.-9:30 p.m.
95009 | South | MW
June 24-Oct 7 | 6 p.m.-9:30 p.m.

HUMAN RESOURCE MANAGEMENT

HR-Human Resources Certificate Program

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)

|$299| CEU 4.8 | HRS: 48
95277 | North | TBA
June 3-July 5 | Online

LEADERSHIP INSTITUTE

Driving Innovation

BMGT 1020
The need to innovate has always been important. However, as companies navigate through the new normal, it’s one of the top business drivers and mandates we’re hearing from clients. The pressure to find innovative solutions that result in competitive differentiation is tremendous. Leaders have to push their thinking and approach to meet these new requirements. We believe leaders don’t have to be highly innovative themselves to drive a culture of innovation. In this course, we train leaders to use techniques that support innovation, employing a Human-Centered Design approach. By gaining experience with these techniques in an engaging classroom setting, leaders will be equipped to model ideal conditions for innovation-and be a keeper of the culture that inspires and rewards their teams for coming up with and implementing new and differentiated solutions.

|$850| CEUs .8 | HRS: 8
90574 | Central | Th
May 23-May 23 | 8 a.m.-5 p.m.
**MANAGEMENT**

**Principles of Management**

BMGT 1012

Study to learn the concepts, terminology, principles, theory and issues that are the substance of the practice of management. (BMGT 1303)

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June 3-July 26

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**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.

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<th>$295</th>
<th>CEUs 3.2</th>
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July 2-July 30 6 p.m.-10 p.m.

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**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.

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June 4-June 27 6 p.m.-10 p.m.

95016

Aug 6-Aug 29 6 p.m.-10 p.m.

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**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.

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July 22-Aug 7 6 p.m.-10 p.m.

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**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.

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July 1-July 17 6 p.m.-10 p.m.

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**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

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June 3-June 26 6 p.m.-10 p.m.

95017

Aug 12-Sept 9 6 p.m.-10 p.m.
PROJECT MANAGEMENT

PM-Project Management Hybrid Certificate Program
BMGT 1021
Critical path methods for planning and controlling projects, includes time/cost tradeoffs, resource utilization, subcontractor considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.

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<td>Aug 5-Aug 11</td>
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<td>Aug 13-Aug 27</td>
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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)

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<td>July 8-Aug 9</td>
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Computer/IT Training

BEGIN HERE/FOUNDATIONS

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.

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<td>May 13-May 22</td>
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Keyboarding on the PC
POFT 1010
Note: Textbook required
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.

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<td>June 3-June 12</td>
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| Contact the Training Space to register for the following special Youth Keyboarding Camps, grades 4-12, 281-332-8400.
| 95129   | South    | MTWTh   |
| June 17-June 27 | 9 a.m.-11 a.m. |     |
| 95130   | South    | MTWTh   |
| July 8-July 18 | 9 a.m.-11 a.m. |     |
| 95131   | South    | MTWTh   |
| July 22-Aug 1  | 9 a.m.-11 a.m. |     |

Key to Days of Week

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To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
Windows for the Desktop
ITSC 1006
Prerequisite: Computer Concepts or equivalent knowledge
Note: Textbook required
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.

$175  CEUs 1.6  HRS: 16
95134  North  MW
June 3-June 12  8:30 a.m.-12:30 p.m.

Access: One Day-Intermediate
ITSW 1055
Prerequisite: Windows for the Desktop or equivalent knowledge; Access- One Day or equivalent knowledge
Note: Textbook required; flash drive required
In the first course in this series, Access: One Day, participants gained all the basic skills needed to work Access tables, relationships, queries, forms, and reports. In this intermediate level course participants will consider how to design and create a new Access database, how to customize database components, and how to share Access data with other applications.

$110  CEUs .7  HRS: 7
95114  TSCL  F
June 14-June 14  8:30 a.m.-4:30 p.m.

BUSINESS APPLICATIONS

Business Computer Applications
POFI 1001
Note: Textbook required
This course discusses computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business application of software, including word processing, spreadsheets, databases, presentation graphics, and business oriented utilization of the Internet. (BCIS 1305)

$279  CEUs 6.4  HRS: 64
90472  North
May 13-May 31  Online
95283  North
June 3-Aug 9  Online
95284  North
June 3-July 5  Online
95285  North
June 3-July 5  Online
95286  North
July 8-Aug 9  Online
95287  North  TTh
July 8-Aug 9  6 p.m.-9 p.m.

Access-One Day
ITSW 1053
Note: Textbook required; flash drive recommended
In this basic course, you will use Microsoft Access 2010 to design a simple database, build a new database with related tables, manage data in a table, query a database using different methods, design forms and generate reports.

$110  CEUs .7  HRS: 7
95113  TSCL  F
June 7-June 7  8:30 a.m.-4:30 p.m.

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.

$245  CEUs 2.4  HRS: 24
95127  Central  Sa
June 15-July 20  8:30 a.m.-12:30 p.m.

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.

$175  CEUs 1.6  HRS: 16
95138  North  MW
July 15-July 24  8:30 a.m.-12:30 p.m.

Excel-Advanced Skills
ITSW 2049
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 by learning to use the data analysis features. Then you will discover the secrets to protecting and sharing your data. By the end of this course, you will know how to work smarter in Excel by using macros for repetitive tasks and by moving data from source to source. You will have gained the necessary skills required to pass the MOS Core exam.

$250  CEUs 2.4  HRS: 24
95127  Central  Sa
June 15-July 20  8:30 a.m.-12:30 p.m.
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 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 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.

$175  CEUs 1.6  HRS: 16
95136  North  MW
June 17-June 26  8:30 a.m.-12:30 p.m.

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.

$175  CEUs 1.6  HRS: 16
95137  North  MW
July 1-July 10  8:30 a.m.-12:30 p.m.

Excel-One Day
ITSW 1022
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.

$110  CEUs .7  HRS: 7
95115  TSCL  F
June 28-June 28  8:30 a.m.-4:30 p.m.

Excel: One Day-Intermediate
ITSW 1046
Prerequisite: Excel One Day or equivalent knowledge
Note: Textbook required; flash drive recommended
In the first course in this series, Excel-One Day, students gained all the basic skills needed to create, edit, format, and print basic spreadsheets. This continuation provides the next step: to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, students will use Microsoft Office Excel to streamline and enhance spreadsheets with templates, charts, graphics, and formulas.

$110  CEUs .7  HRS: 7
95116  North MW
July 12-July 12  8:30 a.m.-4:30 p.m.

Integrated Software Applications
ITSC 1009
Note: Textbook required; flash drive recommended
A study of the integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software is presented. Fundamentals of personal computer operations and the Windows operating system will be covered. (ITSC 1309)

$289  CEUs 6.4  HRS: 64
90474  South  MTWTh
May 13-May 31  9 a.m.-11:45 a.m.
90473  North
May 13-May 31  9 a.m.-11:45 a.m.
95300  South  TTh
June 3-July 5  8:30 a.m.-11:50 a.m.
95295  South  TTh
June 3-July 5  6 p.m.-9:20 p.m.
95288  North
June 3-Aug 9  9 a.m.-12:20 p.m.
95302  South
June 3-July 5  9 a.m.-12:20 p.m.
95299  South  TTh
July 8-Aug 9  9 a.m.-12:20 p.m.

Introduction to Database
ITSW 1007
Prerequisite: ITSC 1309 or department chair approval
Note: Textbook required
This course is an introduction to database theory and the practical applications of a database. Students will plan, define and design a database; design and generate tables, forms and reports; and devise and process queries. (ITSW 1307)

$289  CEUs 6.4  HRS: 64
95296  South
June 3-July 5  Online
MOS PowerPoint

ITSW 2056
Prerequisite: Windows for the Desktop or equivalent knowledge; Type 20 wpm
Note: Textbook required
MOS PowerPoint teaches the information worker how to create and manage presentations using a variety of core and advanced features. You will use PowerPoint to create and edit professional-looking presentations for a variety of purposes and situations, as well as explore different ways to share the information with internal and external customers. You will learn to work with text, illustrations, media, charts and tables. In this course you will have reviewed all of the exam objectives necessary to prepare for Microsoft PowerPoint 2010 Core Exam.

$265  CEUs 2.4  HRS: 24
95123  Central  MW
July 8-July 24  6 p.m.-10 p.m.

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
95125  Central  TTh
June 4-June 27  6 p.m.-10 p.m.

Outlook-One Day

ITSW 1030
Prerequisite: Windows for the desktop or equivalent knowledge
Note: Textbook required
Learn to create new messages, schedule appointments and tasks, manage messages, create and manage contacts, and create and manage tasks and notes. Communicate and coordinate your schedule with family, friends and colleagues.

$110  CEUs .7  HRS: 7
95117  TSCL  F
July 19-July 19  8:30 a.m.-4:30 p.m.

PowerPoint-One Day

ITSW 1037
Note: Textbook required.
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.

$110  CEUs .7  HRS: 7
95142  North  F
July 12-July 12  8:30 a.m.-4:30 p.m.
95118  TSCL  F
July 26-July 26  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
95126  Central  TTh
July 2-July 25  6 p.m.-10 p.m.
July 3-July 3  6 p.m.-10 p.m.  W

Technical Administrative Skills II

POFI 1041
Increase your knowledge of the core features of Microsoft Office 2010 in Word, Excel, Access, PowerPoint and Outlook. Gain enough skills and practice to pass the core certification exams. Exam voucher included with the course.

$775  CEUs 7.6  HRS: 76
90299  North  TTh
May 14-July 18  6 p.m.-10 p.m.

Word-Advanced Skills

POFI 2037
Prerequisite: Word-Intermediate Skills
Note: Textbook required, flash drive recommended
Become an Expert User in Microsoft Word 2010. Learn to create and apply styles. Work with shared documents tracking changes, creating multiple versions, protecting documents, and creating custom dictionaries. Create table of contents, indexes, tables of figures and tables of authorities. Acquire skills and knowledge necessary to pass the optional MOS exam in Word.

$175  CEUs 1.6  HRS: 16
50006  North  MW
Aug 26-Sept 4  8:30 a.m.-12:30 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
95139    North    MW
July 29-Aug 7  8:30 a.m.-12:30 p.m.

Word-Intermediate Skills
POFI 2025
Prerequisite: Word-Basic Skills 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. The focus of this course is intermediate skills. You will begin by merging letters, envelopes, labels and a directory. You will create bullets, headers, footers, print sections. You will display synonyms antonyms display word and character counts. The translation feature will translate from English to other languages. You will use the AutoCorrect Options button and you will sort and insert building blocks. You will customize the Quick Access toolbar. You will create custom theme colors, theme fonts, theme effects. You will apply styles, navigate the document using document map, thumbnails, bookmarks, hyperlinks, and cross references.

$175  CEUs 1.6    HRS: 16
95140    North    MW
Aug 12-Aug 21  8:30 a.m.-12:30 p.m.

Word-One Day
POFI 1024
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
95119    TSCL    F
Aug 2-Aug 2  8:30 a.m.-4:30 p.m.

Word: One Day-Intermediate
POFI 1042
Prerequisite: Windows for the Desktop or equivalent knowledge; Word- One Day or equivalent knowledge
Note: Textbook required, flash drive recommended
In the first course in this series, Word: One Day, students gained all the basic skills needed to create a wide range of standardized business documents. This continuation provides the next step: to improve proficiency. To do so, one can customize and automate the way Microsoft Word works, and improve the quality of work by enhancing documents with customized Microsoft Word elements. In this course, participants will increase the complexity of their Microsoft Word documents by adding components such as customized lists, tables, charts, and graphics. Participants will also create personalized Microsoft Word efficiency tools.

$110  CEUs .7    HRS: 7
95120    TSCL    F
Aug 9-Aug 9  8:30 a.m.-4:30 p.m.

IT MANAGEMENT SKILLS
Microsoft Project-Advanced Skills
ITSC 1043
Prerequisite: Microsoft Project Introductory Skills
Note: Textbook required
Build upon your basic project-management software skills. Learn to adjust the time and scope of your project, benchmark your project, track costs, create reports and much more.

$245  CEUs 1.6    HRS: 16
95122    Central    TTh
Aug 20-Sep 05  6 p.m.-10 p.m.

Microsoft Project-Introductory Skills
ITSC 1018
Prerequisite: Project Management experience or equivalent knowledge helpful.
Note: Textbook required
Learn introductory topics needed to effectively use Microsoft Project software in home and business situations. You will learn to create a new project plan, manage project tasks and resources. Finally you will learn to finalize a plan and set it as a baseline.

$245  CEUs 1.6    HRS: 16
95121    Central    TTh
July 30-Aug 15  6 p.m.-10 p.m.
NETWORKING

Cisco Exploration 2-Routing Protocols
ITCC 1004
Prerequisite: Cisco Exploration 1
Note: Textbook required
Learn architecture, operation of routers, and routing protocols; analyze, configure, verify, and troubleshoot RIPv1, RIPv2, EIGRP, and OSPF. (ITCC 1404)
$332  CEUs 6.4  HRS: 64
95290  Central  MW
June 3-July 5 5 p.m.-10 p.m.

Fundamentals of Networking Technologies
ITNW 1025
Prerequisite: ITSC 1305 or Department Chair Approval
Note: Textbook required
Learn networking essential concepts and implementation; network protocols; transmission media; hardware and software; how to connect servers and clients in a network. (ITNW 1325)
$289  CEUs 9.6  HRS: 96
95297  South  TBA
June 3-Aug 9 -

Intro to PC Operating Systems
ITSC 1046
Prerequisite: Basic Computer skills
Note: Textbook required; flash drive required
This course covers a study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Operating systems covered include DOS, Windows and UNIX. (ITSC 1305)
$289  CEUs 6.4  HRS: 64
95301  South  Online
June 3-July 5 -

Network + Boot Camp
ITNW 1016
Prerequisite: A+ certification is recommended
Note: Textbook required; flash drive recommended
This 64 our comprehensive hands-on program will provide the knowledge and skills needed to do basic administration and support duties for a variety of network operating systems including Microsoft Windows and Linux. You will use racks of equipment to set up real world environments to gain an understanding of the theoretical and practical applications of networking. This vendor-neutral foundation program meets the objectives set forth in the CompTIA Network+ Body of Knowledge. Completion of this program is a perfect stepping-stone to vendor specific programs such as MCSE and/or RHCE.
$840  CEUs 6.4  HRS: 64
95133  South  MTWTh
Aug 5-Aug 29 6 p.m.-10 p.m.

Personal Computer Hardware
ITSC 1025
Prerequisite: ITSC 1305 or department chair approval
This course is a study of current personal computer hardware, including personal computer assembly and upgrading, setup and configuration, and troubleshooting. Major topics include an overview of the computer system, installing and configuring hardware and software, troubleshooting hardware and software problems, management of the computer’s resources, (including hard drive space and memory), data storage on hard drives, data recovery methods and installing peripheral equipment. (ITSC 1325)
$289  CEUs 6.4  HRS: 64
95291  Central  MW
June 3-July 5 6 p.m.-7:50 p.m.

Server Administration Fundamentals
ITNW 2051
Prerequisite: Basic computer skills
Note: Textbook required; DVD-RW disc required
Learn server fundamentals such as managing Windows Servers (including virtualization) and storage, along with monitoring and troubleshooting servers. This course also covers such topics as essential naming, directory, and print services. Students also learn of popular Windows Network Services and Applications.
$220  CEUs 2.0  HRS: 20
95128  South  TTTh
June 4-June 20 6 p.m.-9:30 p.m.

Key to Days of Week

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

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
**PROGRAMMING**

**Introduction to C++ Programming**

ITSE 1007
Prerequisite: Department chair approval or ITSE 1331
Note: Textbook required
Learn structured design, development, testing, and implementation; syntax; data and file structures; coding; testing; and debugging. (ITSE 1307)

$289  CEUs 8.0    HRS: 80
95294  South
June 3-Aug 9  Online

**Programming Fundamentals I**

ITSE 1029
Note: Textbook required
This course introduces the fundamental concepts of structured programming. The topics include software development methodology, data types control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. (ITSE 1329)

$269  CEUs 4.8    HRS: 48
95292  South
June 3-Aug 9  Online

**Programming Fundamentals II**

ITSE 1092
Prerequisite: Programming Fundamentals I
Note: Textbook required
This course explores further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. The topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. (COSC 1337)

$289  CEUs 4.8    HRS: 48
95293  South
June 3-Aug 9  Online

**Programming Logic & Design**

ITSE 1029
Prerequisite: None
Note: Textbook required
Take a disciplined approach to problem solving with techniques and algorithms using design tools such as charts and pseudo code. (ITSE 1329)

$269  CEUs 9.6    HRS: 96
90475  South
May 13-May 31  Online

**SECURITY**

**Information Tech Security**

ITSY 1042
Prerequisite: Fundamentals of Networking or Cisco Expl1 NW Fundamentals
Note: Textbook required; flash drive required
This course provides instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools, encryption; and protection from viruses. (ITSY 1342)

$289  CEUs 6.4    HRS: 64
95298  South
June 3-Aug 9  Online

**Security Fundamentals**

ITSY 1191
Prerequisite: Basic computer skills
Note: Textbook required
Learn the vital fundamentals of security such as understanding security layers, authentication, authorization, and accounting. Become familiar with security policies, network security and protecting the server and client.

$220  CEUs 2.0    HRS: 20
95132  South
July 9-July 25  6 p.m.-9:30 p.m.

**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
95144  North
June 4-June 27  Online
SharePoint User’s Training
IMED 1002
Prerequisite: Knowledge of Microsoft office Interfaces
Note: Textbook required
SharePoint is Microsoft’s web-based collaboration tool that allows users to share resources and create shared content. In this course, you will set up a team site and customize its layout and features. You will capture and organize content into libraries and lists and manage the data. You will use blogs, wikis and workspaces to connect and collaborate. You will learn to integrate the Microsoft Office applications into the site and learn to use workflows in business processes.
$550  CEUs 3.2  HRS: 32
95124  Central MTWTh
June 24-June 27  8 a.m.-5 p.m.

Web Site Design
IMED 1002
Prerequisite: Windows for the Desktop or equivalent knowledge and Internet fundamentals Note: Textbook required; flash drive required
This course offers instruction in internet web site design. You will learn to format text and apply styles to text and to other elements of a site you will build. You will use color background, images, and multimedia to enhance your site. All of these skills will be presented in a manner consistent with good design techniques. You will learn how to publish your site.
$285  CEUs 2.4  HRS: 24
95143  North
July 2-July 23  Online

Health Occupations

EMERGENCY HEALTH

CPR
EMSP 1019
Prerequisites: Student must arrive at class on time with current textbook. See Note.
This class is instruction in lifesaving skills of respiratory, cardiac and choking emergencies for adults, children, and infants.
Two rescuer CPR and AED trainings are included. Provides the Healthcare Provider CPR certification required for nurses, nursing students, EMT’s and other allied health professionals involved with clinical patient care. Trains the general public in lifesaving techniques needed until 911 arrives on scene. A CPR card is issued upon completion.
Note: 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.
$85 CEU .8 HRS: 8
90250  Central Sa
May 18-May 18  8 a.m.-5 p.m.
90444  Central F
May 31-May 31  8 a.m.-5 p.m.
95156  North Sa
June 1-June 1  8 a.m.-5 p.m.
95148  Central Sa
June 8-June 8  8 a.m.-5 p.m.
95149  Central Sa
June 15-June 15  8 a.m.-5 p.m.
95157  North Sa
June 22-June 22  8 a.m.-5 p.m.
95150  Central Sa
June 29-June 29  8 a.m.-5 p.m.
95158  North F
July 12-July 12  8 a.m.-5 p.m.
95151  Central Sa
July 13-July 13  8 a.m.-5 p.m.
95152  Central F
July 26-July 26  8 a.m.-5 p.m.
95153  Central F
Aug 2-Aug 2  8 a.m.-5 p.m.
95159  North F
Aug 9-Aug 9  8 a.m.-5 p.m.
95154  Central Sa
Aug 10-Aug 10  8 a.m.-5 p.m.
95155  Central Su
Aug 18-Aug 18  8 a.m.-5 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. Proof of HS diploma/GED is required. Background check is required and is an additional student expense. Call 281-542-2058 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 the first class meeting. Registration after the first class meeting is not allowed. A textbook is 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 Human 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. $599 CEU 14.4 HRS: 144

Certified Nurse Aide Training
NURA 1001
Prerequisites: Current negative TB, Health Care Provider CPR. Background check through Pre-check is required & is an additional student expense. Note: No GED/HS diploma required. Students 16-17 are eligible for certification by the state agency, DADS. Parental waiver is required if under 18. 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 the 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. This class 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 CEU 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 CEU 5.2 HRS: 52

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
EMERGENCY MEDICAL TECH (EMT)

EMT Basic

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)

**$380 CEUs 12.8 HRS: 128**
90507 Central TWTh May 21-Aug 9 8 a.m.-11:30 a.m.
90508 Central TWTh May 21-Aug 9 6 p.m.-9:30 p.m.
95337 North TWTh June 4-Aug 9 1 p.m.-5 p.m.
95336 North TWTh June 4-Aug 9 6 p.m.-10 p.m.

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 is one of 3 courses 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**
90500 Central TBA May 20-Aug 9
90501 Central TBA May 20-Aug 9
90502 Central TBA May 20-Aug 9
95334 North TBA June 3-Aug 9
95335 North TBA June 3-Aug 9

EMS Operations

EMSP 2038
Prerequisites: Department Chair approval and additional information, Central Campus: call 281.476.1862; North Campus: call 281.459.7155.
Note: One of 3 courses required for EMT-Basic certification. The textbook from the EMT Basic class will be used.

This is a detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. Curriculum based on the National Emergency Medical Services Educational Standards. Practical field exercises are performed, some will require weekend participation. The students must meet the expected outcomes and terminal objectives of the class for completion. (EMSP 2238) Hybrid

**$280 CEUs 4.8 HRS: 48**
90504 Central TBA May 20-Aug 9
90505 Central TBA May 20-Aug 9

EMS Supervision/Management

EMSP 2059
Prerequisite: EMT Dept approval required. Call 281-476-1862. Online courses require basic computer skills. Must be a currently certified Paramedic. Must enroll concurrently with EMSP 2060.
This course covers instruction, literary review, group discussion, and case study on topics pertinent to the emergency medical service (EMS) field supervisor or manager. Identification and interpretation of laws and regulations affecting EMS operations; demonstration of principles of leadership and supervision; discussion and application of strategies used in financial management; explanation and exhibition of principles of personnel management; and development of strategies for evaluating and improving EMS operations. (EMSP 2359)

**$299 CEUs 4.8 HRS: 48**
90506 Central TBA May 20-Aug 9

Clinical-EMS Supervision

EMSP 2060
Prerequisites: EMT Dept approval required. Call 281-476-1862. Clinical orientation-Saturday 8 a.m.-12 p.m. prior to class start is required. Must be a currently certified Paramedic. Must enroll concurrently with EMSP 2059.
This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Specific detailed learning objectives are developed for the course. (EMSP 2160)

**$190 CEUs 6.4 HRS: 64**
90503 Central TBA May 20-Aug 9
MEDICAL IMAGING

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 health 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  CEU 16.0  HRS: 160
90498  Central  TBA
May 13-Aug 9

Clinical II Computed Tomography

CTMT 2060
Prerequisites: Clinical I Computed Tomography, Computed Tomography Equipment & Methodology, or Department approval at 281-476-1501 X1418
Note: Textbook required
This is a continuation of Clinical I. It also provides an advanced type of health profession work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional in a clinical setting. (CTMT 2361)

$299  CEU 4.8  HRS: 48
90497  Central  TBA
May 13-Aug 9

Computed Tomography Equipment and Methodology

CTMT 2036
Prerequisites: Clinical I-Computed Tomography, and must have current national registration in X-ray (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 X-rays and matter with concepts of radiation detectors and digital imaging. Current knowledge and theory of the biological effects of X-rays 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)

$276  CEU 16.0  HRS: 160
90499  Central  TBA
May 13-Aug 9

Magnetic Resonance Equipment and Methodology

MRIT 2034
Prerequisites: RADR 2340, MRIT 2330, and 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
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)

$299  CEU 4.8  HRS: 48
90511  Central  TBA
May 13-Aug 9
### 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).

Note: NOT ASRT certified; textbook required

Call 281-476-1501 X1446 for approval to register.

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)

**$276**  
**CEU 9.6**  
**HRS: 96**  
90512 Central TBA

May 13-Aug 9

90513 Central TBA

May 13-Aug 9

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### 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).

Note: Textbook required

This course focuses on the underlying scientific theory and practice leading to magnetic resonance imaging. It includes the concepts and scientific principles employed in magnetic resonance imaging techniques. There is an 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**  
**CEU 4.8**  
**HRS: 48**  
90509 Central T

May 14-Aug 9 6 p.m.-9:30 p.m.

90510 Central Th

May 16-Aug 9 6 p.m.-9:30 p.m.

### 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 is 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).

**$299**  
**CEU 4.8**  
**HRS: 48**  
90514 Central TBA

May 13-Aug 9

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### MEDICAL OFFICE

#### Billing & Coding Basics

**POFM 1000**

Prerequisites: Successful completion of Medical Office Professional, or prior medical office experience/training is required. Call 281-542-2067 for experience waiver form.

Note: Textbook required

Skilled diagnostic coding is recognized as one of the top growth occupations. You will learn enhanced medical terminology and Anatomy and Physiology. You will also learn the basics of analyzing medical records and assigning correct diagnostic and procedural codes using ICD-9, CPT, and HCPCS. You will, additionally, be taught the basics of proper procedural coding of insurance forms for use in the physician’s office, emergency department, out-patient and inpatient services.

**$325**  
**CEU 4.8**  
**HRS: 48**  
95147 South Sa

June 8-Aug 24 9 a.m.-1 p.m.

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#### Medical Office Professional

**MDCA 1021**

Note: Textbook required

This class will prepare you to work in a medical office setting and will provide a foundation for more advanced medical records careers. The content includes basic office procedures, medical records administration, medical terminology, and pathophysiology. This course is the prerequisite course for AAPC Medical Coding Curriculum for CPC Certification.

**$1399**  
**CEU 9.0**  
**HRS: 90**  
95020 Central MW

May 29-Aug 28 6:15 p.m.-9:30 p.m.

Aug 30 6:15 p.m.-9:30 p.m.

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### Key to Days of Week

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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.

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<tr>
<th>$395</th>
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<tr>
<td>95145</td>
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<tr>
<td>May 11-July 6</td>
<td>9 a.m.-4 p.m.</td>
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<td>95021</td>
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<td>June 17-July 24</td>
<td>4 p.m.-8 p.m.</td>
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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 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; 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.

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<th>$175</th>
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<tr>
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<td>July 29-Aug 9</td>
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Applied Technologies & Trades

AUTOMOTIVE

Automotive Heating and Air Conditioning
AUMT 1045
This is a study of the theory of automotive air conditioning and heating systems. (AUMT 1345)

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<thead>
<tr>
<th>$293</th>
<th>CEU 9.6</th>
<th>HRS: 96</th>
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<tbody>
<tr>
<td>95303</td>
<td>Central</td>
<td>MTWThF</td>
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<tr>
<td>July 8-Aug 9</td>
<td>8 a.m.-1 p.m.</td>
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CONSTRUCTION

Sheetmetal IV: 4A
MCHN 2030
This is a comprehensive review of development and fabrication techniques. Introduction to the concepts of shop production and organization, elements of air balance and specialty applications related to louvers, dampers, access doors, ventilators, fume, and exhaust systems.

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<tr>
<th>$300</th>
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<tr>
<td>95112</td>
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<td>June 4-Aug 1</td>
<td>5 p.m.-9 p.m.</td>
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DIESEL

Advanced Diesel Tune-up and Troubleshooting
DEMR 2034
Advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines. Emphasis on the science of diagnostics with a common sense approach. (DEMR 2334)

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<tr>
<th>$287</th>
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<tr>
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<td>June 3-Aug 9</td>
<td>11:10 a.m.-1:35 p.m.</td>
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Diesel Engine II
DEMR 1049
This course presents an in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines. (DEMR 1449)

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<th>$330</th>
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<tr>
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<td>8:40 a.m.-11 a.m.</td>
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</table>
Preventative Maintenance  
DEMR 1029  
This course covers the proper servicing techniques and record keeping. (DEMR 1229)  
$244  
CEU 4.8  
HRS: 48  
95322  
North  
MWF  
June 3-Aug 9  1:45 p.m.-2:35 p.m.

Shop Safety & Procedures  
DEMR 1001  
This is a study of shop safety, rules, basic shop tools, and test equipment. (DEMR 1301)  
$269  
CEU 4.8  
HRS: 48  
95323  
North  
MTWTh  
June 3-Aug 9  7:30 a.m.-8:30 a.m.

ELECTRICAL/ELECTRONICS

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)  
$279  
CEU 6.4  
HRS: 64  
90487  
Central  
MW  
May 20-Aug 9  7:20 p.m.-10 p.m.  
90485  
Central  
TTh  
May 21-Aug 9  1:20 p.m.-3:50 p.m.  
90486  
Central  
TTh  
May 21-Aug 9  4 p.m.-6:20 p.m.  
90488  
Central  
TTh  
May 21-Aug 9  7:20 p.m.-10 p.m.  
90593  
Central  
MW  
May 20-Aug 9  1 p.m.-2:30 p.m.

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)  
$226  
CEU 3.2  
HRS: 32  
90484  
Central  
MW  
May 20-Aug 9  5:50 p.m.-7:10 p.m.  
95305  
Central  
Online  
June 3-Aug 9  
95326  
North  
W  
June 5-Aug 9  6 p.m.-9:20 p.m.

Electrical Planning & Estimating  
ELPT 2037  
Students learn how to plan and estimate residential, industrial and commercial wiring systems costs. (ELPT 2337)  
$269  
CEU 6.4  
HRS: 64  
95309  
Central  
T  
May 21-Aug 9  7:10 p.m.-10 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  
CEU 4.8  
HRS: 48  
90490  
Central  
MW  
May 20-Aug 9  8 p.m.-10 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  
CEU 4.8  
HRS: 48  
95306  
Central  
T  
May 21-Aug 9  6 p.m.-10 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  
CEU 4.8  
HRS: 48  
95308  
Central  
Th  
May 23-Aug 9  6 p.m.-10 p.m.

NON-DESTRUCTIVE TESTING

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  
CEU 9.6  
HRS: 96  
95310  
Central  
TTh  
June 4-Aug 9  5:05 p.m.-10 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)
Cost: $336  CEU: 9.6  HRS: 96
North: 281.459.7119  •  South and Clear Lake: 281.922.3440  •  Central: 281.476.1838

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.
Cost: $1699  CEU: 4.0  HRS: 40
North: 281.459.7119  •  South and Clear Lake: 281.922.3440  •  Central: 281.476.1838

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.
Cost: $52  CEU: 0.6  HRS: 6
North: 281.459.7119  •  South and Clear Lake: 281.922.3440  •  Central: 281.476.1838

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.
Cost: $1647  CEU: 12.6  HRS: 126
North: 281.459.7119  •  South and Clear Lake: 281.922.3440  •  Central: 281.476.1838

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.
Cost: $1348  CEU: 12.0  HRS: 120
North: 281.459.7119  •  South and Clear Lake: 281.922.3440  •  Central: 281.476.1838

WELDING

Advanced Gas Tungsten ARC Welding (GTAW)
WLDG 2051
Advanced topics in GTAW welding, including welding in various positions and directions. (WLDG 2551)
Cost: $403  CEU: 12.8  HRS: 128
North: 281.459.7119  •  South and Clear Lake: 281.922.3440  •  Central: 281.476.1838

Advanced Pipe Welding
WLDG 2053
These are advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. (WLDG 2553)
Cost: $403  CEU: 12.8  HRS: 128
North: 281.459.7119  •  South and Clear Lake: 281.922.3440  •  Central: 281.476.1838

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
## 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)*

<table>
<thead>
<tr>
<th>$403</th>
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<tr>
<td>95333</td>
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<td>95319</td>
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<td>June 3-Aug 9</td>
<td>6 p.m.-10 p.m.</td>
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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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<td>June 3-Aug 9</td>
<td>10 p.m.-11:55pm</td>
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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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### Key to Days of Week

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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.

$800  CEU 4.0  HRS: 40
90437  Central  MTWThF
May 20-May 24  8 a.m.-5 p.m.
95083  Central  MTWThF
June 24-June 28  8 a.m.-5 p.m.

Advanced Cargo Handling and Stowage
MARS 1073
USCG & STCW approved, this course will cover the principles of materials handling and their application to the movement of marine cargoes, safe cargo operations, certification of cargo gear, stresses on cargo gear, mathematical calculations of safe and efficient cargo stowage, de-humidification units and prevention of moisture damage due to cargo and ship sweat. In addition, this course will examine ship stability and trim, and the practical application of these principles in the loading of vessels carrying break bulk, bulk and container cargoes. A container loading project will be completed involving computing stowage, trim, KG, GM and LCG. The objective of this course is to provide students with the detailed knowledge to support the training outcomes related to Cargo Handling and Stowage at the Management Level and in doing so, satisfy company, national, and international regulations for candidates for certification as master or Chief Mate.

$2000  CEU 8.0  HRS: 80
95098  Central  MTWThF
Aug 5-Aug 16  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.

$800  CEU 3.2  HRS: 32
95078  Central  TThF
June 11-June 14  8 a.m.-5 p.m.
95090  Central  TThF
July 16-July 19  8 a.m.-5 p.m.

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, 2 engineers and any person 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  CEU 7.2  HRS: 72
90438  Central  MTWThF
May 20-May 31  8 a.m.-5 p.m.

Advanced Navigation
MARS 1074
USCG & STCW approved, this course provides trainees with knowledge, understanding and proficiency in appraising and planning an ocean and coastal voyage. Use of Bridge Electronics such as GPS, Gyro, and Autopilot in executing the plan. Includes: Electronic Chart Display and Information Systems which provides students with knowledge and skills necessary to fully utilize the features of ECDIS, including installation and correction of electronic charts.

$2200  CEU 8.0  HRS: 80
95097  Central  MTWThF
Aug 5-Aug 16  8 a.m.-5 p.m.

Apprentice Mate (Steering) Western Routes
MARS 1078
Successful completion of this USCG approved 16-hour Apprentice Mate (Steersman) Western Rivers Navigation course and presents your Certificate of Training which 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  CEU 1.6  HRS: 16
95080  Central  MT
June 17-June 18  8 a.m.-5 p.m.
95094  Central  IMT
July 29-July 30  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 CEU 4.0 HRS: 40
95077 North
June 10-June 14 8 a.m.-5 p.m.
95088 Central
July 15-July 19 8 a.m.-5 p.m.
95102 Central
Aug 12-Aug 16 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.

$600 CEU 2.4 HRS: 24
95075 Central
June 5-June 7 8 a.m.-5 p.m.
95100 Central
Aug 7-Aug 9 8 a.m.-5 p.m.

DDE 1000/4000 HP

MARS 1075
This 4-week USCG approved course provides limited HP designated duty engineer candidates practical knowledge and training in all phases of off-shore supply and towing vessel engine room operations in preparation for licensing. Topics covered include engine room safety, tools and supplies, piping system hardware, miscellaneous piping systems, pollution abatement equipment, vessel habitability and fluid power systems, and electricity generating and diesel propulsion plants. Emphasis is placed on theory of operation and arrangements, monitoring procedures and conducting of machinery space rounds, inspections and record keeping, and engine room operating procedures.

$3000 CEU 16.0 HRS: 160
95081 Central
June 17-July 12 8 a.m.-5 p.m.

Electronic Chart Display and Information Systems (ECDIS)

MART 1075
USCG & STCW approved, this course provides the student with the knowledge and skills required to fully utilize the features of a computer-based navigation system capable of continuously determining a vessel's position in relation to land, charted objects, aids-to-navigation, and unseen hazards.

$1000 CEU 3.2 HRS: 32
95082 Central
June 17-June 20 8 a.m.-5 p.m.
95095 Central
July 29-Aug 1 8 a.m.-5 p.m.

Global Maritime Distress and Safety Systems (GMDSS)

MARS 1077
USCG & STCW approved, this course is required for officers who serve on vessels equipped with GMDSS. It is divided into one theory week and one practical week. Subjects include: satellite systems, terrestrial communications, transmission and reception of distress alerts and messages, and maritime safety information.

$1500 CEU 7.0 HRS: 70
95089 Central
July 15-July 19 8 a.m.-5 p.m.

Master, 100 GRT

MART 1072
The student who successfully completes this USCG approved course will have demonstrated that they possess the knowledge required for a license as Master, 100GRT, which includes the applicable regulations and operational procedures necessary to operate a vessel of up to 100 Gross Tons in Near Coastal/Inland/Great Lakes operating environments. Professional training includes navigation, tidal calculations, international and inland rules of the road, coastal pilotage, meteorology, anchoring and mooring, docking and undocking operations, voyage and passage planning, stability and vessel construction, and marlinspike seamanship.

$1200 CEU 8.0 HRS: 80
90439 Central
May 28-June 7 8 a.m.-5 p.m.
95086 Central
July 8-July 19 8 a.m.-5 p.m.
95101 Central
Aug 12-Aug 23 8 a.m.-5 p.m.
Medical Care Provider
EMSP 1026
This 3 day USCG approved course is designed for maritime officers and crew who will provide immediate first aid and assist the Medical Person in Charge. Topics include CPR, heart attacks, cardiac arrest, AED, body structure and function, patient assessment, head, neck and spine injuries, burns and scalds, fractures and dislocations, medical care of the rescued person, effects of heat and cold, pharmacology, medication administrations and IV therapy, toxicology hazards, sterile techniques and universal precautions. This course will satisfy the Medical First Aid training requirements of Section A-VI/4-1 of the STCW Code and 46 CFR 12.13-1. This course is recommended for all crewmembers.

$800 CEU 2.4 HRS: 24
90441 Central TWTh
May 28-May 30 8 a.m.-5 p.m.
95099 Central MTW
Aug 5-Aug 7 8 a.m.-5 p.m.

Medical Person in Charge
EMSP 1091
Prerequisite: Medical Care Provider within 12 months
This USCG approved course is required if you are designated to order and administer medical supplies onboard. Subjects include: pain management; rescue at sea, death at sea, diseases and advanced medical skills. This course will also acquaint the attendee with short-term and long-term care for the sick or injured patient. Anatomy and physiology of the human body, diagnostic procedures, basic and advanced first aid techniques, CPR, automated external defibrillator (AED), the use of drugs and medication, medical reports, and communication, as well as other pertinent shipboard medical problems will be presented in depth.

$1500 CEU 4.0 HRS: 40
95103 Central MTWThF
Aug 12-Aug 16 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 CEU 3.2 HRS: 32
90440 Central TWThF
May 28-May 31 8 a.m.-5 p.m.
95085 Central MTWF
July 1-July 5 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.

$600 CEU 4.0 HRS: 40
95084 Central MTWThF
June 24-June 28 8 a.m.-5 p.m.
95092 Central MTWThF
July 22-July 26 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 CEU 4.0 HRS: 40
95074 Central MTWThF
June 3-June 7 8 a.m.-5 p.m.
95087 Central MTWThF
July 8-July12 8 a.m.-5 p.m.
95096 Central MTWThF
Aug 5-Aug 9 8 a.m.-5 p.m.

Upgrade-Master, 100 GRT to Master, 200 GRT
MART 1076
Upon completion of this USCG approved course, the student shall have a good understanding of the subjects for upgrade from not more than 100-Ton to not more than 200-Ton Great Lakes, Inland, and Near Coastal Master licenses. This course builds upon and further advances the learning objectives for the Master 100 GRT class.

$550 CEU 2.4 HRS: 24
95076 Central MTW
June 10-June 12 8 a.m.-5 p.m.
95091 Central MTW
July 22-July 24 8 a.m.-5 p.m.

Upgrade to Apprentice Mate
MART 1074
Upon completion of this USCG approved course the student shall have a good understanding of the subjects pertaining to a mariner in training to become master or mate (pilot) of towing vessels or master of towing vessels (harbor assist).

$400 CEU 1.6 HRS: 16
95079 Central ThF
June 13-June 14 8 a.m.-5 p.m.
95093 Central ThF/Ts
July 25-July 27 8 a.m.-5 p.m.
Education

CRIMINAL JUSTICE

Traffic Law and Investigations
CJLE 2042
Prerequisite: Reading level 4
This course covers instruction in the basic principles of traffic control, traffic law enforcement, court procedures, and traffic law. Emphasis is on the need for a professional approach in dealing with traffic law violators, and the police role in accident investigation and traffic supervision. (CJLE 1333)

$249  CEU 4.8  HRS: 48
95253  North
June 3-Aug 9  Online

ENGLISH

Advanced Composition
NFND 0000
Prerequisite: Completion of ESOL 0352 with a grade of C or better or minimum score on standardized test of English language proficiency
Note: Textbook required
Advanced Composition is designed for non-native speakers who have taken ESOL 0352 and need to master the rhetorical modes for academic and professional English writing and reading situations and learn to recognize the different uses of language. This course does not apply toward an associate degree. (ESOL 0353)

$249  CEU 4.8  HRS: 48
95267  North  MTWTh
July 8-Aug 9  6 p.m.-9:05 p.m.

Advanced Listening & Speaking
NFND 0000
Prerequisite: Completion of Listening & Speaking-Intermediate course or minimum score on standardized test of English language proficiency
Note: Textbook required
This course focuses on communication situations found in business and the workplace for students whose primary language is other than English. It emphasizes internal communication with employees and external communication with customers, clients, and suppliers. This course covers problem-solving and decision-making communications, both written and oral. This course develops public and academic oral language skills through active participation in group activities. Rhetorical skills such as narration and description will be practiced. (ESOL 0313)

$249  CEU 4.8  HRS: 48
95257  North  MTWTh
July 8-Aug 9  7:30 a.m.-10:35 a.m.

Advanced Reading
NFND 0000
Prerequisite: Completion of Reading- Intermediate or minimum score on a standardized test of English language proficiency
Note: Textbook required
Designed for students whose primary language is other than English. Exploration of various reference sources and practice suggested proofreading techniques to assist with on-the-job document production. This course continues development through reading comprehension, vocabulary building, and adapting reading rate for different purposes. (ESOL 0323)

$249  CEU 4.8  HRS: 48
95261  North  MTWTh
June 3-July 5  7:30 a.m.-9:50 a.m.
Advanced Writing & Grammar
NFND 0000
Prerequisite: Minimum score on a standardized test of English language proficiency
Note: Textbook required
This course is for students whose primary language is other than English and who need to master the rhetorical modes for academic English writing situations such as persuasion, comparison-contrast, cause-effect, and definition. This course will introduce them to essays, short stories, and poetry. (ESOL 0333)

$249 CEU 4.8 HRS: 48
95264 North MTWTh
June 3-July 5 10 a.m.-1:05 p.m.

English Communication Skills 1 with Computer Applications
COMG 1000
Prerequisite: Pre-assessment required
Note: Textbook 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 CEU 4.8 HRS: 48
95033 North MTWTh
July 1-July 25 9 a.m.-12 p.m.
July 12-July 12 9 a.m.-12 p.m. F

English Communication Skills 2
COMG 1000
Prerequisite: Pre-assessment required
Note: Textbook and workbook required
This is a continuation of English Communication Skills Level 1. The emphasis is on high-frequency vocabulary (basic sight words) and phonics; refining oral and written production; assists with listening skills for enhanced job productivity; and increasing control of the English sound system to minimize on-the-job miscommunication or misinterpretation due to foreign accent. This is the second class in our nine levels of English language instruction.

$250 CEU 5.6 HRS: 56
95025 South MTWTh
June 3-June 27 6 p.m.-9:30 p.m.
95029 South MTWTh
July 1-July 25 9 a.m.-12:30 p.m.
July 12-July 12 9 a.m.-12:30 p.m. F

English Communication Skills 3 with Computer Applications
COMG 1001
Prerequisite: Pre-assessment required
Note: Textbook and workbook required
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. Students will learn to match vocabulary words with their respective definitions when terms and definitions are presented in writing. Students will learn to select the correct meaning of a word based on the context of the word; give examples of the pronunciation, meaning and part of speech of vocabulary words that relate to work or everyday life activities. This level will provide the student with skills to summarize the main idea in writing.

$275 CEU 4.8 HRS: 48
95034 North MTWTh
July 1-July 25 9 a.m.-12 p.m.
July 12-July 12 9 a.m.-12 p.m. F

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
English Communication Skills 3 with Computer Applications
COMG 1001
Prerequisite: Pre-assessment required
Note: Textbook 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 CEU 4.8 HRS: 48
95026 North MTWTh
June 3-June 27 9 a.m.-12 p.m.
95041 North MTWTh
July 29-Aug 22 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 CEU 5.6 HRS: 56
95243 South MTWTh
June 3-June 27 9 a.m.-12:30 p.m.
95244 South MTWTh
July 1 – July 25 6:00 p.m. – 9:30 p.m.
July 8-July 17 5:30 p.m.-9:30 p.m. MTWTh
Skip July 4
95245 South MTWTh
July 29-Aug 22 9 a.m.-12:30 p.m.

Key to Days of Week

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English Communication Skills 4 with Computer Applications
COMG 1001
Prerequisite: Pre-assessment required
Note: Textbook required
Learn to describe past activities; ask about and give information about past events; be able to ask and tell about future plans and activities. Also, prepare for a job interview; answer questions about skills and work experience; follow a map and interpret a simple map route. In addition, be able to describe an accident, give first-aid instructions and make a doctor's appointment and call to report an absence from work. Also, includes ten hours of computer lab time utilizing specialized software to help students learn and reinforce their English skills.

$275 CEU 4.8 HRS: 48
95027 North MTWTh
June 3-June 27 9 a.m.-12 p.m.
95042 North MTWTh
July 29-Aug 22 9 a.m.-12 p.m.

English Communication Skills 5
COMG 1004
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 CEU 5.6 HRS: 56
95028 Central MTWTh
June 3-June 27 9 a.m.-12:30 p.m.
95030 South MTWTh
July 1-July 25 9 a.m.-12:30 p.m.
July 12- July 12 9 a.m.-12:30 p.m. F
95040 South MTWTh
July 29-Aug 22 6 p.m.-9:30 p.m.
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**

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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**

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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**

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Intermediate Developmental Composition
NFND 0000
Prerequisite: Completion of ESOL 0351 with a grade of C or better, or minimum score on standardized test of English language proficiency
Note: Textbook required
Intermediate Composition for Non-native Speakers is designed for non-native speakers who have taken ESOL 0351 and need to master the rhetorical modes for academic and professional English writing and reading situations. This course does not apply toward the Associate Degree. (ESOL 0352)

**$249**

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Intermediate Listening & Speaking
NFND 0000
Prerequisite: Completion of Listening & Speaking-Introductory course or minimum score on standardized test of English language proficiency
Note: Textbook required
this course focuses on improvement in reading vocabulary/comprehension skills, as well as speaking, writing and listening skills for job success. Focus on recognition and comprehension of idioms, analogies, antonyms, and synonyms, and context clues. Interpretation of factual material and inferences associated with job-related communication. This course is designed for students with some English skills who want to increase their listening, speaking, and writing communication skills. (ESOL 0312)

**$249**

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Intermediate Reading
NFND 0000
Prerequisite: Completion of Reading-Introductory or minimum score on a standardized test of English language proficiency
Note: Textbook required
Designed for students whose primary language is other than English. Presentation of industry-related basic reading, writing, speaking and listening skills. Emphasis is placed on high-frequency vocabulary (basic sight words) and phonics; refining oral written production and listening skills for enhanced job productivity; and increasing control of the English sound system to minimize on-the-job miscommunication or misperception due to foreign accent. This course continues language development through reading comprehension, vocabulary building, and paragraph organization. (ESOL 0322)
$249  CEU 4.8  HRS: 48
95260  North  MTWTh
June 3-July 5  7:30 a.m.-9:50 a.m.

Intermediate Writing & Grammar
NFND 0000
Prerequisite: Minimum score on a standardized test of English language proficiency
Note: Textbook required
Improvement in reading vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job success. Focus on recognition and comprehension of idioms, analogies, antonyms, synonyms, and context clues. This course introduces the development of controlled and guided paragraphs using a variety of organizational structures, logic patterns, and basic grammar. (ESOL 0332)
$249  CEU 4.8  HRS: 48
95263  North  MTWTh
June 3-July 5  10 a.m.-1:05 p.m.

Introductory Composition
NFND 0000
Prerequisite: Minimum score on a standardized test of English language proficiency
Note: Textbook required
Introductory Composition for Non-native Speakers is designed for non-native students who need to master the rhetorical modes for academic and professional English writing and reading situations. This course will introduce them to essays, short stories, and poetry. This course does not apply toward the Associate Degree. (ESOL 0351)
$249  CEU 4.8  HRS: 48
95265  North  MTWTh
July 8-Aug 9  6 p.m.-9:05 p.m.

Introductory Listening & Speaking
NFND 0000
Prerequisite: Minimum score on a standardized test of English language proficiency
Note: Textbook required
This course provides on-the-job dynamic communicative practice for students whose primary language is other than English, exposing students to the uses of language in a variety of relevant job-related contexts. This course focuses on developing basic social and pre-academic speaking and listening skills which include pronouncing, describing, giving directions, and comprehending oral directions. (ESOL 0311)
$249  CEU 4.8  HRS: 48
95254  North  MTWTh
July 8-Aug 9  7:30 a.m.-10:35 a.m.

Introductory Reading
NFND 0000
Prerequisite: Minimum score on a standardized test of English language proficiency
Note: Textbook required
Provides on-the-job communicative practice for students whose primary language is other than English. Presentation of industry-related basic reading, writing, speaking and listening skills. Emphasis on high-frequency vocabulary (basic sight words) and phonics; refining oral written production and listening skills for enhanced job productivity; and increasing control of the English sound system to minimize on-the-job miscommunication or misperception due to foreign accent. The course is designed for the non-native speaker. It focuses on English language development through reading activities such as comprehension and vocabulary. (ESOL 0321)
$249  CEU 4.8  HRS: 48
95259  North  MTWTh
June 3-July 5  7:30 a.m.-9:50 a.m.

Introductory Writing & Grammar
NFND 0000
Prerequisite: Minimum score on a standardized test of English language proficiency
Note: Textbook required
Provides on-the-job communicative practice for students whose primary language is other than English, exposing students to the uses of language in a variety of relevant job-related contexts. This course helps students learn to comprehend and use the basic structures of English and perform simple writing tasks such as using complete sentences, filling out forms, writing invitations, and communicating through short notes. (ESOL 0331)
$249  CEU 4.8  HRS: 48
95262  North  MTWTh
June 3-July 5  10 a.m.-1:05 p.m.
LANGUAGES

Beginning French I
NFND 0000
Note: Textbook required
Fundamental skills in listening comprehension, speaking, reading, and writing. Also, includes basic vocabulary, grammatical structures, and culture. (FREN 1411)

$287     CEU 8.0     HRS: 80
95252     Central     MTWTh
June 3-July 5  10 a.m.-11:15 a.m.
July 3-July 5  11:25 a.m.-12:15 p.m.  MF
95251     Central
June 3-Aug 9  Online

ParaEducator Institute Training ISD
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 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. This class is geared toward the districts within our service region.

$175     CEU 1.8     HRS: 18
95066     South     Sa
June 8-June 22  8 a.m.-3:30 p.m.
95069     South     Sa
July 13-July 27  8 a.m.-3:30 p.m.
95072     South     Sa
Aug 3-Aug 17  8 a.m.-3:30 p.m.

ParaEducator Certification Re-take
NFND 0000
Prerequisite: Para Educator Training
Note: Materials provided
Paraprofessional certification re-take provided for those students needing to retake paraprofessional exam.

$65     CEU .6     HRS: 6
90336     South     Sa
May 18-May 18  8 a.m.-1:30 p.m.
95067     South     Sa
June 8-June 22  8 a.m.-1:30 p.m.
95070     South     Sa
July 13-July 27  8 a.m.-1:30 p.m.
95073     South     Sa
Aug 3-Aug 17  8 a.m.-1:30 p.m.
### Test Preparation

#### GED Preparación: Ciencia y Estudios Sociales

**NFND 0000**

Note: Se requiere libro. 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; if age 17, parental or guardian consent is required.

Este curso de preparación para el GED es un curso intensivo que cubre ciencias y estudios sociales.

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<td>95365</td>
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<td>50010</td>
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<td>Sep 17-Sept 30</td>
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#### GED Preparación: Español

**NFND 0000**

Note: Se requiere libro. 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; if age 17, parental or guardian consent is required.

Esta serie de preparación para el GED cubre los temas en un ritmo más despacio y un nivel más intensivo. La serie incluye Matemáticas, Estudios Sociales/Ciencia, y lectura y gramática (Inglés).

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<td>Aug 5-Sept 30</td>
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#### GED Preparación: Lectura y Gramática

**NFND 0000**

Note: Se requiere libro. 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; if age 17, parental or guardian consent is required.

Este curso de preparación para el GED es un curso intensivo de gramática.

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GED Preparation: Language Arts
NFND 0000
Note: Textbook 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; if age 17, parental or guardian consent is required.

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
95050 Central
June 24-July 15 6 p.m.-9 p.m.
95051 North
June 24-July 15 6 p.m.-9 p.m.
95052 South
June 24-July 15 6 p.m.-9 p.m.
95062 Central
Aug 26-Sept 16 6 p.m.-9 p.m.
95063 North
Aug 26-Sept 16 6 p.m.-9 p.m.
95064 South
Aug 26-Sept 16 6 p.m.-9 p.m.

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; must be age 18 or older. If you are 16, you must have a court order from a judge; if age 17, parental or guardian consent is required.

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
95047 Central
June 3-June 20 6 p.m.-9 p.m.
95048 North
June 3-June 20 6 p.m.-9 p.m.
95049 South
June 3-June 20 6 p.m.-9 p.m.
95059 Central
Aug 5-Aug 22 6 p.m.-9 p.m.
95060 North
Aug 5-Aug 22 6 p.m.-9 p.m.
95061 South
Aug 5-Aug 22 6 p.m.-9 p.m.

GED Preparation: Social Studies/Science
NFND 0000
Note: Textbook 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; if age 17, parental or guardian consent is required.

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
90350 Central
May 13-May 23 6 p.m.-9 p.m.
90351 South
May 13-May 23 6 p.m.-9 p.m.
90352 North
May 13-May 23 6 p.m.-9 p.m.
90553 Central
July 16-July 26 6 p.m.-9 p.m.
90554 North
July 16-July 26 6 p.m.-9 p.m.
90555 South
July 16-July 26 6 p.m.-9 p.m.
50003 Central
Sept 17-Sept 30 6 p.m.-9 p.m.
50004 North
Sept 17-Sept 30 6 p.m.-9 p.m.
50005 South
Sept 17-Sept 30 6 p.m.-9 p.m.
Life Long Learning

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. Find a class you like and encourage a friend to join you!

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

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<tr>
<th>Course</th>
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<td>Retirement Planning Today</td>
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Register Online!
Lifelong Learning Website: http://cpd.sanjac.edu/node/1015
(please register at least 7 days prior to class start date)

Linked Courses: Linked courses are held in conjunction with academic ones, which allows more variety and a wider range of courses that are offered each semester. Please refer to our course list for more information.
ARTS & CRAFTS

Basic Home Centerpieces
NFND 0000
Want to make your home even more beautiful? Add a special centerpiece, especially one you created yourself. This class teaches basic techniques to create centerpieces for your home. Note: Material fee $32

$69 CEU .3 HRS: 3
95166 Central W
July 24-July 24 6 p.m.-9 p.m.

Beaded Jewelry (Basic)
NFND 0000
Learn how to make your own double strand necklace and bracelet! We will be making a bracelet and a necklace. Beginners are welcome! See the continuing education registration office for a list of supplies needed.

$30 CEU .3 HRS: 3
95167 Central Th
Aug 15-Aug 15 6 p.m.-9 p.m.

Bow Making
NFND 0000
Come join us and learn the techniques to create beautiful florist’s bows. We will also learn the Dior bow and a variety of other bow making tips and ideas. Note: Materials included

$50 CEU .3 HRS: 3
95168 Central W
Aug 21-Aug 21 6 p.m.-9 p.m.

Gift Baskets
NFND 0000
Presenting beautiful gift baskets that are always a welcomed gift. They can be used for so many occasions! Come learn how to create themed gift baskets that suit any occasion. Holiday gifts, baby shower gifts, and fruit gifts. There are so many occasions to make someone happy with your very own creation. Note: Materials fee $25

$69 CEU .3 HRS: 3
95186 Central W
July 10-July 10 7 p.m.-9 p.m.

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 CEU 9.6 HRS: 96
90464 Central MTWTh
May 13-July 5 11 a.m.-2 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 CEU 9.6 HRS: 96
90465 Central MTWTh
May 13-July 5 11 a.m.-2 p.m.

Bridal and Floral Seminar
NFND 0000
This seminar is designed for individuals who truly enjoy beautiful wedding work and new ideas. We will cover bowmaking techniques, and corsage and boutonniere ideas for the wedding party. You will be able to create a beautiful basic bouquet. Come enjoy this wonderful learning adventure!

Note: Materials included

$100 CEU .5 HRS: 5
95169 Central Th
June 27-June 27 10 a.m.-3 p.m.

Key to Days of Week

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

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
CAKE DECORATING

Cookie Baking Demo/Workshop
NFND 0000
Join in the cookie baking adventure! In this class you will learn methods of combining ingredients for cookie dough as well as techniques in cutting out cookies for your favorite party celebration. If you plan to take the Cookie Decorating class … pack a lunch and stay for the other five new demonstrations/workshops!

$39   CEU .2   HRS: 2
95225   North   W
June 5-June 5 9:30 a.m.-11:30 a.m.
95226   Central   M
July 8-July 8 9:30 a.m.-11:30 a.m.
95227   North   W
July 10-July 10 9:30 a.m.-11:30 a.m.

Cookie Decorating Workshop
NFND 0000
Make your delicious homemade cookies spectacular! Take advantage of the expertise of your Wilton instructor and learn to decorate cookies perfect for many occasions.

$39   CEU .2   HRS: 2
95384   Central   M
June 3-June 3 12:30 p.m.-2:30 p.m.
95385   North   W
June 5-June 5 12:30 p.m.-2:30 p.m.
95386   Central   M
July 8-July 8 12:30 p.m.-2:30 p.m.
95387   North   W
July 10-July 10 2:30 p.m.-2:30 p.m.

Cupcake Camp
NFND 0000
Sign up for your favorite cupcake camp. Each camp theme will differ during the semester. Stop by the Continuing and Professional Development office for a supply list and project schedule.

$39   CEU .3   HRS: 3
95172   Central   IM
June 17-June 17 9:30 a.m.-12:30 p.m.
95175   North   W
June 19-June 19 9:30 a.m.-12:30 p.m.
95173   Central   M
June 24-June 24 9:30 a.m.-12:30 p.m.
95176   North   W
June 26-June 26 9:30 a.m.-12:30 p.m.
95174   Central   M
July 22-July 22 9:30 a.m.-12:30 p.m.
95177   North   W
July 24-July 24 9:30 a.m.-12:30 p.m.

Easy Bake Cake & Cupcakes Demo/Workshop
NFND 0000
Not everything is as easy as it looks, our certified Wilton Cake Decorating instructor will teach you how to bake before you decorate!

$39   CEU .2   HRS: 2
95178   Central   M
June 24-June 24 3 p.m.-5 p.m.
95180   North   W
June 26-June 26 3 p.m.-5 p.m.
95179   Central   M
July 22-July 22 3 p.m.-5 p.m.
95181   North   W
July 24-July 24 3 p.m.-5 p.m.

Fondant & Royal Icing Plaques Demo/Workshop
NFND 0000
Using fondant, royal icing and tools of the trade, learn to create stunning plaques such as company logos, family emblems and more using ad advanced transfer technique not taught in Wilton Cake Decorating courses 1, 2 or 3!

$39   CEU .2   HRS: 2
95182   North   M
July 15-July 15 2:30 p.m.-4:30 p.m.
95183   Central   W
July 17-July 17 2:30 p.m.-4:30 p.m.

Fondant Making Workshop
NFND 0000
Prerequisite: Wilton Cake Decorating Basics
Note: Students purchase own supplies
With your instructor's knowhow, you will learn how to make your desired flavor of marshmallow fondant such as chocolate, rum, cherry and more. You will also learn how to cover your cake with ease and precision by learning tips and tricks of the cake decorating trade. Tools and supplies include: large rolling pin, Wilton roll and cut mat, tapered spatula, and ingredients from your kitchen.

$39   CEU .2   HRS: 2
95184   Central   M
July 29-July 29 9:30 a.m.-11:30 a.m.
95185   North   W
July 31-July 31 9:30 a.m.-11:30 a.m.
Salutations: Writing on Cakes
NFND 0000
This is a handy decorating skill to master. In this class you will learn easy techniques for writing salutations on your celebration cakes, cupcakes or cookies!

$39 CEU .2 HRS: 2
95232 Central M
July 15-July 15 9:30 a.m.-11:30 a.m.
95233 North W
July 17-July 17 9:30 a.m.-11:30 a.m.

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 CEU .8 HRS: 8
95215 Central M
June 3-June 24 6:30 p.m.-8:30 p.m.
95214 North W
June 5-June 26 6:30 p.m.-8:30 p.m.
95217 North M
Aug 5-Aug 26 9:30 a.m.-11:30 a.m.
95216 North W
Aug 7-Aug 28 9:30 a.m.-11:30 a.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 CEU .8 HRS: 8
95219 Central M
July 8-July 29 6:30 p.m.-8:30 p.m.
95218 North W
July 10-July 31 6:30 p.m.-8:30 p.m.
95221 North M
Aug 5-Aug 26 12:30 p.m.-2:30 p.m.
95220 North W
Aug 7-Aug 28 12:30 p.m.-2:30 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 CEU .8 HRS: 8
95222 North M
Aug 5-Aug 26 6:30 p.m.-8:30 p.m.
95223 North W
Aug 7-Aug 28 6:30 p.m.-8:30 p.m.

DANCE

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 CEU 1.2 HRS: 12
95163 South Th
June 20-Aug 1 7 p.m.-9 p.m.

Belly Dancing I
NFND 0000
Note: Students must purchase zills for $15-$20.
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 CEU 1.2 HRS: 12
95165 Central T
June 25-June 25 5:30 p.m.-7:20 p.m.
July 9-Aug 6 5:30 p.m.-7:20 p.m. T

Country & Western Dance I
NFND 0000
Emphasis will be on mastering the basic steps and turns of the Texas 2-Step, Waltz, and Texas Polka. Partners are not required; everyone will be requested to change partners after each exercise or dance.

$80 CEU 1.2 HRS: 12
95171 Central Th
June 20-Aug 1 7 p.m.-9 p.m.
Wedding or Holiday Crash Dance Course

NFND 0000

Whether you are a bride or groom, parents of the wedding party, or just want to learn some basic skills for special events and holiday parties, this course is for you! Learn to dance to a mixture of different types of music, such as Big Band, Waltz and slow music. You will learn enough in this class to confidently get around the dance floor with anyone. No prior dance training is necessary to take this class.

$50 CEU .6 HRS: 6
95164 South Th
June 20-Aug 1 6 p.m.-7 p.m.

LIFE LONG LEARNING

Fine Arts Photography 1

NFND 0000

This is a beginning course in the taking, developing and printing of photographs. Students receive instruction in photographic principles and are given assignments to complete in the laboratory periods or outside class. The College furnishes darkroom facilities and a limited number of cameras. Students will not receive credit for both ARTS 2356 and COMM 1318. (ARTS 2356, COMM 1318)

$269 CEU 1.2 HRS: 12
95270 South MTWTh
June 3-July 5 10 a.m.-3:15 p.m.

Zumba

NFND 0000

Zumba fuses hypnotic Latin rhythms and easy to follow moves to create a one of a kind fitness program. Our goal is simple: We want you to work out, love working out and to get hooked. Any age person will benefit and improve fitness levels.

$80 CEU 1.2 HRS: 12
95234 Central MW
July 15-Aug 1 6 p.m.-7 p.m.

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.

Central Campus

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PAINTING/DRAWING

Drawing I
NFND 0000
A beginning course investigating a variety of media, techniques and subjects, exploring perceptual and descriptive possibilities with consideration of drawing as a developmental process, as well as an end in itself. (ARTS 1316)

$279  CEU 9.6  HRS: 96
95269  South  MTWTh
June 3-July 5  10 a.m.-3:15 p.m.

SCRAPBOOKING

Cardmaking Class & Crop
NFND 0000
This fast-paced fun-filled four hour course will provide beginner through experienced paper crafters with an array of strategies and techniques to take their holiday projects to the next level. Using class ideas, participants can create holiday greeting cards and page enhancements for any occasion. With their own adhesive and paper crafting "stash" along with the suggested class kit (card stack and envelopes) participants will create six or more unique projects.

$20  CEU .4  HRS: 4
95170  South  Sa
July 13-July 13  9 a.m.-1 p.m.

Scrapbooking Session 1: The Basics of Scrapbooking
NFND 0000
Basic scrapbooking tools, adhesives, supplies and organization trends related to getting started in scrapbooking.

$20  CEU .2  HRS: 2
95206  South  Th
June 27-June 27  7 p.m.-9 p.m.

Scrapbooking 2: Page Elements and Design
NFND 0000
Scrapbooking page elements and design, pictures, paper, title/journaling, embellishments and color theory.

$20  CEU .2  HRS: 2
95207  South  Th
July 11-July 11  7 p.m.-9 p.m.

Scrapbooking 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.

$20  CEU .2  HRS: 2
95208  South  Th
July 18-July 18  7 p.m.-9 p.m.

Scrapbooking 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.

$20  CEU .2  HRS: 2
95209  South  Th
Aug 1-Aug 1  7 p.m.-9 p.m.

Scrapbooking 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.

$20  CEU .2  HRS: 2
95210  South  Th
Aug 15-Aug 15  7 p.m.-9 p.m.

SPORTS & RECREATION

Advanced Tennis
NFND 0000
Emphasis is on instruction of advanced techniques, development of a variety of strokes, singles and doubles strategy in game situations and USTA tournament rules and procedures. (PHED 1102)

$185  CEU 4.8  HRS: 48
95341  Central  MTTh
July 8-Aug 9  6:30 p.m.-9:40 p.m.

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)

$183  CEU 4.8  HRS: 48
95339  Central  Sa
May 18-Aug 4  8:15 a.m.-12:15 p.m.
Aikido Martial Arts
NFND 0000
Note: Textbook required.
This co-educational class is a continuation of the introductory Aikido class; however, it is open to students of all levels. Aikido is a noncompetitive, non-aggressive, self-defense Japanese Martial Art. Regardless of age, size, or gender, anyone in reasonably good health or physical condition can participate and benefit from this Aikido class. Empty handed techniques, as well as techniques involving the bokken (wooden sword), tanto (wooden knife) and jo (staff) will be covered. Students will be taught how to perform all basic falls, warm-up exercises as well as fundamentals of basic movements and techniques. Aikido principles and etiquette will be taught.

$80 CEU 1.7 HRS: 17
95161 South TTh June 4-July 11 7 p.m.-8:30 p.m.
95162 South TTh July 16-Aug 20 7 p.m.-8:30 p.m.

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)

$183 CEU 4.8 HRS: 48
95358 Central MTWTh July 8-Aug 9 12:30 p.m.-3:40 p.m.

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)

$183 CEU 4.8 HRS: 48
90520 Central MTWTh May 20-Aug 9 -
95343 Central MTWTh June 3-July 5 7:15 a.m.-9:45 a.m.
95344 Central MTWTh June 3-July 8 6:30 p.m.-9:40 p.m.
95345 Central MTWTh July 8-Aug 9 7:20 a.m.-9:40 a.m.
95346 Central MTTh July 8-Aug 9 6:30 p.m.-9:40 p.m.

All Sports Camp
NFND 0000
This is a four day introduction to selected sports, games and activities. Conditioning, techniques and strategies of selected sports are demonstrated. The specific activities are to be determined. Campers will be ages 10-13.

$100 CEU 1.2 HRS: 12
95242 Central MTWTh June 24-June 27 9 a.m.-12 p.m.

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)

$183 CEU 4.8 HRS: 48
95342 Central MTWTh May 20-Aug 9 6:30 p.m.-9:40 p.m.

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 111)

$165 CEU 4.8 HRS: 48
90518 Central MTWTh May 13-May 31 9 a.m.-12:25 p.m.
95340 Central Sa May 18-Aug 4 12:30 p.m.-4:30 p.m.
95349 Central MTWTh June 3-July 5 1 p.m.-4:25 p.m.
95350 Central MWTh July 8-Aug 9 12:30 p.m.-3:40 p.m.
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  CEU .8  HRS: 8
95188  Central  TTh
July 9-July 25  7 p.m.-8:20 p.m.

Jogging
NFND 0000
Students cardiovascular and overall physical fitness are emphasized using a variety of methods and materials. (PHED 1114)

$183  CEU 4.8  HRS: 48
90515  Central  TBA
May 20-Aug 9
95352  Central  MTWTh
June 3-July 5  7:15 a.m.-9:45 a.m.
95351  Central  MTWTh
June 3-July 5  6:30 p.m.-9:40 p.m.
95353  Central  MTWTh
July 8-Aug 9  7:20 a.m.-9:40 a.m.

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  CEU 4.8  HRS: 48
95338  Central  Sa
May 18-Aug 4  12:30 p.m.-4:30 p.m.

Self Defense for Women
NFND 0000
In this dynamic self-defense class, women of all ages will apply practical strategies to defend and protect themselves. Learn multiple ways to avoid a physical conflict and maximize your chance for survival.

$90  CEU 1.6  HRS: 16
95211  Central  MW
July 1-Aug 21  7 p.m.-8 p.m.

Tai Chi
NFND 0000
Note: No textbook required; dress in loose-fitting clothing and be capable of mild exertion and slow, rhythmic movements. Students will learn and practice the popular Yang-style short form of Tai Chi. Classes will include an explanation of the background of the art. Beginners are welcome.

$60  CEU 1.0  HRS: 10
95212  South  M
June 10-Aug 12  6:30 p.m.-7:30 p.m.

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

$183  CEU 4.8  HRS: 48
95355  Central  MTWTh
June 3-July 5  12:45 p.m.-3:15 p.m.
95354  Central  MTWTh
July 8-Aug 9  10 a.m.-12:20 p.m.

Yoga I
NFND 0000
This course is an introduction to basic yoga postures, breathing, and relaxation techniques with emphasis on physical practice.

$269  CEU 4.8  HRS: 48
90519  Central  MTWThF
May 13-May 31  9 a.m.-12:25 p.m.
95347  Central  MTWTh
July 8-Aug 9  10 a.m.-12:20 p.m.
95348  Central  MTWTh
July 8-Aug 9  12:30 p.m.-3:40 p.m.

Yoga II
NFND 0000
This course is an extension of Yoga I, designed to provide students with expanded knowledge of life management skills by placing emphasis on yoga’s strength, flexibility and stress reduction techniques. Lectures and practice will also focus on concentration techniques, nutrition and self-assessment. Prerequisite: Yoga I or instructor approval. (PHED 1139)

$269  CEU 4.8  HRS: 48
90521  Central  MTWThF
May 13-May 31  9 a.m.-12:25 p.m.
95356  Central  MTWTh
July 8-Aug 9  10 a.m.-12:20 p.m.
95357  Central  MTWTh
July 8-Aug 9  12:30 p.m.-3:40 p.m.
WELLNESS

Traditional Chinese Meditation Techniques for Relaxation

NFND 0000

Note: Students should wear loose-fitting, comfortable clothes to class. This course will use traditional meditative techniques for Chinese culture, such as slow, rhythmic movement, deep breathing, meditative visualization, and acupressure-type self-massage to help students relax. These exercises are not physically demanding, but students should at least be capable of slow movement, standing, or sitting on the floor.

$40  CEU .6  HRS: 6

95213  South  T

June 18-July 23  6:15 p.m.-7:15 p.m.
Online Learning
Partnership with Education to Go

Online learning anytime, anywhere... just a click away!

How to Get Started:
Please review the list of available online courses at www.Ed2Go.com. After selecting your course(s), please contact your nearest CPD Registration office to register. You must make payment for all CPD classes the same day you register. If you have questions about payment arrangements, please be sure to ask your Registration Specialist at the time of registration.

Once you have completed the registration process with San Jacinto College, you will need to access www.ed2go.com. Locate the course title that you registered for and click Enroll Now. Once you have chosen the desired start date, you will need to click continue. If you have never taken an online class, please click “New Student” and follow the prompts to create a new login. Returning students will log in with their previous login and password.

After the log in process, please choose the “already paid” option as you have already made your required payments to San Jacinto College. You will then be given the option to click on the blue highlighted link to complete the orientation process. Once this has been completed, this will grant you access to the classroom.

When your class begins, return to the Online Instruction Center and simply click on the Classroom tab at the top of the page. To begin your studies, simply log in with the username and password you selected during orientation.

General Requirements:
All courses require Internet access, email, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information on any of our Ed2Go classes. Call your nearest CPD office to register and pay for your Online Class!

Start Dates:

Requirements for computer/software courses:
Internet access, email, the Microsoft Internet Explorer or MozillaFirefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at www.adobe.com/downloads by clicking Get Adobe Flash Player and Get AdobeReader). You must have your own personal copy of any software required in the course. Software must be installed and operational on your personal computer before the course begins.
General Information

How To Contact Us

Continuing & Professional Development (CPD) offices are located on each San Jacinto College campus:

**Central Campus:** 281-476-1838, Room C-1.128, Interactive Learning Center, 8060 Spencer Hwy., Pasadena, TX 77505

**North Campus:** 281-459-7119, Room N-12.212, Slovacek Student Center, 5800 Uvalde Road, Houston, TX 77049

**South Campus:** 281-922-3440, 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.-11:30 a.m.

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 Campus:** 281-476-1838
**North Campus:** 281-459-7119
**South Campus:** 281-922-3440

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.

Información General

Para adquirir información en español sobre los programas, llame a los siguientes números:

**Campo Central:** 281-476-1838
**Campo Norte:** 281-459-7119
**Campo Sur:** 281-922-3440

y pida que se le envíe ésta información.

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. 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. For parking and security needs, please know your vehicle’s license plate number when you arrive for class.
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 login:
Step 2. Enter your user ID-this is your nine-digit SJC student ID (Gxxxxxxxxx).
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 2012-13 June–August.”
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 G00XXXXXXXX)
- 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 (G00XXXXXXXX” and your password to access SOS.

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 4. Select a Term. Please make sure to choose a Continuing Education term then submit to process. Example: if your class starts between Mar 2012 and May 2012, you would choose Continuing Ed 2011-12 Mar-May. If your class starts between Mar 2012 and May 2012, you would choose Continuing Ed 2011-12 June-Aug) the Submit
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: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838
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.

Bookstore Questions?
Please call any of the campus bookstores directly:
Central: 281.476.1898
North: 281.459.7111
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.

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).

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.
**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, 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 provides 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.
Students enrolling into “linked” classes should receive from the CPD Registration Office an informational form for their review. Please ask for this information when you choose to enroll into “linked” classes.
- ESL assessments will not be started after 6 p.m.

**Logging In to the College’s Online SOS System**

Persons enrolling into their first class with San Jacinto College, or those that have not taken courses recently, are asked to claim your account (student ID or G number) before it can be used to access the College’s online SOS system. Go to www.sanjac.edu and click on the My SanJac link at the top, to claim your account. Follow the instructions on each screen. For help, contact the College’s Tech Support group at 281.998.6137.
# Index

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able Bodied Seaman</td>
<td>23</td>
</tr>
<tr>
<td>Access-Basic Skills</td>
<td>8</td>
</tr>
<tr>
<td>Access-One Day</td>
<td>8</td>
</tr>
<tr>
<td>Access: One Day-Intermediate</td>
<td>8</td>
</tr>
<tr>
<td>Accounting/Financial</td>
<td>4</td>
</tr>
<tr>
<td>Adobe Photoshop I For Photographers</td>
<td>6</td>
</tr>
<tr>
<td>Adobe Photoshop II For Photographers</td>
<td>6</td>
</tr>
<tr>
<td>Advanced Cargo Handling And Stowage</td>
<td>23</td>
</tr>
<tr>
<td>Advanced Composition</td>
<td>26</td>
</tr>
<tr>
<td>Advanced Diesel Tune-Up And Troubleshooting</td>
<td>19</td>
</tr>
<tr>
<td>Advanced Fire Fighting</td>
<td>23</td>
</tr>
<tr>
<td>Advanced Gas Tungsten Arc Welding GTAW</td>
<td>21</td>
</tr>
<tr>
<td>Advanced Listening &amp; Speaking</td>
<td>26</td>
</tr>
<tr>
<td>Advanced Lung</td>
<td>23</td>
</tr>
<tr>
<td>Advanced Navigation</td>
<td>23</td>
</tr>
<tr>
<td>Advanced Pipe Welding</td>
<td>21</td>
</tr>
<tr>
<td>Advanced Reading</td>
<td>26</td>
</tr>
<tr>
<td>Advanced Shielded Metal Arc Welding SMAW</td>
<td>22</td>
</tr>
<tr>
<td>Advanced Tennis</td>
<td>39</td>
</tr>
<tr>
<td>Advanced Writing &amp; Grammar</td>
<td>27</td>
</tr>
<tr>
<td>Aerobic Activities</td>
<td>39</td>
</tr>
<tr>
<td>Akido Martial Arts</td>
<td>40</td>
</tr>
<tr>
<td>All Sports Camp</td>
<td>19</td>
</tr>
<tr>
<td>Applied Technologies &amp; Trades</td>
<td>19</td>
</tr>
<tr>
<td>Apprentice Mate (Steering) Western Routes</td>
<td>23</td>
</tr>
<tr>
<td>Arts &amp; Crafts</td>
<td>35</td>
</tr>
<tr>
<td>Automotive</td>
<td>19</td>
</tr>
<tr>
<td>Automotive Heating And Air Conditioning</td>
<td>19</td>
</tr>
<tr>
<td>Ballroom Dance Lessons I</td>
<td>37</td>
</tr>
<tr>
<td>Basic Electrical Theory</td>
<td>20</td>
</tr>
<tr>
<td>Basic Home Centerpieces</td>
<td>35</td>
</tr>
<tr>
<td>Basic Safety Training</td>
<td>24</td>
</tr>
<tr>
<td>Beaded Jewelry (Basic)</td>
<td>35</td>
</tr>
<tr>
<td>Begin Here/Foundations</td>
<td>7</td>
</tr>
<tr>
<td>Beginning French I</td>
<td>31</td>
</tr>
<tr>
<td>Beginning Tennis</td>
<td>40</td>
</tr>
<tr>
<td>Belly Dancing I</td>
<td>37</td>
</tr>
<tr>
<td>Billing &amp; Coding Basics</td>
<td>18</td>
</tr>
<tr>
<td>Bowling</td>
<td>35</td>
</tr>
<tr>
<td>Bow Making</td>
<td>35</td>
</tr>
<tr>
<td>Bridal And Floral Seminar</td>
<td>35</td>
</tr>
<tr>
<td>Bridge Resource Management (Non-Simulator)</td>
<td>24</td>
</tr>
<tr>
<td>Business</td>
<td>4</td>
</tr>
<tr>
<td>Business &amp; Professions</td>
<td>4</td>
</tr>
<tr>
<td>Business Applications</td>
<td>8</td>
</tr>
<tr>
<td>Business Computer Applications</td>
<td>8</td>
</tr>
<tr>
<td>Business Ethics</td>
<td>4</td>
</tr>
<tr>
<td>Business Law I</td>
<td>4</td>
</tr>
<tr>
<td>Business Report Writing And Correspondence</td>
<td>4</td>
</tr>
<tr>
<td>Cake Decorating</td>
<td>36</td>
</tr>
<tr>
<td>Cardmaking Class &amp; Crop</td>
<td>39</td>
</tr>
<tr>
<td>Ceramics I</td>
<td>35</td>
</tr>
<tr>
<td>Ceramics II</td>
<td>35</td>
</tr>
<tr>
<td>Certified Medication Aide</td>
<td>15</td>
</tr>
<tr>
<td>Certified Nurse Aide Training</td>
<td>15</td>
</tr>
<tr>
<td>Certified Occupational Safety Specialist (COSS)</td>
<td>21</td>
</tr>
<tr>
<td>Child Development Associate Training I</td>
<td>26</td>
</tr>
<tr>
<td>Child Development Associate Training I (Spanish)</td>
<td>26</td>
</tr>
<tr>
<td>Cisco Exploration 2-Routing Protocols</td>
<td>12</td>
</tr>
<tr>
<td>Clinical I Computed Tomography</td>
<td>17</td>
</tr>
<tr>
<td>Clinical II Computed Tomography</td>
<td>17</td>
</tr>
<tr>
<td>Clinical-EMS Supervision</td>
<td>16</td>
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<td>42</td>
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<td>37</td>
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<tr>
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[Table continues with various demographic fields, including but not limited to:
- Home Address
- Street
- Apt. No.
- City
- State
- Zip code
- County or Country
- Home Phone
- Work Phone
- Gender (M, F)
- Birth Date (MM DD YY)
- Email
- Type of Disability
- Emergency Contact
- Name
- Relationship
- Phone No.
- Highest Grade or Degree Completed
- Registration Information
- Section No./CRN
- Course Title
- Start Date
- Course Fee
- Signature
- Date
- Registration Office and Fax Numbers:
  - Central Campus
  - North Campus
  - South Campus
- Office Use Only
- Staff ID
- From CRN
- To CRN
- Refund Request Date
- Staff ID]

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).

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.

To Register: North: 281.459.7119 • South and Clear Lake: 281.922.3440 • Central: 281.476.1838