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.

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**Take Your Choice**

More than 1,500 courses offered from our credit schedule may be taken for non-credit. Contact the appropriate credit division for more information.
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To register: All campuses 281-542-2020

This book is best viewed in full screen mode when downloaded.
How To Read The Schedule

**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 is required.*

**Cost**: $220

**CEU**: 4.8

**HRS**: 48

**Day Class is Held**: T

**Time class is held**: 7-10 p.m.

**Campus**: North

**Course Reference Number**: #50514

**Sept. 5-Sept. 8**

*Skip 11/21

No class held on that day

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

- May 27 - Memorial Day
- July 4 - Independence Day

**NO CLASSES WILL MEET ON THESE DAYS.**
THE TRAINING CONNECTION
Training and Educational Solutions for Workers and Employers

June - August 2019

Business & Professions
- Accounting/Financial .............................................. 6
- Banking...................................................................... 6
- Human Resource Management.................................. 7
- Project Management................................................... 7

To register: All campuses 281-542-2020
ACCOUNTING/FINANCIAL

ACCOUNTING SPECIALIST FAST TRACK CERTIFICATE PROGRAM

ACNT 1003
Prerequisites: High school/GED and proficiency in reading, writing, mathematics and speak English.
Note: Textbook is required.
This course is a study of basic accounting cycle from the source documents to the post-closing documents. Using a workbook, learners will have the opportunity to analyze, record, journalize, post, etc. for a fictitious business. Learners will acquire the understanding of banking procedures and control of cash. Students will also be exposed to the payroll process by calculating, paying, recording, and reporting payroll and payroll taxes.

$525 CEUs 5.6 HRS: 56
95356 North MW
Jun 03-Aug 07 6:30-9:30 p.m.
95355 Central TTh
Jul 09-Aug 29 6-9:30 p.m.

 CPP MASTERY EXAM PREP

ACNT 1015
Designed to prepare participants for the CPP Mastery exam, participants may be expected to acquire study materials from the US Department of Labor, Internal Revenue Service, and other resources. Materials will be provided.

$725 CEUs 3.2 HRS: 32
95358 Central Sa
Jul 20-Sep 14 9 a.m.-1 p.m.

PAYROLL SPECIALIST FAST TRACK CERTIFICATE PROGRAM

ACNT 1015
This program provides the basics of the accounting cycle from the source documents to the post-closing documents. Using a workbook, learners will have the opportunity to analyze, record, journalize, post, etc. for a fictitious business. Specific knowledge, skills, and abilities required for the Fundamental Payroll Certification (FPC) exam offered by the American Payroll Association (APA) will also be covered.

$725 CEUs 3.2 HRS: 32
95360 Central Sa
Jul 20-Sep 14 9 a.m.-1 p.m.

BANKING

BANK TELLER FUNDAMENTALS

BNKG 1004
Get on the fast track to a great career! Apply the functions related to negotiable instruments, cash control, handling money and balancing. Understand compliance and regulation as each affects bank tellers.

$350 CEUs 3.6 HRS: 36
95357 South TTh
Jun 04-Jul 18 6:30-9:30 p.m.

FUNDAMENTALS OF PAYROLL CERTIFICATION EXAM REVIEW

ACNT 1015
Designed to prepare participants for the Fundamental Payroll Certification (FPC) exam, participants may be expected to acquire study materials from the U.S. Department of Labor, Internal Revenue Service and other resources.

$725 CEUs 3.2 HRS: 32
95359 Central Sa
Jul 20-Sep 14 9 a.m.-1 p.m.

To register: All campuses 281-542-2020
HUMAN RESOURCE MANAGEMENT

HR - Human Resources Fast Track Certificate Program

HRPO 1091
Prerequisite: None
Note: Textbook is required.
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.

$725 CEUs 8.0 HRS: 80
95362 Central TTh
Jun 11-Aug 20 6-10 p.m.

HR - Online Human Resources Fast Track Certificate Program

HRPO 1091
Prerequisite: None
Note: Textbook is required.
This online 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.

$725 CEUs 8.0 HRS: 80
95363 South TBA
Jul 01-Aug 21 6-9:30 p.m.

PROJECT MANAGEMENT

PM - Project Management Certificate Program Fast Track

BMGT 1009
Learn critical path methods for planning and controlling projects, includes time/cost tradeoffs, resource utilization, considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude and project supervision.

$725 CEUs 5.6 HRS: 56
95363 South MW
Jul 01-Aug 21 6-9:30 p.m.

PMP Exam Prep Plus Boot Camp

BMGT 2030
This course is designed to prepare the individual for Project Management Institute, Inc. (PMI®) and Project Management Professional (PMP®) Certification.

$1050 CEUs 4.0 HRS: 40
95364 South Sa
Jun 08-Jul 06 8:30 a.m.-5 p.m.
To register:
All campuses 281-542-2020
April - June 2019

Computer/IT Training

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Begin Here/Foundations ......................................... 10
Business Applications ........................................... 10
Drafting ................................................................. 12
ADVANCED MANUFACTURING

INTRODUCTION TO CNC
MCHN 2003
Prerequisites: None
Note: Textbook is required. PPE to be purchased at students’ expense.
Demonstrate operations of CNC machine controls; compare and contrast the differences between conventional and CNC machines; utilize CNC machine applications for machining operations.
$785 CEUs 6.4 HRS: 64
95369 Central MW
Jun 03-Jul 24 6-10 p.m.

INTRODUCTION TO PLCs- ALLEN BRADLEY
ELPT 1003
Prerequisite: None
Note: Materials provided
This course introduces the Allen Bradley RS Logic 500/5000 Programmable Logic Controller (PLC). It will demonstrate how PLCs fit into process automation. This course addresses the application, operation, programming and troubleshooting of the Allen Bradley PLC. This hands on course will teach the student to design control diagrams based upon requirements. The student will connect the input and output devices. Finally you will learn to use program design techniques to create simple ladder logic programs. Upon completion of this course the student will be able to describe the functions of all of the components of an Allen Bradley PLC 5 and SLC 500 and tag-based Logix PLC system; describe the difference between PLCs and PCs; contrast PLC ladder logic and relay ladder logic; interface basic hardware configurations to the PLC including power supplies, discrete Input/output (IO) modules, programming devices, processors, basic logic elements, timers, and counters; identify and describe various manually and mechanically operated switches; and identify and describe solenoids, relays, contacts, motor starters, lamps and alarms.
$755 CEUs 4.0 HRS: 40
95376 Central MW
Jul 29-Aug 28 6-10 p.m.

INTRODUCTION TO PLCs- SIEMENS
ELPT 1003
Prerequisite: None
Note: Materials provided
This course provides theory of Siemens programmable controllers including hardware, timers, counters data manipulation and troubleshooting. The course covers quickly diagnose problems using PLC software, how to connect to a processor that is online, make minor changes in the program to get the machine running, how to test new ideas and new components.
$755 CEUs 4.0 HRS: 40
95479 North TTh
Jun 11-Jul 16 6-10 p.m.

BEGIN HERE/FOUNDATIONS

KEYBOARDING ON THE PC
POFT 1010
Prerequisite: None
Note: No 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.
$230 CEUs 1.6 HRS: 16
95378 North MTWTh
Jun 03-Jun 13 9-11 a.m.
95368 South MTWTh
Jul 15-Jul 25 9-11 a.m.
95377 Central MTWTh
Jul 29-Aug 08 9-11 a.m.

BUSINESS APPLICATIONS

BASIC BUSINESS APPLICATIONS
ITSC 1022
Prerequisite: Windows for the desktop or equivalent knowledge
Note: Textbook is required; flash drive is recommended.
Learn the commonalities of the Microsoft Office Programs and practice using the basic features of Windows, Microsoft Word, Excel and PowerPoint programs.
$355 CEUs 3.2 HRS: 32
95370 Central MW
Jul 01-Jul 24 8:30 a.m.-12:30 p.m.

Key to Days of Week

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

To register: All campuses 281-542-2020
**Excel - Advanced Skills**

*ITSW 2049*

**Prerequisite:** Excel - Intermediate Skills.

**Note:** Textbook required; flash drive recommended.

This course teaches advanced tools for solving real-world problems using lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, using Power Pivot and the Power Pivot Data Model, what-if-analysis, and macros. Students will benefit most from this course if they want to use Excel to perform real-world tasks such as handling and getting information from large amounts of data from sources inside out and outside of Excel, creating output that varies according to conditions, manipulating dates and text, and automating repetitive tasks.

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**Excel - Basic Skills**

*ITSW 1022*

**Prerequisite:** Windows for the Desktop or equivalent knowledge

**Note:** Textbook is required; flash drive is recommended.

This course teaches the basic concepts and skills students need to start being productive with Microsoft Excel - how to create, save, share, and print worksheets that contain various kinds of calculations and formatting. Students will benefit most from this course if they want to accomplish basic workplace tasks in Excel such as creating worksheets, formatting the data and the spreadsheet, manipulating data; creating charts and printing worksheets.

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**Excel - Intermediate Skills**

*ITSW 1046*

**Prerequisite:** Excel Basic Skills or equivalent knowledge

**Note:** Textbook is required; flash drive is recommended.

This course teaches more advanced tools for analysis and presentation of complex, realistic data in Microsoft Excel. These skills include how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. Students will benefit most from this course if they want to use Excel to perform real-world tasks such as rearranging and presenting complex data; using names in formulas, sorting and filtering tables, consolidating data, and creating, formatting and manipulating PivotTables.

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**Excel - One Day**

*ITSW 1022*

**Prerequisite:** Basic computing skills

**Note:** Textbook is required; flash drive is recommended.

In this fast-paced course you will create and edit basic Microsoft Excel worksheets and workbooks. You will learn to create basic formulas and perform basic calculations. You will learn to format worksheets and cell content and then you will learn how to create charts using worksheet data. In addition, you will explore line charts and pie charts and learn how to display trend lines of your data on your charts.

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To register: All campuses 281-542-2020
### Excel: One Day-Intermediate

**ITSW 1046**

**Prerequisite:** Excel One Day or equivalent knowledge  
**Note:** Textbook is required; flash drive is 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 apply conditional formatting and manage multiple-sheet workbooks. In this fast-paced course, students will use Microsoft Office Excel to enhance spreadsheets with templates, charts, graphics and advanced formulas.

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### Word: One Day

**POFI 1024**

**Prerequisite:** Basic computing skills  
**Note:** Textbook is required; flash drive is recommended.  
Learn the basics of Word in this fast-paced course and be able to create and edit a simple document, format text and paragraphs, add tables, headers and footers, create envelopes, numbered and bulleted lists. Finally you will learn to work with the proofreading tools of Microsoft Word.

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### Integrated Software Applications

**ITSC 1009**

**Note:** Textbook required, flash drive is 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)

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### PowerPoint-One Day

**ITSW 1037**

**Prerequisite:** Basic computing skills  
**Note:** Textbook is required; flash drive is recommended.  
In this basic fast paced course, you will explore the PowerPoint environment and create a new presentation. You will format text on slides and add graphical objects, tables and charts to a presentation. Other topics include adding bullet lists, transitions, slide show delivery and printing.

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### Drafting

**DFTG 2058**

**Prerequisite:** DFTG 2402 co-requisite or department chair approval.  
**Note:** Textbook required  
This course covers design process skills for the production of a complete design package, which includes jig and fixture design, extrusion dies, and injection mold design. (DFTG 2458)

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*To register: All campuses 281-542-2020*
### Advanced Pipe Drafting

**CADWorx**

DFTG 2045

This course will apply computer-aided drafting techniques to process pipe drawings and symbology. (DFTG 2445)

$397  CEUs 9.6  HRS: 96  
95470  North  M  
Jun 03-Aug 05  6-10 p.m.

### Architectural Drafting - Commercial

DFTG 2028

Prerequisite: DFTG 1405 or DFTG 1413, and DFTG 1409 or department chair approval.

Note: Textbook required

This course focuses on architectural drafting procedures, practices, governing codes, terms and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. (DFTG 2428)

$397  CEUs 9.6  HRS: 96  
95469  North  Th  
Jun 06-Aug 08  6-10 p.m.

### Architectural Drafting - Residential

DFTG 1017

Prerequisite: DFTG 1405 or DFTG 1413, and DFTG 1409 or department chair approval.

Note: Textbook required

This course focuses on architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structures with emphasis on light frame construction methods. (DFTG 1417)

$397  CEUs 9.6  HRS: 96  
95462  Central  MT  
Jun 03-Jul 23  6-9 p.m.  
95466  North  W  
Jun 05-Aug 07  6-10 p.m.

### Electrical Drafting

DFTG 2007

Prerequisite: DFTG 1405 and DFTG 1409 or department chair approval.

Note: Textbook required

This course is a study of area lighting, control systems and power layouts, electrical and safety codes, local factors and distribution requirements. (DFTG 2407)

$397  CEUs 9.6  HRS: 96  
95468  North  W  
Jun 05-Aug 07  6-10 p.m.

### Parametric Modeling and Design

DFTG 1045

Prerequisite: DFTG 1409 or DFTG 1413 or department chair approval.

Note: Textbook required

This course offers training with a parametric-basic software for 3D design and drafting. (DFTG 1445)

$397  CEUs 9.6  HRS: 96  
95463  Central  WTh  
Jun 05-Jul 25  6-8:30 p.m.

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**Key to Days of Week**

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Health Career Pathways Partnership Grant

FREE! FREE! FREE! FREE!
Tuition and supplies for Healthcare Training

Grant Approved Courses

- Certified Nurse Aide
- Community Health Worker
- EKG Technician
- Eye Care Technician
- Licensed Vocational Nurse
- Medical Assistant
- Medical Billing & Coding Certificate
- Medical Office Professional
- Pharmacy Technician
- Phlebotomy Technician
- Associate degree programs may be approved with a completed short-term course.

For more information visit the website or contact:
www.sanjac.edu/cpd/hpog
hcpp-grant@sjcd.edu or 281.478.2723

This document was supported by Grant [90FX0035-01-00] from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS. HPOG is a study funded by the federal government which is being conducted to determine how these training opportunities help people improve their skills and find better jobs. During the study, all new eligible applicants will be selected by lottery to participate in these training opportunities. Not all eligible applicants will be selected to participate in these opportunities.
THE TRAINING CONNECTION
Training and Educational Solutions for Workers and Employers

June - August 2019

Health Occupations

- Emergency Health............................................ 16
- Certified Nurse Aide...................................... 16
- Health Care Professional................................. 17
- Medical Office............................................... 17
- Occupational Health & Safety......................... 17
- Phlebotomy Technician................................. 17
EMERGENCY HEALTH

CPR for Healthcare Providers
EMSP 1019
Prerequisites: Student must arrive at class on time with current textbook. The San Jacinto College bookstore is not open on weekends and closes at 4:30 p.m. on Friday. See Note. Note: The current textbook is required to attend class. Students MUST arrive at class on time. Late students or students without books will be sent home. Students sent home for these reasons will NOT be transferred to another class or receive a refund. The cost of the textbook is NOT included in the course cost.
This CPR course is for health care providers and professional rescuers. It will meet the requirements for initial certification and recertification for industrial rescuers, nurses, nursing students, EMTs and other allied health professionals involved with patient care. The class will include the use of Automated External Defibrillators (AEDs), and provide the lifesaving skills for respiratory and cardiac emergencies involving adults, children, and infants. Successful completers will receive an American Heart Association (AHA) certification. The certification card for this course is titled Basic Life Support (AHA). The card is electronic and will be provided within 72 work week hours.

$95 CEUs: 8 HRS: 8
95393 Central Sa
Jun 08-Jun 08 8 a.m.-5 p.m.

95394 South Sa
Jun 15-Jun 15 8 a.m.-5 p.m.

95395 Central Sa
Jun 22-Jun 22 8 a.m.-5 p.m.

95396 Central Sa
Jul 13-Jul 13 8 a.m.-5 p.m.

95397 South Sa
Jul 20-Jul 20 8 a.m.-5 p.m.

95398 Central Sa
Aug 03-Aug 03 8 a.m.-5 p.m.

95399 South Sa
Aug 10-Aug 10 8 a.m.-5 p.m.

95400 Central Sa
Aug 17-Aug 17 8 a.m.-5 p.m.

CERTIFIED NURSE AIDE

Certified Nurse Aide Training
NURA 1001
Prerequisites: Current negative TB, American Heart Association Health Care Provider (BLS) CPR. Background check through PreCheck is required and is an additional student expense. Note: No GED/high school diploma required. Students ages 16-17 are eligible for certification by the state agency. 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 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 doctors offices. The course includes 40 hours of clinical practice (five 8-hour days). After completion of the class, you will be eligible to take the State of Texas Certified Nurse Aide Certification Exam. *This course of study prepares candidates to be certified. Candidates become “certified” by passing the required certifying agency exam. The cost of the certification exam is not included in the cost of the course. For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

$90 CEUs: 10.8 HRS: 108
95472 Central MTWThF
Jun 03-Jul 08 8 a.m.-12 p.m.
Jun 25-Jul 05 Clinical - 5 days, 8 hr. each

95473 South MTWTh
Jun 13-Jul 24 6-10 p.m.
Jul 12-Jul 23 Clinical - 5 days, 8 hr. each

95474 South MTWThF
Jul 02-Aug 06 8 a.m.-12 p.m.
Jul 25-Aug 05 Clinical - 5 days, 8 hr. each

95475 Central MTWThF
Jul 09-Aug 12 8 a.m.-12 p.m.
Jul 31-Aug 10 Clinical - 5 days, 8 hr. each

95476 Central MTWTh
Jul 25-Sep 03 6-10 p.m.
Aug 22-Aug 31 Clinical - 5 days, 8 hr. each

To register: All campuses 281-542-2020
HEALTH CARE PROFESSIONAL

EKG Technician
ECRD 1011
Prerequisites: None.
Note: Textbook is 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 Health Care Professionals Certification Exam for ECG Technician. Certification fee is not included in the cost of the course. For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas.

If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

$595  CEUs 5.2  HRS: 52
95403  Central  MW
Jun 05-Jul 17  6-10 p.m.

95402  Central  TTh
Jul 02-Aug 15  6-10 p.m.

MEDICAL OFFICE

Medical Office Professional
MDCA 1021
Prerequisite: None.
Note: Textbook is 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  CEUs 9.0  HRS: 90
95401  Central  MW
Jun 03-Aug 14  6-10 p.m.

OCCUPATIONAL HEALTH & SAFETY

Certified Occupational Safety Specialist (COSS)
OSHT 1003
Prerequisite: None
Note: Materials are provided.
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. This is a challenging class requiring study time outside of the classroom hours.

$1799  CEUs 4.0  HRS: 40
95388  Central  MTWThF
Jul 22-Jul 26  8 a.m.-5 p.m.

Phlebotomy Technician Basic
PLAB 1023
Prerequisites: Proof of high school diploma/GED completion is required.
Note: Must also enroll in the Phlebotomy Practicum; textbook is 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. For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

$407  CEUs 4.8  HRS: 48
95389  Central  TTh
May 30-Jul 11  4pm-8 p.m.

95391  Central  MW
Jul 08-Aug 14  5pm-9 p.m.
PHLEBOTOMY TECHNICIAN PRACTICUM
PLAB 1064

Prerequisites: Proof of high school diploma/GED completion. Proof of a current negative TB skin test and Hepatitis B vaccine. Background check and drug screening through PreCheck are required and is an additional student expense. See website for instructions. Additional immunizations are required to attend clinicals. (List is on website)

Note: Must also be enrolled in Phlebotomy Technician Basic. Course begins after successful completion of Phlebotomy Technician Basic. Clinicals are usually eight-hour weekdays. Dates, times and location determined by instructor.

This is a work-based learning experience with direct client care. This course enables the student to apply the theory, skills and concepts learned in the basic phlebotomy class in a supervised clinic or lab setting. Specific learning objectives are developed by the faculty. For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

$540
95390 Central MTWThF
Jul 15-Aug 16 TBD

95392 Central MTWThF
Aug 19-Sep 20 TBD

Key to Days of Week

M Monday
T Tuesday
W Wednesday
Th Thursday
F Friday
S Saturday
Su Sunday
Health Career Pathways Partnership Grant

FREE! FREE! FREE! FREE!
Tuition and supplies for Healthcare Training

Grant Approved Courses

- Certified Nurse Aide
- Community Health Worker
- EKG Technician
- Eye Care Technician
- Licensed Vocational Nurse
- Medical Assistant
- Medical Billing & Coding Certificate
- Medical Office Professional
- Pharmacy Technician
- Phlebotomy Technician
- Associate degree programs may be approved with a completed short-term course.

For more information visit the website or contact:
www.sanjac.edu/cpd/hpog
hcpp-grant@sjcd.edu or 281.478.2723

This document was supported by Grant [90FX0035-01-00] from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS. HPOG is a study funded by the federal government which is being conducted to determine how these training opportunities help people improve their skills and find better jobs. During the study, all new eligible applicants will be selected by lottery to participate in these training opportunities. Not all eligible applicants will be selected to participate in these opportunities.
To register:
All campuses 281-542-2020

Community Health Worker

Do you enjoy helping address the needs of your community? Then our Community Health Worker/Promotora certification could be the right program for you!
For more information, email CPDEducation@sjcd.edu
Or visit: http://bit.ly/CHWinfo

Applying to nursing school or radiography?
Prepare by taking San Jac's HESI A2 Boot Camp
For more information, email CPDEducation@sjcd.edu
Or visit http://bit.ly/HESIA2Information

281-452-2020 | www.sanjac.edu/cpd
The San Jacinto College District is committed to equal opportunity for all students, 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. The following College official has been designated to handle inquiries regarding the College’s non-discrimination policies: Vice Chancellor of Human Resources, 4600 Fairmont Pkwy., Pasadena, TX 77504; 281-991-2659; Sandra.Ramirez@sjcd.edu.

To register: All campuses 281-542-2020
THE TRAINING CONNECTION
Training and Educational Solutions for Workers and Employers

June - August 2019

Applied Technologies & Trades
Auto Body Collision .................................................. 22
Construction............................................................ 22
Electrical/Electronics............................................... 24
Hvac/Refrigeration.................................................... 25
Non-Destructive Testing .......................................... 25
Truck Driving .......................................................... 26
Welding ................................................................. 27
**Auto Body Collision**

**Auto Body M & E Service**

ABDR2 2002  
Prerequisite: Reading level 4. Textbook Required.  
A course in the repair, replacement, and/or service of collision damaged mechanical or electrical systems. Topics include drive train removal, reinstallation and service; cooling system service and repair; exhaust system service; and emission control systems. Additional topics include wire and connector repair, reading wiring diagrams, and troubleshooting. (ABDR 2502)  
$439 CEUs 12.8 HRS: 128  
95437 North TTh  
Jun 04-Aug 08 5-10 p.m.

**Auto Plastic & Sheet Molded Compound Repair**

ABDR 1049  
This is a comprehensive course in repair of interior and exterior plastics, including the use of various types of adhesives and state-of-the-art plastic welding. (ABDR 1449)  
$386 CEUs 9.6 HRS: 96  
95435 North MW  
Jun 03-Aug 07 5-10 p.m.

**Color Analysis and Paint Matching**

ABDR 2053  
Prerequisite: Reading Level 4. Textbook is required.  
This is an advanced course in color theory, analysis, tinting and advanced blending techniques for commercially acceptable paint matching. (ABDR 2353)  
$333 CEUs 6.4 HRS: 64  
95436 North MW  
Jun 03-Aug 07 1:50-4:55 p.m.

**Structural Analysis I**

ABDR 1041  
Prerequisite: Reading Level 4. Textbook is required.  
Students learn the roughing and shaping procedures on automotive sheet metal necessary to perform body repairs. Topics include the alignment of component parts such as doors, hood, front-end, assemblies and deck lids. (ABDR 1441)  
$386 CEUs 9.6 HRS: 96  
95434 North TTh  
Jun 04-Aug 08 11:55 a.m.-4:55 p.m.

**Construction**

**NCCER Electrical Level 2**

ELPT 1045  
Prerequisite: NCCER Electrical Level 1.  
Note: Personal protective equipment to be purchased at student's expense.  
Electricians install electrical systems in structures. They install wiring and other electrical components, such as circuit breaker panels, switches and light fixtures. They also learn to follow blueprints and learn about the National Electrical Code and state and local codes. This course will prepare trainees for careers in the electrical field. NCCER offers a comprehensive, four-level electrical curriculum.  
$714 CEUs 12.0 HRS: 120  
90475 Central TTh  
May 13-Aug 26 6-10 p.m.

**NCCER Electrical Level 3**

ELPT 1045  
Prerequisites: NCCER Electrical Level 2  
Note: Personal protective equipment to be purchased at student's expense.  
Electricians install electrical systems in structures. They install wiring and other electrical components, such as circuit breaker panels, switches and light fixtures. They also learn to follow blueprints and learn about the National Electrical Code and state and local codes. This course will prepare trainees for a career in the electrical field. NCCER offers a comprehensive, four-level electrical curriculum.  
$714 CEUs 12.0 HRS: 120  
90474 Central TTh  
Jun 04-Aug 08 6-10 p.m.

**NCCER Electrical Level 4**

ELPT 1045  
Prerequisite: NCCER Electrical Level 3  
Note: Personal protective equipment to be purchased at student's expense.  
This course prepares the trainee for certification in Level 4 NCCER Electrical.  
$714 CEUs 12.0 HRS: 120  
90476 Central MW  
May 13-Aug 26 6-10 p.m.
NCCER Millwright Level 2

MCHN 1029

Prerequisite: NCCER Core, Millwright Level 1

Millwrights install, repair, replace and dismantle machinery and heavy equipment used in a wide range of industries. This course focuses on the principles of rotating equipment, power transmission equipment, compressors, cutting and welding, trade math and print reading.

$714 CEUs 12.0 HRS: 120
90480 Central MW
May 13-Aug 26 6-10 p.m.

NCCER Millwright Level 3

MCHN 2005

Prerequisite: NCCER Core, Millwright Level 1, level 2 or employer permission

Millwrights install, repair, replace and dismantle machinery and heavy equipment used in a wide range of industries. This course focuses on the principles of rotating equipment, power transmission equipment, compressors, cutting and welding, trade math and print reading.

$714 CEUs 12.0 HRS: 120
90481 Central TTh
May 14-Aug 27 6-10 p.m.

NCCER Pipefitting Level 2

PFPB 1043

Prerequisite: NCCER Pipefitting 1

Note: Personal protective equipment to be purchased at student’s expense.

This course prepares the trainee for certification in Level 2 NCCER Pipefitting Certification. Students will learn to explain the procedures of identifying and installing valves, piping systems, drawing and detail sheets, pipefitting trade math, threaded pipe fabrication and excavations.

$714 CEUs 12.0 HRS: 120
90470 Central TTh
May 14-Aug 27 6-10 p.m.

Electrical/Electronics

ELECTRICAL CALCULATIONS

Electrical Calculations I

ELPT 1015

Prerequisite: None. Textbook Required.

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)

$256 CEUs 3.2 HRS: 32
95439 North TTh
Jun 04-Jul 02 8-10:55 a.m.

Electrical Calculations II

ELPT 2015

Prerequisite: ELPT 1215 or approval by department chair. Textbook Required.

This is the further study of mathematical applications used to solve problems in the electrical field. The course includes fractions, decimals, ratio and proportion, applied geometry, and utilization of right triangles to calculate electrical values. It also includes power factor correction, fault currents, neutral currents, conductor ampacity, and other advanced calculations. (ELPT 2215)

$256 CEUs 3.2 HRS: 32
95441 North TTh
Jul 09-Jul 11 8-10:55 a.m.

Electrical Systems Design

ELPT 2043

Prerequisite: ELPT 2325 or approval by department chair. Textbook Required.

This is a course in 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)

$309 CEUs 4.8 HRS: 48
95443 North Th
Jun 06-Aug 08 7:45 a.m.-12:50 p.m.
**Electricity Principles**
CETT 1002
Prerequisite: Reading level 6, Writing level 6, Math level 6
This course covers principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operation. (CETT 1302)

- **$322 CEUs 6.4 HRS: 64**
  - Central TTh
  - 95409 Jun 04-Jul 25 10 a.m.-1:30 p.m.
  - North TTh
  - 95438 Jun 04-Aug 08 11:30 a.m.-2:45 p.m.
  - Central TTh
  - 95410 Jun 04-Jul 25 2-5:30 p.m.
  - Central TTh
  - 95411 Jun 04-Jul 25 6-9:30 p.m.

**National Electric Code II**
ELPT 2025
Prerequisite: ELPT 1325 or department chair approval.  
Note: Textbook is required.
This course includes in-depth coverage of the National Electrical Code (NEC) for those employed in the fields requiring knowledge of the Code, with an emphasis on wiring protection and methods, special conditions and advanced calculations.

- **$324 CEUs 4.8 HRS: 48**
  - North Th
  - 95442 Jun 06-Aug 08 1:15-3:30 p.m.

**Residential Wiring**
ELPT 1029
Note: Textbook is required.
This course focuses on wiring methods for single family and multi-family dwellings. It includes load calculations, service entrance sizing, proper grounding techniques and associated safety procedures. (ELPT 1429)

- **$386 CEUs 9.6 HRS: 96**
  - North MTW
  - 95440 Jun 03-Aug 07 6-9 p.m.

**Advanced Electricity**
HART 2031
Prerequisite: HART 1441, HART1445 or department chair approval.
Note: Textbook is required.
This course provides advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment, including detailed instruction in motors and power distribution motors, motor controls and applications of solid state devices. (HART 2431)

- **$326 CEUs 9.6 HRS: 96**
  - North TThF
  - 95445 Jun 04-Aug 08 6-9:15 p.m.

**Commercial A/C System Design**
HART 2002
Prerequisite: HART 2345 and HART 2441 or department chair approval.
Note: Textbook is required.
This is an advanced study in essential elements of commercial air conditioning contracting, including duct systems design and/or material takeoff, weight estimating, equipment selection, using manufacturer's catalog data, job cost estimating, scheduling preparation of shop drawings, and submittals. (HART 2302)

- **$306 CEUs 4.8 HRS: 48**
  - North MW
  - 95444 Jun 03-Aug 07 6-8:20 p.m.

**Industrial Air Conditioning**
HART 2043
Prerequisite: HART 2441 and HART 2431 or department chair approval. Textbook Required.
Students will study components, accessories and installation of air conditioning systems exceeding 25 tons. (HART 2343)

- **$306 CEUs 4.8 HRS: 48**
  - North TTh
  - 95446 Jun 04-Aug 08 6-9:15 p.m.
**NON-DESTRUCTIVE TESTING**

**Film Interpretation of Weldments**
NDTE 1001
Prerequisite: None
Note: Textbook is required.
This is the study of radiographic film interpretation, including exploration of radiographic basics, interpretation of indications and causes of indications. Film indications are evaluated according to the structural, piping and pressure vessel codes. (NDTE 1301)

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**Intermediate Ultrasonics: Flaw Detection & Sizing**
NDTE 1054
Prerequisite: NDTE 1405
Note: Textbook is required.
This course covers applications of the ultrasonic techniques of materials testing for flaw sizing and characterization. (NDTE 1454)

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**Introduction to Ultrasonics 1 & 2**
NDTE 1005
Prerequisite: None
Note: Textbook is required.
The course covers the basic theory and applications of the ultrasonic techniques of materials testing covering the theoretical material from the certification test for Ultrasonic Level 1 American Society of Non-Destructive Testing (NDTE 1405)

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**Liquid Penetrant, Magnetic Particle and Visual Testing: Level 1 & 2**
NDTE 1010
Prerequisite: None
Note: Textbook is required.
This course is a theoretical study and practical application of the non-destructive testing techniques of penetrant and magnetic particle testing required by quality assurance and test personnel. (NDTE 1410)

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**Standards and Codes**
QCTC 2031
Prerequisite: None
Note: Textbook is required.
This is a study of philosophy and theory of standards, appropriate standard organizations and systems, and integration to the application of standards criteria in society. (QCTC 2331)

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**Testing and Inspection Systems**
QCTC 1046
Prerequisite: None
Note: Textbook is required.
This is a study of testing and inspection systems including pertinent specifications, inspection tools, gauges, instruments and mechanisms in illustrating the need for maintaining quality to establish standards. It covers the applications and methods of solving quality control and inspection problems using the appropriate testing and inspection methods such as AET, ET, LT, MT, PT, RT, UT and VT. (QCTC 1446)

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

Professional Truck Driver One
CVOP 1013
Prerequisite: Must sign up for Professional Truck Driver Two at the same time AND contact SJC Commercial Truck Driving department at (281)476-1886.
Note: Textbook is required. It is recommended that students obtain a Commercial Learners Permit (CLP) before the first day of class; cost of the CLP is $25.00 and the student must pass Sections 2, 5, 6 and 14. However, students will have until the eighth day of class to obtain CLP. If student does not obtain the CLP by the eighth day of class student will be dropped and no refund or transfer will be granted. Contact the Texas Department of Motor Vehicles for more information on this process.

This course focuses on general truck driving with in the cab skills development and instruction coordinated with the Department of Transportation. This course includes the required six-hour defensive driving course to meet state requirements.

$1836
CEUs 12.6
HRS: 126
90288
Central
7 a.m.-6 p.m.
May 14-Jun 20
95405
Central
MTWTh
Jun 24-Aug 01
95407
Central
7 a.m.-6 p.m.
Aug 05-Sep 12

Professional Truck Driver Two
CVOP 1040
Prerequisite: Must sign up for Professional Truck Driver One at the same time AND contact SJC Commercial Truck Driving department at (281)476-1886.
Note: Textbook is required. It is recommended that students obtain a Commercial Learners Permit (CLP) before the first day of class; cost of the CLP is $25.00 and the student must pass Sections 2, 5, 6 and 14. However, students will have until the eighth day of class to obtain CLP. If student does not obtain the CLP by the eighth day of class student will be dropped and no refund or transfer will be granted. Contact the Texas Department of Motor Vehicles for more information on this process.

This course is a continuation of Professional Truck Driver One. General truck driving with in the cab skills development and instruction coordinated with the Department of Transportation. Instruction in 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.

$1530
CEUs 12.0
HRS: 120
90289
Central
7 a.m.-6 p.m.
May 14-Jun 20
95406
Central
MTWTh
Jun 24-Aug 01
95408
Central
7 a.m.-6 p.m.
Aug 05-Sep 12
**Advanced Gas Tungsten ARC Welding GTAW**

WLDG 2051  
**Prerequisite:** WLDG 1430 or approval of department chair.  
**Note:** Textbook is required.  
This course covers advanced topics in GTAW welding, including welding in various positions and directions. (WLDG 2451)  
$406  
95418  
Jun 03-Aug 07  
8-11:45 a.m.  
95419  
Jun 03-Aug 07  
6-9:45 p.m.  
95420  
Jul 08-Aug 08  
5:20-10 p.m.

**Advanced Pipe Welding**

WLDG 2053  
**Prerequisite:** WLDG 2406 or approval of department chair.  
**Note:** Textbook is required.  
This course covers advanced topics involving welding of pipe using the shielded metal arc welding process. Topics include electrode selection, equipment setup and safe shop practices, with an emphasis on weld positions 5G and 6G using various electrodes. (WLDG 2453)  
$406  
95425  
Jun 03-Aug 07  
6-9:45 p.m.  
95426  
Jul 08-Aug 08  
5:20-10 p.m.

**Advanced Shielded Metal Arc Welding SMAW**

WLDG 2043  
**Prerequisite:** WLDG 1428 or approval of department chair.  
**Note:** Textbook is required.  
This course covers advanced topics based on accepted welding codes. Training is provided with various electrodes in shielded metal arc welding with open V-groove joints in all positions. (WLDG 2443)  
$714  
90483  
May 14-Aug 27  
6-10 p.m.  
95421  
Jun 03-Aug 07  
8-11:45 a.m.  
95422  
Jun 03-Aug 07  
1-4:45 p.m.  
95423  
Jun 03-Aug 07  
6-9:45 p.m.  
95424  
Jul 08-Aug 08  
5:20 p.m.-10 p.m.

**Intermediate Pipe Welding**

WLDG 2006  
**Prerequisite:** WLDG 1428.  
**Note:** Textbook is required.  
This is a comprehensive course on welding of pipe using the shielded metal arc welding (SMAW) process. Welding will be done using various positions. Topics covered include electrode selection, equipment setup and safe shop practices. (WLDG 2406)  
$406  
95430  
Jun 03-Jul 03  
5:20-10 p.m.  
95429  
Jun 03-Aug 07  
6-9:45 p.m.

**Intermediate Welding Using Multiple Processes**

WLDG 2013  
**Prerequisite:** WLDG 1434, WLDG 1430, WLDG 1428  
**Note:** Textbook is required.  
This course offers instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW) or any other approved welding process. (WLDG 2413)  
$406  
95428  
Jul 08-Aug 08  
5:20-10 p.m.

**Intro Blueprint Reading**

WLDG 1013  
**Prerequisite:** None  
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. (WLDG 1413)  
$406  
95431  
Jun 03-Aug 07  
8-11:45 a.m.  
95432  
Jun 03-Aug 07  
6-9:45 p.m.

**Intro to FCAW**

WLDG 1012  
**Prerequisite:** None  
An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and but joints using Flux Cored Arc Welding (FCAW) equipment. (WLDG 1412)  
$406  
95445  
Jun 03-Aug 07  
1-4:45 p.m.  
95455  
Jun 03-Jul 03  
5:20-10 p.m.
Introduction to Gas Metal ARC Welding (GMAW)

WLDG 1030
This course includes a study of the principles of gas metal arc welding, setup and the use of GMAW equipment, and safe use of tools and equipment. It also includes instruction in various joint designs. (WLDG 1430)

$406  CEUs 12.8  HRS: 128
95427  North  MTWThF
Jul 08-Aug 08  5:20-10 p.m.

Introduction to Gas Tungsten ARC Welding GTAW

WLDG 1034
Prerequisite: None.
Note: Textbook is required.
This course is an introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. It includes welding instruction in various positions on joint designs. (WLDG 1434)

$406  CEUs 12.8  HRS: 128
95433  Central  MW
Jun 03-Aug 07  6-10 p.m.
95447  Central  MTW
Jun 03-Aug 07  8-11:45 a.m.
95449  North  MTWThF
Jun 03-Jul 03  1-4:45 p.m.
95448  Central  MTW
Jun 03-Aug 07  5:20-10 p.m.

Introduction to Shielded Metal Arc Welding-SMAW

WLDG 1028
Prerequisite: None.
Note: Textbook is required.
This is an introduction to shielded metal arc welding process. Emphasis is placed on power sources, electrode selection, oxy-fuel cutting and various joint designs. Instruction provided in SMAW fillet welds in various positions. (WLDG 1428)

$406  CEUs 12.8  HRS: 128
90482  Central  MTW
May 13-Aug 26  6-10 p.m.
95450  Central  MTW
Jun 03-Aug 07  8-11:45 a.m.
95451  Central  MTW
Jun 03-Aug 07  1-4:45 p.m.
95453  North  MTWThF
Jun 03-Jul 03  5:20-10 p.m.
95452  Central  MTW
Jun 03-Aug 07  6-9:45 p.m.
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June - August 2019

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MARITIME

ABLE BODIED SEAMAN
MART 2073
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
A mariner who successfully completes our Able Seaman course within one year of application will satisfy the professional examination requirements of 46 CFR 12.401(c)(5) for any national rating endorsement as Able Seaman AND the knot-tying demonstration requirements of 46 CFR 12.405(c) for any national rating endorsement as Able Seaman.
Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG-approved course.

$800  CEUs 4.6  HRS: 46
95003  Central  MTWThF
Jun 03-Jun 07  8 a.m.-5 p.m.
95004  Central  MTWThF
Jul 08-Jul 12  8 a.m.-5 p.m.

ADVANCED CARGO HANDLING AND STOWAGE
MARS 1073
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
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  CEUs 8.0  HRS: 80
90205  Central  MTWThF
May 28-Jun 07  7:30 a.m.-5:30 p.m.
95012  Central  MTWThF
Jul 08-Jul 19  8 a.m.-5 p.m.

ADVANCED FIRE FIGHTING
VFFT 1051
Prerequisite: USCG-approved Basic Fire Fighting
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
This course of instruction is designed to provide to the student a training experience that combines formal classroom instruction with practical exercises and hands-on shipboard firefighting procedures and tactics practical training and assessment. Each student who successfully completes this course will have gained practical knowledge of how to conduct and execute shipboard firefighting procedures and tactics. The course is open to mariners who should have previously completed the training required for Fire Prevention and Fire Fighting (Basic Fire Fighting) to the standards set forth in: Section A-VI, Table A VI/1 2 of the STCW Code and 46 CFR 11.202(b)(2) for Basic Safety Training prior to the attendance of the Advanced Fire Fighting training. There are no educational requirements. The mariner must be in good health. The student should have the agility, strength and flexibility to, maintain balance on a moving deck, rapidly don firefighting personal protection equipment, capable of physical labor, climbing vertical ladders, handling moderate weights (from 30 to 60 pounds), and capable of hauling/moving 50 to 100 foot lengths of charged fire hoses. Pursuant to National Maritime Center Policy Letter 11-02.

$800  CEUs 3.2  HRS: 32
90210  Central  MTWTh
May 13-May 16  8 a.m.-5 p.m.
95013  Central  MTWTh
Jun 10-Jun 13  8 a.m.-5 p.m.
95014  Central  MTWTh
Jun 24-Jun 27  8 a.m.-5 p.m.
95015  Central  MTWTh
Jul 15-Jul 18  8 a.m.-5 p.m.
95016  Central  MTWTh
Jul 29-Aug 01  8 a.m.-5 p.m.
95017  Central  MTWTh
Aug 12-Aug 15  8 a.m.-5 p.m.
95018  Central  MTWTh
Aug 26-Aug 29  8 a.m.-5 p.m.
**Advanced Fire Fighting Refresher**

VFFT 1051

Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

This course is to meet the requirements of Advanced Fire Fighting Refresher training requirements of 46 CFR 11.201(h)(1), and 11.303(e) while providing our personnel and the required firefighting training at an easily accessible and convenient location. This syllabus covers the requirements of the Standards of Training Certification and Watchkeeping as amended Chapter VI, Section A-VI/3 and Table A-VI/3. On meeting the minimum standard of competence in Advanced Fire Fighting, a trainee will be competent to control fire-fighting operations aboard ships, organize and train fire parties, inspect and service fire-detection and fire extinguishing systems and equipment and Investigate, and compile reports on incidents involving fire.

$500  
CEUs  1.6  
HRS:  16  
90203 Central TW  
May 14-May 15 8 a.m.-5 p.m.  
95006 Central TW  
Jun 11-Jun 12 8 a.m.-5 p.m.  
95007 Central TW  
Jun 25-Jun 26 8 a.m.-5 p.m.  
95008 Central TW  
Jul 16-Jul 17 8 a.m.-5 p.m.  
95009 Central TW  
Jul 30-Jul 31 8 a.m.-5 p.m.  
95010 Central TW  
Aug 13-Aug 14 8 a.m.-5 p.m.  
95011 Central TW  
Aug 27-Aug 28 8 a.m.-5 p.m.

**Advanced Fire Fighting Revalidation**

VFFT 1051

Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

The completion of Advanced Fire Fighting Revalidation course will satisfy the Advanced Fire Fighting training revalidation requirements of STCW Code Section A-VI/3 and 46 CFR 11.201(h)(1), and 11.303(d), provided that the mariner has at least 1 year of sea service within the last 5 years; AND Tasks 1.3.A, 1.5.A, 2.1.A, 2.1.B, 3.1.A, 3.1.B, 4.1.A, 4.1.B and 4.1.C from NVIC 09-14, Advanced Fire Fighting.

$375  
CEUs .8  
HRS:  8  
90215 Central W  
May 15-May 15 8 a.m.-5 p.m.  
95019 Central Th  
Jun 06-Jun 06 8 a.m.-5 p.m.  
95020 Central W  
Jun 26-Jun 26 8 a.m.-5 p.m.  
95021 Central Th  
Jul 11-Jul 11 8 a.m.-5 p.m.  
95022 Central W  
Jul 31-Jul 31 8 a.m.-5 p.m.  
95023 Central Th  
Aug 22-Aug 22 8 a.m.-5 p.m.
Advanced Meteorology
SCIT 1093

Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

This course encompasses the following: the earth-atmosphere system, weather elements: atmospheric thermodynamics; wind systems; cyclones and anti-cyclones, air masses, fronts and middle-latitude cyclones; violent local storms; tropical storms; the synoptic weather map; weather service for merchant shipping; weather forecasting; ocean waves; sea ice and ice accretion; weather map construction and analysis; optimum ship routing utilizing the prevailing and projected weather conditions to advantage; weather routing to avoid adverse conditions; practice of practical shipboard reporting procedures. Forecasting and hurricane avoidance techniques. Students will be able to understand and interpret synoptic charts and forecast area weather. This syllabus covers the requirements of the 1995 STCW Convention Chapter II, Section A-II/2. This functional element provides the detailed knowledge to support the training outcomes related to the Navigation at the Management Level. Any applicant who has successfully completed this 40-hour Advanced Meteorology course will satisfy the Advanced Meteorology training requirements for STCW certification as Master or Chief Mate on vessels of 500 or more gross tonnage (ITC). Applicants who have successfully completed your course need not present completed Control Sheets for these assessments in application for STCW certification.

$950

CEUs 4.0

HRS: 40

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

May 20-May 24 8 a.m.-5 p.m.

Jun 24-Jun 28 8 a.m.-5 p.m.

Aug 12-Aug 16 8 a.m.-5 p.m.

Advanced Stability
MARS 2074

Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

USCG & STCW approved. Trainees will become proficient in stability and trim theory and its practicable applications. The course objectives are also aimed at providing the ship’s senior officers with the knowledge and competence sufficient to make full use of the stability booklet required for a vessel by 46 CFR 170.110. This course requires the trainee to have a fundamental understanding of basic stability and trim theory, as well as basic math and trigonometry.

$1000

CEUs 4.0

HRS: 40

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

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

Apprentice Mate
MARS 1075

Prerequisite: 540 days sea time.

Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

Each student who successfully completes this course will gain the knowledge and understanding of all subject areas covered in this training course including the unique aspects of towing vessel management, operations, maneuvering, towing gear, making and breaking various towing configurations. Safety and emergency response, firefighting, seamanship, U.S. maritime regulations and meteorology are also presented and examined as part of this training course. This course is open to the candidate who has met or will meet the requirements of 46 CFR 11.466 Requirements for national endorsements as apprentice mate (steersman) of towing vessels. Pursuant to National Maritime Center Policy Letter 11-02.

$1600

CEUs 12.0

HRS: 120

Jun 10-Jun 28 8 a.m.-5 p.m.

Jul 29-Aug 16 8 a.m.-5 p.m.

Advanced Shiphandling
MARS 2075

Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

The objective of this course is to provide students with the detailed knowledge to support the training outcomes related to the training requirements of 46 CFR 11.305(a)(3)(i) and 11.307(a)(3)(i) for STCW endorsements as Chief Mate or Master on vessels of 3,000 GT or more and 46 CFR 11.311(a)(3)(i) and 11.313(a)(3)(i) for STCW Code, as amended 2010, endorsements as Master or Chief Mate on vessels of more than 500 GT and less than 3,000 GT. AND, the specific tasks from the National Assessment Guidelines found in NVIC 10-14 and 11-14 (Tasks 4.1.8, and 8.1. through 9.17.8). Applicants are not required to present the completed record of assessment sheets when applying for the STCW endorsement.

$1000

CEUs 4.0

Central

MTWThF

95028

Jun 17-Jun 21

8 a.m.-5 p.m.

95029

Aug 05-Aug 09

8 a.m.-5 p.m.

Advanced Shiphandling
MARS 2075

Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

The objective of this course is to provide students with the detailed knowledge to support the training outcomes related to the training requirements of 46 CFR 11.305(a)(3)(i) and 11.307(a)(3)(i) for STCW endorsements as Chief Mate or Master on vessels of 3,000 GT or more and 46 CFR 11.311(a)(3)(i) and 11.313(a)(3)(i) for STCW Code, as amended 2010, endorsements as Master or Chief Mate on vessels of more than 500 GT and less than 3,000 GT. AND, the specific tasks from the National Assessment Guidelines found in NVIC 10-14 and 11-14 (Tasks 4.1.B, and 8.1. through 9.17.A). Applicants are not required to present the completed record of assessment sheets when applying for the STCW endorsement.

$3200

CEUs 8.0

Central

MTWThF

95026

Jun 03-Jun 14

8 a.m.-5 p.m.

95027

Jul 22-Aug 02

8 a.m.-5 p.m.

To register: All campuses 281-542-2020
### Apprentice Mate (Steering) Western Routes

**MARS 1078**

**Prerequisite:** 540 days seatime  
**Note:** It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.  
This course provides training to mariners seeking a license as Apprentice Mate (Steersman) of Towing Vessels on Western Rivers provided they have successfully completed our Apprentice Mate (Steersman) Upgrade (33) course or hold a license as Apprentice Mate (Steersman) Near Coastal or Inland or have satisfied the examination requirements for a license as Apprentice Mate (Steersman) Near Coastal or Inland, within the previous 12 months. Candidates need not be approved by the U.S. Coast Guard prior to participating in this course. However, a photo ID is required IAW; Pursuant to National Maritime Center Policy Letter 11-02.

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<tr>
<th>$400</th>
<th>CEUs</th>
<th>HRS</th>
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<td>90223</td>
<td>Central</td>
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<td>May 18-May 18</td>
<td>8 a.m.-5 p.m.</td>
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<td>95030</td>
<td>Central</td>
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<td>Jun 29-Jun 29</td>
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<td>95031</td>
<td>Central</td>
<td>Sa</td>
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<tr>
<td>Aug 17-Aug 17</td>
<td>8 a.m.-5 p.m.</td>
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### Automatic Radar Plotter Aid

**MARS 2076**

**Prerequisite:** Previously passed USCG-approved RADAR class.  
**Note:** It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.  
Trainees who successfully complete this course will be able to make efficient and effective use of ARPA as a navigational aid in congested, confined waters, recognize potential threats and make valid navigational and collision-avoidance decisions based on sound ARPA observations in compliance with the Navigation Rules and the International Regulations for Preventing Collisions at Sea (COLREGs 1972). As a prerequisite to attendance the trainee must either hold a current endorsement to their U.S. Coast Guard License as Radar Observer (Unlimited) or present proof of successful completion of a U.S. Coast Guard approved course for endorsement as Radar Observer (Unlimited) within the one year prior to the ARPA course. Pursuant to National Maritime Center Policy Letter 11-02.

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<td>95036</td>
<td>Central</td>
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<td>Jun 10-Jun 14</td>
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<td>95037</td>
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<td>Jul 15-Jul 19</td>
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<td>95038</td>
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<td>Aug 12-Aug 16</td>
<td>8 a.m.-5 p.m.</td>
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### Basic Fire Fighting (BST Part 1)

**FIRS 1191**

**Prerequisite:** None  
**Note:** It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.  
The course is open primarily to entry-level mariners and preferably should be given before they take up employment in sea-going vessels. There are no educational requirements. The mariner must be in good health. The student should have the agility, strength and flexibility to maintain balance on a moving deck, rapidly don firefighting personal protection equipment, capable of physical labor, climbing vertical ladders, handling moderate weights (from 30 to 60 pounds), and capable of hauling/moving 50 to 100 foot lengths of charged fire hoses. Pursuant to National Maritime Center Policy Letter 11-02.

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<thead>
<tr>
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<td>90236</td>
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<td>May 21-May 22</td>
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<td>95039</td>
<td>Central</td>
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<td>Jun 04-Jun 05</td>
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<td>95040</td>
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<td>Jun 18-Jun 19</td>
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<td>95041</td>
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<td>Jul 09-Jul 10</td>
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<td>95042</td>
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<td>Jul 23-Jul 24</td>
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<td>95043</td>
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<td>Aug 06-Aug 07</td>
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<td>95044</td>
<td>Central</td>
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<td>Aug 20-Aug 21</td>
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### Basic Safety Refresher

**MART 1077**

**Note:** It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.  
This course is for applicants who cannot meet the requirement for one year of sea service within the last five years, as described in 46 CFR 11.302(c) or 46 CFR 12.602(c), will be required to meet the requirements of 46 CFR 11.302(a) or 46 CFR 12.602(e) by completing an approved refresher training. The student should have the agility, strength and flexibility to maintain balance on a moving deck, rapidly don firefighting personal protection equipment, capable of physical labor, climbing vertical ladders, handling moderate weights (from 30 to 60 pounds), and capable of hauling/moving 50 to 100 foot lengths of charged fire hoses. Pursuant to National Maritime Center Policy Letter 11-02.

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<td>95046</td>
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<td>Jun 18-Jun 20</td>
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<td>95047</td>
<td>Central</td>
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<td>Jul 09-Jul 11</td>
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<td>95048</td>
<td>Central</td>
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<td>Jul 23-Jul 25</td>
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<td>95049</td>
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<td>Aug 06-Aug 08</td>
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<td>95050</td>
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<td>Aug 20-Aug 22</td>
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</table>
Basic Shiphandling & Steering Control Systems
MARS 2077
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
The completion of this course will satisfy the competency requirements of Table A-II/1 of the STCW, as amended 2010, and the tasks listed below from NVIC 12-14, for Officer in Charge of a Navigational Watch on Vessels of 500 GT or More and will satisfy the training requirements of 46 CFR 11.309(a)(4)(xi); AND The following Tasks from Enclosure (3) to NVIC 12-14: 1.8.A, 1.8.B, 9.1.A, 9.2.A, 9.3.A, 9.4.A, AND 9.5.A.

$2000 CEUs 4.0 HRS: 40
90243 Central MTWThF
May 13-May 17 8 a.m.-5 p.m.
95051 Central MTWThF
Jun 24-Jun 28 8 a.m.-5 p.m.
95052 Central MTWThF
Jul 29-Aug 02 8 a.m.-5 p.m.

Basic Training Revalidation
MARI 1079
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
The completion of Basic Training Revalidation course will satisfy the continued competency requirements for Personal Survival Techniques and Fire Prevention and Fire Fighting in STCW as amended 2010, Section A-VI/1, 46 CFR 11.302(d) and 46 CFR 12.602(d), provided that they have at least one year of sea service in the last five years.

$300 CEUs .8 HRS: 8
90249 Central W
May 22-May 22 8 a.m.-5 p.m.
95053 Central W
Jun 05-Jun 05 8 a.m.-5 p.m.
95054 Central W
Jun 19-Jun 19 8 a.m.-5 p.m.
95055 Central W
Jul 10-Jul 10 8 a.m.-5 p.m.
95056 Central W
Jul 24-Jul 24 8 a.m.-5 p.m.
95057 Central W
Aug 07-Aug 07 8 a.m.-5 p.m.
95058 Central W
Aug 21-Aug 21 8 a.m.-5 p.m.

Bridge Resource Management (Non-Simulator)
MART 1078
Prerequisite: AB, Mate or Master’s license.
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
This course is open to mariners seeking a certification as Officer In Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC) or as Master or an officer in charge of the navigational watch on vessel of less than 500 gross tonnage limited to near coastal waters. Pursuant to National Maritime Center Policy Letter 11-02.

$600 CEUs 2.4 HRS: 24
95059 Central WThF
Jun 19-Jun 21 8 a.m.-5 p.m.
95060 Central WThF
Jul 31-Aug 02 8 a.m.-5 p.m.

Cargo Handling & Stowage (Operation Level)
LMGT 1093
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
USCG & STCW approved, this course will satisfy the candidate with reliable knowledge of technical principles of sea transport of cargo and skills in the assessment of cargo securing arrangements. Also covered are the duties undertaken by the deck watch while loading and discharging cargo in port, and the care of cargo in transit. Subjects include: inspection and preparation of holds, cargo segregation, securing cargo, cargo handling equipment and safety, confined space entry and an overview of ship types (tankers, bulk carrier, container etc).

$900 CEUs 4.0 HRS: 40
95061 Central MTWThF
Jun 10-Jun 14 8 a.m.-5 p.m.
95062 Central MTWThF
Jul 29-Aug 02 8 a.m.-5 p.m.

Key to Days of Week

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

To register: All campuses 281-542-2020
**Celestial Navigation (Operational Level)**  
MARS 2076  
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

USCG & STCW approved, this course covers the most common forms of position fixing by celestial bodies. Subjects include: the study of celestial bodies, their locations and apparent motion relative to an observer on Earth, their ephemerides elements of the celestial sphere, concepts and use of time including predictions of celestial phenomena, nautical astronomy, sextant and altitude correction, sight reduction and lines of position, meridian transits, time of sunrise, sunset and noon, star identification and selection, sailings and ocean route planning. The course will encompass celestial theory derived from qualitative and quantitative analysis of the combined coordinate systems for reductions of celestial observations to lines of position. Celestial observations will be used to determine compass error. Studies will also involve practical application through the use of the sextant, azimuth ring, alidade, and other standard shipboard equipment and publications. Course is designed to enable the applicant to calculate and plot celestial observations to determine the vessels position, determine gyro and compass error by celestial observations and to determine the vessels position using terrestrial navigation practices. The objective of the course is to provide students with the detailed knowledge to support the training outcomes related to celestial navigation at the operational level and in doing so, satisfy company, national and international.

$2500  
95063  
Central  
MTWTThF  
Jun 03-Jun 21  
8 a.m.-5 p.m.  

95064  
Central  
MTWTThF  
Jul 29-Aug 16  
8 a.m.-5 p.m.

**Company Security Officer**  
MARI 1078  
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

Company Security Officer is a two-day USCG-approved course that teaches students the knowledge and skills for them to provide advice on security threats and levels, and enhance security awareness and vigilance. Topics to be discussed are: arranging for internal audits and reviews of security activities, ensuring consistency between security requirements and safety requirements, ship security plan development and submission for approval process and ensuring deficiencies are promptly addressed and dealt with.

$500  
95065  
Central  
ThF  
Jun 06-Jun 07  
8 a.m.-5 p.m.  

95066  
Central  
ThF  
Jul 11-Jul 12  
8 a.m.-5 p.m.  

95067  
Central  
ThF  
Aug 08-Aug 09  
8 a.m.-5 p.m.

**DDE 1000/4000 HP**  
MARS 1075  
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

This four-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.

$4000  
95068  
Central  
MTWTThF  
Jul 08-Aug 02  
8 a.m.-5 p.m.

**Electronic Chart Display and Information Systems (ECDIS)**  
MART 1075  
Prerequisite: Previously passed USCG-approved RADAR class.  
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

This course is designed for mariners employed on vessels equipped with modern ECDIS navigation systems. The course is also of value to individuals who require a knowledge of electronic navigation and charting procedures. Trainees undertaking this course should have some formal instruction in Terrestrial Navigation, and preferably have at minimum some familiarization with visual navigation, have accomplished a period of supervised bridge watch-keeping duties, and have prior completion of basic radar/ARPA. Trainees should also have familiarization with personal computing operating systems, keyboards and mice and/or trackballs. Pursuant to National Maritime Center Policy Letter 11-02.

$1000  
90197  
Central  
MTWTThF  
May 20-May 24  
8 a.m.-5 p.m.  

95069  
Central  
MTWTThF  
Jul 15-Jul 19  
8 a.m.-5 p.m.  

95070  
Central  
MTWTThF  
Aug 26-Aug 30  
8 a.m.-5 p.m.
Electronic Navigation
MARS 2076
This 5-day USCG-approved course covers theory and practical use of electronic navigational aids. Possible errors and limitations are stressed along with methods of resolving position ambiguity. Planning and conducting a passage and determine position. Basic theory and use of Electronic Chart Display and Information Systems (ECDIS) for officers in charge of a navigational watch (OICNW) on ECDIS-equipped ships. Detailed knowledge to support the training outcomes related to navigation at the operational level and be able to use ECDIS for their navigational watch, operate ECDIS equipment, use the navigational functions of ECDIS, select and assess all relevant information, and then take proper action.

$900  CEUs 4.0  HRS: 40
95071  Central  MTWThF
Jun 17-Jun 21  8 a.m.-5 p.m.
95072  Central  MTWThF
Jul 29-Aug 02  8 a.m.-5 p.m.
95073  Central  MTWThF
Aug 26-Aug 30  8 a.m.-5 p.m.

Engine Room Resource Management
MARS 1075
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
The completion of this course will satisfy the Engine Resource Management training requirements of 46 CFR 11.325(a)(3)(i) and (b)(1); 46 CFR 11.327(a)(3)(i) and (b)(1); 46 CFR 11.329(a)(3)(ii); 46 CFR 11.331(a)(3)(i) and (b)(1); 46 CFR 11.333(a)(3)(i) and (b)(1); and leadership and Team Working Skills requirements of 46 CFR 11.329(c); AND Satisfy the Engine Resource Management knowledge requirement of Table A-III/1 of the STCW Code, as amended 2010, within Function: Marine engineering at the operational level; Competence: Maintain a safe engineering watch. Specific tasks from NVIC 17-14 Officer in Charge of an Engineering Watch: 1.1.F; 1.4.A; 3.1.A; 16.1.A; 16.2.A; 16.3.A; 16.4.A.

$1000  CEUs 4.0  HRS: 40
95074  Central  MTWThF
Jun 24-Jun 28  8 a.m.-5 p.m.

First Aid & CPR (BST Part 2)
EMSP 1026
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
The course is open primarily to entry-level mariners and other mariners needing to satisfy the emergency medical training requirements and preferably should be given before they take up employment in sea-going vessels. There are no educational requirements. Pursuant to National Maritime Center Policy Letter 11-02.

$100  CEUs .8  HRS: 8
90270  Central  M
May 20-May 20  8 a.m.-5 p.m.
95075  Central  M
Jun 03-Jun 03  8 a.m.-5 p.m.
95076  Central  M
Jun 17-Jun 17  8 a.m.-5 p.m.
95077  Central  M
Jul 08-Jul 08  8 a.m.-5 p.m.
95078  Central  M
Jul 22-Jul 22  8 a.m.-5 p.m.
95079  Central  M
Aug 05-Aug 05  8 a.m.-5 p.m.
95080  Central  M
Aug 19-Aug 19  8 a.m.-5 p.m.

Key to Days of Week
M  Monday
T  Tuesday
W  Wednesday
Th  Thursday
F  Friday
S  Saturday
Su  Sunday

To register: All campuses 281-542-2020
Global Maritime Distress and Safety Systems (GMDSS)
MARS 1077

Prerequisite: AB, Mate, or Masters License.
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
This course framework requires a little knowledge of maritime radio communication practice, but a working knowledge of English as a second language. Elementary computer skills are assumed in the recommended course timetable. Candidates are assumed to have basic computer skills in order to participate in the course. However, additional computer skills training will be required by candidates without any basic proficiency in the use of computers. All students must have at least one year experience as a member of a navigational watch on the bridge of ocean going vessels, or service as a licensed Radio Officer or Engineer. Cadets or candidates for U.S. Coast Guard licenses must be members of a formal training program such as at a state or Federal Maritime Academy or have acquired equivalent experience and basic communications training as a prerequisite for this course. The course shall be taught in the English. If a student speaks the course language as a second language, he or she shall demonstrate total fluency, both written and oral, of GMDSS technical terms in the language used in teaching the course. Candidates desiring the license must submit their completed application package to the appropriate U.S. Coast Guard Regional Examination Center for evaluation as prescribed by applicable regulations and policies. Candidates need not be approved by the U.S. Coast Guard prior to participating in this course. However, a Photo ID is required. Pursuant to National Maritime Center Policy Letter 11-02 appropriate photo identification is required for enrollment into a USCG-approved course.

$1500 CEUs 7.0 HRS: 70
95081 Central MTWThF
Jun 10-Jun 20 8 a.m.-5 p.m.
95082 Central MTWThF
Jul 29-Aug 08 8 a.m.-5 p.m.

Leadership & Managerial Skills
MART 1070
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
This course is open to mariners who are pursuing STCW endorsement and must satisfy the requirements to have demonstrated the following competencies, application of leadership and teamwork skills in Tables A-II/1 or A-III/1 of the STCW Code, as amended; and/or, use of leadership and managerial skills in Tables A-II/2 or A-III/2 of the STCW Code, as amended. Pursuant to National Maritime Center Policy Letter 11-02.

$950 CEUs 3.6 HRS: 36
90274 Central MTWTh
May 20-May 23 8 a.m.-6 p.m.
95083 Central MTWTh
Jun 17-Jun 20 8 a.m.-6 p.m.
95084 Central MTWTh
Jul 22-Jul 25 8 a.m.-6 p.m.
95085 Central MTWTh
Aug 19-Aug 22 8 a.m.-6 p.m.

Leadership and Teamwork
MART 2070
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
A mariner who successfully completes the Leadership and Teamworking Skills (SANJCC 768) course will satisfy the Leadership and Teamworking Skills requirements for certification as Officer In Charge of a Navigational Watch or Officer in Charge of an Engineering Watch for the Application of Leadership and Teamworking Skills from Tables A-II/1or A-III/1 of the STCW Code, As Amended; and the Leadership And Teamworking Skills within 46 CFR 11.309; 46 CFR 11.319; 46 CFR 11.321; and, the specific tasks from the National Assessment Guidelines found in NVIC 12-14 (Tasks 18.1.A thru 18.5.A); and the Leadership And Teamworking Skills within 46 CFR 11.329; AND, the specific tasks from the National Assessment Guidelines found in NVIC 17-14 (Tasks 16.1.A thru 16.4.A) an endorsement as Officer In Charge of an Engineering Watch. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG-approved course.

$300 CEUs .8 HRS: 8
95086 Central F
Jun 07-Jun 07 8 a.m.-5 p.m.
95087 Central F
Jul 12-Jul 12 8 a.m.-5 p.m.
95088 Central F
Aug 02-Aug 02 8 a.m.-5 p.m.

Instrumentation
MARI 1075
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
The completion of the Instrumentation (SANJCC-230) course will satisfy the Control System training requirements of 46 CFR 11.329(a)(4)(ii) for STCW endorsements as OICEW on vessels on vessels powered by main propulsion machinery of 750 kW I 1,000 HP propulsion power or more. The following specific TASKs from the OICEW NVIC 17-14: 6.3.A; 7.1.A; 7.2.A; 7.2.B; 7.3.A; 7.4.A; 7.5.A; 7.5.B; and 7.5.C Applicants are not required to present the completed record of assessment sheets when applying for the STCW endorsement.

$4000 CEUs 16.0 HRS: 160
90484 Central MTWThF
May 13-Jun 07 8 a.m.-5:30 p.m.
MANAGEMENT OF ELECTRICAL & ELECTRONIC CONTROL EQUIPMENT (MEECE)
MARI 1070
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
This course will satisfy the Management of Electrical & Electronic Control Equipment training requirements of 46 CFR 11.325(a)(3)(iii) for original and (b)(3) for renewal; 46 CFR 11.327(a)(3)(iii) for original and (b)(3) for renewal; 46 CFR 11.331(a)(3)(ii) for original and (b)(3) for renewal; and 46 CFR 11.333(a)(3)(ii) for original and (b)(3) for renewal.

$1000
CEUs 4.0
HRS: 40
Jun 17-Jun 21
8 a.m.-5 p.m.

MANAGEMENT OF MEDICAL CARE
NFND 0000
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
The completion of Management of Medical Care course will satisfy the Management of Medical Care training requirements of Table A-II/2 of the STCW Code, as amended 2010; and 46 CFR 11.305(a)(3)(ix); 11.307(a)(3)(ix); 11.311(a)(3)(vi); 11.313(a)(3)(vi) and 11.315(a)(3)(ii). The specific tasks from the National Assessment Guidelines found in NVIC 10-14 CH1; Tasks 15.5.A, 19.1, 19.2, and 19.3.

$200
CEUs .5
HRS: 5
Jun 17-Jun 17
8 a.m.-12:30 p.m.
95089
Central
M
Jun 18-Jul 18
8 a.m.-12:30 p.m.
95091
Central
F
Aug 02-Aug 02
8 a.m.-12:30 p.m.

MASTER 100 TONS/MATE 200 TONS
MART 1072
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
The student presents their Certificate of Training within one year of the completion of training, will satisfy the examination requirements of 46 CFR 11.201(j) for original issuance, 46 CFR 10.227(c)(1)(iii) for renewal, and 46 CFR 10.227(j) for reissuance, of a merchant mariner endorsement as Master or Mate of not more than 100 gross tons Upon Near Coastal, or Great Lakes & Inland, or Inland Waters; AND, the examination requirements of 46 CFR 11.201(j) for original issuance, 46 CFR 10.227(c)(1)(iii) for renewal, and 46 CFR 10.227(j) for reissuance, of a merchant mariner endorsement as Operator of Uninspected Passenger Vessels (OUPV) Upon Near Coastal, or Great Lakes & Inland, or Inland Waters.

$1200
CEUs 8.0
HRS: 80
95092
Central
8 a.m.-5 p.m.
95093
Central
8 a.m.-5 p.m.
Jul 29-Aug 09
8 a.m.-5 p.m.

MEDICAL CARE PROVIDER
EMSP 1026
Prerequisite: None
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
San Jacinto College Maritime Medical Care Provider (SANJCC 310) course is intended to provide the necessary training for mariners seeking to complete the requirements to provide medical first aid on board ships. Any student who successfully completes the training and presenting a certificate of training within 5 years to a US Coast Guard will satisfy the Medical First Aid training requirements of Section A-VI/4 and Table A-VI/4-1 of the STCW Code, As Amended; and the Medical First-Aid Provider training requirements of 46 CFR 11.309, 11.319, 11.329, 11.335 and 46 CFR 12.619(a)(1). A mariner who successfully completes our Medical Care Provider (SANJCC 310) course will satisfy the following STCW Code Table A-VI/4-1; and, the competency requirements of 46 CFR 12.619(a)(2); and, the Medical First-Aid Provider training requirements of 46 CFR 11.309(a)(4)(i); 46 CFR 10.227(c)(1)(iii) for renewal, and 46 CFR 10.227(j) for reissuance, of a merchant mariner endorsement as Master or Mate of not more than 100 gross tons Upon Near Coastal, or Great Lakes & Inland, or Inland Waters.
Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG-approved course.

$850
CEUs 4.0
HRS: 40
95098
Central
8 a.m.-5 p.m.
95099
Central
8 a.m.-5 p.m.

METEOROLOGY (OPERATION LEVEL)
SCIT 1093
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
This course provides the background knowledge in will have a thorough understanding of meteorology. The course provides an introduction to meteorology with specific emphasis on marine applications. Focuses on ocean weather phenomena as they impact vessel operations and the role of the ship's officer in observing, recording, and analyzing developing weather patterns. Knowledge of the characteristics of various weather systems, reporting procedures and recording systems.

$850
CEUs 4.0
HRS: 40
95098
Central
8 a.m.-5 p.m.
95099
Central
8 a.m.-5 p.m.
Jul 22-Jul 26
8 a.m.-5 p.m.

To register: All campuses 281-542-2020
**OFFICER IN CHARGE ENGINEERING WATCH - DIESEL ENGINE**

**MARI 2070**

This course will satisfy the Motor Plants training requirements of 46 CFR 11.329(a)(4)(ix) towards an STCW endorsement as OICEW on vessels on vessels powered by main propulsion machinery of 750 kW/ 1,000 HP propulsion power or more; will be credited with the following specific TASKs from the OICEW NVIC 17-14: 1.1.A; 1.1.B; 1.1.E; 1.2.A; 3.1.A; 4.1.A; 4.2.A; 4.3.A (Motor); 4.3.C; 4.3.F; 6.1.B; and 6.1.D. Applicants are not required to present the completed record of assessment sheets when applying for the STCW endorsement.

$4000 CEUs 16.0 HRS: 160
95100 Central MTWThF
Aug 12-Sep 06 8 a.m.-5 p.m.

**PERSONAL SAFETY AND SOCIAL RESPONSIBILITY (BST Part 4)**

**MART 1079**

Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

The course is open primarily to entry-level mariners and preferably should be given before they take up employment in sea-going vessels. There are no educational requirements. The mariner must be in good health. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG-approved course.

$100 CEUs .4 HRS: 4
90335 Central ThF
May 24-May 24 8 a.m.-5 p.m.
95131 Central ThF
Jun 07-Jun 07 1 p.m.-5 p.m.
95132 Central ThF
Jun 21-Jun 21 1 p.m.-5 p.m.
95133 Central ThF
Jul 12-Jul 12 1 p.m.-5 p.m.
95134 Central ThF
Jul 26-Jul 26 1 p.m.-5 p.m.
95135 Central ThF
Aug 09-Aug 09 1 p.m.-5 p.m.
95136 Central ThF
Aug 23-Aug 23 1 p.m.-5 p.m.

**PROFICIENCY IN SURVIVAL CRAFT**

**MART 2074**

Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

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

$700 CEUs 3.2 HRS: 32
90304 Central MTWTh
May 13-May 16 8 a.m.-5 p.m.
95107 Central MTWTh
Jun 10-Jun 13 8 a.m.-5 p.m.
95108 Central MTWTh
Jul 15-Jul 18 8 a.m.-5 p.m.
95109 Central MTWTh
Aug 12-Aug 15 8 a.m.-5 p.m.
Proficiency in Survival Craft Refresher
MARS 1075
Prerequisite: Previously passed Basic Safety Training.
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
The completion of Proficiency in Survival Craft Refresher course will satisfy the competency requirements of Table A-VI/2-1 of the STCW Code, as amended 2010, for Proficiency in Survival Craft and Rescue Boats Other Than Fast Rescue Boats (PSC), for those seafarers not having evidence of 1 year of sea service within the last 5 years provided that the applicant had previously been issued a Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats endorsement, and will satisfy the professional examination and practical demonstration requirements of 46 CFR 12.407(b)(3) for endorsements for Lifeboatman and PSC. Applicants are not required to present completed record of assessment sheets when applying for the STCW endorsement.

$500 CEUs 1.6 HRS: 16
90308 Central WTh
May 15-May 16 8 a.m.-5 p.m.
95110 Central WTh
Jun 12-Jun 13 8 a.m.-5 p.m.
95111 Central WTh
Jul 17-Jul 18 8 a.m.-5 p.m.
95112 Central WTh
Aug 14-Aug 15 8 a.m.-5 p.m.

Qualified Assessor
MARS 1075
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
This course will satisfy the requirements for Qualified Assessor training and instruction in assessment techniques of 46 CFR 10.405(a)(1) and 46 CFR 10.405(d). To provide knowledge and skills for trainees to administer, supervise and monitor training and assessment of seafarer competence in accordance with the provisions of Section A-1/6 of the STCW Code.

$650 CEUs 2.4 HRS: 24
95113 Central MTW
Jun 24-Jun 26 8 a.m.-5 p.m.
95114 Central MTW
Aug 05-Aug 07 8 a.m.-5 p.m.

Qualified Member of the Engineering Department-Oiler
MARS 1075
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
This four-week course includes hands-on practical and a classroom lecture portion for theory and familiarization.

$3500 CEUs 14.5 HRS: 145
95115 Central MTWThF
Jul 08-Jul 31 8 a.m.-5 p.m.

Radar Observer Unlimited (Renewal)
MART 2075
Prerequisite: Must have held a RADAR certificate within the past five years.
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
This course is intended for candidates to satisfy the requirements of 46 CFR 10.480(d) for renewal of any Radar Observer endorsement. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG-approved course.

$225 CEUs .8 HRS: 8
95119 Central F
Jun 07-Jun 07 8 a.m.-5 p.m.
95120 Central F
Jul 12-Jul 12 8 a.m.-5 p.m.
95121 Central F
Aug 09-Aug 09 8 a.m.-5 p.m.

Radar Observer-Inland
MART 2071
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
This course is open to and principally intended for candidates for certification as operators or officers in charge of a navigational watch. Prior to enrolling in this course, the trainee should have completed at least one year at sea and preferably have gained some experience in bridge watch-keeping. The course would also be of value to others using radar. For example, those working harbor craft, patrol launches, training vessels, in which case the entry standards may be adjusted to suit the particular circumstances. However, the trainee background for each course should be similar. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG-approved course.

$400 CEUs 3.2 HRS: 32
95122 Central MTWTh
Jun 03-Jun 06 8 a.m.-5 p.m.
95123 Central MTWTh
Jul 08-Jul 11 8 a.m.-5 p.m.
95124 Central MTWTh
Aug 05-Aug 08 8 a.m.-5 p.m.
Radar Observer-Unlimited
MART 2072
Prerequisite: Previously passed USCG-approved Masters License class.
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
Each student who successfully completes this course will gain the knowledge and understanding of the aspects covered include the theory necessary for an understanding of how radar information is obtained and displayed. In addition, an understanding of the limitations and accuracy of radar information, the formation and recognition of unwanted responses. The correct use of radar operational controls and adjustments to obtain an optimal display and checks on radar set performance are emphasized. This course is open to and principally intended for candidates for certification as operators or officers in charge of a navigational watch. Prior to enrolling in this course, the trainee should have completed at least one year at sea and preferably have gained some experience in bridge watch-keeping. The course would also be of value to others using radar. For example, those working harbor craft, patrol launches, training vessels, in which case the entry standards may be adjusted to suit the particular circumstances. However, the trainee background for each course should be similar. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG-approved course.

Search and Rescue (Management Level)
MARS 2076
Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
This course will satisfy the training requirements of 46 CFR 11.309(a)(4)(iii) for an STCW endorsement as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC). The following practical assessment performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks, as documented in NVIC 11-14 Guidelines on Qualifications for STCW Endorsements of Masters or Chief Mate of Vessels of 3,000 GT (Management Level): 4.1.A AND 4.1.B. The following practical assessment performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks, as documented in NVIC 11-14 Guidelines on Qualifications for STCW Endorsements of Masters or Chief Mate of Vessels of 500 GT or More and Less Than 3,000 GT (Management Level): 4.1.A AND 4.1.B. The following practical assessment performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks, as documented in NVIC 13-14 Master and Officer in Charge of a Navigational Watch of Vessels of Less Than 500 GT Limited to Near-Coastal Waters: 4.1.A.

Rose Point ECS Training
MARI 1077
This course will provide you the knowledge and the capability and limitations of Rose Point Electronic Charting System (ECS) operations, including: a thorough understanding of ECS data, data accuracy, presentation rules, display options and other chart data formats; the dangers of over-reliance; & familiarity with the functions of ECS required by performance standards in force.

To register: All campuses 281-542-2020
Search and Rescue (Operational Level)

MARS 2076

Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

This course will satisfy the training requirements of 46 CFR 11.305(a)(2) and 11.307(a)(2) for an STCW endorsement as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC). The following practical assessment performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks, as documented in NVIC 13-14 Guidelines for Qualifications for Officer in Charge of a Navigational Watch on Vessels of 500 GT or More: 6.1.A. The following practical assessment performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks, as documented in NVIC 13-14 Master and Officer in Charge of a Navigational Watch on Vessels of Less Than 500 GT Limited to Near-Coastal Waters: 4.1.A. Applicants are not required to present completed Task Control Sheets when applying for an STCW endorsement.

$400 CEUs 1.6 HRS: 16
90337 Central MT
May 20-May 21 8 a.m.-5 p.m.
95137 Central ThF
Jun 06-Jun 07 8 a.m.-5 p.m.
95138 Central MT
Jul 08-Jul 09 8 a.m.-5 p.m.
95139 Central ThF
Aug 08-Aug 09 8 a.m.-5 p.m.

Ship Management

MARS 1075

Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

This course will satisfy the training requirements of 46 CFR 11.305(a)(2) and 11.307(a)(2) for an STCW endorsement as Chief Mate or Master on vessels of 3,000 GT or more. The following practical assessments performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks, as documented in NVIC 10-14 Tasks For Master or Chief Mate on Vessels of 3,000 GT or More (Management Level): 11.1.A 15.1.A 15.1.B 15.1.C 15.2.A 15.3.A 15.4.A 15.4.B 15.4.C 15.4.D 15.4.E 15.4.F 15.5.A 15.6.A 15.6.B 15.7.A 15.8.A 18.1.B 18.1.C 19.1.A 19.2.A, and 19.3.A.

$1500 CEUs 4.0 HRS: 40
90344 Central
MT
May 13-May 17 8 a.m.-5 p.m.
95145 Central
MT
Jun 24-Jun 28 8 a.m.-5 p.m.
95146 Central
MT
Jul 29-Aug 02 8 a.m.-5 p.m.
95147 Central
MT
Aug 26-Aug 30 8 a.m.-5 p.m.

Tank Barge Dangerous Liquids

MART 2076

Prerequisite: 90 days seatime on a towing vessel.

Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

Any applicant who has successfully completed our Tank Barge Dangerous Liquids (SANJCC 491) course will satisfy the training requirements of 46 CFR 13.201(c)(4) and 13.301(c)(4) for an endorsement as Tankerman-PIC (Barge) DL; AND meeting the standards of competence in Table A-V/1-1-2 and A-V/1-1-3 of the STCW Code, AND satisfy the training requirements of 46 CFR 13.120(a)(2) for renewal of a merchant mariner credential endorsed as Tankerman PIC (Barge) Dangerous Liquids. Anyone may enroll in this course. For the actual Tankerman candidate, he/she should be able to attain the requirements outlined in 46 CFR 13.201(c)(4) and 13.301(c)(4), within five years from the date of completion on the certificate for this course. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG-approved course.

$900 CEUs 4.0 HRS: 40
95148 Central
MT
Jun 03-Jun 07 8 a.m.-5 p.m.
95149 Central
MT
Jul 08-Jul 12 8 a.m.-5 p.m.
95150 Central
MT
Aug 05-Aug 09 8 a.m.-5 p.m.
Tankerman PIC-Tankship
MART 2076

Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

San Jacinto College Maritime Tank Ship Dangerous Liquids (SANJCC 501) cover all subjects in Table 2 to 46 CFR 13.121(c) and STCW Code Tables A-V/1-1-2 and A-V/1-1-3. This course also provides training to have the knowledge and understanding of the aspects of transferring dangerous liquid cargo safely, following the environmental protection measures. How to respond to emergencies, and ensuring compliance with the applicable regulations for oil and chemical tanker cargo operations on tank ships and tank barges. This course is intended to provide the training to the prospective Tankerman, Person in Charge Dangerous Liquids, which will satisfy the training requirements of 46 CFR 13.201(c)(4), 13.301, 13.401 or 13.501 for any Tankerman endorsement; AND satisfy the basic and advanced oil tanker cargo operations and chemical tanker cargo operations training requirements of 46 CFR 13.603, and 13.605 for an STCW endorsement; AND satisfy the training requirements of 46 CFR 13.120(b)(2) for renewal of a merchant mariner credential as Tankerman PIC Dangerous Liquids. Any applicant who successfully completes your Tank Ship Dangerous Liquids (SANJCC 501) course will satisfy: the training requirements of 46 CFR 13.201(c)(4) for an endorsement as Tankerman-PIC DL; and 13.201(c)(4) for an endorsement as Tankerman-PIC (Barge) DL; the requirements of 46 CFR 13.501(C)(4) for an endorsement as Tankerman Engineer DL; the requirements of 46 CFR 13.603(a)(2), 46 CFR 13.603(b)(2), 46 CFR 13.603(c)(2) and STCW Code Table A-V/1-1-2 for an STCW endorsement for Advanced Oil Tanker Cargo Operations; and the requirements of 46 CFR 13.605(a)(2), 46 CFR 13.605(b)(2), 46 CFR 13.605(c)(2) and STCW Code Table A-V/1-1-3 for an STCW endorsement for Advanced Chemical Tanker Cargo Operations.

Note: The course will also satisfy training requirements for endorsements as Tankerman-Assistant DL, Tankerman-Engineer DL, and Basic Oil and Chemical Tanker Cargo Operations.

$900
CEUs 4.0
HRS: 40
95151
Jun 03-Jun 07
8 a.m.-5 p.m.
Central
MTWThF
95152
Jul 08-Jul 12
8 a.m.-5 p.m.
Central
MTWThF
95153
Aug 05-Aug 09
8 a.m.-5 p.m.
Central

Terrestrial & Coastal Navigation
MARS 1072

Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

USCG & STCW approved, this course covers every aspect of traditional navigation. This course is designed to teach the student the technical and practical concepts of Terrestrial Navigation. Areas covered include terrestrial coordinates, nautical charts, navigation publications, plotting and position lines, navigation aids, compass corrections including Azimuths and Amplitudes, charts and chart work, logbooks and voyage planning, the computation of tides, and tidal currents.

$2500
CEUs 12.0
HRS: 120
95154
Jul 08-Jul 26
8 a.m.-5 p.m.
Central
MTWThF

Train the Trainer
POFT 1002

Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

This course will satisfy the Train the Trainer and Assessor training requirements of 46 CFR 10.402(b)(2)(iii)(A), 10.405(a)(1) and 46 CFR 10.407(c)(5)(i). We approve completion of this course as satisfying the requirement for instructors and assessors as stated in Section A-1-6, paragraph 7, of the STCW Code, as amended 2010 and the guidance regarding Qualified Instructors as stated in NVIC 03-14, and Qualified Assessors as stated in NVIC 19-14.

$1000
CEUs 4.0
HRS: 40
95155
Jun 24-Jun 28
8 a.m.-5 p.m.
Central
MTWThF
95156
Aug 05-Aug 09
8 a.m.-5 p.m.
Central

Upgrade - Master, 100 GRT to Master, 200 GRT
MART 1076

Prerequisite: Student must hold 100 Ton Master License.

Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

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.

$400
CEUs 2.4
HRS: 24
90355
May 13-May 15
8 a.m.-5 p.m.
Central
MTW
91517
Jun 24-Jun 26
8 a.m.-5 p.m.
Central
MTW
91518
Aug 12-Aug 14
8 a.m.-5 p.m.
Central
**Upgrade to Apprentice Mate**

**MART 1074**

**Prerequisite:** Student must take this class with the upgrade to have 200 Master class.

**Note:** It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

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).

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<tr>
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<td>8 a.m.-5 p.m.</td>
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</table>

**Vessel Security Officer**

**MART 1073**

**Prerequisite:** 90 days seetime.

**Note:** It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

It is assumed that those attending this course are U.S. Coast Guard credentialed mariners who are employed (or are to be employed) by a vessel owner or operator and who are likely to be designated as Vessel Security Officer (VSO). Trainees must be 18 years of age or older, and able to speak and understand the English language as would be relevant to the duties of a VSO. Training providers are responsible for verifying that these conditions are met before accepting candidates for training. However, no specific entry requirements are contemplated. All trainees must be certified by a doctor to be in good health. Although the course is designed with the professional mariner in mind, it remains open for anyone simply wishing to expand his or her maritime knowledge.

Candidates desiring the endorsement must submit their completed application package to the appropriate U.S. Coast Guard Regional Examination Center for evaluation as prescribed by applicable regulations and policies. Candidates need not be approved by the U.S. Coast Guard prior to participating in this course. However, a Photo ID is required. Pursuant to National Maritime Center Policy Letter 11-02 appropriate photo identification is required for enrollment into a USCG-approved course.

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<td>Jul 11-Jul 12</td>
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<td>Aug 08-Aug 09</td>
<td>8 a.m.-5 p.m.</td>
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</table>
**Voyage Planning and Electronic Navigation**

MARS 2076

Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

This course will satisfy the Navigation at the Management Level training requirements of Section A-II/2 of the STCW Code, as amended, for certification as Master or Chief Mate on vessels of 500 or more gross tonnage (ITC). The practical assessments in this course will be accepted as the equivalent of the following NVIC 10-14 assessments from the National Assessment Guidelines for Table A-II/2 of the STCW Code, as amended:


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**Watchkeeping (Operational Level)**

MARS 2076

Note: It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

This course will satisfy the Watchkeeping and SMCP training requirements of 46 CFR 11.309(a)(4)(ix) for an STCW endorsement as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC) and 46 CFR 11.319(a)(4)(iii) for an STCW endorsement as Officer in Charge of a Navigational Watch on vessels of less than 500 gross tonnage (ITC); AND, The following practical assessments performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks, as documented in NVIC 12-14 (Ch-1) Guidelines on Qualifications for Officer In Charge of a Navigational Watch on Vessels of 500 GT or More: 2.1.A - 2.6.A, and 7.1.A.

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<td>Aug 12-Aug 23 8 a.m.-5 p.m.</td>
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</table>
San Jacinto College offers free courses to take you to the next step!

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☐ EL Civics for ESL learners
☐ Adult Basic Education (ABE)
☐ Adult Secondary Education (ASE)
☐ Contextualized education courses

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For information about enrollment, email Denise.Orand@sjcd.edu or call 281-478-3615.

www.sanjac.edu/cpd
registration.cpd@sjcd.edu

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Continuing & Professional Development
An equal opportunity institution
June - August 2019

Education

- English Communication Skills............................. 50
- Paraeducator Training ........................................... 54
- Test Preparation...................................................... 54
ENGLISH COMMUNICATION SKILLS

ENGLISH AS A SECOND LANGUAGE - BEGINNING A
COMG 1000
Prerequisite: Pre-assessment preferred but not required.
Note: Textbook and workbook required. If age 17, parental or guardian consent is required.

Designed for students whose primary language is other than English, this course presents industry-related basic reading, writing, speaking, and listening skills. 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 the control of the English sound system to minimize on-the-job miscommunication or misinterpretation due to foreign accent. This is the first class in our sequence of “Everyday English,” language instruction.

$275

<table>
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<tr>
<th>Course</th>
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ENGLISH AS A SECOND LANGUAGE - BEGINNING B
COMG 1000
Prerequisite: Pre-assessment required
Note: Textbook and workbook are required. If age 17, parental or guardian consent is required.

This is a continuation of Beginning English Level. 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 sequence of Everyday English language instruction.

$275

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To register: All campuses 281-542-2020
# English as a Second Language - Intermediate A

**COMG 1001**

**Prerequisite:** Pre-assessment required.

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

This intermediate course will provide a communicative English practice. 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. This is the third class in our sequence of Everyday English language instruction.

**$275 CEUs 3.2 HRS: 32**

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<th>Time</th>
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# English as a Second Language - Intermediate B

**COMG 1002**

**Prerequisite:** Pre-assessment required

**Note:** Textbook and workbook are required. If age 17, parental or guardian consent is 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. This level will provide the student with skills to summarize the main idea in writing. This is the fourth class in our sequence of Everyday English language instruction.

**$275 CEUs 3.2 HRS: 32**

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**English as a Second Language - High Intermediate A**

COMG 1003

**Prerequisite:** Pre-assessment required.

**Note:** Textbook and workbook are required. If age 17, parental or guardian consent is 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. This is the fifth class in our sequence of Everyday English language instruction.

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**English as a Second Language - High Intermediate B**

COMG 1004

**Prerequisite:** Pre-assessment required

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

This is a continuation of the high intermediate English Level. This course focuses on the improvement in reading and vocabulary/comprehension skills, as well as speaking, writing, and listening skills for job or academic success. This is the sixth class in our sequence of Everyday English language instruction.

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**ENGLISH AS A SECOND LANGUAGE - ADVANCED A**

**COMG 1005**

**Prerequisite:** Pre-assessment required

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

This course is designed for the students 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. This is the seventh class in our sequence of “Everyday English,” language instruction.

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**ENGLISH AS A SECOND LANGUAGE - ADVANCED B**

**COMG 1005**

**Prerequisite:** Pre-assessment required

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

This course is designed for the students to focus on comprehending challenging materials, texts or practical discussions for fluency in the English language. This is the eighth class in our sequence of Everyday English language instruction. After the completion of this class, the students will transition into either the LEAP or STEP courses. LEAP and STEP courses are ESL specialized programs focused on workforce or academic ESL in preparation for college credit classes.

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**ParaEducator Training**

**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.

$70 CEUs .6 HRS: 6

90192 Central Sa
May 18-May 18 8 a.m.-1:30 p.m.
90195 North Sa
May 18-May 18 8 a.m.-1:30 p.m.
95329 South Sa
Jun 22-Jul 22 8 a.m.-1:30 p.m.
95332 Central Sa
Jul 27-Jul 27 8 a.m.-1:30 p.m.
95335 North Sa
Aug 24-Aug 24 8 a.m.-1:30 p.m.

**ParaEducator Institute Training**
CDEC 1032

Prerequisite: High School Diploma or GED from a 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 a formal local academic assessment. Upon successful mastery of the content, participants will receive certification.

$295 CEUs 1.8 HRS: 18

95327 South Sa
Jun 08-Jun 22 8 a.m.-3:30 p.m.
95330 Central Sa
Jul 13-Jul 27 8 a.m.-3:30 p.m.
95333 North Sa
Aug 10-Aug 24 8 a.m.-3:30 p.m.

**ParaEducator Institute Training ISD**
CDEC 1032

Prerequisite: High School Diploma or GED from a 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 a formal local academic assessment. This class is geared toward the districts within our service region. Upon successful mastery of the content, participants will receive certification.

$280 CEUs 1.8 HRS: 18

95328 South Sa
Jun 08-Jun 22 8 a.m.-3:30 p.m.
95331 Central Sa
Jul 13-Jul 27 8 a.m.-3:30 p.m.
95334 North Sa
Aug 10-Aug 24 8 a.m.-3:30 p.m.

**Test Preparation**

**GED Preparation Tutorial**
NFND 0000

Note: Textbook and Texas Instruments TI 30 XS Multi-View calculator are required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. The student must be age 18 or older. If you are 16, you must have a court order from a judge; also, you must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, you must have been withdrawn from high school for at least six months and not a high school graduate.

The longer GED preparation series allows for a greater focus on subject matter than the traditional GED review. Subject matter is covered at a slower pace and a more in-depth level than the GED review. The series includes mathematics, social studies/science and language arts. Take each course separately or as a series.

$555 CEUs 9.6 HRS: 96

90463 Central MTWTh
May 20-Jul 11 6-9 p.m.
90464 South MTWTh
May 20-Jul 11 6-9 p.m.
90465 North MTWTh
May 20-Jul 11 6-9 p.m.
95174 Central MTWTh
Jul 29-Sep 12 6-9 p.m.
95175 South MTWTh
Jul 29-Sep 12 6-9 p.m.
95176 North MTWTh
Jul 29-Sep 12 6-9 p.m.
GED Preparation: Language Arts
NFND 0000
Note: Textbook is required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. The student must be age 18 or older. If you are 16, you must have a court order from a judge; also, you must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, you must have been withdrawn from high school for at least six months and not a high school graduate.
For GED applicants who have yet to complete the language arts portion of the test. This course is ideal for GED candidates who need more intense preparation and practice in reading and writing. The Language Arts preparation includes test-taking practice.

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<th>$300</th>
<th>CEUs 3.6</th>
<th>HRS: 36</th>
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<tr>
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GED Preparation: Math
NFND 0000
Note: Textbook and Texas Instruments TI-30 XS Multi-View calculator are required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. The student must be age 18 or older. If you are 16, you must have a court order from a judge; also, you must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, you must have been withdrawn from high school for at least six months and not a high school graduate.
This course is ideal for GED applicants who need more intense review in math including those who will be learning some mathematical concepts for the first time. The math preparation includes test-taking techniques.

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

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Key to Days of Week

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

To register: All campuses 281-542-2020
San Jacinto College offers free courses to take you to the next step!

Choose from: ☐ English as a Second Language (ESL)
☐ EL Civics for ESL learners
☐ Adult Basic Education (ABE)
☐ Adult Secondary Education (ASE)
☐ Contextualized education courses

These courses are available free of charge, for those who qualify, thanks to the Adult Education and Literacy Grant from the Houston Galveston Area Council and the Texas Workforce Commission (TWC), the Distance Learning Grant through College of the Mainland and the TWC and the Accelerate Texas (ATX) Grant through the Texas Higher Education Coordinating Board (THECB).

For information about enrollment, email Denise.Orand@sjcd.edu or call 281-478-3615.

www.sanjac.edu/cpd registration.cpd@sjcd.edu

Connect with us on

San Jacinto College
CONTINUING & PROFESSIONAL DEVELOPMENT
An equal opportunity institution
THE TRAINING CONNECTION
Training and Educational Solutions for Workers and Employers

June - August 2019

Life Long Learning
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Cake Decorating...................................................... 58
Motorcycle .............................................................. 59
Painting/Drawing.................................................... 59
Sports & Recreation.............................................. 60
Wellness................................................................. 60
ARTS & CRAFTS

Ceramics I
NFND 0000
Note: No textbook required; must be approved by the credit department
Studio Course - This is an introduction to basic ceramic processes and an exploration of clay as an artistic medium. It includes mechanical (wheel-thrown) and hand-built techniques, and glazing and firing processes. (ARTS 2346)
$320 CEUs 9.6 HRS: 96
90485 Central MTWTh
May 13-Jul 03 11 a.m.-1:45 p.m.

Ceramics II
NFND 0000
Prerequisite: ARTS 2346
Note: No textbook required; must be approved by the credit department
Studio course - This is a continuation of ARTS 2346. The class includes an exploration of clay as an artistic medium, concentrating on combinations of mechanical and hand-built techniques. (ARTS 2347)
$320 CEUs 9.6 HRS: 96
90486 Central MTWTh
May 13-Jul 03 11 a.m.-1:45 p.m.

Design III
NFND 5948
Prerequisite: Department chair approval.
This course covers elements and principles of art using two- and three-dimensional concepts. This in-depth study of current concerns and practices in the visual arts stresses individually directed studio work. Topics may include, but are not limited to design, drawing, painting, sculpture, ceramics, photography and design communication. Producing a transfer or job-oriented portfolio will be emphasized. (ARTS 2311)
$315 CEUs 9.6 HRS: 96
95457 Central MTWTh
Jun 03-Jul 25 11 a.m.-1:45 p.m.

CAKE DECORATING

Wilton Course 1: Building Buttercream Skills
NFND 0000
Prerequisite: None
Note: Wilton textbook required (available in San Jacinto College bookstore prior to class starting).
This is the foundation for all Wilton Method Courses. Build buttercream skills you can use for all decorating projects—cakes, cupcakes, and other treats. Learn to ice and decorate a cake and other treats, make six different flowers, pipe lines and make simple borders and letters, transfer images to cakes, and fill and use a decorating bag.
$70 CEUs .8 HRS: 8
95336 North MTWTh
Jun 03-Jun 24 6:30-8:30 p.m.
95337 North MTWTh
Jun 19-Jul 10 6:30-8:30 p.m.

Wilton Course 2: Flowers and Cake Design
NFND 0000
Prerequisite: Wilton Course 1.
Note: Wilton textbook required (available in San Jacinto College bookstore prior to class starting).
Design a professional-looking cake! Learn how to select colors, arrange flowers and work with royal icing. You’ll learn core techniques to make a wide variety of flowers, such as pansies, lilies, and The Wilton Rose. Learn to design the color palette and pattern for a cake, complete piping techniques, create seven different types of flowers, learn to pipe royal icing appliques, and new decorative borders.
$70 CEUs .8 HRS: 8
95338 North MTWTh
Jul 15-Aug 05 6:30-8:30 p.m.

Key to Days of Week

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

To register: All campuses 281-542-2020
Motorcycle Riders Course

NFND 0000
Prerequisite: Student must have a valid driver’s license or instructional permit. Students must be able to ride a bicycle. Students must also pass the state mandated E-Course before registering for the in person course.

Note: Motorcycle and helmet for class will be provided. Full attendance for each class day is required. No rescheduling or refunds allowed once class begins.

Upon successful course completion, certificate is issued for submission to the Texas Department of Public Safety (DPS). Motorcycles are furnished (250cc). Students must wear over-the-ankle leather shoes/boots with heels, gloves, long sleeve shirt, long pants, glasses or face shield. Provided helmet must be worn. Depending on student skill level and size of class, hours may vary.

$230 CEU 1.9 HRS: 19
This class meets Friday 6-9 p.m. Saturday and Sunday 7 a.m.-4 p.m.

South Campus
90379 South FSaSu 95341 South FSaSu 95344 South FSaSu F
May 17-May 19 Jun 21-Jun 23 Aug 09-Aug 11
95002 South FSaSu 95342 South FSaSu 95345 South FSaSu
May 31-Jun 02 Jul 12-Jul 14 Aug 23-Aug 25
95340 South FSaSu 95343 South FSaSu
Jun 07-Jun 09 Jul 26-Jul 28

Wilton Course 3: Gum Paste and Fondant
NFND 0000
Prerequisite: Wilton Course 1
Note: Wilton textbook required (available in San Jacinto College bookstore prior to class starting).

Develop your skills working with fondant and gum paste, and apply them to create shapes, borders and flowers. You’ll also learn how to cover a cake with fondant. Plus, you’ll design and create a complete project using all the techniques you were taught. You will also learn to create different types of bows and flowers, including the calla lily, rose and carnation.

$70 CEUs .8 HRS: 8
95339 North W
Aug 07-Aug 28 6:30-8:30 p.m.

Painting/Drawing
Drawing II
NFND 0000
Prerequisite: ARTS 1316
This is a studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline. (ARTS 1317)

$310 CEUs 9.6 HRS: 96
95456 Central W
Jun 03-Jul 25 11 a.m.-1:45 p.m.

Painting I
NFND 0000
This class explores the potentials of painting media with emphasis on color and composition. (ARTS 2316)

$310 CEUs 9.6 HRS: 96
95458 Central W
Jun 03-Jul 25 11 a.m.-1:45 p.m.
Painting II
NFND 0000
Prerequisite: ARTS 2316 or approval of department chair
This class is a continuation of Painting I with emphasis on individual expression. (ARTS 2317)
$310   CEUs 9.6   HRS: 96
95459  Central    MTWTh
Jun 03-Jul 25  11 a.m.-1:45 p.m.

SPORTS & RECREATION

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.
$40   CEUs .4   HRS: 4
95459  Central    MTWTh
Jun 03-Jul 25  11 a.m.-1:45 p.m.

WELLNESS

Gentle Yoga
NFND 0000
This is an introduction to basic yoga postures, breathing and relaxation techniques. It is a gentle and relaxed workout that takes in consideration students physical capabilities.
$40   CEUs .4   HRS: 4
90399  Central    T
May 14-Jun 04  5:30-6:30 p.m.
95349  Central    T
Jun 04-Jun 25  5:30-6:30 p.m.
95350  Central    T
Jul 09-Jul 30  5:30-6:30 p.m.
95351  Central    T
Aug 09-Aug 28  5:30-6:30 p.m.
Campus Carry Facts and Helpful Hints

Campus Carry takes effect for San Jacinto College on August 1, 2017.

- License to carry holders may carry a concealed handgun on campus.
- The handgun must remain concealed and within arm’s reach of the license to carry holder.
- Handguns may not be openly carried.
- Handguns may not be openly displayed at any time.
- No other prohibited weapons may be carried.
- Only members of the San Jacinto College Police Department may ask someone if they are licensed to carry a concealed handgun.
- San Jacinto College does not provide handgun storage.
- Handguns may be stored in a locked motor vehicle.
- There will be several areas of campus called gun exclusion zones where a license to carry holder may not enter with a concealed handgun.
- License to carry holders are responsible for knowing gun exclusion zone locations.

What is a Gun Exclusion Zone?
An area of campus, building or room where the possession of a handgun is prohibited by current Texas statute; or an area of campus, building or room designated and approved by the SLT and Board of Trustees in which the possession of a handgun is prohibited.

Gun exclusion zones will be clearly marked by signs like this sample:

Where may a License to Carry holder carry a concealed handgun?

Any area that is not designated as a gun exclusion zone.
Examples: Public or private driveway
- Streets
- Sidewalk or walkway
- Parking lot, parking garage or other parking area
- Hallways
- Classrooms
- Offices open to the general public
- Financial Aid
- Nursing Labs
- Culinary Labs
- Gym/Wellness Centers

If you see someone with a handgun on campus:
**Do not confront them!**

- Call San Jacinto College Police Department immediately at 5555 from college phones or 281-476-9128
- Hearing impaired text 713-469-1071

To register: All campuses 281-542-2020
All roads lead to the
Life Long Learning Interchange

The Life Long Learning Interchange hosts monthly events and special learning opportunities for members! With three groups under the Interchange umbrella, there are ways for everyone to get involved at San Jacinto College!

- **Silver Scholars** – providing activities for senior citizens
- **Kids & Co.** – learning opportunities for kids and teens and their adult family members
- **Friends Network** – events for adults in the 30-50 age range

Your free Interchange membership gives you entry to each monthly event on campus or in the community and many other exciting benefits! For more information, please visit the Life Long Learning website at www.sanjac.edu/life-long-learning or call 281-478-3634.

**Seniors 55+ take 10% off all Life Long Learning classes!**
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/sanjac. After selecting your course(s), please contact your nearest CPD Registration office to request your class to be created. You must make payment for all Continuing and Professional Development (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 usernames and passwords.

After the login 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!

Requirements for computer/software courses:

Internet access, email, the Microsoft Internet Explorer or Mozilla Firefox 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 Adobe Reader). 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.

To Register: Call 281-542-2020
How to Contact Us
Continuing & Professional Development (CPD) offices are located on each San Jacinto College campus:

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

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

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

Office hours at all campuses are:
Mon.-Thurs.: 8 a.m.-6:30 p.m.
Fri.: 8-11:30 a.m.

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

**Campo Central:** 281-542-2020
**Campo Norte:** 281-542-2020
**Campo Sur:** 281-542-2020

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 in person (photo identification required) or web/online (for those who have previously enrolled in credit or non-credit classes at San Jacinto College). If a course has a prerequisite you may be required to show proof of completion and will need to register in person. Inquire early about any classes you are interested in taking since all classes have limited enrollment and some classes fill very quickly. Please register no later than three business days prior to the first class date. Unless otherwise stated in the course description, the minimum age for independent participation in CPD courses is 18 years.

Telephone Registration
To register by phone, please have the student’s personal information and all course information when you call. For hours, see preceding How to Contact Us section.

**Central, North and South Campus:** 281-542-2020

Fax or Email Registration
Fax or email your completed registration form at any time. A blank registration form is located in this schedule. Fax and email access are available 24 hours a day. Registration forms can be received any time, but will not be processed until normal office hours.

**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
Identification is required / Se require ID al registrarse en persona.

Visit our offices at the following locations

**Central Campus:** Interactive Learning Center (Building 1), Room C-1.128, 8060 Spencer Hwy., Pasadena

**North Campus:** Slovacek Student Center Building (Building 12), Room N-12.212, 5800 Uvalde Road, Houston

**South Campus:** Administration Building (Building 8), Room S-8.1052, 13735 Beamer Road, Houston

For hours, see preceding How to Contact Us section.
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 (must be an individual checking or savings account). The College assesses a $30 processing fee for each stopped-payment or returned check. Debit cards must have a Visa or MasterCard logo; cash is also accepted. Payment may be made in person at the campus Business Office or online at www.sanjac.edu by accessing the SOS system through the “My SanJac” link.

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

Web Registration
Go to Sanjac.edu and select Continuing and Professional Development.

Each course schedule will only show available classes in that instructional area. Begin your registration by selecting one of the course schedules. Applied Technology & Trades, Business & Professions Computers/IT Training, Health Occupations, Education Life Long Learning, Maritime, Motorcycle Rider, Online

Once the course schedule is selected please click on the “Search & Register” link.

How to Search for Courses: Use the search feature at the top of the page by entering keyword for the course or a five digit CRN. Select the search icon for a list of available courses.

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

Step 2: Select Register and you will have a chance to view the selected courses. At this point you will be asked to sign in with your San Jacinto Student ID (G#) if not already signed in.

2a: The first time you sign in with an existing G#, select Forgot Password? to create a password and security questions for this software. If you are still encountering difficulties logging in, please contact Tech Support at 281-998-6137 for further assistance. Please make changes under the “My Profile” down arrow if any of your personal information, such as address or phone number has changed.

2b: You can create an account to obtain a San Jacinto Student ID (G#) if you do not have one.

Be sure to write down the new ID and password and store in a secure place.

Step 3: Select Proceed to Payment which displays the registration disclosure. Accept the Registration Disclosure to continue. Click Proceed to Payment then select Submit Payment to enter credit card or electronic check information, a Proceed to payment box will appear letting you know that you are being taken to a secure external payment site, select continue. Payment will need to be made in full. If you would like to set up a payment plan please contact the registration office at 281-542-2020.

Step 4: Enter credit card or electronic check information.

Step 5: Select Submit Payment.

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 website at www.sanjac.edu and go to the SOS Login located under the “My SanJac” link.

• First enter your User ID# (Student ID number G00XXXXXX)

• New student: If you have never claimed your account or set up a password for SOS, please click the highlighted text to claim your account. If you need assistance retrieving your login information, please contact Tech Support at 281-998-6137.

• Current student: You will need your student ID (G00XXXXXXX) 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 changes and make a payment.

Step 5: Select Student Account Suite (another webpage will open after selecting this option)

- CPD students must make payment at the time of registration
- You can view the Refund Policy from this screen.
- Classes at least four weeks in length are eligible for a Convenient Payment Plan (CPP). Payment plans can be set up by selecting this payment option and entering your information by following the directions given.

Step 6: Select Make a Payment

Step 7: Select Pay (please verify the class fees before paying)

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 service fee that is prorated over all installments (including the down payment) for the CPP.

3. For a four- to seven-week class, the student will pay half the total charges as a down payment (which includes half of the $25 service fee). The other half is due 30 days after the setup date for the CPP. If this date falls on a weekend or College closure, the student is responsible to pay either online by the due date or the previous business day at any campus business office.

4. For an 8-16 week class, the student will pay half the total charges as a down payment (which includes one third of the $25 service fee). The other half is due in two equal installments 30 and 60 days after the set-up date for the CPP. If these dates fall on a weekend or College closure, the student is responsible to pay either online by the due date or the previous business day at any campus business office.

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.

6. 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.

*Please note if you have an academic IPP you will be unable to set up a Continuing Education CPP plan. Only one type of plan may be set up for payment.

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

Drops, Cancellations and Transfers/Refund Policy
Need to drop your class?

• A 100 percent tuition 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. 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: 281-459-7414
South: 281-922-3410
Mon.-Thur.: 7:45 a.m.-7 p.m.
Fri.: 7:45 a.m.-4:30 p.m.
Library Information
Central: 281-476-1850
Mon.-Thus.: 7:30 a.m.-9 p.m.
Fri.: 7:30 a.m.-12 p.m.
Sat.: 10 a.m.-2 p.m.
Sun.: Closed

South: 281-998-6150, ext. 3306
Mon.-Thus.: 7:30 a.m.-9 p.m.
Fri.: 8 a.m.-12 p.m.
Sat. & Sun.: Closed

North: 281-459-7116
Mon.-Thus.: 7:30 a.m.-8:45 p.m.
Fri.: 7:30-11:45 a.m.
Sat. & Sun.: Closed

Cancelled Classes
If San Jacinto College cancels a class, a 100 percent tuition 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 provided. 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 a transfer into another available section prior to the first class date 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. Un-official transcripts can be obtained and printed by logging into your SOS account. 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 281-542-2020.

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

Linked Classes
Proof of Meningitis vaccine required for students 21 and under.

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. CPD students in linked academic classes may be required to take and pass the TASP/THEA. They are held to the same performance standards TASP/THEA prerequisites required for semester credit students. Additionally, the course costs may differ for the credit section.

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

To Register: North, Central or South Campus call: 281-542-2020
Emergency Closings
Providing a safe and secure environment for our students, faculty and staff is a top priority at San Jacinto College. In the event the College needs to be closed for any situation, such as inclement weather, students and employees should refer to email, text messages and the College website at www.sanjac.edu. In addition, local television and radio stations may also broadcast bulletins announcing campus closings in emergency situations. Students and employees are encouraged to sign up for the SJC Alert Me system to receive voice and text messages in the event of a College closure. SJC Alert Me will provide San Jacinto College with another communication tool to keep students, faculty and staff informed during threatening situations and weather-related closings. In order to receive voice and text messages, you must provide your telephone and/or cell phone number. There is no cost to sign up for this notification service. However, when the system sends a message to your personal phone, you are responsible for any charges from your phone service provider associated with receiving voice or text messages. For more information, visit www.sanjac.edu/alert-me.

IMPORTANT NOTICES
- Photo identification required for all in person registrations. Se require ID para toda las rejistraciones en persona.
- 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, including course pricing.
- All courses are taught in English, unless specified otherwise.
- Classes may be cancelled because of low enrollment.
- Instructors may be changed as conditions warrant.
- Room assignments and building locations may be changed as conditions warrant.
- Students must attend the class section for which they are registered.
- CPD staff and instructors provide information, not advice.

San Jacinto College requires that its instructors not solicit business for personal gain in the classroom. Any business transaction resulting from a class is the responsibility of the student, not the College.

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

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

ESL assessments will not be started after 5 p.m.

If a student has a disability that may affect his or her ability to learn the material in this course, the student should contact an Accessibility Office located in the Educational Planning and Counseling Centers on each campus – Central Campus -281-476-1888; North Campus - 281–998-6150 Ext. 2317; South Campus - 281–922-3444.

San Jacinto College will be closed this semester:
- May 27 - Memorial Day
- July 4 - Independence Day

NO CLASSES WILL MEET ON THESE DAYS.
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### Registration Form - Continuing Education/Open Enrollment

**Office Use: Generated ID __________________**

**Registration Office and Fax Numbers**
- **Central Campus**: 281.542.2020
- **North Campus**: 281.542.2020
- **South Campus**: 281.542.2020
- **Office Number**: 281.476.1383
- **Fax Number**: 281.459.7196
- **Campus (circle one)**: C
- **Fax Number**: 281.922.3422

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

**Signature**

**Date**

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

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**To register:** All campuses 281-542-2020

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**Office Use Only**

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<th>Staff ID:</th>
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<th>Staff ID:</th>
<th>Date:</th>
<th>Refund Request Date:</th>
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**To Print Clearly and Complete ALL Unshaded Areas**

#### Student Information-REQUIRED

- **Name**
  - Last
  - First
  - MI

- **If known, provide your San Jacinto College ID Number**

- **Or Social Security No.**

#### Demographics/Other Information

- **RACE**
  - (SELECT ALL THAT APPLY) (MARK WITH AN X)
  - (1) White
  - (2) Black or African American
  - (3) Asian or Pacific Islander
  - (4) American Indian or Alaskan Native
  - (5) Native Hawaiian
  - (6) Not reported

- **CHECK ONE □ Non-Hispanic □ Hispanic**

- **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**
  - (1) Academically Disadvantage
  - (2) Economically Disadvantaged
  - (3) Disability
  - (4) Limited English Skills
  - (5) Displaced Homemaker
  - (6) Single Parent

- **Emergency Contact**
  - Name
  - Relationship
  - Phone No.

- **Highest Grade or Degree Completed**
  - Grade 7, 8, 9, 10, 11, High School, Some college, Associates, Bachelors, Masters, or Doctorate

**Registration Information**

<table>
<thead>
<tr>
<th>Section No./CRN</th>
<th>Course Title</th>
<th>Start Date</th>
<th>Course Fee</th>
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The San Jacinto College District is committed to equal employment opportunity for all employees and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. No person including students, faculty, staff, part-time and temporary workers will be excluded from participation in, denied the benefits of, or be subjected to discrimination or harassment under any program or activity sponsored or conducted by the San Jacinto College District on the basis of the categories listed.
Maps
To register: All campuses 281-542-2020
San Jacinto College Community College District
Mission and Vision Statements

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

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

Our Values

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

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

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

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

Sense of Community: Caring for Those We Serve and Ourselves

Campus Security and Fire Safety Report
The San Jacinto College Community District is committed to assisting all members of the SJC community in providing for their own safety and security. In accordance with the Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the annual security compliance document is available on the San Jac Police Department website, www.sanjac.edu/security-report. Crime statistics for the past three annual years are also available at: http://ope.ed.gov/Security/.

A hard copy of the San Jacinto College Annual Security and Fire Safety Report is available for review at each of the three campus police departments.

Central Campus
8060 Spencer Highway
Building C34.105
Pasadena, Texas 77505

North Campus
Slovacek Student Center
5800 Uvalde Road
Houston, Texas 77049

South Campus
J.D. Bruce Student Center
13735 Beamer Road
Houston, Texas 77089

The website and report contain information regarding campus security and personal safety, including topics such as: crime prevention; College police law enforcement authority; crime reporting policies; disciplinary procedures; and other matters of importance related to security on our campuses. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by San Jacinto College; and on public property within, or immediately adjacent to and accessible from, the campuses.

Graduation and Completion Rates
In compliance with Public Law 101-542 (as amended by P.L. 102-26), San Jacinto College publishes a report of completion rates for full-time undergraduate students seeking an associate degree, a certificate of technology, or transfer to a four-year institution. This report is updated annually. The report is available separately for each San Jacinto College campus and is stratified by gender, ethnicity and varsity sport. The report is available upon request in the campus president’s office. Current and prospective students and student-athletes are encouraged to avail themselves of the information in this report prior to enrolling or entering in any financial obligations with or through the College.

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

Non-Discrimination Statement
The San Jacinto College District is committed to equal opportunity for all students, 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.

The following College official has been designated to handle inquiries regarding the College’s non-discrimination policies:

Vice Chancellor of Strategic Initiatives
8060 Spencer Hwy.
Pasadena, TX 77505
allaria.barrie@sjcd.edu
281-459-7140

Interim Vice President of Student Services
8060 Spencer Hwy.
Pasadena, TX 77505
joanna.zimmerman@sjcd.edu
281-476-1863

Vice President of Human Resources
4620 Fairmont Pkwy.
Pasadena, TX 77504
sandra.ramirez@sjcd.edu
281-991-2659

To register: All campuses 281-542-2020
The Training Connection
Training and Educational Solutions for Workers and Employers

To register for training, call or visit:

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

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

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

Maritime Technology and Training Center
on the Maritime Campus
3700 Old Highway 146
La Porte, Texas 77571
281-974-2200
Technology and Training Center
3234 East Pasadena Frwy.
Pasadena, Texas 77503

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