Training and Educational Solutions for Workers and Employers

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

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

### Linked Classes

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

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

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

### Key to Days of Week

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<thead>
<tr>
<th>Key</th>
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<tr>
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<td>Sunday</td>
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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
How To Read The Schedule

**Course Title**: INTRODUCTION TO INTERNATIONAL BUSINESS & TRADE

**Course ID**: IBUS 1005

**Prerequisites**: None

**Note**: Textbook required. 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.

**Cost**: $220

**Course Reference Number**: #50514

**CEU**: 4.8

**HRS**: 48

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

**Day class is held**: T

**Campus**: North

**Sept. 5-Sept. 8**: 7 p.m.-10 p.m.

*Skip 11/21

No class held on that day

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

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

- March 16-22 – Spring Break
- April 3-5 – Easter Holiday
- May 25 – Memorial Day
- July 3-5 – Independence Day
- September 7 - Labor Day

NO CLASSES WILL MEET ON THESE DAYS.

*To register: All campuses 281-542-2020*
Business & Professions

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 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 CEU 5.6 HRS: 56
95070 Central MW
May 20-Jul 15 6:00 p.m.-9:30 p.m.

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

$725 CEUs 7.5 HRS: 75
95073 Central TTh
Jun 16-Jul 21 6:00 p.m.-9:00 p.m.

BUSINESS

BUSINESS COMMUNICATIONS
POFT 2012
Study the practical principles of word usage, language structure, and writing mechanics. Detailed attention is given to report writing and to the construction of letters concerned with sales, credits, collections, inquiries, adjustments, orders, recommendations, and applications for employment. (BUSI 2304)

$281 CEUs 4.8 HRS: 48
95292 North TTh
Jun 09-Jul 09 6:00 p.m.-9:00 p.m.

CRIMINAL JUSTICE

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

$311 CEU 4.8 HRS: 48
95297 North TBA
Jul 13-Aug 13 -

HUMAN RESOURCE MANAGEMENT

HR - HUMAN RESOURCES FAST TRACK CERTIFICATE PROGRAM
HRPO 1091
Prerequisite: None
Note: Textbook 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.

$575 CEU 8.0 HRS: 80
95077 Central TTh
Jun 09-Aug 13 6:00 p.m.-10:00 p.m.

HR - ONLINE HUMAN RESOURCES FAST TRACK CERTIFICATE PROGRAM
HRPO 1091
Prerequisite: None
Note: Textbook 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.

$575 CEU 8.0 HRS: 80
95072 Central TBA
Jun 15-Aug 21 -

To register: All campuses 281-542-2020
Human Relations

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

$281 CEU 4.8 HRS: 48
95293 North MW
Jul 13-Aug 13 6:00 p.m.-10:35 p.m.

Leadership Institute

Leadership Skills for Managers Certification Program

BMGT 1020
This course gives you the keys to becoming a great leader and shows you how to put your new skills into action. Upon completing this program, you will have a better understanding of what it means to be a leader within your organization.

$750 CEU 2.4 HRS: 24
90224 Central MTW
May 18-May 20 8:00 a.m.-5:00 p.m.
95064 Central MTW
Jun 08-Jun 17 8:00 a.m.-5:00 p.m.
95065 Central MTW
Jun 15-Jun 24 8:00 a.m.-5:00 p.m.
95066 Central MTW
Jul 13-Jul 22 8:00 a.m.-5:00 p.m.
95067 Central MTW
Jul 20-Jul 29 8:00 a.m.-5:00 p.m.
95068 Central MTW
Aug 10-Aug 19 8:00 a.m.-5:00 p.m.
95069 Central MTW
Aug 17-Aug 26 8:00 a.m.-5:00 p.m.

Photography Technician

Adobe Photoshop I for Photographers

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

$295 CEU 3.2 HRS: 32
90012 South MW
May 18-Jun 15 6:00 p.m.-10:00 p.m.
50005 South TTh
Aug 27-Sep 24 6:00 p.m.-10:00 p.m.

Adobe Photoshop II for Photographers

ARTC 1051
Prerequisites: Introductory Professional Photography, Intermediate Professional Photography, Portrait Photography, Windows for the Desktop or equivalent knowledge, Photoshop I for Photographers.
This course for the Portrait/Wedding Photographers provides additional hands-on experience and systematic instructions on how to use Adobe Photoshop to enhance digital images. Each student will learn retouching techniques and the effective use of the clone, eraser, patch and healing tools, color correction using levels, curves and actions, to add borders and torn edges to images, sharpen soft photos and to add soft focus to smooth the skin, red-eye correction, the use of filters, merging images, and much more.

$295 CEU 3.2 HRS: 32
90013 South TTh
May 26-Jun 16 6:00 p.m.-10:00 p.m.
95057 South MW
Jun 17-Jul 13 6:00 p.m.-10:00 p.m.

Management

Principles of Management

BMGT 1012
Study to learn the concepts, terminology, principles, theory and issues that are the substance of the practice of management. (BMGT 1303)

$281 CEU 4.8 HRS: 48
95291 North MW
Jun 08-Jul 09 6:00 p.m.-10:35 p.m.

To register: All campuses 281-542-2020
**Intermediate Professional Photography**

PHTC 2004

Prerequisite: Introductory Professional Photography

Note: Criteria for buying a camera will be discussed with the instructor on the first day of class.

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

$250 | CEU 2.4 | HRS: 24  
95062 | South | TTh  
Jul 09-Jul 28 | 6:00 p.m.-10:00 p.m.  
95059 | South | MW  
Aug 05-Aug 24 | 6:00 p.m.-10:00 p.m.

**Introductory Professional Photography**

PHTC 1004

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

$250 | CEU 2.4 | HRS: 24  
95061 | South | TTh  
Jun 18-Jul 07 | 6:00 p.m.-10:00 p.m.  
95058 | South | MW  
Jul 15-Aug 03 | 6:00 p.m.-10:00 p.m.

**Portrait Photography**

PHTC 1091

Prerequisite: Introductory Professional Photography and completion or concurrent enrollment in Intermediate Professional Photography

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

$350 | CEU 3.2 | HRS: 32  
95063 | South | TTh  
Jul 30-Aug 25 | 6:00 p.m.-10:00 p.m.  
50004 | South | MW  
Aug 26-Sep 21 | 6:00 p.m.-10:00 p.m.

**SALES/MARKETING**

**International Marketing Management**

IBUS 1054

Prerequisite: None.

Note: Textbook required.

Analysis of international marketing strategies using market trends, costs, forecasting, pricing, sourcing, and distribution factors. Development of an international export/import marketing plan. (IBUS 1354)

$311 | CEU 4.8 | HRS: 48  
95295 | North | TBA  
Jun 08-Aug 13 | -

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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*
**Principles of Marketing**  
MRKG 1011  
An introduction to marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. (MRKG 1311)  
$281 CEU 4.8 HRS: 48  
95296 North TTh  
Jul 13-Aug 13 6:00 p.m.-10:35 p.m.

**Computer/IT Training**

**Begin Here/Foundations**  
**Digital Literacy-IC3**  
POFI 1001  
Learn to use a computer in a business environment. Begin with the keyboard; learning typing skills. Then get an introduction to the computer hardware. Learn how to use the Windows operating system. Gain a basic understanding of the most popular business applications - MS Word, MS Excel and PowerPoint. Additionally, learn to use the internet and email. All of these skills prepare you to take the optional IC3 certification exam.  
$1000 CEU 9.6 HRS: 96  
95265 North MTW  
Jun 01-Jul 22 8:30 a.m.-12:30 p.m.  
95283 South MTW  
Jul 06-Aug 26 6:00 p.m.-10:00 p.m.

**Supply Chain**

**Global Logistics Management**  
INMT 1036  
Prerequisites: None.  
This course covers the study of global logistics, management processes, procedures, and regulations used in transportation, physical distribution, warehousing, inventory control, material handling, packaging, plant and warehouse location, risk management, customer service, and networks for logistics, suppliers, and information. It includes decision making and case resolution techniques to solve problems and to develop logistical and information networks for supply chain management appropriate for global corporations. (IBUS 1300)  
$311 CEU 4.8 HRS: 48  
95294 North TBA  
Jun 08-Aug 13 -

**SUPERVISION**

**Supervision**  
BMGT 1001  
Take an in-depth study of the role of supervisor. Study the managerial functions as they apply to leadership, counseling, motivation, and human skills. (BMGT 1301)  
$311 CEU 4.8 HRS: 48  
90258 South TBA  
May 18-Jun 05 -

**Business Applications**

**Access - One Day**  
ITSW 1053  
Prerequisite: Basic computer skills.  
Note: Textbook required; flash drive recommended.  
In this basic course, you will use Microsoft Access to design a simple database, build a new database with related tables, manage data in a table, query a database using different methods, design forms and generate reports.  
$110 CEU .7 HRS: 7  
95276 South Th  
Jun 04-Jun 04 8:30 a.m.-4:30 p.m.

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**Key to Days of Week**

- M Monday
- T Tuesday
- W Wednesday
- Th Thursday
- F Friday
- S Saturday
- Su Sunday
**Access: One Day-Intermediate**

*ITSW 1055*

Prerequisite: Windows for the Desktop or equivalent knowledge; Access- One Day or equivalent knowledge.

Note: Textbook required; flash drive required.

In the first course in this series, Access: One Day, participants gained all the basic skills needed to work Access tables, relationships, queries, forms, and reports. In this intermediate level course participants will consider how to design and create a new Access database, how to customize database components, and how to share Access data with other applications.

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<tr>
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<td>Jun 11-Jun 11</td>
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**Excel - One Day**

*ITSW 1022*

Prerequisite: Basic computing skills

Note: Textbook required; flash drive recommended.

In this course you will create and edit basic Microsoft Excel worksheets and workbooks. You will learn to create basic formulas and perform basic calculations.

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<td>Jun 25-Jun 25</td>
<td>8:30 a.m.-4:30 p.m.</td>
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**Excel: One Day-Intermediate**

*ITSW 1046*

Prerequisite: Excel One Day or equivalent knowledge.

Note: Textbook required; flash drive recommended.

In the first course in this series, Excel - One Day, students gained all the basic skills needed to create, edit, format, and print basic spreadsheets. This continuation provides the next step: to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, students will use Microsoft Office Excel to streamline and enhance spreadsheets with templates, charts, graphics, and formulas.

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<td>Jul 09-Jul 09</td>
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**Integrated Software Applications**

*ITSC 1009*

Note: Textbook required, flash drive recommended.

A study of the integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software is presented. Fundamentals of personal computer operations and the Windows operating system will be covered. (ITSC 1309)

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<td>95356</td>
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<td>95360</td>
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<td>Jun 11-Jul 09</td>
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**Introduction to Database**

*ITSW 1007*

Prerequisite: ITSC 1309 or department chair approval.

Note: Textbook required.

This course is an introduction to database theory and the practical applications of a database. Students will plan, define and design a database; design and generate tables, forms and reports; and devise and process queries. (ITSW 1307)

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<td>Jun 08-Jul 09</td>
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**MOS Excel**

*ITSW 2057*

Prerequisite: Windows for the Desktop or equivalent knowledge, and type 20 wpm.

Note: Textbook required, flash drive recommended.

MOS Excel teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and situations. You will learn to construct cell data, format worksheets, work with charts and graphics. This course teaches the skills you will need to successfully complete the MOS Excel Certification Core exam.

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<th>$430</th>
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<td>95273</td>
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<td>95268</td>
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<td>Jul 27-Aug 26</td>
<td>8:30 a.m.-12:30 p.m.</td>
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</table>
MOS PowerPoint
ITSW 2056
Prerequisite: Windows for the Desktop or equivalent knowledge; type 20 wpm.
Note: Textbook required, flash drive recommended.
MOS PowerPoint teaches the information worker how to create and manage presentations using a variety of core and advanced features. You will use PowerPoint to create and edit professional looking presentations for a variety of purposes and situations, as well as explore different ways to share the information with internal and external customers. You will learn to work with text, illustrations, media, charts and tables. In this course you will have reviewed all of the exam objectives necessary to prepare for Microsoft PowerPoint Core Exam.

$265 CEU 2.4 HRS: 24
95270 Central MW
Jun 01-Jun 17 6:00 p.m.-10:00 p.m.

MOS Word
ITSW 2058
Prerequisite: Windows for the desktop or equivalent knowledge; type 20 wpm.
Note: Textbook required, flash drive recommended.
MOS Word teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and format business documents such as letters, forms, newsletters, memos and proposals. As you begin to build your skills, you will then create a variety of flyers and other promotional materials as well as explore different ways to share the information with internal and external customers. These are all skills needed to successfully complete the MOS Word Certification Core Exam.

$430 CEU 4.0 HRS: 40
95282 South MW
Jul 06-Aug 05 6:00 p.m.-10:00 p.m.
95269 North TTh
Jul 28-Aug 27 8:30 a.m.-12:30 p.m.
95274 Central TTh
Jul 28-Aug 27 6:00 p.m.-10:00 p.m.

Outlook - One Day
ITSW 1030
Prerequisite: Windows for the Desktop or equivalent knowledge; type 20 wpm.
Note: Textbook required, flash drive recommended.
Learn to create new messages, schedule appointments and tasks, manage messages, create and manage contacts, and create and manage tasks and notes. Communicate and coordinate your schedule with family, friends and colleagues.

$110 CEU .7 HRS: 7
95280 South Th
Jul 16-Jul 16 8:30 a.m.-4:30 p.m.

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

$110 CEU .7 HRS: 7
95281 South Th
Jul 23-Jul 23 8:30 a.m.-4:30 p.m.

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

$350 CEU 3.2 HRS: 32
95266 North TTh
Jun 02-Jul 02 6:00 p.m.-9:12 p.m.
95271 Central TTh
Jun 02-Jun 25 6:00 p.m.-10:00 p.m.

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

ACNT1054

Prerequisite: QuickBooks Basic Skills or equivalent.

Note: Textbook required; flash drive recommended.

In this advanced course, you will expand your reporting knowledge as you learn how to analyze financial data using QuickReport, preset reports and graphs. You will learn to track and pay sales tax, set up and run payroll, create and write payroll checks, practice paying payroll taxes. You will create estimates and learn how to invoice from estimates. You will also learn how to set up the software to track time and mileage.

$350  CEU  3.2  HRS:  32
95272  Central  TTh
Jun 30-Jul 23  6:00 p.m.-10:00 p.m.
95267  North  TTh
Jul 07-Aug 13  6:00 p.m.-9:12 p.m.

**Word-One Day**

POFI 1024

Prerequisite: Basic computing skills.

Note: Textbook required, flash drive recommended.

Learn the basics of Word and be able to create and edit a simple document, format text and paragraphs, add tables, graphics, watermarks, headers and footers.

$110  CEU  .7  HRS:  7
95284  South  Th
Aug 06-Aug 06  8:30 a.m.-4:30 p.m.

**Word: One Day-Intermediate**

POFI 1042

Prerequisite: Windows for the Desktop or equivalent knowledge; Word- One Day or equivalent knowledge.

Note: Textbook required, flash drive recommended.

In the first course in this series, Word: One Day, students gained all the basic skills needed to create a wide range of standardized business documents. This continuation provides the next step: to improve proficiency. To do so, one can customize and automate the way Microsoft Word works, and improve the quality of work by enhancing documents with customized Microsoft Word elements. In this course, participants will increase the complexity of their Microsoft Word documents by adding components such as customized lists, tables, charts, and graphics. Participants will also create personalized Microsoft Word efficiency tools.

$110  CEU  .7  HRS:  7
95285  South  Th
Aug 13-Aug 13  8:30 a.m.-4:30 p.m.

**Networking**

**Fundamentals of Networking Technologies**

ITNW 1025

Prerequisite: ITSC 1305 or Department Chair Approval

Note: Textbook required, flash drive required. Additional distance learning fees for online or hybrid courses will be assessed at time of payment.

Learn networking essential concepts and implementation; network protocols; transmission media; hardware and software; how to connect servers and clients in a network. (ITNW 1325)

$311  CEU  9.6  HRS:  96
95358  South  TBA
Jun 08-Aug 13  -

**Intro to PC Operating Systems**

ITSC 1046

Prerequisite: Basic Computer skills

Note: Textbook required; flash drive required

This course covers a study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Operating systems covered include DOS, Windows and UNIX. (ITSC 1305)

$311  CEU  6.4  HRS:  64
95359  South  TBA
Jun 08-Jul 09  -

**Network + Boot Camp**

ITNW 1016

Prerequisite: A+ certification is recommended

Note: Textbook required; flash drive recommended

This 64 hour comprehensive hands-on program will provide the knowledge and skills needed to do basic administration and support duties for a variety of network operating systems including Microsoft Windows and Linux. You will use racks of equipment to set up real world environments to gain an understanding of the theoretical and practical applications of networking. This vendor-neutral foundation program meets the objectives set forth in the CompTIA Network+ Body of Knowledge. Completion of this program is a perfect stepping-stone to vendor specific programs such as MCSE and/or RHCE.

$850  CEU  6.4  HRS:  64
95286  South  MTWTh
Aug 10-Sep 03  6:00 p.m.-10:00 p.m.

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

**INTRODUCTION TO C++**

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

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**SECURITY**

**INFORMATION TECH SECURITY**

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

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**Health Occupations**

**EMERGENCY HEALTH**

**CPR FOR HEALTHCARE PROVIDERS**

EMSP 1019
Prerequisites: Student must arrive at class on time with current textbook. 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.
This CPR course is for Healthcare Providers and Professional Rescuers. It will meet the requirements for initial certification and recertification for industrial rescue workers, nurses, nursing students, EMT's and other allied health professionals involved with patient care. The class will include the use of Automated External Defibrillators (AEDs), and provide the lifesaving skills for respiratory and cardiac emergencies involving adults, children, and infants. Successful completers will receive an American Heart association (AHA) certification. This course was designed to be repeated multiple times to improve student proficiency.

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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*
**First Responder Training (ECA)**

**EMSP 1005**

Prerequisites: 18 years old, high school or GED.

Note: Textbook required.

This is an entry level course into emergency medical care. It will prepare students for the National Registry and Texas state certification as an Emergency Medical Responder. This course is also referred to as Emergency Care Attendant, First Responder, or ECA. A CPR card for the Healthcare Provider is required and this training is included in the course. The course also provides the skills training necessary to maintain basic life support for sick or injured patients. Individuals who deal with groups of people on a daily basis, such as day care employees, teachers, lifeguards, firefighters, police, etc. would also find this course useful. Upon successful completion of the course, students are eligible to test with the National Registry for certification as an Emergency Medical Responder (EMR). Currently certified participants may use the 56 training hours for on-going continuing education for ECA, EMT or Paramedic recertification. Emphasis is on requirements of national and state accrediting agencies.

$630 CEU 5.6 HRS: 56

95017 Central MTWTh
Aug 03-Aug 12 8:00 a.m.-5:00 p.m.

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**Emergency Medical Technician (EMT)**

**EMSP 1001**

Prerequisites: Must be 18 by the class end date and have a high school diploma/GED to be eligible for certification. For approval and additional information, Central Campus: call 281-476-1862; North Campus: call 281-459-7155.

Note: Textbook is required. Attendance at the Saturday Skill Day and the Saturday Field Day is mandatory. Additional distance learning fees for online or hybrid courses will be assessed at time of payment.

This course provides the introduction to the level of Emergency Medical Technician (EMT) - Basic level of emergency care. All the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services are taught. The course includes American Heart Association Healthcare Provider CPR. Enrollment and successful completion of the EMT Basic Clinical is required for certification. (EMSP 1501)

$417 CEU 12.8 HRS: 128

95365 North MW
Jun 08-Aug 13 6:00 p.m.-10:00 p.m.

95366 North TTh
Jun 09-Aug 13 8:00 a.m.-12:00 p.m.

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**Health Care Professional**

**Certified Medication Aide**

**NURA 1013**

Prerequisites: Nursing home employment required as CNA or non-licensed direct care staff on first day of class. Proof of HS diploma/GED. Course cost includes the state testing fee for certification. Call 281-542-2088 for more Info.

Note: Signed copy of the Texas Department of Aging and Disability Services (DADS) application requirements for the exam will be discussed during first class meeting. Registration after the first class meeting is not allowed. Textbook required. Learn how to prepare and administer drugs in a licensed health care agency. Topics include: drug legislation, drug references, basic anatomy and physiology and common diseases. You will learn medical abbreviations, symbols, terminology, and common equivalents (apothecary, metric, and household measurements) required for medication administration. After completion of the class, you will be prepared to take the Texas Department of Human Services Medication Aide Licensure Exam. Includes 10 hours of clinical practice, (2 five hour days)*This course of study prepares candidates to be certified. Candidates become “Certified” by passing the required certifying agency exam. Exam fee is included in the cost of the course.

$865 CEUs 14.4 HRS: 144

95036 Central MTWTh
Jun 10-Aug 13 8:00 a.m.-12:00 p.m.

Aug 06-Aug 12 Clinical dates

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To register: All campuses 281-542-2020
Certified Nurse Aide Training
NURA 1001
Prerequisites: Current negative TB, American Heart Association Health Care Provider CPR; Background check through PreCheck is required & is an additional student expense. No GED/HS diploma is required. Students 16-17 are eligible for certification by the state agency, DADS. Parental waiver is required if under 18. Note: Textbook and clinical scrubs are required. Registration after the first class meeting is not allowed. Physical requirements: Must be able to squat, bend and lift or assist with 100 pounds. Students with medical conditions, including pregnancy, must have a release from their physician, prior to class start date. Enter the field of nursing by becoming a Certified Nurse Aide. This class will teach you the skills, knowledge and abilities to care for residents of long-term care facilities. You will learn how to provide safety and preventive measures in the care of residents as well as how to function as a member of the health care team. You will be prepared for entry level employment in long-term care facilities, hospitals, and doctor's offices. After completion of the class, you will be eligible to take the State of Texas Certified Nurse Aide Certification Exam. Includes 40 hours of clinical practice (Five 8 hour days). *This course of study prepares candidates to be certified. Candidates become “Certified” by passing the required certifying agency exam.

$855 CEUs 10.8 HRS: 108
95040
May 27-Jun 22
95039
May 27-Jul 08
Jun 24-Jul 07
95041
Jun 12-Jul 17
Jul 07-Jul 16
95042
Jun 13-Aug 22
Aug 09-Aug 18
95043
Jun 22-Jul 29
Jul 17-Jul 28
95044
Jul 20-Aug 26
Aug 14-Aug 25
95045
Jul 30-Sep 10
Aug 27-Sep 09
95046
Aug 06-Sep 11
Aug 28-Sep 10

Certified Nurse Aide Refresher - 24 Hour CE
NURA 2000
Prerequisite: Current Certified Nurse Aide/Assistant or Certified Medication Aide or Approval from the Nurse Aide Registry (DADS) - 512-438-2050. Note: Materials included.
This course will meet the DADS requirement for 24 Continuing Education hours for Nurse Aides and Medication Aides. Topics will include DADS mandated course material, in addition to training in geriatrics and the care of residents with a dementia disorder, including Alzheimer’s disease. Students will have hands-on practice of new and/or challenging skills. Changes to Nurse Aide regulations will be discussed.

$240 CEU 2.4 HRS: 24
95035 Central FSaSu
Aug 07-Aug 09 8:00 a.m.-5:00 p.m.

EKG Technician
ECRD 1011
Prerequisites: None. Note: Textbook required.
Learn the fundamentals of anatomy and physiology of the cardiovascular system and the role of the electrocardiograph in patient assessment. As an EKG Technician, you will perform diagnostic tests to assess the heart rhythm and rate in patients. The EKG technician is an integral part of the management of patients with heart disease and is employed by hospitals, medical/surgical clinics, and insurance companies. This class will prepare you to take the American Certification Agency for Healthcare Professionals Certification Exam for ECG Technician. Certification fee is not included in the cost of the course.

$575 CEU 5.2 HRS: 52
95015 Central F
May 29-Aug 28 8:00 a.m.-12:00 p.m.
95016 Central TTh
Jun 16-Aug 13 6:30 p.m.-9:30 p.m.
95014 North MW
Jul 01-Aug 12 1:00 p.m.-5:00 p.m.
MEDICAL IMAGING

**Clinical I Computed Tomography**

CTMT 2060

Prerequisites: Sectional Anatomy for Medical Imaging, or department approval at 281-476-1501, ext. 1418.

Note: Textbook required.

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

$303  CEU  16.0  HRS: 160
90272  Central  TBA
May18-Aug 13
90273  Central  TBA
May18-Aug 13

**Clinical II Computed Tomography**

CTMT 2060

Prerequisites: Clinical I Computed Tomography, Computed Tomography Equipment & Methodology, or department approval at 281-476-1501, ext. 1418.

Note: Textbook required.

This is a continuation of Clinical I. It also provides an advanced type of health profession work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional in a clinical setting. (CTMT 2361)

$303  CEU  16.0  HRS: 160
90274  Central  TBA
May18-Aug 13
90275  Central  TBA
May18-Aug 13

**Sectional Anatomy for Medical Imaging**

RADR 2040

Prerequisites: Must have current national registration in X-Ray (ARRT), Nuclear Medicine (NMTCB or ARRT) or Radiation Therapy (ARRT). Contact 281-476-1501, ext. 1446 for approval to register.

Note: Textbook required.

This class is on-line. It designed to familiarize the student with anatomic relationships that are present under various sectional orientations as depicted by Computed Tomography, Magnetic Resonance Imaging, or Ultra-sonography. Category A CE credit is approved by the ASRT. (RADR 2340).

$311  CEU  4.8  HRS: 48
90271  Central  TBA
May18-Aug 13  Online

To register: All campuses 281-542-2020
MEDICAL OFFICE

MEDICAL OFFICE PROFESSIONAL
MDCA 1021
Prerequisite: None.
Note: Textbook required.
This class will prepare you to work in a medical office setting and will provide a foundation for more advanced medical records careers. The content includes basic office procedures, medical records administration, medical terminology, and pathophysiology. This course is the prerequisite course for AAPC Medical Coding Curriculum for CPC Certification.
$1399 CEUs 9.0 HRS: 90
95007 Central TTh
May 26-Aug 13 12:30 p.m.-4:15 p.m.
95006 South MWF
Jun 05-Aug 14 8:30 a.m.-11:30 a.m.

AAPC PROFESSIONAL MEDICAL CODING CURRICULUM FOR CPC CERTIFICATION
HITT 1041
Prerequisites: Successful completion of Medical Office Professional or prior medical office/coding experience. Call for waiver info, 281-542-2067.
Note: Includes AAPC textbooks, AAPC Membership and CPC exam. You must bring your own current CPT and ICD 9 and HCPCS Coding Manuals. ICD-10 will not be tested until 2015. The AAPC’s Professional Medical Coding Curriculum is developed to present the latest information related to medical or insurance reimbursement. You will learn the theory of coding, gain an understanding of the coding fundamentals and then incorporate this learning by using the lab book to work coding reports. The CPC certification exam is included and will be administered the last class day.
$1595 CEU 9.0 HRS: 90
95008 Central TTh
May 26-Aug 13 6:30 p.m.-10:00 p.m.

ICD-10 CODING WORKSHOP
HITT 2000
Prerequisites: Prior Coding Experience.
Note: Call 281-542-2058 for additional details.
This course will provide a comprehensive view of the transition of ICD-9 to ICD-10 coding practices and offer hands-on coding practice. Bring a current copy of the ICD-9 and ICD-10 coding books for reference.
$375 CEU 1.6 HRS: 16
90117 Central SaSu
May 30-May 31 8:00 a.m.-5:00 p.m.
95022 Central SaSu
Jun 06-Jun 07 8:00 a.m.-5:00 p.m.
95023 Central SaSu
Jul 11-Jul 12 8:00 a.m.-5:00 p.m.
95024 Central SaSu
Aug 08-Aug 09 8:00 a.m.-5:00 p.m.

LEADERSHIP IN HEALTHCARE

LEADERSHIP IN HEALTHCARE - FOUNDATIONS
HPRS 2031
Note: Textbook Required.
This course provides the foundational knowledge required for every leader in a variety of healthcare settings. Leaders occasionally are born with the knowledge to lead; most learn to be great leaders. Training the next generation of high-quality and successful leaders needed in today’s complex world of healthcare will be the result of deliberate planning by healthcare organizations. This course provides the fundamental leadership skills required to provide a solid base for the quality leaders of the future. Some of the topics included in this course are Basic Leadership Theory, Competencies in Healthcare Leadership, Emotional Intelligence, Conflict Management, How to Run an Effective Meeting, Change Management, Basics of Human Resources, and Leading Multiple Generations. Additional levels of Leadership training are available. Who should attend this training? Anyone who guides, supervises, manages, or directs healthcare employees or volunteers.
$395 CEU 3.2 HRS: 32
95012 Central MW
May 20-Jul 15 6:30 p.m.-8:30 p.m.
95009 South MW
Jun 08-Jul 29 1:00 p.m.-3:00 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
Leadership in Healthcare - Mid-Managers
HPRS 2031
Note: Textbook required.
Expansion of the knowledge gained in the Leadership for Healthcare - Foundations class will continue in this course. Designed for mid-level managers, participants will discuss Leadership Styles, work through Leadership Scenarios, utilize Competency Assessment Tools, discuss the Cycles of Leadership Development, analyze Leadership Models, utilize Outcome Measurements, improve Leadership Skills, and learn strategies for leading Non-performing employees. Additional levels of Leadership training are available.
Who should attend this training: Middle management leaders who are subordinate to senior management but above entry-level leader positions. Some operational supervisors may be considered middle management, depending upon the organization of the particular healthcare group or corporation. Leaders who have successfully completed the Leadership for Healthcare - Fundamentals course are highly encouraged to continue building leadership skills.

$495
95010 South 3:30 p.m.-5:30 p.m.
Jun 08-Jul 29
95013 Central 6:30 p.m.-8:30 p.m.
Jul 17-Aug 21

Leadership in Healthcare - Executive
HPRS 2031
Note: Textbook required.
This training level is designed for top-level managers. Building on the knowledge gained in the Leadership for Healthcare - Foundations & Mid-Manager courses, participants will focus on Individual Leadership Styles, Cultural Differences in Leadership, Revenue Management, Disruptive Employee or Physician Behavior, Case Studies including practical application of Leadership Theory in Complex Healthcare Organizations, and Coaching and Mentoring the Next Leaders in your organization. Who should attend this training: Top level leaders, such as Directors and Executives, who are responsible for the direction or administration of a project, activity, department, clinic, or business, and/or may also be responsible for ensuring plans, orders, regulations, etc. that are carried out into practical effect. Leaders who have successfully completed the Leadership for Healthcare - Mid-Manager course, are highly encouraged to continue building leadership skills.

$595
95011 South 8:00 a.m.-10:00 a.m.
Jun 01-Jul 22

Pharmacy Technician
Sterile Compounding & IV Certification
PHRA 1003
Prerequisites: Department approval required. Call 281-669-4702 OR 281-998-6150, ext. 3597 for approval.
Note: Textbook is required in advance of the class start date. Textbook is available at the South campus only.
A study of the process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards. Students will learn to apply pharmaceutical and medical terminology and abbreviations used in processing medication orders and sterile product labels. Students will demonstrate procedures and techniques consistent with USP <797> standards. These will include the performance of dosage calculations required for sterile product preparation, including the safe handling and preparation of hazardous drugs.

$475
95037 South 8:30 a.m.-5:00 p.m.
Jun 19-Jun 27
95038 South 8:30 a.m.-5:00 p.m.
Jul 17-Jul 25

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

$407
95018 Central 4:00 p.m.-8:00 p.m.
May 26-Jul 02
95020 Central 4:00 p.m.-8:00 p.m.
Jun 29-Aug 05

To register: All campuses 281-542-2020
### Phlebotomy Technician Practicum

**PLAB 1064**

Prerequisites: Proof of high school diploma/GED completion. Proof of a current negative TB skin test and Hepatitis B vaccine. Background check through PreCheck is required and is an additional student expense. See website for instructions.

Note: Must also be enrolled in Phlebotomy Technician Basic. Course begins after successful completion of Phlebotomy Technician Basic. Clinicals are usually 8-hour weekdays. Dates, times, and location determined by instructor. No textbook required.

This is a work-based learning experience with direct client care. This course enables the student to apply the theory, skills and concepts learned in the basic phlebotomy class in a supervised clinic or lab setting. Specific learning objectives are developed by the faculty.

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### Applied Technologies & Trades

#### Auto Body Collision

**Auto Body M & E Service**

**ABDR 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)

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**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)

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**Collision Repair Estimating**

**ABDR 2055**

Prerequisite: Reading level 4.

An advanced course in collision estimating and development of an accurate damage report. (ABDR 2255)

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### Key to Days of Week

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

Building Codes and Inspections
CNBT 1042
Learn to identify various construction classifications and occupancy categories; cross-reference the guidelines, tables, charts, and specifications as presented in the building codes; and determine if construction meets building codes. (CNBT 1442)
$312 CEU 6.4 HRS: 64
95311 North TBA
Jun 08-Aug 13

Construction Methods and Materials I
CNBT 1011
Introduction to construction materials and methods and their applications. (CNBT 1311)
$269 CEU 4.8 HRS: 48
95310 North MW
Jun 08-Aug 13 6:00 p.m.-8:25 p.m.

Construction Specifications and Contracts
CNBT 2015
Learn the purpose of construction specifications; describe the Construction Specifications Institute (CSI) divisions in contract documents; and identify the typical legal documents required for construction. Identify the typical legal documents required by sustainable rating systems. (CNBT 2315)
$269 CEU 4.8 HRS: 48
95312 North TBA
Jun 08-Aug 13

ELECTRICAL/ELECTRONICS

AC Circuits
CETT 1005
A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. (CETT 1305)
$310 CEU 6.4 HRS: 64
95307 Central MW
Jul 14-Aug 13 6:00 p.m.-8:45 p.m.

Certified Electronics Technician Training
ELMT 2035
Review of electronics concepts and principles in preparation for the certification exam. (ELMT 2335)
$293 CEU 6.4 HRS: 64
95313 Central M
Jun 08-Aug 13 6:00 p.m.-10:00 p.m.

DC Circuits
CETT 1003
Study the fundamentals of direct current including Ohm's law, Kirchhoff's laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements. (CETT 1303)
$310 CEU 6.4 HRS: 64
95306 Central MW
Jun 08-Jul 09 6:00 p.m.-8:45 p.m.

Digital Fundamentals
CETT 1025
Analyze digital circuits such as combinational logic circuits, clocking and timing circuits, and analog-to-digital and digital-to-analog devices; troubleshoot various digital circuits using schematic diagrams; and solve problems involving binary, octal, decimal, and hexadecimal numbering systems. (CETT 1325)
$310 CEU 6.4 HRS: 64
95308 Central TTh
Jun 09-Jul 09 6:00 p.m.-8:45 p.m.

Digital Systems
CETT 1049
Prerequisite: CETT 1325 or department chair approval.
This course in electronics covers digital systems. Emphasis is on application and troubleshooting digital systems using counters, registers, code converters, multiplexers, analog-to-digital-to-analog circuits, and large-scale integrated circuits. (CETT 1349)
$310 CEU 6.4 HRS: 64
95309 Central TTh
Jul 14-Aug 13 6:00 p.m.-8:45 p.m.

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| S | Saturday |
| Su | Sunday |

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

**Electrical Machines**

ELPT 1051  
Prerequisite: ELPT 1311. Textbook required.  
This is a study of direct current (DC) motors, single-phase and polyphase alternating current (AC) motors, generators, and alternators. Emphasis will be on construction, characteristics, efficiencies, starting, and speed control. (ELPT 1351)  
$291 CEU 6.4 HRS: 64  
95316 Central MW  
May 25-Aug 13 10:00 a.m.-12:30 p.m.

**Motors & Transformers**

ELPT 2005  
Motors and Transformers Operation of single and three-phase motors and transformers. Includes transformer banking, power factor correction, and protective devices. Also included are three-phase power concepts, transformer and motor connections, transformer and motor metering. (ELPT 2405)  
$279 CEU 6.4 HRS: 64  
95317 Central TTh  
May 26-Aug 13 6:00 p.m.-8:30 p.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)  
$281 CEUs 4.8 HRS: 48  
95321 Central TTh  
May 26-Aug 13 5:30 p.m.-7:10 p.m.  
95323 North M  
Jun 08-Aug 13 9:10 a.m.-11:00 a.m.

**National Electric Code I**

ELPT 1025  
No Prerequisite. Textbook required.  
An introductory study of the National Electric Code (NEC). Emphasis will be on wiring design, protection, methods and materials; equipment for general use, and basic calculations. (ELPT 1325)  
$281 CEU 4.8 HRS: 48  
95314 Central MW  
May 25-Aug 13 8:00 a.m.-9:45 a.m.  
95315 Central MW  
May 25-Aug 13 6:00 p.m.-7:45 p.m.

**National Electric Code II**

ELPT 2025  
Prerequisite: ELPT 1325 or department chair approval.  
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)  
$281 CEUs 4.8 HRS: 48  
95321 Central TTh  
May 26-Aug 13 6:00 p.m.-8:30 p.m.  
95323 North M  
Jun 08-Aug 13 5:30 p.m.-7:10 p.m.

**Engineering & Manufacturing**

**Intermediate CNC**

MCHN 2035  
Prerequisite: Introduction to CNC 55012. Textbook required. PPE to be purchased at the students expense.  
This is a continuation of the ability to set up and operate CNC machining centers and CNC turning centers; select proper tooling with correct speeds and feeds; and produce a part to specific tolerances. (MCHN 2335)  
$775 CEU 9.6 HRS: 96  
95056 Central TTh  
Jun 16-Sep 03 6:00 p.m.-10:00 p.m.
# Introduction to CNC

**MCHN 2003**

**Prerequisites:** None

*Note: Textbook required. PPE to be purchased at student expense.*

Demonstrate operations of CNC machine controls; compare and contrast the differences between conventional and CNC machines; utilize CNC machine applications for machining operations.

- **$670**
  - **CEU 6.4**
  - **HRS: 64**
  - **Central MW**
  - **Jun 24-Aug 17 6:00 p.m.-10:00 p.m.**

# HVAC/Refrigeration

## AC & Refrigeration Codes

**HART 2001**

**Prerequisite:** HART 1441 or department chair approval. Textbook required.

HVAC standards and concepts with emphasis on the understanding, and documentation of the codes and regulations required for the state mechanical contractors license and local codes. (HART 2301)

- **$311**
  - **CEU 4.8**
  - **HRS: 48**
  - **North TBA**
  - **Jun 08-Aug 13 -**

## Advanced Electricity

**HART 2031**

**Prerequisite:** HART 1441, HART 1445 or department chair approval. Textbook 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)

- **$348**
  - **CEU 9.6**
  - **HRS: 96**
  - **North T**
  - **Jun 09-Aug 13 5:35 p.m.-10:00 p.m.**

# Non-Destructive Testing

## Eddy Current Testing

**NDTE 1040**

**Prerequisite:** None. Textbook required.

This course covers the general principles of Eddy Current Testing including theory, knowledge, and skills for basic examination; effects of material properties, probe types, calibration standards, and equipment selection. (NDTE 1440)

- **$352**
  - **CEU 9.6**
  - **HRS: 96**
  - **Central TTh**
  - **Jun 09-Aug 13 5:20 p.m.-9:50 p.m.**

## Film Interpretation of Weldments

**NDTE 1001**

**Prerequisite:** None. Textbook 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)

- **$305**
  - **CEU 6.4**
  - **HRS: 64**
  - **Central MW**
  - **Jun 08-Aug 13 5:00 p.m.-7:55 p.m.**
  - **Central TTh**
  - **Jun 09-Aug 13 5:00 p.m.-7:55 p.m.**

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

NDTE 1010

Prerequisite: None. Textbook 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)

$352  
CEU 9.6  
HRS: 96  
95329  
Central  
MTW  
Jun 08-Aug 13  
7:00 p.m.-9:55 p.m.

**Preparation for Certified Welding Inspector Exam**

NDTE 2011

Prerequisite: Three years technical experience. Textbook required.

This course covers welding fundamentals, welding inspection and code interpretation and the principle portion in preparation of the certified welding inspector examination. (NDTE 2411)

$352  
CEU 9.6  
HRS: 96  
95331  
Central  
MW  
Jun 08-Aug 13  
5:20 p.m.-9:50 p.m.

**Quality Assurance**

QCTC 1043

Prerequisite: None. Textbook required.

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

$305  
CEU 6.4  
HRS: 64  
95332  
Central  
TTh  
Jun 09-Aug 13  
5:00 p.m.-7:55 p.m.

**Standards**

QCTC 2031

Prerequisite: None. Textbook required.

A study of philosophy and theory of standards, appropriate standard organizations and systems, integration to the application of standards criteria in society. (QCTC 2331)

$305  
CEU 6.4  
HRS: 64  
95335  
Central  
MW  
Jun 08-Aug 13  
7:00 p.m.-9:55 p.m.  
95336  
Central  
TTh  
Jun 09-Aug 13  
7:00 p.m.-9:55 p.m.

**Testing and Inspection Systems**

QCTC 1046

Prerequisite: None. Textbook 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)

$352  
CEU 9.6  
HRS: 96  
95334  
Central  
MTW  
Jun 08-Aug 13  
4:00 p.m.-6:55 p.m.  
95335  
Central  
MW  
Jun 08-Aug 13  
5:45 p.m.-10:15 p.m.

**Occupational Health & Safety**

Certified Occupational Safety Specialist (COSS)

OSHT 1003

Prerequisite: None.

Note: Materials 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.

$1699  
CEUs 4.0  
HRS: 40  
95053  
Central  
MTWThF  
Jul 20-Jul 24  
8:00 a.m.-5:00 p.m.

**Truck Driving**

Professional Truck Driver One

CVOP 1013

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

$1647  
CEU 12.6  
HRS: 126  
90233  
Central  
May 18-Jun 26  
7:00 a.m.-6:00 p.m.  
95051  
Central  
Jun 06-Aug 29  
7:00 a.m.-6:00 p.m.  
95047  
Central  
Jun 29-Aug 06  
7:00 a.m.-6:00 p.m.  
95049  
Central  
Aug 10-Sep 17  
7:00 a.m.-6:00 p.m.

To register: All campuses 281-542-2020
**Professional Truck Driver Two**
CVOP 1040
This is a continuation of Professional Truck Driver One. General truck driving with hands-on skills development and instruction coordinated with the Department of Transportation. Instruction covers the operation of a tractor-trailer combination in city and highway conditions, including control and maneuvering of the vehicle through various traffic situations in different conditions with numerous tractor-trailer combinations.

$1348  
CEU 12.0  
HRS: 120  
90234  
Central  
MTWTh  
May 18-June 26  
95052  
Central  
7:00 a.m.-6:00 p.m.  
June 06-Aug 29  
95048  
Central  
7:00 a.m.-6:00 p.m.  
June 29-Aug 06  
95050  
Central  
7:00 a.m.-6:00 p.m.  
Aug 10-Sept 17

**Welding**

**Advanced Gas Tungsten ARC Welding GTAW**
WLDG 2051
Prerequisite: WLDG 1530 or approval of department chair. No textbook required.
This course covers advanced topics in GTAW welding, including welding in various positions and directions. (WLDG 2551)

$423  
CEUs 12.8  
HRS: 128  
95352  
Central  
5:30 p.m.-10:50 p.m.  
May 22-Aug 09  
95350  
Central  
8:00 a.m.-1:20 p.m.  
Jun 08-Aug 13

**Advanced Pipe Welding**
WLDG 2053
Prerequisite: WLDG 2506 or approval of department chair. No textbook 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 2553)

$423  
CEUs 12.8  
HRS: 128  
95355  
Central  
5:30 p.m.-10:50 p.m.  
May 22-Aug 09  
95354  
Central  
8:00 a.m.-11:50 a.m.  
Jun 08-Aug 13

**Advanced Shielded Metal Arc Welding SMAW**
WLDG 2043
Prerequisite: WLDG 1528 or approval of department chair. No textbook 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 2543)

$423  
CEUs 12.8  
HRS: 128  
95349  
Central  
5:30 p.m.-10:50 p.m.  
May 22-Aug 13  
95348  
Central  
8:00 a.m.-11:50 a.m.  
Jun 08-Aug 13

**Key to Days of Week**

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*To register: All campuses 281-542-2020*
**Intermediate Pipe Welding**

WLDG 2006

Prerequisite WLDG 1528. No textbook required.

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 2506)

$423  CEUs 12.8  HRS: 128
95346  Central  F
May 22-Aug 09  5:30 p.m.-10:50 p.m.

May 22-Aug 09  8:00am-11:50am
95344  Central  MTW
Jun 08-Aug 13  8:00am-11:50am
95345  Central  MTW
Jun 08-Aug 13  6:00 p.m.-9:50 p.m.

**Introduction to Shielded Metal Arc Welding-SMAW**

WLDG 1028

Prerequisite: None. No textbook required.

An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. (WLDG 1528)

$423  CEUs 12.8  HRS: 128
95339  Central  F
May 22-Aug 09  5:30 p.m.-10:50 p.m.

May 22-Aug 09  8:00am-1:20 p.m.
95337  Central  MTW
Jun 08-Aug 13  8:00am-11:50am
95338  Central  MTW
Jun 08-Aug 13  6:00 p.m.-9:50 p.m.
95340  Central  MTW
Jun 08-Aug 13  10:00 p.m.-11:58pm

**Introduction to Gas Tungsten ARC Welding GTAW**

WLDG 1034

Prerequisite: None. No textbook required.

An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. (WLDG 1534)

$423  CEUs 12.8  HRS: 128
95343  Central  F
May 22-Aug 09  5:30 p.m.-10:50 p.m.

May 22-Aug 09  8:00am-1:20 p.m.
95341  Central  MTW
Jun 08-Aug 13  8:00am-11:50am
95342  Central  MTW
Jun 08-Aug 13  6:00 p.m.-9:50 p.m.

To register: All campuses 281-542-2020
Maritime

MARITIME

Able Bodied Seaman

MART 2073

Prerequisite: 90 days seetime.
USCG & STCW approved, this course provides the student with the knowledge, understanding and proficiency required to work aboard vessels as an unlicensed watch stander. Professional training includes marlinspike seamanship, inland and international Rules of the Road, proficiency in survival craft operations, deck safety, and basic navigation.

$800 CEU 4.0 HRS: 40

90072
May 26-May 29
8:00 a.m.-6:00 p.m.
Central
TWThF

95230
Jun 22-Jun 26
8:00 a.m.-5:00 p.m.
Central
MTWThF

95246
Jul 20-Jul 24
8:00 a.m.-5:00 p.m.
Central
MTWThF

Aug 17-Aug 21
8:00 a.m.-5:00 p.m.

Advanced Fire Fighting

VFFT 1051

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

$800 CEU 3.2 HRS: 32

95236
Jun 30-Jul 02
8:00 a.m.-5:00 p.m.
Central
TWTh

95247
Jul 28-Jul 31
8:00 a.m.-5:00 p.m.
Central
TWThF

Aug 11-Aug 14
8:00 a.m.-5:00 p.m.

Apprentice Mate

MARS 1075

Prerequisite: 180 days seetime.
Providing that end of course examinations are passed, this 104 hour Apprentice Mate (Steersman) course prepares the trainee to pilot, under direct supervision of the vessel master, a towboat or tugboat of up to 500 gross tons upon inland or near coastal waters.
This course of training, satisfies the examination requirements of 46 CFR 11.205(f), 11.301, 11.903(a)(18)(i) & Table 11.910-1 column 10 & 11 for original issuance of a license as Apprentice Mate (Steersman) of Towing Vessels (Near Coastal or Inland) and Mate Pilot Towing Vessel (Near Coastal or Inland) or 46 CFR 10.227(d)(8)(i)(C) for renewal of a license as Apprentice Mate (Steersman) of Towing Vessels (Inland & Near Coastal) Mate Pilot Towing Vessel (Near Coastal or Inland). This course is an approved training course as being in compliance with the requirements of 46 CFR 10.302 and Navigation And Vessel Inspection Circular No. 4-01 Subj: Licensing and Manning for Officers of Towing Vessels.

$1600 CEU 10.4 HRS: 104

95217
Jun 01-Jun 17
8:00 a.m.-5:00 p.m.
Central
MTWThF

95233
Jun 29-Jul 15
8:00 a.m.-5:00 p.m.
Central
MTWThF

95251
Aug 03-Aug 19
8:00 a.m.-5:00 p.m.

Apprentice Mate (Steering) Western Routes

MARS 1078

Prerequisite: 180 days seetime.
Successful completion of this USCG approved 16-hour Apprentice Mate (Steersman) Western Rivers Navigation course and presentation of your Certificate of Training will satisfy the Navigation General examination requirements to add a Western Rivers route to a license as U.S. Coast Guard licensed Apprentice Mate (Steersman), Mate (Pilot) of Towing Vessels or Master of Towing Vessels Inland or Near Coastal (exam module 072XX).

$400 CEU 1.6 HRS: 16

90067
May 21-May 22
8:00 a.m.-5:00 p.m.
Central
ThF

95224
Jun 18-Jun 19
8:00 a.m.-5:00 p.m.
Central
ThF

95243
Jul 16-Jul 17
8:00 a.m.-5:00 p.m.

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

MARS 2076

Prerequisite: Previously passed USCG approved RADAR class

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

**Basic Fire Fighting**

FIRS 1191

Prerequisite: None.

This course provides the student with the knowledge and experience to handle a vessel fire emergency. Topics covered include the behavior of fire, prevention and suppression techniques, and the proper use of firefighting equipment, including the use of respirators.

**Basic Safety Training**

MART 1077

Prerequisite: None.

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

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

MART 1078

Prerequisite: AB, Mate or Master's license.

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

**Electronic Chart Display and Information Systems (ECDIS)**

MART 1075

Prerequisite: Previously passed USCG approved RADAR class

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

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To register: All campuses 281-542-2020
GLOBAL MARITIME DISTRESS AND SAFETY SYSTEMS (GMDSS)

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

$1500 CEU 7.0 HRS: 70
95223 Central
June 08-June 18 8:00 a.m.-5:00 p.m.
95245 Central
July 20-July 30 8:00 a.m.-5:00 p.m.
95262 Central
August 17-August 27 8:00 a.m.-5:00 p.m.

MEDICAL CARE PROVIDER

EMSP 1026
Prerequisite: None.
This three-day USCG approved course is designed for maritime officers and crew who will provide immediate first aid and assist the Medical Person in Charge. Topics include CPR, heart attacks, cardiac arrest, AED, body structure and function, patient assessment, head, neck and spine injuries, burns and scalds, fractures and dislocations, medical care of the rescued person, effects of heat and cold, pharmacology, medication administrations and IV therapy, toxicology hazards, sterile techniques and universal precautions. This course will satisfy the Medical First Aid training requirements of Section A-VI/4-1 of the STCW Code and 46 CFR 12.13-1. This course is recommended for all crewmembers.

$800 CEU 2.4 HRS: 24
90071 Central
May 26-May 28 8:00 a.m.-5:00 p.m.
95239 Central
July 07-July 09 8:00 a.m.-5:00 p.m.
95255 Central
August 05-August 07 8:00 a.m.-5:00 p.m.

PROFICIENCY IN SURVIVAL CRAFT

MART 2074
Prerequisite: 90 days seattle.
USCG & STCW approved, this course provides the knowledge, understanding, and proficiency required to take charge of a survival craft during and after launching. Topics include all the knowledge and duties associated with management of the preparation, embarkation, launching, and taking command of a lifeboat under oars or power, or an inflatable life raft.

$700 CEU 3.2 HRS: 32
95220 Central
June 01-June 04 8:00 a.m.-5:00 p.m.
95232 Central
June 29-July 02 8:00 a.m.-5:00 p.m.
95248 Central
July 27-July 30 8:00 a.m.-5:00 p.m.
95263 Central
August 24-August 27 8:00 a.m.-5:00 p.m.

RADAR OBSERVER UNLIMITED (RENEWAL)

MART 2075
Prerequisite: Must have held a RADAR certificate within the past 5 years.
USCG & STCW approved, this course provides the student the means by which to demonstrate proficiency in the use of radar for collision avoidance and navigation for the purpose of renewing this certification on their license.

$225 CEU .8 HRS: 8
95222 Central
June 12-June 12 8:00 a.m.-5:00 p.m.
95240 Central
July 10-July 10 8:00 a.m.-5:00 p.m.

RADAR OBSERVER-UNLIMITED

MART 2072
Prerequisite: Previously passed USCG approved Masters license class.
USCG & STCW approved, this course covers the proper use of radar for risk assessment, collision avoidance, and navigation. Trainees use commercial radar equipment with landmasses, environmental effects and vessel returns generated by Transas simulation.

$600 CEU 4.0 HRS: 40
95218 Central
June 01-June 05 8:00 a.m.-5:00 p.m.
95234 Central
June 29-July 02 8:00 a.m.-5:00 p.m.
95250 Central
July 27-July 31 8:00 a.m.-5:00 p.m.

Key to Days of Week

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<th>Day</th>
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To register: All campuses 281-542-2020
Ratings Forming Part of Navigational Watch (Lookout Only)
MARS 2072
Prerequisite: 90 days seetime.
This course is required for all mariners assigned to lookout and watchkeeping support duties on ocean going vessels. An ordinary seaman assigned to either the deck department or the maintenance department who either stands navigational watches, or May be assigned to stand navigational watches, must also be qualified as a RFPNW.

$300 CEU .8 HRS: 8
95290 Central Th
Aug 13-Aug 13 8:00 a.m.-5:00 p.m.

Tankerman PIC-Barge (DL)
MART 2076
Prerequisite: 90 days seetime on a towing vessel.
USCG & STCW approved, this course provides the student with the knowledge required for the safe loading, discharge and carriage of dangerous liquid (DL) cargos in bulk. Topics include DL regulations, pollution prevention, spill response, cargo loading, discharge planning and management, the Declaration of Inspection, vapor control systems, the use of personal protective equipment during operations, and record keeping.

$900 CEUs 4.0 HRS: 40
95225 Central MTWThF
Jun 15-Jun 19 8:00 a.m.-5:00 p.m.
95237 Central MTWThF
Jul 06-Jul 10 8:00 a.m.-5:00 p.m.
95253 Central MTWThF
Aug 03-Aug 07 8:00 a.m.-5:00 p.m.

VPSSD - Vessel Personnel with Specific Security Duties
MART 1075
Note: Student guide provided.
This is the shipboard security course required for entry level mariners who will have any security duties anywhere on the ship.

$250 CEU .8 HRS: 8
90069 Central Th
May 21-May 21 8:00 a.m.-5:00 p.m.
95227 Central W
Jun 17-Jun 17 8:00 a.m.-5:00 p.m.
95259 Central W
Aug 12-Aug 12 8:00 a.m.-5:00 p.m.

Vessel Security Officer
MART 1073
Prerequisite: 90 days seetime.
This two-day DNV approved course provides knowledge to those who May be designated to perform the duties and responsibilities of a Vessel Security Officer with respect to the security of a ship, for implementing and maintaining a Vessel Security Plan and for liaising with the Company Security Officer (CSO) and with Port Facility Security Officers (PFSOs).

$500 CEU 1.6 HRS: 16
90068 Central MT
May 18-May 19 8:00 a.m.-5:00 p.m.
95226 Central MT
Jun 15-Jun 16 8:00 a.m.-5:00 p.m.
95258 Central MT
Aug 10-Aug 11 8:00 a.m.-5:00 p.m.
# English Communication Skills - Beginning

**COMG 1000**

**Prerequisite:** Pre-assessment 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. Multi-level classroom environment allows students to progress toward literacy at their own pace. Strategies and activities focus on real life applications found in the learner’s environment to help beginning literacy ESL learners develop basic oral communication skills and build reading and writing skills.

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# English Communication Skills - Intermediate

**COMG 1001**

**Prerequisite:** Pre-assessment 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. Multi-level classroom environment allows students to progress toward literacy at their own pace. Strategies and activities focus on real life applications found in the learner’s environment to help intermediate literacy ESL learners develop oral communication skills and build reading and writing skills.

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LEAP to Workforce English Success
COMG 1007
Prerequisite: ESL advanced or pre-assessment.
Note: Textbook and workbook required. If age 17, parental or guardian consent is required.
This course prepares students to develop English language skills for workplace success. It provides a general exploration of career paths by bringing real life situations to the classroom. Experiential learning includes the exposure to a variety of workplace situations and paths such as health occupations, construction, banking and finance, oil and gas industry, information technology, and para-education, among others. Students will gain a better understanding of the processes to obtain and retain jobs in different fields including requirements such as GED and other credentials.

$250 CEU 5.6 HRS: 56
95191 Central MTWTh
Jun 01-Jun 25 9:00 a.m.-12:30 p.m.
95193 South MTWTh
Jun 01-Jun 25 9:00 a.m.-12:30 p.m.
95195 North MTWTh
Jun 01-Jun 25 9:00 a.m.-12:30 p.m.
95192 Central MTWTh
Jun 01-Jun 25 6:00 p.m.-9:30 p.m.
95194 South MTWTh
Jun 01-Jun 25 6:00 p.m.-9:30 p.m.
95196 North MTWTh
Jun 01-Jun 25 6:00 p.m.-9:30 p.m.
95197 Central MTWTh
Jul 06-Jul 30 9:00 a.m.-12:30 p.m.
95199 South MTWTh
Jul 06-Jul 30 9:00 a.m.-12:30 p.m.
95201 North MTWTh
Jul 06-Jul 30 9:00 a.m.-12:30 p.m.
95198 Central MTWTh
Jul 06-Jul 30 6:00 p.m.-9:30 p.m.
95200 South MTWTh
Jul 06-Jul 30 6:00 p.m.-9:30 p.m.
95202 North MTWTh
Jul 06-Jul 30 6:00 p.m.-9:30 p.m.
95203 Central MTWTh
Aug 03-Aug 27 9:00 a.m.-12:30 p.m.
95205 South MTWTh
Aug 03-Aug 27 9:00 a.m.-12:30 p.m.
95207 North MTWTh
Aug 03-Aug 27 9:00 a.m.-12:30 p.m.
95204 Central MTWTh
Aug 03-Aug 27 6:00 p.m.-9:30 p.m.
95206 South MTWTh
Aug 03-Aug 27 6:00 p.m.-9:30 p.m.
95208 North MTWTh
Aug 03-Aug 27 6:00 p.m.-9:30 p.m.

To register: All campuses 281-542-2020
STEP to Academic English -
LISTENING & SPEAKING 1
COMG 1005
Note: Textbook and workbook required. If age 17, parental or guardian consent is required. This course introduces students to listening and speaking English language for college achievement. Students will learn to recognize and use correct English sentence patterns and improve English pronunciation. Students will expand pre-academic English vocabulary in discussions involving familiar topics and immediate needs. Prerequisite: ESL advanced or pre-assessment.

$250  CEUs 5.6  HRS: 56  
95209 Central  MW  
Jun 01-Jul 15  12:45 p.m.-4:45 p.m.

STEP to Academic English -
LISTENING & SPEAKING 2
COMG 1005
Note: Textbook and workbook required. If age 17, parental or guardian consent is required. This course prepares students to improve listening and comprehension in English. Students learn note-taking skills by recording appropriate notes from a variety of aural input (CDs, videos, lectures, etc.). Students will learn to recognize and use correct English sentence patterns and improve English pronunciation. Students will expand pre-academic English vocabulary in discussions involving familiar topics and immediate needs. Prerequisite: STEP Academic English - Listening & Speaking 1 or pre-assessment.

$250  CEUs 5.6  HRS: 56  
95210 Central  MW  
Jul 20-Sep 02  3:00 p.m.-7:00 p.m.

STEP to Academic English -
READING & WRITING 1
COMG 1005
Note: Textbook and workbook required. If age 17, parental or guardian consent is required. This course introduces students to reading and writing English language for college achievement. Students will learn to identify the main ideas in a reading, scan a text to find specific information and understand large numbers, percentages and other math related skills. Students will learn to express ideas in writing. Students will understand connections between nouns and pronouns, possessive adjectives and other grammar. Students will improve their English pronunciation and increase English vocabulary. Prerequisite: ESL advanced or pre-assessment.

$250  CEUs 5.6  HRS: 56  
95211 Central  MW  
Jun 01-Jul 15  3:00 p.m.-7:00 p.m.

STEP to Academic English -
READING & WRITING 2
COMG 1005
Note: Textbook and workbook required. If age 17, parental or guardian consent is required. This course prepares students to expand vocabulary in both academic and social settings. Students learn to use reading skills to comprehend passages and read selected popular fiction with reasonable understanding. Students will learn to reflect on, discuss, and respond to assigned readings. Students will learn to express ideas in writing in such a way that the reader can understand. Students will use selected rhetorical modes of academic and professional English writing and reading. Students will be able to use transitional expressions and vocabulary appropriate to assigned tasks. Prerequisite: STEP Academic English - Reading & Writing 1 or pre-assessment.

$250  CEUs 5.6  HRS: 56  
95212 Central  MW  
Jul 20-Sep 02  3:00 p.m.-7:00 p.m.

LANGUAGES

Spanish for Health Occupations
SPNL 1001
Note: Textbook required. Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or a physician's office.

$175  CEU 2.4  HRS: 24  
95215 Central  Sa  
Jul 11-Aug 15  8:00 a.m.-12:00 p.m.
ParaEducator Institute Training

CDEC 1032

Note: High School Diploma or GED from Texas accredited institution.

Note: Materials provided.

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

$275

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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.

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ParaEducator Institute Training ISD

CDEC 1032

Prerequisite: High School Diploma or GED from Texas accredited institution.

Note: Materials provided.

The first two days of each institute will consist of training in four modules. On day three, participants will take the C.A.P.E. Para Educator's Assessment of Competencies. Based on test results, participants will either receive certification or an opportunity to receive tutorial and re-test support. This class is geared toward the districts within our service region.

$260

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<td>Jun 06-Jun 20</td>
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<td>Aug 08-Aug 22</td>
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Key to Days of Week

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<td>S       Saturday</td>
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<td>Su      Sunday</td>
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To register: All campuses 281-542-2020
TEST PREPARATION

GED Preparation Tutorial
NFND 0000
Note: Textbook and Texas Instruments TI 30XS Multi-view calculator are required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. The student must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.
The longer GED Preparation series allows for a greater focus on subject matter than the traditional GED Review. Subject matter is covered at a slower pace and a more in-depth level than the GED Review. The series includes Mathematics, Social Studies/Science, and Language Arts. Take each course separately or as a series.

$395
95074
Jun 01-Jul 23
95075
Jun 01-Jul 23
95076
Jun 01-Jul 23
95086
Aug 03-Sep 28
95087
Aug 03-Sep 28
95088
Aug 03-Sep 28
CEU 9.6
Central
6:00 p.m.-9:00 p.m.
South
6:00 p.m.-9:00 p.m.
North
6:00 p.m.-9:00 p.m.
Central
6:00 p.m.-9:00 p.m.
South
6:00 p.m.-9:00 p.m.
North
6:00 p.m.-9:00 p.m.

HRS: 96
MTWTh
MTWTh
MTWTh
MTWTh
MTWTh

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

$165
95080
Jun 22-Jul 09
95081
Jun 22-Jul 09
95082
Jun 22-Jul 09
95092
Aug 24-Sep 14
95093
Aug 24-Sep 14
95127
Aug 24-Sep 14
CEU 3.6
Central
6:00 p.m.-9:00 p.m.
South
6:00 p.m.-9:00 p.m.
North
6:00 p.m.-9:00 p.m.
Central
6:00 p.m.-9:00 p.m.
South
6:00 p.m.-9:00 p.m.
North
6:00 p.m.-9:00 p.m.

HRS: 36
MTWTh
MTWTh
MTWTh
MTWTh
MTWTh

Key to Days of Week

| M | Monday |
| T | Tuesday |
| W | Wednesday |
| Th | Thursday |
| F | Friday |
| S | Saturday |
| Su | Sunday |
GED Preparation: Math
NFND 0000
Note: Textbook and Texas Instruments TI 30XS Multi-view calculator are required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. The student must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.
This course is ideal for GED applicants who need more intense review in math including those who will be learning some mathematical concepts for the first time. The Math preparation includes test-taking techniques.

<table>
<thead>
<tr>
<th>CEU</th>
<th>HRS: 36</th>
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<tbody>
<tr>
<td>95077 Central</td>
<td>6:00 p.m.-9:00 p.m.</td>
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<tr>
<td>95078 South</td>
<td>MTWTh</td>
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<td>95079 North</td>
<td>MTWTh</td>
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<tr>
<td>95089 Central</td>
<td>6:00 p.m.-9:00 p.m.</td>
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<tr>
<td>95090 South</td>
<td>MTWTh</td>
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<tr>
<td>95091 North</td>
<td>MTWTh</td>
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$165

95077 Central: Jun 01-Jun 18
95078 South: Jun 01-Jun 18
95079 North: Jun 01-Jun 18
95089 Central: Aug 03-Aug 20
95090 South: Aug 03-Aug 20
95091 North: Aug 03-Aug 20

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

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<thead>
<tr>
<th>CEU</th>
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<td>95083 Central</td>
<td>6:00 p.m.-9:00 p.m.</td>
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<td>95085 North</td>
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<tr>
<td>50006 Central</td>
<td>6:00 p.m.-9:00 p.m.</td>
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<td>50007 South</td>
<td>MTWTh</td>
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<td>50008 North</td>
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$120

95083 Central: Jul 13-Jul 23
95084 South: Jul 13-Jul 23
95085 North: Jul 13-Jul 23
50006 Central: Sep 15-Sep 28
50007 South: Sep 15-Sep 28
50008 North: Sep 15-Sep 28

Key to Days of Week

| M | Monday |
| T | Tuesday |
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| 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.
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.

Meets Friday 6 p.m. - 9 p.m., Saturday and Sunday 7:30 a.m.-3:30 p.m.
No refunds are given after the course begins.
$210 CEU 1.9 HRS: 19

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<thead>
<tr>
<th>Central Campus</th>
<th>North Campus</th>
<th>South Campus</th>
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<tbody>
<tr>
<td>90082 Central</td>
<td>95116 North</td>
<td>90098 South</td>
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<tr>
<td>May 29-May 31</td>
<td>Jun 05-Jun 07</td>
<td>May 29-May 31</td>
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<td>Central 95108</td>
<td>95117 North</td>
<td>South 95122</td>
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<td>Jun 12-Jun 14</td>
<td>Jul 10-Jul 12</td>
<td>Jun 19-Jun 21</td>
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<td>Central 95109</td>
<td>95118 North</td>
<td>South 95123</td>
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<td>Jun 26-Jun 28</td>
<td>Jul 24-Jul 26</td>
<td>Jul 17-Jul 19</td>
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<td>Central 95110</td>
<td>95119 North</td>
<td>South 95124</td>
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<td>Jul 24-Jul 26</td>
<td>Aug 21-Aug 23</td>
<td>Jul 31-Aug 02</td>
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<td>Central 95111</td>
<td>Central 95125</td>
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<td>Aug 07-Aug 09</td>
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<td>Aug 14-Aug 16</td>
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<td>Central 95112</td>
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To register: All campuses 281-542-2020
Ceramics I
NFND 0000
Note: No textbook required; must be approved by the credit department.
Studio Course - An introduction to basic ceramic processes and an exploration of clay as an artistic medium. Includes mechanical (wheel-thrown) and hand-built techniques, and glazing and firing processes. (ARTS 2346)

$301CEU 9.6 HRS: 96
90269 Central TBA
May 18-Jul 09 10:00 a.m.-1:00 p.m.

Ceramics II
NFND 0000
Prerequisite: ARTS 2346
Note: No textbook required; must be approved by the credit department.
Studio course - A continuation of ARTS 2346. Exploration of clay as an artistic medium, concentrating on combinations of mechanical and hand-built techniques. (ARTS 2347)

$301CEU 9.6 HRS: 96
90276 Central MTWTh
May 18-Jul 09 10:00 a.m.-1:00 p.m.

CAKE DECORATING

Wilton Course 1: Building Buttercream Skills
NFND 0000
Prerequisite: None
Note: Wilton textbook and Wilton Student Kit 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—from cupcakes to cakes for any occasion. 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.

$49CEU .8 HRS: 8
95113 North W
Jun 03-Jun 24 6:30 p.m.-8:30 p.m.

To register: All campuses 281-542-2020
Wilton Curso 2 (en Español): Flores y Diseño de Pasteles
NFND 0000
Pre-requisito: Curso 1. Nota: El libro y el equipo son indispensables para la primera clase (los puede conseguir en librería de San Jacinto College).

Diseñe un pastel como un profesional. Aprenda a seleccionar los colores, arreglos florales, trabajar con Royal Icing (merengue), 7 flores incluyendo la rosa Wilton, aplicaciones, hacer el tejido de canasta (Basket Weave), bordes decorativos, otras técnicas para usar las boquillas.

$49 CEU .8 HRS: 8
95099 Central M
Jul 06-Jul 27 6:00 p.m.-8:00 p.m.

Wilton Curso 3 (en Español): Pasta de Goma y Fondant
NFND 0000
Pre-requisito: Curso 1.
Nota: El libro y el equipo son indispensables para la primera clase (los puede conseguir en librería de San Jacinto College).
Aprenda a trabajar con la pasta de goma, hacer variedad de flores y decoraciones con ella. A cubrir un pastel con fondant. Pintar el fondant con pincel. Creará su pastel con su propio diseño usando las técnicas aprendidas. Hará distintos tipos de flores, como la rosa, la cala, la margarita, el clavel, etc. hacer un lazo.

$49 CEU .8 HRS: 8
95100 Central M
Aug 03-Aug 24 6:00 p.m.-8:00 p.m.

DANCE

Social Dance - Ballroom
NFND 0000
Are you ready to dance? Learn a Ballroom style dance in four lessons. Taught by an accomplished dance duo - no prior dance skill needed. Partner preferred but not required. Must wear leather shoes or shoes that will slide. Great exercise!

$80 CEU .6 HRS: 6
95102 Central Th
Jun 01-Jun 25 7:45 p.m.-9:15 p.m.
95104 Central Th
Jun 01-Jun 25 7:45 p.m.-9:15 p.m.
95106 Central Th
Jun 01-Jun 25 7:45 p.m.-9:15 p.m.

Social Dance - Country Western
NFND 0000
Are you ready to dance? Learn a Country Western dance in four lessons. Taught by an accomplished dance duo - no prior dance skill needed. Partner preferred but not required. Must wear leather shoes or shoes that will slide. Great exercise!

$80 CEU .6 HRS: 6
95101 Central Th
Jun 01-Jun 25 6:00 p.m.-7:30 p.m.
95103 Central Th
Jul 02-Jul 23 6:00 p.m.-7:30 p.m.
95105 Central Th
Aug 06-Aug 27 6:00 p.m.-7:30 p.m.

LIFE LONG LEARNING

Theatre
NFND 0000
Prerequisite: None.
This is an introduction to the basic practices, history, theories and styles of the theatre, and includes a survey of major fields of theatrical art. Elementary stage techniques are studied along with fundamental acting techniques. (DRAM 1310)

$281 CEU 4.8 HRS: 48
95367 Central MTWTh
Jul 07-Aug 13 10:00 a.m.-12:20 p.m.

SPORTS & RECREATION

Beginning Aikido Martial Arts
NFND 0000
This co-educational introductory course is open to beginners as well as experienced martial arts students. The class is a fun way to learn a non-competitive, non-aggressive, self-defense Japanese Martial Art. Warm-up exercises, throws, pins, basic Aikido history, theory, and tradition are taught. Emphasis is on movement, stress control, and self-defense. You will learn how to redirect an attacker’s strength and momentum as a way to effectively deal with an aggressor. Male or female, big or small, anyone in reasonably good health or physical condition can participate and benefit from this Aikido class.

$129 CEU 2.4 HRS: 24
95094 Central MW
Jun 01-Jul 22 7:00 p.m.-8:30 p.m.
Bowling
NFND 0000
The student will receive instruction in etiquette, selection of equipment, basic techniques, scoring, computing handicaps, league play and a variety of tournaments. (PHED 1111)
$245
CEU 4.8     HRS: 48
90279       Central     MTWThF
May 18-Jun 05 10:00 a.m.-1:10 p.m.
95368       Central     MWTh
Jun 08-Jul 08 1:00 p.m.-3:55 p.m.

Fencing I
NFND 0000
Note: Equipment provided for use in class with $5 membership to United States Fencing Association (payable by check made to USFA on first day of class).
From the Duel of Honor in the time of Cyrano and d’Artagnan to the modern Olympics, foil fencing has been a cornerstone in training students in the art of swordsmanship. This class will focus on the fundamentals of fencing with the foil. Students will learn footwork, bladework, body positions, fencing attacks and retreats, with a focus on safety and sportsmanship. In each class session, students will engage in supervised bouts and free fencing.
$85
CEU .9     HRS: 9
95096       Central     T
Jun 02-Jul 07 6:00 p.m.-7:30 p.m.

Fencing II
NFNF 0000
Equipment provided for use in class with $5 membership to USFA (payable by check made to USFA on first day of class). Expand on the basic techniques learned in Fencing I as you learn advanced bladework, footwork, and attacks. In each class period, students will engage in supervised bouts and free fencing. At the end of this advanced course, students will have the opportunity to participate in an in-class tournament with electronic scoring.
$85
CEU .9     HRS: 9
95097       Central     T
Jul 21-Aug 04 6:00 p.m.-7:30 p.m.

Fitness Walking
NFND 0000
This course introduces students to walking as a lifetime fitness activity. Emphasis is placed on correct form and pacing to maintain working heart rate. Other topics covered are proper shoe selection, training principles for improved cardiovascular fitness, safety, and injury prevention. (PHED 1143)
$187
CEU 4.8     HRS: 48
95377       Central     MTWTh
Jun 08-Jul 09 7:30 a.m.-9:40 a.m.
95378       Central     MWTh
Jun 08-Jul 08 6:30 p.m.-9:25 p.m.
95379       Central     MWTh
Jul 13-Aug 13 7:30 a.m.-9:40 a.m.
Jul 13-Aug 12 6:30 p.m.-9:25 p.m.

Golf - Beginning
NFND 0000
Basic skills and strokes are stressed. Rules and etiquette of the game are also included. Students must bring their own clubs and a few golf balls. Additional money will also be needed for purchase of golf balls at a driving range where some of the instruction will be conducted. First class meeting will be on campus. Subsequent classes at the driving range.
$70
CEU .8     HRS: 8
95107       Central     M
Jul 06-Jul 06 5:30 p.m.-6:50 p.m.

Golf - Intermediate
NFND 0000
Attention is given to proper stance, grip, swing, and game process. Supervised help in developing control and accuracy. Students must bring their own golf clubs and a few golf balls. Additional money will also be needed for purchase of balls at a driving range where some of the instruction will be conducted.
$70
CEU .8     HRS: 8
95107       Central     M
Jul 06-Jul 06 5:30 p.m.-6:50 p.m.
To register: All campuses 281-542-2020
Jogging
NFND 0000
Students cardiovascular and overall physical fitness are emphasized using a variety of methods and materials. (PHED 1114)

$187  CEU 4.8  HRS: 48
95369  Central  MTWTh
Jun 08-Jul 09 9:30 a.m.-9:40 a.m.
95370  Central  MWT
Jun 08-Jul 09 6:30 p.m.-9:25 p.m.
95371  Central  MTWTh
Jul 13-Aug 13 9:30 a.m.-9:40 a.m.
95372  Central  MWT
Jul 13-Aug 12 6:30 p.m.-9:25 p.m.

Scuba -Open Water Diver
NFND 0000
Note: 6 hours classroom Texas Dive Center in Clear Lake-Tuesday/Thursday nights 6 p.m. - 9 p.m.; 8 hours confined water-YMCA on Highway 3 Clear Lake on Saturday/Sunday; then 12 hours open water lake the next Saturday and Sunday (8 a.m.-5 p.m. all day- 6 hours in actual water time).
Please be sure to call Texas Dive Center at 281-741-9949 and schedule an orientation. This orientation must be completed before you can enter the water with SCUBA equipment.

$300  CEU 2.6  HRS: 26
95120  South  TTh
Jun 16-Jun 18 6:00 p.m.-9:00 p.m.
1:00 p.m.-5:00 p.m.
8:00 a.m.-5:00 p.m.
95121  South  TTh
Jul 07-Jul 09 6:00 p.m.-9:00 p.m.
1:00 p.m.-5:00 p.m.
8:00 a.m.-5:00 p.m.

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

$187  CEU 4.8  HRS: 48
95373  Central  MTWTh
Jun 08-Jul 09 10:00 a.m.-12:10 p.m.
95374  Central  MTWTh
Jul 07-Aug 13 10:00 a.m.-12:10 p.m.

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

$187  CEU 4.8  HRS: 48
90288  Central  MTWThF
May 18-Jun 05 8:30 a.m.-11:40 a.m.
95376  Central  Sa
May 23-Aug 08 10:00 a.m.-2:00 p.m.
95375  Central  MTWTh
Jul 13-Aug 13 10:00 a.m.-12:10 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
All roads lead to the
Life Long Learning Interchange

Beginning Spring 2015 –
The Life Long Learning Interchange will host 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!**

To register: All campuses 281-542-2020
Online Learning

Partnership with Education to Go
Online learning anytime, anywhere...just a click away!

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

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

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

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

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

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

To Register: Call 281-542-2020
General Information

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, 8060 Spencer Hwy., Pasadena, Texas 77505
North Campus: 281-542-2020, Room N-12.212, Slovacek Student Center, 5800 Uvalde Road, Houston, Texas 77049
South Campus: 281-542-2020, Room S-8.1052, Academic Administration Building, 13735 Beamer Road, Houston, Texas 77089
Office hours at all campuses are:
Mon-Thurs: 8 a.m.-6:30 p.m.
Fri: 8 a.m.-4:30 p.m.

Información General
Para adquirir información en español sobre los programas, llámelos 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 esta información.

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

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

Fax or Email Registration
Fax or email your completed registration form at any time. A blank registration form is located in this schedule.
Fax and email access are available 24 hours a day. 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 Rejistrarse en persona
Visit our offices at the following locations.
For hours, see preceding How to Contact Us section.
Central Campus: Interactive Learning Center, Room C-1.128, 8060 Spencer Hwy., Pasadena
North Campus: Slovacek Student Center Building, Room N-12.212, 5800 Uvalde Road, Houston
South Campus: Administration Bldg., Room S-8.1052, 13735 Beamer Road, Houston

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

To register: All campuses 281-542-2020
Web Registration

Access the San Jacinto college web site at www.sanjac.edu. Click MySanJac at the very top of the page and then click on the S.O.S. link. If you have not claimed your account and set up your S.O.S. password, please click on the link that states, “please click here to claim your account”. If you have forgotten your S.O.S. password, you can reset it online by clicking on the link, “Forgot Password”. If you are still encountering difficulties logging in, please contact Tech Support at 281-998-6137 for further assistance.

If you have not taken classes before, call the campus that is offering your desired course and speak with a registration specialist. If you are currently admitted as a San Jacinto College student, you may access Web registration.

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

To log in:

Step 2. Enter your user ID-this is your nine-digit SJC student ID (GXXXXXXXX).

Step 3. Enter your Password

If you have never claimed your account or set up a password for SOS, please click the highlighted text to claim your account. If you have claimed your account and set up your questions, please change your password using the Password Self Service system.

Step 4. Select “My Student Records, Registration and Financial Aid” and then follow the detailed directions under “My Registration.”

Step 5. When asked to select a term, select “Continuing Education 2014-15 Sept–Nov.”

Step 6. Be sure to check your schedule to ensure that all classes selected are at the campus or extension center location you desire.

Step 7. After you have selected your classes, click “Complete My Registration.”

Step 8. To complete your registration, select a payment method from the bottom of the page and follow the directions.

Student Web Payment Process

Prior to access to the SOS Login screen, you must be admitted and/or registered for your class(es).

- Access the San Jacinto college web site at www.sanjac.edu and go to the SOS Login located under the “My SanJac” link.
- First enter your User ID# (Student ID number G00XXXXXX)

- New student: If you have never claimed your account or set up a password for SOS, please click the highlighted text to claim your account. If you need assistance retrieving your login information, please contact Tech Support at 281-998-6137.
- Current student: You will need your student ID (G00XXXXXX) and your password to access SOS.

To Make a Payment on a Student Account:

Step 1. Select My Student Records, Registration and Financial Aid

Step 2. Select My Registration

Step 3. Select Step 6: review your change and make a payment.


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

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

Step 6. Select Make a Payment

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

Step 8: Select Payment Method then Select Go button

Step 9: Process Payment according to online directions.

- Please verify that all of your information is correct before you submit your payment.

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

Convenient Payment Plan (CPP)

Convenient Payment Plans are available to Continuing & Professional Development (CPD) students under the following guidelines:

1. The length of the Course Section must be a minimum of 30 calendar days.
2. Two plans are available: one for classes four to seven weeks in length; the other for classes 8-16 weeks in length. There will be a $25 setup fee for the CPP payable with the first payment.
3. For a four to seven week class, the student will pay 50 percent plus the $25 set-up fee for the initial payment. One
installment payment for the remaining 50 percent balance is due 30 days after the set-up date for the CPP.

4. For an 8-16 week class, the student will pay 50 percent plus the $25 set-up fee on the first payment; the first of two installment payments (each 25 percent of the remaining balance) is due 30 days after the set-up date. The second, final installment payment is due 60 days after the set-up date. The student will be assessed a $25 late payment fee for failure to pay on or before the prescribed payment due dates.

5. A student will be limited to only one CPP during the same term.

6. A student will be limited to a maximum of two plans with a current balance.

7. Failure to make all payments may result in the CPP being forwarded to the collection agency of the College and subject to additional collection fees.

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

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 (if the request is by telephone, the CPD registration staff will complete the form to include all pertinent information). The official receipt date is the day and time the request is received in the CPD office. All refunds are paid by check to the student regardless of the method or source of original registration payment. Please allow three to four weeks for the refund check to be processed and mailed to the address given at the time of registration. If there has been an address change, please provide the corrected address with your withdrawal request.

Bookstore Questions?

Please call any of the campus bookstores directly:
Central: 281-476-1898
North: 281-459-7414
South: 281-922-3410
M-Th: 7:45 a.m.-7 p.m.
Fri: 7:45 a.m.-4:30 p.m.

Library Information

Central: 281-476-1850
M-Th: 7:30 a.m.-9 p.m.
Fri: 7:30 a.m.-3 p.m.
Sat: 10 a.m.-2 p.m.
Sun: 1 p.m.-5 p.m.

South: 281-998-6150, ext. 3307
M-Th: 8 a.m.-9 p.m.
Fri: 8 a.m.-3 p.m.
Sat: 10 a.m.-1 p.m.
Sun: Closed

North: 281-459-7116
M-Th: 7:30 a.m.-9 p.m.
Fri: 7:30 a.m.-3 p.m.
Sat: 11 a.m.-2 p.m.
Sun: Closed

Cancelled Classes

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

Transfer Requests

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

Transcript Requests

Most CPD courses earn Continuing Education Units (CEUs) which are reported as part of your permanent student record. 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 281.998.6150.
Screening Requirements for Classes with Clinicals
A criminal background check is required before a student can participate in a clinical assignment. This is a requirement of all clinical facilities in the Houston/Gulf Coast Area, as mandated by JCAHO (Joint Commission on Accreditation of Healthcare Organizations). The approximate cost of the screening is less than $60. 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.

Although CPD students in linked academic classes are TASP/THEA exempt, they are held to the same performance standards required for semester credit students. Additionally, the course costs may differ for the credit section.

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

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

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

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

For more information, visit www.sanjac.edu/alert-me.

IMPORTANT NOTICES
• Photo identification required for all in person registrations. Se require ID para todas las registraciones 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.
• 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. Compass/ESL assessments are done in the campus Testing Center.

San Jacinto College will be closed this semester:
• March 16-22 – Spring Break
• April 3-5 – Easter Holiday
• May 25 – Memorial Day
• July 3-5 – Independence Day
• September 7 - Labor Day

No classes will meet on these days.
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**Student Information—REQUIRED**

**Demographics/Other Information**

The following questions are used by the state to help provide support for our programs. Although not required, your cooperation in answering them is appreciated.

**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 ON ☐ 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**

**Emergency Contact**

**Name Relationship Phone No.**

**Additional Information (Optional—Mark all that apply)**

Please include area code and work extension

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

Highest Grade or Degree Completed

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

**Registration Information**

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<th>Section No./CRN</th>
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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.

**Registration Office and Fax Numbers**

- Central Campus 281.542.2020 281.476.1833
- North Campus 281.542.2020 281.459.7196 C N S
- South Campus 281.542.2020 281.922.3422

**Office Use Only**

<table>
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<tr>
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To register: All campuses 281-542-2020
Maps

SAN JACINTO COLLEGE
Central

1 Interactive Learning Center
2 West Classroom Building
3 Administration Building
4 East Classroom Building
5 Music Building
6 Education Center-Lab School

7 Health Science
8 Slocumb Auditorium
9 Fine Arts
10 Student Center
11 Davison Tech
12 Ball Tech
13 Anderson Tech
14 Gymnasium
15 Science Building
16 Pools Building
17 Library

26 Transportation Center
27 Athletic Track
28 Non-Destructive Testing
29 Technical Education
30 Welding and CTD
31 Campus Police and Maintenance
32 Welding and CTD
33 Tennis Courts
34 Volleyball Courts
35 Dormitory/Pro Shop

X Designated Campus Entry
Designated Smoking Area
Emergency Assistance Phone

SAN JACINTO COLLEGE
North

1 Fine Arts Center
2 Interactive Learning Center

6 Welcome Center
7 Burleson Classroom
8 Spencer Building
9 Brightwell Technical
10 Wheeler Technical
11 Children Center - Lab School
12 Student Center
13 Library

16 Gymnasium
17 Science/Allied Health
18 Industrial Technology - Diesel/Auto Collision
19 Industrial Technology - Welding
20 Industrial Technology - Crafts/Trades
21 Tennis Courts
22 Baseball Field

M1 Maintenance/Deliveries

Designated Campus Entry
Designated Smoking Area
Emergency Assistance Phone

To register: All campuses 281-542-2020
Mission and Vision Statements

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

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

Our Values

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

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

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

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

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

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

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

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

Annual Security and Fire Safety Report
The San Jacinto College Community District is committed to assisting all members of the San Jacinto College community in providing for their own safety and security. The annual security compliance document is available on the San Jac Police Department website. 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.

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

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

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

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

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

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