THE TRAINING CONNECTION

Training and Educational Solutions for Workers and Employers

Continuing Education
Professional Development
Workforce Training

August - December 2015
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

<table>
<thead>
<tr>
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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.

To register: All campuses 281-542-2020
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To register: All campuses 281-542-2020
### How To Read The Schedule

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<th>Course Title</th>
<th>Course ID</th>
<th>Course Description</th>
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</table>
| **INTRODUCTION TO INTERNATIONAL BUSINESS & TRADE** | 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. |

<table>
<thead>
<tr>
<th>Cost</th>
<th>CEU</th>
<th>HRS</th>
<th>Campus</th>
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<td>48</td>
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<tr>
<td>#50514</td>
<td>Sept. 5-Sept. 8  *Skip 11/21</td>
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**Continuing Education Units**

San Jacinto College will be closed this semester:

- September 7 – Labor Day
- November 25-29 – Thanksgiving
- December 23-January 1 – Winter Break

NO CLASSES WILL MEET ON THESE DAYS.
## Business & Professionals

<table>
<thead>
<tr>
<th>Program</th>
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<tr>
<td>SALES/MARKETING</td>
<td>13</td>
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</table>
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 CEUs 5.6 HRS: 56
50185 North MW
Oct 05-Dec 14 6:30 p.m.-9:30 p.m.
50170 Central TTh
Oct 06-Dec 03 6 p.m.-9 p.m.

Introduction to Accounting I
ACNT 1003
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (ACNT 1303)
$296 CEUs 4.8 HRS: 48
50141 Central T
Aug 25-Dec 11 11:45 a.m.-1:05 p.m.

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

$725 CEUs 3.2 HRS: 32
50174 Central TTh
Aug 25-Sep 29 6 p.m.-9 p.m.
50176 Central Sa
Oct 03-Nov 21 9 a.m.-1 p.m.

BUSINESS & PROFESSIONS

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

$281 CEUs 4.8 HRS: 48
50136 Central TTh
Aug 25-Dec 11 1 p.m.-2:35 p.m.

Cosmetology
Advanced Hair Design
CSME 2039
Prerequisite: None
Note: Textbooks & supplies required Advanced concepts in the theory and practice of hair design. (CSME 2539)

$406 CEUs 17.6 HRS: 176
50127 North T
Aug 25-Dec 11 8 a.m.-4:30 p.m.
50176 Central Th
Aug 27-Dec 11 7:45 a.m.-11:45 a.m.
**Advanced Haircutting & Related Theory**

CSME 2010

Advanced concepts and practice of haircutting. Topics include hair cuts utilizing scissors, razor, and/or clippers. (CSME 2310)

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**Application of Eyelash Extensions I**

NFND 0000

Prerequisites: Reading Level 4, CSME 1575 and CSME 1376 or approval of Department chair

This course provides the student with the skills necessary to perform client services using current techniques and business practices. (CSME 1477)

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<th>Course</th>
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Aug 28-Dec 11 5:30 p.m.-8:16 p.m.

**Applications of Facial and Skin Care Technology I**

CSME 1002

This is a laboratory-based learning experience that enables students to apply specialized occupational theory, skills and concepts. (CSME 1302)

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<tr>
<th>Course</th>
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Artistry of Hair Design I

CSME 1054

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

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<tr>
<th>Course</th>
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Artistry of Hair Design II

CSME 1055

A continuation of hair design. Topics include the additional theory and applications of current trends in hair design. End-of-Course Outcomes: Practice and mastery of workplace competencies related to hair design; and demonstrate the professional skills related to hair design. (CSME 1355)

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<th>Course</th>
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**Chemical Reformation/Related Theory**

CSME 1053

This course features presentation of the theory and practice of chemical reformation, including terminology, application, and workplace competencies. (CSME 1553)

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Aug 27-Dec 11 12:15 p.m.-4 p.m.

**Introduction to Haircutting & Related Theory**

CSME 1010

Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques. (CSME 1310)

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<th>Course</th>
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<td>Aug 24-Dec 11</td>
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**Orientation to Cosmetology**

CSME 1001

Prerequisite: None

Note: Textbook & supplies required

This is an overview of the skills and knowledge necessary for the field of cosmetology. Topics to include the theory and/or skills related to service preparation, braiding, brush and scalp techniques, shampooing, conditioning, etc. (CSME 1501)

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Aug 27-Dec 11 8 a.m.-11:45 a.m.

To register: All campuses 281-542-2020
**Orientation to Eyelash Extensions**

NFND 0000

Pre requisites: Reading level 4, CSME 1376, CSME 1477 or approval of Department chair

This course provides the student with the basic knowledge of chemistry, eyelash growth cycles and proper selection, supplies and equipment of the industry, safety, sanitation, laws and rules of TDLR as they relate to eyelash extensions. (CSME 1575)

$406 CEUs 14.4 HRS: 144

95533 Central M
Aug 24-Dec 11 5:30 p.m.-10 p.m.

Aug 25-Dec 11 5:30 p.m.-10:10 p.m.

**Orientation to Facial Specialist**

CSME 1020

This is an overview of the skills and knowledge necessary for the field of facials and skin care. (CSME 1520)

$394 CEUs 17.6 HRS: 176

95527 North MT
Aug 24-Dec 11 8:09 a.m.-12 p.m.

Aug 26-Dec 11 9:01 a.m.-11:30 a.m.

**Principles of Eyelash Extensions**

NFND 0000

Pre requisites: Reading Level 4, CSME 1575, CSME 1378 or Department Chair approval

This course provides the student with the practical skills necessary to safely and effectively apply eyelash extensions. (CSME 1376)

$312 CEUs 8.0 HRS: 80

50131 Central W
Aug 26-Dec 11 5:30 p.m.-10 p.m.

Aug 27-Dec 11 5:30 p.m.-6:21 p.m.

**Principles of Facial and Skin Care Technology I**

CSME 1021

Prerequisite: Reading level 4. Co-requisites CSME 1520, CSME 1302 and courses taken in level sequence order or department chair approval.

This is an introduction to the principles of facial and skin care technology. Topics include anatomy, physiology, theory, and related skills of facial and skin care technology. (CSME 1421)

$347 CEUs 12.8 HRS: 128

50121 North ThF
Aug 27-Dec 11 8 a.m.-12:30 p.m.

**Principles of Hair Color & Related Theory**

CSME 2001

Prerequisite: None

Note: Textbook & supplies required

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

$406 CEUs 17.6 HRS: 176

50126 North T
Aug 25-Dec 11 8 a.m.-4:30 p.m.

Aug 27-Dec 11 7:45 a.m.-11 a.m.

**Principles of Skin Care**

CSME 1056

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

$261 CEUs 8.0 HRS: 80

50117 North W
Aug 26-Dec 11 8 a.m.-1:40 p.m.

**Salon Development**

CSME 2043

Prerequisite: None

Note: Textbook & materials required

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

$312 CEUs 9.6 HRS: 96

50125 North F
Aug 28-Dec 11 8 a.m.-9:15 a.m.

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**Key to Days of Week**

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

**Basic Food Preparation**

CHEF 1001  
Co-requisite: CHEF 1205  
This is a study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. (CHEF 1401)

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<thead>
<tr>
<th>Course</th>
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<td>6 p.m.-9:20 p.m.</td>
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**Chocolates and Confections**

PSTR 2001  
Prerequisites: CHEF 1205, PSTR 1301, PSTR 1306, PSTR 1342; Co-requisite: PSTR 2307  
This course covers production and decoration of traditional truffles, marzipan, molded and hand-dipped chocolates, carameles, nougats, and pate de fruit. The student will prepare tempered and molded chocolates; and prepare a variety of filled and dipped chocolates.

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<td>50128 Aug 24-Dec 11</td>
<td>5:30 p.m.-9:50 p.m.</td>
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**Fundamentals of Baking**

PSTR 1001  
This is a course in the fundamentals of baking, including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. There is instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the use of proper flours. (PSTR 1301)

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**Hospitality Supervision**

RSTO 1013  
Note: Additional distance learning fees for online or hybrid courses will be assessed at time of payment.  
This course focuses on fundamentals of recruiting, selection, and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation, and applicable personnel laws and regulations. Emphasis on leadership development. (RSTO 1313)

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**Principles of Food and Beverage Controls**

RSTO 2001  
This study of financial principles and controls of food service operation includes a review of operation policies and procedures. Topics also include financial budgeting and cost analysis, emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures. (RSTO 2301)

<table>
<thead>
<tr>
<th>Course</th>
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To register: All campuses 281-542-2020
**To register:** All campuses 281-542-2020

### Quantity Bakeshop Production

**PSTR 1042**

Co-requisites: PSTR 1301 and CHEF 1205

This course is a study of advanced baking techniques to include volume production of a variety of breads and desserts.

**$305**  
CEUs 9.6  
HRS: 96

<table>
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<td>Aug 28-Dec 11</td>
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### Sanitation and Safety

**CHEF 1005**

Prerequisite: Reading Level 4.

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

This is a study of personal cleanliness; sanitary practices in food preparation: causes, investigation and control of illness caused by food contamination (Hazard Analysis Critical Control Points); and workplace safety standards. Students learn fundamental principles and related legal, moral, and economic issues of sanitation and safety management in public health as related to food service institutions, hospitality industries, and other related operations. (CHEF 1205)

**$234**  
CEUs 3.2  
HRS: 32

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### Dietetics/Dietitian

#### Dietary Manager I

**NFND 0000**

Note: Concurrent enrollment in the Practicum (FDNS 1168) is required. Textbook required.

This preparation for supervisory roles in food service departments emphasizes normal and therapeutic nutrition and food service systems management. Major topics include dietary and meal planning guidelines, sources and functions of nutrients, diet therapy, nutritional assessment and care, food production management and purchasing, and regulatory agencies. (DITA 1400)

**$328**  
CEUs 6.4  
HRS: 64

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#### Practicum-Dietetics/Dietitian I (RD)

**NFND 0000**

Note: Concurrent enrollment in the Dietary Manager I (DITA 1400) is required.

This course provides practical experience workplace training supported by an individualized plan developed by employer, the College and student. The plan relates the workplace training and experiences to the student’s general and technical course of study. The guided external experiences may be paid or unpaid. The course may be repeated if topics and learning outcomes vary. (FDNS 1168)

**$47**  
CEUs 1.0  
HRS: 10

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</table>

### 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**  
CEUs 8.0  
HRS: 80

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**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. Textbook required.

**$575**  
CEUs 8.0  
HRS: 80

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</table>
**Human Relations**

HRPO 1011

Note: Additional distance learning fees for online or hybrid course will be assessed at time of payment. Textbook Required.

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

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<th>Code</th>
<th>CEUs</th>
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<tr>
<td>281</td>
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<td>Aug 27-Dec 11 6 p.m.-7:20 p.m. 50139 Central Th</td>
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</table>

**Human Resources Management**

HRPO 2001

Prerequisite: None

Note: Textbook required

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

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</table>

**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 progr a.m., you will have a better understanding of what it means to be a leader within your organization.

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<th>Code</th>
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<td>Sep 21-Sep 23 8 a.m.-5 p.m. 50180 Central MTW</td>
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<td>Oct 12-Oct 14 8 a.m.-5 p.m. 50181 Central MTW</td>
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<td>Oct 19-Oct 21 8 a.m.-5 p.m. 50182 Central MTW</td>
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<td>Nov 09-Nov 11 8 a.m.-5 p.m. 50183 Central MTW</td>
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<td>Nov 16-Nov 18 8 a.m.-5 p.m. 70003 Central MTW</td>
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<td>Dec 07-Dec 09 8 a.m.-5 p.m. 70004 Central MTW</td>
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<td>Dec 14-Dec 16 8 a.m.-5 p.m. 70005 Central MTW</td>
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**Small Business Management**

BUSG 2009

Note: Additional distance learning fees for online or hybrid course will be assessed at time of payment. Textbook Required.

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

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<tr>
<th>Code</th>
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<td>Aug 25-Dec 11 7 p.m.-9:55 p.m. 50300 South T</td>
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**Small Business Financing**

BUSG 1041

Prerequisite: Reading level 4

This course focuses on understanding the financial structure of a small business. Topics include: business financing, budgeting, record keeping, taxation, insurance, and banking.

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<td>Aug 26-Dec 11 7 p.m.-10 p.m. 50137 Central W</td>
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**Management**

**Principles of Management**

BMGT 1012

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

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**Key to Days of Week**

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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 Photoshoop to enhance images. Students will develop techniques to update and change images proficiently. This course will cover selection of file formats, resolution for printing output and web use, logo creation, photograph combination, adding colorizing to B&W photographs and applying text.

$295  CEUs 3.2  HRS: 32
50005  South  TTh
Sept 1-Sep 29  6 p.m.-10 p.m.
50188  South  MW
Sep 28-Oct 21  6 p.m.-10 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  CEUs 3.2  HRS: 32
50186  South  TTh
Oct 1-Oct 27  6 p.m.-10 p.m.
50189  South  MW
Oct 26-Nov 18  6 p.m.-10 p.m.

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  CEUs 2.4  HRS: 24
70005  South  TTh
Dec 01-Dec 17  6 p.m.-10 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  CEUs 2.4  HRS: 24
50187  South  TTh
Oct 29-Nov 17  6 p.m.-10 p.m.
70006  South  MW
Nov 30-Dec 16  6 p.m.-10 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  CEUs 3.2  HRS: 32
50004  South  MW
Aug 26-Sep 21  6 p.m.-10 p.m.
PROJECT MANAGEMENT

CAPM Exam Prep
BMGT 2030
Less experience project practitioner looking to demonstrate your commitment to project management, improve your ability to manage larger projects and earn additional responsibility, and stand out to potential employers, the CAPM certification is right for you.
CAPM Requirements: A secondary diploma (high school or the global equivalent), at least 1,500 hour experience or 23 hours of project management education by the time you sit for the exam. Materials provided.
$550 CEUs 2.3 HRS: 23
50191 South Sa
Oct 24-Nov 07 8:30 a.m.-4:30 p.m.

PM - Project Management Certificate Program Fast Track
BMGT 1023
Critical path methods for planning and controlling projects, includes time/cost tradeoffs, resource utilization, considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.
$725 CEUs 5.6 HRS: 56
50192 South TTh
Sep 01-Oct 22 6 p.m.-9:30 p.m.

PMP Exam Review
BMGT 2030
This course is designed for prepare for Project Management Institute, Inc. (PMI®) Project Management Professional (PMP®) Certification.
$750 CEUs 3.5 HRS: 35
50190 South Sa
Sep 12-Oct 10 8:30 a.m.-4:30 p.m.

SALES/MARKETING

Principles of Marketing
MRKG 1011
An introduction to marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. (MRKG 1311)
$296 CEUs 4.8 HRS: 48
50134 Central MW
Oct 19-Dec 11 11:45 a.m.-1:10 p.m.

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

Choose from:

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

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

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

August - December 2015

Computer/IT Training

- BEGIN HERE/FOUNDATIONS ........16
- BUSINESS APPLICATIONS .............16
- GAMES........................................19
- NETWORKING ...............................19
- PROGRAMMING ..............................21
- SECURITY .....................................22
- WEB DEVELOPMENT ........................22
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  CEUs 9.6  HRS: 96
50235  North  MTW
Sep 14-Nov 04  8:30 a.m.-12:30 p.m.

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 2013 to design a simple database, build a new database with related tables, manage data in a table, query a database using different methods, design forms and generate reports.

$110  CEUs  .7  HRS:  7
50251  South  F
Sep 18-Sep 18  8:30 a.m.-4:30 p.m.

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

$300  CEUs 3.2  HRS: 32
50256  South  Sa
Oct 10-Oct 31  8 a.m.-5 p.m.
70014  Central  MTTh
Dec 01-Dec 22  6 p.m.-10 p.m.

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

$180  CEUs 1.6  HRS: 16
50244  Central  Sa
Sep 12-Oct 03  8 a.m.-12 p.m.
50238  North  TTh
Nov 10-Nov 19  8:30 a.m.-12:30 p.m.

Excel - Intermediate Skills
ITSW 1046
Prerequisite: Excel Basic Skills or equivalent knowledge.
Note: Textbook required; flash drive recommended.
As a student in this course, you will learn the most important topics of Microsoft Excel. First you will go over how to manage workbook data and data using tables. Next you will move onto how to analyze table data. Then you will read about automating worksheet tasks. You will wrap up the course with how to enhance charts and use What-If analysis. You will gain skills to freeze columns and rows, sort data in tables using conditional formatting, to use the DGET, HLOOKUP and MATCH functions; create, run and edit macros; and to use the Goal Seek feature to perform a what-if-analysis.

$180  CEUs 1.6  HRS: 16
50245  Central  Sa
Oct 10-Oct 31  8 a.m.-12 p.m.

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. You will learn to format worksheets and cell content and then you will learn how to create charts using worksheet data. In addition, you will explore line charts and pie charts and learn how to display trendlines of your data on your charts.

$110  CEUs  .7  HRS:  7
95579  Central  F
Aug 28-Aug 28  8:30 a.m.-4:30 p.m.
50255  South  F
Nov 13-Nov 13  8:30 a.m.-4:30 p.m.

To register: All campuses 281-542-2020
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 apply conditional formatting and manage multiple-sheet workbooks. In this course, students will use Microsoft Office Excel to enhance spreadsheets with templates, charts, graphics, and advanced formulas.

$110 CEUs 0.7 HRS: 7
70015 South F
Dec 04-Dec 04 8:30 a.m.-4:30 p.m.

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

$306 CEUs 6.4 HRS: 64
50165 Central W
Sep 09-Dec 02 1:30 p.m.-4 p.m.

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

$316 CEUs 6.4 HRS: 64
50455 South Th
Aug 27-Dec 10 10 a.m.-11:50 a.m.

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.

$440 CEUs 4.0 HRS: 40
50240 Central MW
Sep 14-Oct 14 6 p.m.-10 p.m
50247 South MW
Sep 14-Oct 14 6 p.m.-10 p.m
50237 North MW
Nov 09-Dec 14 8:30 a.m.-12:30 p.m.

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 CEUs 2.4 HRS: 24
50239 Central TTh
Sep 01-Sep 17 6 p.m.-10 p.m

To register: All campuses 281-542-2020
MOS Project
ITSC 1018
This Microsoft Project class uses the Microsoft Official Academic Course (MOAC) textbook. This course is designed to re-enforce workforce skills. In this course students learn to manage project resources, task assignments and scheduling. They will also learn about the integration and tracking of multiple projects and programs. Skills mastery of Microsoft Project can help students with classwork and differentiate job hunters in today's competitive job market.

$440  CEUs 4.0  HRS: 40
50241  Central  TTh
Sep 22-Oct 22  6 p.m.-10 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.

$440  CEUs 4.0  HRS: 40
50249  South  MW
Nov 09-Dec 14  8 a.m.-12 p.m.

Outlook - One Day
ITSW 1030
Prerequisite: Windows for the desktop or equivalent knowledge. Type 20 wpm.

To register: All campuses 281-542-2020

PowerPoint-One Day
ITSW 1037
Prerequisite: Basic computing skills.

In this basic fast paced course, you will explore the PowerPoint environment and create a new presentation. You will format text on slides and add graphical objects, tables and charts to a presentation. Other topics include adding bullet lists, transitions, slide show delivery and printing.

$110  CEUs .7  HRS: 7
50252  South  F
Oct 02-Oct 02  8:30 a.m.-4:30 p.m.

QuickBooks - Basic Skills
ACNT 1010
Prerequisite: Basic computer skills.

$350  CEUs 3.2  HRS: 32
50234  North  TTh
Sep 02-Oct 01  6 p.m.-9:12 p.m.
50242  Central  MW
Oct 19-Nov 11  6 p.m.-10 p.m.

QuickBooks Advanced
ACNT 1054
Prerequisite: QuickBooks Basic Skills or equivalent.

$350  CEUs 3.2  HRS: 32
50236  North  TTh
Oct 06-Nov 05  6 p.m.-9:12 p.m.
50245  Central  MW
Nov 16-Dec 14  6 p.m.-10 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 CEUs .7 HRS: 7
50250 South F
Sep 04-Sep 04 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 such as newsletter columns. In this course, participants will increase the complexity of their Microsoft Word documents by adding components such as customized lists, tables, charts and graphics, Mail Merge, headers, footers, indexes and tables of contents. Participants will also create personalized Microsoft Word efficiency tools.

$110 CEUs .7 HRS: 7
95285 South Th
Aug 13-Aug 13 8:30 a.m.-4:30 p.m.
50253 South F
Oct 16-Oct 16 8:30 a.m.-4:30 p.m.

**Games**

**Introduction to Game Design and Development**

GAME 1003

This course is an introduction to electronic game development and game development careers and includes an examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry. The course includes designing and implementing simple computer games.

$301 CEUs 6.4 HRS: 64
50451 South TTh
Aug 25-Dec 10 10 a.m.-11:50 a.m.

**Object Oriented Design**

ITSE 2021

Prerequisite: GAME 1303

This course is a study of large system analysis and design concepts from the object-oriented perspective. It includes determining required objects and their interfaces, and it also covers relationships between objects. (INEW 2340)

$301 CEUs 6.4 HRS: 64
50452 South TTh
Aug 25-Dec 10 11 p.m.-12:50 p.m.

**Networking**

**A+ Fast Track**

CPMT 2050

Prerequisite: A working knowledge of PC applications is required, and some experience using and maintaining PC hardware/software is highly recommended.
Note: Textbook required, flash drive required.

Prepare yourself for the A+ Certification exams. This course focuses on the A+ exam objectives by the Computing Technology Industry Associate (CompTIA) and is designed for those responsible for the installation, upgrade, repair, configuration, and troubleshooting of PC systems hardware and software. Participants will demonstrate their ability to diagnose, maintain, and perform minor repairs on PC systems and peripherals.

$750 CEUs 6.4 HRS: 64
50246 South TTh
Sep 01-Oct 06 6 p.m.-10 p.m.
Sep 03-Oct 03 8:30 a.m.-12:30 p.m.

**Cisco Exploration 1 - Network Fundamentals**

ITCC 1001

Prerequisite: ITSC 1305 or department chair approval
Note: Textbook required, flash drive required.

This course introduces the architecture, structure, functions, components, and models of the Internet. It describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. It covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. The students will build simple LAN topologies by applying basic principles of cabling; performing basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. (ITCC 1401)

$301 CEUs 6.4 HRS: 64
50160 Central TTh
Aug 25-Dec 10 10 a.m.-12:29 p.m.
Cisco Exploration 2 - Routing Protocols
ITCC 1004
Prerequisite: Cisco Exploration 1
Note: Textbook required
Learn architecture, operation of routers, and routing protocols; analyze, configure, verify, and troubleshoot RIPv1, RIPv2, EIGRP, and OSPF. (ITCC 1404)
$348 CEUs 6.4 HRS: 64
50161 Central Th
Aug 27-Dec 11 5 p.m.-10 p.m.

Cisco Exploration 3 - LAN Switching & Wireless
ITCC 2008
Learn how switches operate in a LAN environment for small and large networks; VLAN, Rapid Spanning Tree Protocol, VLAN Trunking Protocol. (ITCC 2408)
$348 CEUs 6.4 HRS: 64
50162 Central W
Aug 26-Dec 09 5 p.m.-10 p.m.

Computer Virtualization
ITNW 1013
In this introductory class you will learn to implement and support virtualization of clients and servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers.
$316 CEUs 6.4 HRS: 64
50163 Central T
Aug 25-Dec 08 6 p.m.-9 p.m.

Implementing and Supporting Servers
ITNW 1054
Prerequisite: ITNW 1308 or ITCC 1401 or department chair approval
Note: Textbook required; flash drive recommended
This course includes topics such as implementing, administering, and troubleshooting information systems that incorporate servers in a networked computing environment. It also includes managing accounts and resources, maintaining server resources, monitoring server performance, safeguarding data in a Microsoft Windows Server 2008 environment, developing p.m. of skills necessary to implement, administer, and troubleshoot information systems that incorporate Windows Based Servers in a networked computing environment, setting up servers for various client computers, configuring directory replication, managing licensing, user group accounts, user profiles, administering remote servers, disk resources, creating and sharing resources, implementing permissions and security, fault-tolerance, installing and configuring RAS, performance bottlenecks; and configuring problems. (ITNW 1354)
$316 CEUs 6.4 HRS: 64
50164 Central Th
Aug 27-Dec 11 6 p.m.-9 p.m.

Intermediate PC Operating Systems
ITSC 1021
Prerequisite: Introduction to PC Operating Systems
Note: Textbook required, flash drive required.
This course covers advanced operating system installation, configuration, and troubleshooting. Topics include installation and configuration, file management, memory and storage management, continued study in advanced installation, configuration troubleshooting, advanced file management, memory, storage management, update peripheral device drivers, and use of utilities to increase system performance. (ITSC 1321)
$316 CEUs 4.8 HRS: 48
50166 Central W
Aug 26-Dec 09 6 p.m.-9 p.m.
**Personal Computer Hardware**

ITSC 1025

Prerequisite: ITSC 1305 or department chair approval.

This course is a study of current personal computer hardware, including personal computer assembly and upgrading, setup and configuration, and troubleshooting. Major topics include an overview of the computer system, installing and configuring hardware and software, troubleshooting hardware and software problems, management of the computer’s resources, (including hard drive space and memory), data storage on hard drives, data recovery methods and installing peripheral equip.m.ent. (ITSC 1325)

$301 CEUs 6.4 HRS: 64

95553 Central MW

Aug 24-Dec 09 9:10 a.m.-11:10 a.m.

**Personal Computer Help Desk**

ITSC 2039

Prerequisite: ITSC 2331 Integrated Software Applications II or Department Chair approval.

Note: Textbook required, flash drive recommended.

Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects (ITSC 2339)

$311 CEUs 6.4 HRS: 64

95554 Central Online

Aug 24-Dec 11

**Programming**

**Intro Visual BASIC Programming**

ITSE 1031

Prerequisite: ITSE 1329 or department chair approval.

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

Learn fundamentals of structured design, developm.ent, and documentation, language syntax, data structures, input/output devices, loop control, and interactive screen processing. (ITSE 1331)

$311 CEUs 6.4 HRS: 64

9556 Central Online

Aug 24-Dec 11

50167 Central TTh

Aug 25-Dec 10 1 p.m.-2:59 p.m.

**Introduction to C++ Programming**

ITSE 1007

Prerequisite: Department chair approval or ITSE 133.

Note: Textbook required.

Learn structured design, developm.ent, testing, and implementation; syntax; data and file structures; coding; testing; and debugging. (ITSE 1307)

$316 CEUs 8.0 HRS: 80

50453 South TTh

Aug 25-Dec 10 6 p.m.-7:50 p.m.

**Programming Logic & Design**

ITSE 1029

Prerequisite: None

Note: Textbook required, flash drive required.

Take a disciplined approach to problem solving with techniques and algorithms using design tools such as charts and pseudo code. (ITSE 1329)

$281 CEUs 9.6 HRS: 96

50456 South TTh

Aug 25-Dec 10 8 a.m.-9:50 a.m.
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)

$316  CEUs 6.4  HRS: 64
50454  South  T
Aug 25-Oct 13 6 p.m.-9:50 p.m.

Operating System Security

ITSY 2000
Prerequisite: ITSY 1342. Note: Textbook required, flash drive required.
This course provides instruction in safeguarding computer operating systems by demonstrating server support skills and designing and implementing a security system. The student is taught to identify security threats, monitor network security implementations, and use best practices to configure operating systems to industry security standards. (ITSY 2300)

$311  CEUs 6.4  HRS: 64
95558  Central  Online
Aug 24-Dec 11

WEB DEVELOPMENT

Internet/Web Page Development

ITSC 1019
Note: Textbook required
This course includes instruction in the use of Internet concepts and the introduction to Web page design and website development. It is an introduction to designing and publishing Web documents. It includes basic markup language, hyperlinks, tables, frames, images, forms, and an exploration of tools available for creating and editing Web documents. Additional distance learning fees for online or hybrid classes will be assessed at time of payment. (ITSC 1319)

$301  CEUs 6.4  HRS: 64
95596  South  MW
Aug 24-Dec 09 10:30 a.m.-12:20 p.m.
95552  Central  Online
Aug 24-Dec 11
Health Occupations

August - December 2015

Health Occupations

- EMERGENCY HEALTH .........................24
- CERTIFIED NURSE AIDE ..................24
- HEALTH CARE PROFESSIONAL ........25
- MEDICAL OFFICE ............................26
- PHARMACY TECHNICIAN .................27
- PHLEBOTOMY TECHNICIAN ..............27
EMERGENCY HEALTH

CPR FOR HEALTHCARE PROVIDERS

EMSP 1019
Prerequisites: Student must arrive at class on time with current textbook. SJC Bookstore is not open on weekends and closes at 4:30 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.

$85  CEUs .8  HRS: 8
95031  North  F
Aug 14-Aug 14  8 a.m.-5 p.m.
95032  Central  Sa
Aug 15-Aug 15  8 a.m.-5 p.m.
95033  Central  Sa
Aug 22-Aug 22  8 a.m.-5 p.m.
95034  Central  Sa
Aug 29-Aug 29  8 a.m.-5 p.m.
50210  Central  F
Sep 11-Sep 11  8 a.m.-5 p.m.
50211  Central  F
Oct 02-Oct 02  8 a.m.-5 p.m.
50212  North  Sa
Oct 17-Oct 17  8 a.m.-5 p.m.
50213  Central  F
Nov 06-Nov 06  8 a.m.-5 p.m.
50214  North  Sa
Nov 21-Nov 21  8 a.m.-5 p.m.
70009  Central  F
Dec 11-Dec 11  8 a.m.-5 p.m.

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  CEUs 5.6  HRS: 56
50201  Central  MTWTh
Oct 19-Oct 28  8 a.m.-5 p.m.

CERTIFIED NURSE AIDE

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  CEUs 2.4  HRS: 24
70010  Central  ThFSa
Dec 17-Dec 19  8 a.m.-5 p.m.
Certified Nurse Aide Training
NURA 1001
Prerequisites: Current negative TB, American Heart Association Health Care Provider CPR; Background check through PreCheck is required & is an additional student expense. No GED/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
50216
Aug 29-Nov 07
South
Clinical dates
Aug 31-Sep 29
Central
Clinical dates
Sep 23-Sep 28
Central
Clinical dates
Sep 09-Oct 12
Central
Clinical dates
Oct 01-Oct 10
Central
Clinical dates
Sep 10-Nov 16
South
Clinical dates
Nov 06-Nov 15
South
Clinical dates
Sep 23-Oct 26
North
Clinical dates
Oct 15-Oct 24
North
Clinical dates
Oct 09-Nov 10
North
Clinical dates
Oct 31-Nov 09
South
Clinical dates
Oct 26-Dec 07
South
Clinical dates
Nov 22-Dec 06
North
Clinical dates
Nov 09-Dec 21
North
Clinical dates
Dec 09-Dec 18
Clinical dates

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
50215
Central
MTWTh
Sep 30-Dec 14
Clinical dates
50216
Central
MTWTh
Oct 03-Dec 10
Clinical dates

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
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 CEUs 5.2 HRS: 52
50198 North MW
Aug 31-Oct 28 6:30 p.m.-9:30 p.m.
50199 Central Sa
Sep 12-Dec 12 8 a.m.-12 p.m.
50200 Central TTh
Oct 06-Dec 08 6:30 p.m.-9:30 p.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 CEUs 9.0 HRS: 90
50194 Central TTh
Aug 27-Dec 10 6:30 p.m.-9:30 p.m.

Medical Office
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
50193 Central MW
Aug 31-Dec 16 6:30 p.m.-9:30 p.m.

ICD-10 Coding Workshop
HITT 2000
Prerequisites: Prior Coding Experience.
Note: Call 281-478-2766 for textbook info and 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. This course is approved by the AAPC for 16 CEU’s.

$375 CEUs 1.6 HRS: 16
50207 Central Sa
Sep 05-Sep 12 8 a.m.-5 p.m.
50208 Central Sa
Oct 10-Oct 17 8 a.m.-5 p.m.
50209 Central Sa
Nov 07-Nov 14 8 a.m.-5 p.m.
70008 Central Sa
Dec 05-Dec 12 8 a.m.-5 p.m.
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, 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  CEUs 3.2  HRS: 32
50195  South  TTh
Sep 01-Oct 21  8 a.m.-10 a.m.

Pharmacy Technician
Sterile Compounding & IV Certification
PHRA 1003
Prerequisites: Department Approval Required. Call 281-669-4702 OR 281-998-6150 X 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.

$698  CEUs 4.0  HRS: 40
95566  South  F
Aug 21-Aug 28  8:30 a.m.-9 p.m.
50196  South  FSa
Sep 18-Sep 26  8:30 a.m.-5 p.m.
50197  South  F
Oct 23-Oct 30  8:30 a.m.-9 p.m.

Phlebotomy Technician
Phlebotomy Technician Basic
PLAB 1023
Prerequisites: Proof of high school diploma/GED completion. Note: Must also enroll in the Phlebotomy Practicum; textbook required.
Students are involved in skill development to perform a variety of blood collection methods using proper techniques and universal precautions. This course includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles, 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  CEUs 4.8  HRS: 48
50202  Central  TTh
Aug 25-Oct 15  4 p.m.-7 p.m.
50204  Central  MW
Sep 21-Nov 11  4 p.m.-7 p.m.
50206  Central  MW
Oct 21-Dec 16  12 p.m.-3 p.m.

Phlebotomy Technician Practicum
PLAB 1064
Prerequisites: Proof of high school diploma/GED completion. Proof of a current negative TB skin test and Hepatitis B vaccine. Background check through PreCheck is required and is an additional student expense. 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.

$320  CEUs 12.0  HRS: 120
50203  Central  MTWThF
Oct 19-Nov 13  7 a.m.-4 p.m.
50205  Central  MTWThF
Nov 16-Dec 18  7 a.m.-4 p.m.
70007  Central  MTWThF
Jan 04-Jan 29  7 a.m.-4 p.m.

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

Choose from:

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

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

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

FIELD ENGINEERING I

CNBT 1015
This course will focus on surveying equipment, sketches, proper field note taking, methods of staking, layout of building sites, and horizontal and vertical controls at a construction site. (CNBT 1315)

$281 CEUs 6.4 HRS: 64
95487 North TTh Aug 25-Dec 11 12 p.m.-1:50 p.m.

SAFE SUPERVISOR

OSHT 1003
Achieving an injury-free workplace takes a team effort. Your frontline supervisors interact with more employees on a daily basis and therefore, must understand their role in creating and maintaining a safe work environment. Safe Supervisor is a 3-day certificate course designed to enhance a frontline supervisor's understanding of their safety responsibilities.

$525 CEUs 2.4 HRS: 24
95578 Central MTW Aug 10-Aug 12 8 a.m.-5 p.m.
50233 Central MTW Oct 19-Oct 21 8 a.m.-5 p.m.

AUTO BODY COLLISION

Basic Metal Repair
ABDR 1019
Prerequisite: Reading level 4. Textbook Required. Covers metal principles and working techniques including proper tool usage and product application. (ABDR 1519)

$399 CEUs 12.8 HRS: 128
95487 North MTWThF Aug 25-Dec 11 9 a.m.-11:40 a.m.
95488 North MTWThF Aug 25-Dec 11 10:50 a.m.-12:20 p.m.
95489 North MW Aug 25-Dec 11 6 p.m.-10 p.m.

Basic Refinishing
ABDR 1031
Prerequisite: Reading level 4. Textbook Required. This is an introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis is on surface preparation, masking techniques, and refinishing of replacement parts. (ABDR 1431)

$352 CEUs 9.6 HRS: 96
95485 North MTWThF Aug 24-Dec 11 9:30 a.m.-10:40 a.m.
50077 North TTh Aug 25-Dec 11 9:40 a.m.-12:40 p.m.
95486 North TTh Aug 25-Dec 11 6 p.m.-9 p.m.

Collision Repair Welding
ABDR 1007
Prerequisite: Reading level 4. Textbook Required. This is a study of collision repair welding and cutting procedures. (ABDR 1307)

$305 CEUs 6.4 HRS: 64
95484 North MTWThF Aug 24-Dec 11 8:30 a.m.-9:20 a.m.
50075 North TTh Aug 25-Sep 01 7:30 a.m.-9:30 a.m.
50076 North Sa Sep 12-Dec 06 12:30 p.m.-2:30 p.m.
**Vehicle Design & Structural Analysis**
ABDR 1003
Prerequisite: Reading level 4. Textbook Required.
An introduction to the collision repair industry with emphasis on safety, professionalism, and vehicle structural design. (ABDR 1303)

$305 CEUs 6.0 HRS: 60
95482 North MWF
Aug 24-Dec 11 7:30 a.m.-8:50 a.m.
95483 North MTWThF
Aug 24-Dec 11 7:30 a.m.-8:20 a.m.
50074 North Sa
Sep 12-Dec 06 7:30 a.m.-12 p.m.

**CONSTRUCTION**

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

$234 CEUs 3.2 HRS: 32
95490 North MW
Aug 24-Dec 11 12:25 p.m.-1:20 p.m.

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

$281 CEUs 9.6 HRS: 96
50083 North TTh
Aug 25-Dec 11 6:05 p.m.-9:05 p.m.

**Construction Estimating I**
CNBT 2042
Management skills on the job site with topics including leadership and motivation, problem solving, and decision moving. (CNBT 2042)

$281 CEUs 4.8 HRS: 48
95492 North 1:30 p.m.-2:55 p.m.
Aug 24-Dec 11
95493 North Online
Aug 24-Dec 11

**Construction Methods and Materials I**
CNBT 1011
Introduction to construction materials and methods and their applications. (CNBT 1311)

$311 CEUs 4.8 HRS: 48
95491 North MW
Aug 24-Dec 11

**NCCER CORE Curriculum: Introductory Craft Skills**
OSHT 1007
Prerequisites: None
Note: Textbook Required. PPE to be purchased at the students expense.
Students will understand the obligations of workers to maintain a safe workplace, properly use power and hand tools along with worksite skills such as lock-out/tag-out and personal protective equipment.

$425 CEUs 6.4 HRS: 64
50460 Central TTh
Aug 25-Oct 15 6 p.m.-10 p.m.
50461 Central F
Aug 28-Oct 17 6 p.m.-10 p.m.
50462 Central Sa
Aug 29-Oct 17 8 a.m.-12 p.m.

*To register: All campuses 281-542-2020*
**NCCER Electrical Level 1**
ELPT 1045
Prerequisites: None
Note: Textbook required. PPE to be purchased at students expense.
This course prepares the trainee for certification in Level 1 NCCER Electrical.

- **$665** CEUs 12.8 HRS: 128
- Aug 25-Dec 17 6 p.m.-10 p.m.

**NCCER Electrical Level 2**
ELPT 1045
Prerequisite: NCCER Electrical Level 1.
Note: Textbook Required. PPE to be purchased at students expense.
Electricians install electrical systems in structures; they install wiring and other electrical components, such as circuit breaker panels, switches, and light fixtures, and they follow blueprints, the National Electrical Code and state and local codes. To prepare trainees a career in the electrical field, NCCER offers a comprehensive, 4-level Electrical curriculum.

- **$665** CEUs 12.8 HRS: 128
- Aug 25-Dec 17 6 p.m.-10 p.m.

**NCCER Electrical Level 2B**
ELPT 1045
Prerequisite: NCCER Electrical Level 1 and 2.
Note: Textbook Required. PPE to be purchased at students expense.
Electricans install electrical systems in structures; they install wiring and other electrical components, such as circuit breaker panels, switches, and light fixtures, and they follow blueprints, the National Electrical Code and state and local codes. To prepare trainees a career in the electrical field, NCCER offers a comprehensive, 4-level Electrical curriculum.

- **$655** CEUs 12.8 HRS: 128
- Aug 24-Nov 02 6 p.m.-10 p.m.

**NCCER Maintenance 1**
INMT 1005
Prerequisite: NCCER Core.
This course prepares the trainee for credit in level 1 NCCER Industrial Maintenance, including instruction in to the orientation of the trade, hand and power tools, blueprint reading, valves, gaskets and packing, pumps and drives, and lubrication.

- **$680** CEUs 8.0 HRS: 80
- Aug 24-Dec 17 6 p.m.-10 p.m.

**NCCER Pipefitting 1: Introduction to Pipefitting**
PFPB 1001
No Prerequisites. Textbook Required. PPE to be purchased at the students expense.
Instruction in to the orientation of the trade, pipefitting hand and power tools, oxyfuel cutting, ladders and scaffolds, and motorized equi p.m.ent.

- **$475** CEUs 12.8 HRS: 128
- Aug 24-Dec 21 6 p.m.-10 p.m.

**NCCER Pipefitting 2**
PFPB 1043
Students will learn to explain the procedures of identifying and installing valves, piping systems, drawing and detail sheets, pipefitting trade math, threaded pipe fabrication, and excavations.

- **$665** CEUs 12.8 HRS: 128
- Aug 25-Dec 17 6 p.m.-10 p.m.

**DIESEL**

**Basic Electrical Systems**
DEMR 1005
Prerequisite: Reading level 4. Textbook Required.
This is an introduction to the basic principles of electrical systems of diesel powered equi p.m.ent with emphasis on starters, alternators, batteries, and regulators. (DEMR 1405)

- **$346** CEUs 9.6 HRS: 96
- Aug 25-Dec 11 7:30 a.m.-10:20 a.m.
- Aug 25-Dec 11 7:30 a.m.-10:20 a.m.
Diesel Engine I
DEMR 1006
Prerequisite: Reading level 4. Textbook Required.
This is an introduction to the basic principles of diesel engines and systems. (DEMR 1306)
$299  CEUs 9.6  HRS: 96
95520  North  MWF
Aug 24-Dec 11  7:30 a.m.-9:20 a.m.
95521  North  MWF
Aug 24-Dec 11  7:30 a.m.-9:20 a.m.

Diesel Engine Testing I
DEMR 1010
Prerequisite: Reading level 4. Textbook Required.
Introduces student to diesel engine testing and repair including associated systems and specialized tools. (DEMR 1410)
$346  CEUs 9.6  HRS: 96
95522  North  MWF
Aug 24-Dec 11  9:30 a.m.-11:20 a.m.
95523  North  MWF
Aug 24-Dec 11  9:30 a.m.-11:20 a.m.

Diesel Engine Testing and Repair II
DEMR 2012
Prerequisite: Reading level 4. Textbook Required.
This course is a continuation of Diesel Engine Testing and Repair I. It includes coverage of testing and repairing diesel engines including related systems and specialized tools. (DEMR 2412)
$346  CEUs 9.6  HRS: 96
95524  North  MW
Aug 24-Dec 11  6 p.m.-9 p.m.

Electronic Controls
DEMR 2032
Prerequisite: Reading level 4. Textbook Required.
This course covers advanced skills in diagnostic and programming techniques of electronic control systems. (DEMR 2432)
$346  CEUs 9.6  HRS: 96
50112  North  TTh
Aug 25-Dec 11  6 p.m.-8:45 p.m.

HVAC Troubleshooting Repair
DEMR 1023
Introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs. (DEMR 1423)
$346  CEUs 9.6  HRS: 96
50110  North  TTh
Aug 25-Dec 11  10:30 a.m.-1:20 p.m.
50111  North  TTh
Aug 25-Dec 11  10:30 a.m.-1:20 p.m.

Power Train I
DEMR 1021
Prerequisite: Reading level 4. Textbook Required.
This is an introduction to fundamentals, repair and theory of power trains including clutches, transmissions, drive shafts, and differentials, with an emphasis on inspection and repair. Specific attention will include the Allison V-Drive, HD 740, World Transmission, and the 1000 and 2000 Series Transmissions. (DEMR 1421)
$346  CEUs 9.6  HRS: 96
50113  North  F
Aug 28-Dec 11  6 p.m.-9 p.m.
50114  North  Sa
Aug 29-Dec 11  8 a.m.-12 p.m.

Advanced Computer-Aided Drafting
DFTG 2032
Prerequisite: DFTG 1409 or department chair approval.
This course covers advanced techniques, including the use of a customized system, and presentation of advanced drawing applications, such as three dimensional solids modeling and linking graphic entities to external non-graphic data. (DFTG 2432)
$343  CEUs 9.6  HRS: 96
50088  North  Th
Aug 27-Dec 11  6 p.m.-8:45 p.m.
Advanced Technologies in Pipe Design and Drafting
DFTG 2057
Prerequisite: DFTG 2423 or department chair approval. No Textbook Required.
Advanced design and production techniques using specialized process plant based design software. (DFTG 2457)
$343 CEUs 9.6 HRS: 96
95498 North MW
Aug 24-Dec 11 6:45 p.m.-9:45 p.m.

Basic Computer-Aided Drafting
DFTG 1009
Prerequisite: DFTG 1405 or DFTG 1413 or approval of department chair. Textbook Required.
This course is an introduction to computer-aided drafting with an emphasis on setup, creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers coordinate systems, and plot/print to scale. (DFTG 1409)
$352 CEUs 9.6 HRS: 96
95450 Central MW
Aug 24-Dec 11 12 p.m.-3 p.m.
95495 North MW
Aug 24-Dec 11 12 p.m.-2:45 p.m.
95449 Central MW
Aug 24-Dec 11 6:45 p.m.-9:45 p.m.
50024 Central TTh
Aug 25-Dec 11 12 p.m.-3 p.m.
50085 North T
Aug 25-Dec 11 6 p.m.-8:45 p.m.
50023 Central TTh
Aug 25-Dec 11 6:45 p.m.-9:45 p.m.

Descriptive Geometry
DFTG 2017
Prerequisites: DFTG 1405. No Textbook Required.
This course covers graphical solutions to problems involving points, lines, and planes in space. (DFTG 2417)
$305 CEUs 9.6 HRS: 96
95496 North MW
Aug 24-Dec 11 12 p.m.-2:45 p.m.

Instrumentation Drafting
DFTG 2008
Prerequisite: DFTG 1405 and DFTG 1409 or department chair approval. Textbook Required.
This course will include a study of principles of instrumentation applicable to industrial applications, fundamentals of measurement and control devices, currently used ISA (Instrumentation Society of America) symbology, and basic flow sheet layout and drafting practices. (DFTG 2408)
$343 CEUs 9.6 HRS: 96
50086 North T
Aug 25-Dec 11 12 p.m.-2:45 p.m.

Parametric Modeling and Design
DFTG 1045
Prerequisite: DFTG 1405 or DFTG 1413 or department chair approval. Textbook Required.
This course offers training with a parametric-basic software for 3D design and drafting. (DFTG 1445)
$367 CEUs 9.6 HRS: 96
50026 Central M
Aug 24-Dec 11 6:45 p.m.-9:45 p.m.

Pipe Drafting
DFTG 2023
Prerequisite: DFTG 1405 and DFTG 1409 or department chair approval. Textbook Required.
This course is a study of pipe fittings, symbols, specifications and their application to piping process system, including the creation of symbols and their using in flow diagrams, plans elevations, and isometrics. (DFTG 2423)
$352 CEUs 9.6 HRS: 96
50087 North TTh
Aug 25-Dec 11 8:30 a.m.-11:15 a.m.

Specialized Basic Computer-Aided Drafting
DFTG 1010
Prerequisite: DFTG 1405 and DFTG 1409. Textbook Required.
This is a supplemental course to Basic Computer-Aided Drafting using an alternative computer-aided drafting (CAD) software to create detail and working drawings. (DFTG 1410)
$367 CEUs 9.6 HRS: 96
50025 Central T
Aug 25-Dec 11 6:45 p.m.-9:45 p.m.
**Structural Drafting**  
ARCE 1052  
A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.  
(ARCE 1452)  
$367 CEUs 9.6 HRS: 96  
50078 North  
Aug 27-Dec 11 12 p.m.-2:45 p.m.

**Technical Drafting**  
DFTG 1005  
Prerequisite: None  
Note: Textbook Required.  
This course is an introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projections methods, geometric construction, sections, auxiliary views and reproduction processes. (DFTG 1405)  
$305 CEUs 9.6 HRS: 96  
95448 Central  
Aug 24-Dec 11 8:30 a.m.-11:30 a.m.  
95494 North  
Aug 24-Dec 11 6 p.m.-8:45 p.m.  
50020 Central  
Aug 25-Dec 11 8:30 a.m.-11:30 a.m.  
50084 North  
Aug 25-Dec 11 12 p.m.-2:45 p.m.  
50022 Central  
Aug 25-Dec 11 6:45 p.m.-9:45 p.m.  
50021 Central  
Aug 26-Dec 11 6:45 p.m.-9:45 p.m.

**Topographical Drafting**  
DFTG 2021  
Prerequisite: DFTG 1405 or DFTG 1409 or department chair approval. Textbook Required.  
The course focuses on plotting of surveyors’ field notes including drawing elevations, contour lines, plan and profiles, and laying out traverses. (DFTG 2421)  
$352 CEUs 9.6 HRS: 96  
95497 North  
Aug 24-Dec 11 8:05 a.m.-10:50 a.m.

**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 CEUs 6.4 HRS: 64  
95447 Central  
Aug 24-Oct 16 6 p.m.-8 p.m.  
50019 Central  
Oct 19-Dec 11 6 p.m.-8 p.m.

**Commercial Wiring**  
ELPT 1045  
Prerequisite: None  
Note: Textbook Required  
This course provides instructions in commercial wiring methods. It includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures. The National Electrical Code (NEC) is used to size branch circuits, feeders, service equipment, outlet and junction boxes, and conduit; and installation of lighting and utilization of equipment. Students gain experience in safe workplace practices, the proper use of hand tools and ladders, interpreting blueprints and specifications, bending and installation of conduit, installation of armored cable, and wiring of devices, load centers and service equipment. (ELPT 1345)  
$305 CEUs 6.4 HRS: 64  
50029 Central  
Aug 25-Dec 11 9:30 a.m.-12:55 p.m.  
50089 North  
Aug 25-Dec 11 10:35 a.m.-12:55 p.m.

**Electrical Calculations I**  
ELPT 1015  
Prerequisite: None. Textbook Required.  
Introduction to mathematical applications utilized to solve problems in the electrical field. Topics include fractions, decimals, percentages, simple equations, ratio and proportion, metric conversion, and applied geometry. Electrical calculations to solve DC and AC electrical circuits are included. (ELPT 1215)  
$234 CEUs 3.2 HRS: 32  
95451 Central  
Aug 24-Dec 11 8 a.m.-8:55 a.m.  
95499 North  
Aug 24-Dec 31 11:20 a.m.-12:15 p.m.  
95452 Central  
Aug 24-Dec 11 5 p.m.-5:55 p.m.

To register: All campuses 281-542-2020
Electrical Calculations II
ELPT 2015
Prerequisite: ELPT 1215 or approval by department chair. Textbook Required.
This is the further study of mathematical applications used to solve problems in the electrical field. The course includes fractions, decimals, ratio and proportion, applied geometry, and utilization of right triangles to calculate electrical values. It also includes power factor correction, fault currents, neutral currents, conductor ampacity, and other advanced calculations. (ELPT 2215)
$264 CEUs 3.2 HRS: 32
95502 North Online
Aug 24-Dec 11

Electrical Planning & Estimating
ELPT 2037
Prerequisite: ELPT 2325 or approval by department chair. Textbook Required.
This course covers planning and estimating for residential, commercial and industrial wiring systems. Statistical procedures of various methods of estimating are introduced along with a variety of electrical techniques. (ELPT 2337)
$305 CEUs 6.4 HRS: 64
50032 Central Th
Aug 27-Dec 11 6 p.m.-9:40 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
50033 Central M
Aug 24-Dec 11 6 p.m.-8:55 p.m.

Electricity Principles
CETT 1002
Prerequisite: Reading level 6, Writing level 6, Math level 6.
This course covers principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operation. (CETT 1302)
$297 CEUs 6.4 HRS: 64
50016 Central M
Aug 24-Dec 11 6 p.m.-9:50 p.m.
50080 North M
Aug 24-Dec 11 6 p.m.-9:40 p.m.
50079 North TTh
Aug 25-Dec 11 8:35 a.m.-10:25 a.m.
50013 Central TTh
Aug 25-Dec 11 1 p.m.-2:50 p.m.
50014 Central T
Aug 25-Dec 11 6 p.m.-9:40 p.m.
50017 Central W
Aug 26-Dec 11 6 p.m.-9:50 p.m.
50015 Central Th
Aug 27-Dec 11 6 p.m.-9:50 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
**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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEUs</th>
<th>HRS:</th>
<th>Location</th>
<th>Dates</th>
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**National Electric Code I**
ELPT 1025
Prerequisite: None
Note: 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)

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<thead>
<tr>
<th>Course Code</th>
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**National Electric Code II**
ELPT 2025
Prerequisite: ELPT 1325 or department chair approval.
Textbook Required.
This course includes in-depth coverage of the National Electrical Code (NEC) for those employed in the fields requiring knowledge of the Code, with an emphasis on wiring protection and methods, special conditions, and advanced calculations. (ELPT 2325)

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<tr>
<th>Course Code</th>
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**Programmable Logic Controllers I**
ELPT 2019
Prerequisite: None
Note: Textbook Required.
Fundamentals concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls. It includes history, terminology, typical applications, hardware and software, and incorporates lab and project activities that address operating, monitoring programming, troubleshooting, and repairs of PLC controlled lab trainers as well as actual industrial equipment. (ELPT 2319)

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<tr>
<th>Course Code</th>
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**Residential Wiring**
ELPT 1029
Prerequisite: None
Note: Textbook Required.
Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures. (ELPT 1429)

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<tr>
<th>Course Code</th>
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<td>Aug 24-Dec 11</td>
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**Sensors and Automation**
RBTC 1091
Prerequisite: Reading level 4.
This course is a study of the basic principles of industrial sensors for automated systems with an emphasis on the operation and application of position, rate, proximity, opto-electronics, ranging, and pressure switches. (RBTC 1355)

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<tr>
<th>Course Code</th>
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HVAC/REFRIGERATION

**Advanced AC Controls**
HART 2034
Prerequisite: HART 2431 and HART 241 or department chair approval. Textbook Required.
Theory and application of electrical control devices, electromechanical controls, and/or pneumatic controls. (HART 2334)

<table>
<thead>
<tr>
<th>CEUs</th>
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<th>Start Date - End Date</th>
<th>Days</th>
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<tr>
<td>4.8</td>
<td>48</td>
<td>Aug 28 - Dec 11</td>
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**Cost:** $328

**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)

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<th>CEUs</th>
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**Basic Electricity for HVAC**
HART 1001
Prerequisite: None. Textbook Required.
This course focuses on principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. (HART 1401)

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**Commercial Air Conditioning: HVAC 4B**
HART 2041
Prerequisite: HART 1441 and HART 2431 or department chair approval. No Textbook Required.
A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. (HART 2441)

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<th>CEUs</th>
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**Cost:** $348

**Gas Electrical Heating**
HART 1045
Prerequisite: HART 1401 and HART 1407 or department chair approval. Textbook Required.
Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. (HART 1445)

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<tr>
<th>CEUs</th>
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**Preparation for EPA Recovery Certification**
HART 1056
Prerequisite: None. No Textbook Required.
This course covers certification training for HVAC refrigerant recovery and recycling. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems. (HART 1356)

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<th>CEUs</th>
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<td>4.8</td>
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<td>Aug 24 - Dec 11</td>
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To register: All campuses 281-542-2020
Refrigeration Principles: HVAC
HART 1007
Prerequisite: None. Textbook Required.
This course is an introduction to the refrigeration cycle, heat transfer theory, temperature-pressure relationship, refrigerant handling, and refrigeration components and safety. (HART 1407)

$343 CEUs 9.6 HRS: 96
95507
Aug 25-Oct 16 8:05 a.m.-10:05 a.m.
Aug 28-Oct 16 9:10 a.m.-10:05 a.m.
50094 Aug 25-Dec 11 6:05 p.m.-9:05 p.m.

Residential Air Conditioning
HART 1041
Prerequisite: HART 1401 and HART 1407 or department chair approval. Textbook Required.
A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. (HART 1441)

$348 CEUs 9.6 HRS: 96
50096 Aug 25-Dec 11 6:05 p.m.-9:05 p.m.
50095 Oct 19-Dec 11 8:05 a.m.-10:05 a.m.
Oct 23-Dec 11 8:05 a.m.-9 a.m.

Advanced Ultrasonics
NDTE 2001
Prerequisite: NDTE 1454. No Textbook Required.
Emphasis is placed on examination of components and characterization of flaws using advanced techniques. (NDTE 2401)

$305 CEUs 9.6 HRS: 96
50049 Sep 12-Dec 06 8 a.m.-3:40 p.m.

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 CEUs 9.6 HRS: 96
95464 Aug 24-Dec 11 1:45 p.m.-4:45 p.m.
50048 Sep 11-Dec 06 6 p.m.-9:35 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 CEUs 6.4 HRS: 64
50039 Aug 25-Dec 11 5 p.m.-6:50 p.m.
50040 Aug 25-Dec 11 7 p.m.-8:50 p.m.
50041 Sep 11-Dec 06 5:30 p.m.-10:30 p.m.

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

$352 CEUs 9.6 HRS: 96
50042 Aug 25-Dec 11 1:45 p.m.-4:40 p.m.
50043 Aug 25-Dec 11 7 p.m.-9:55 p.m.
**Introduction to Corrosion**  
METL 1013  
Prerequisite: None. Textbook Required.  
An introduction to internal, external, and atmospheric corrosion including terminology, causes of common corrosion problems in industry, and general remedies such as cathodic protection, protective coatings, material selection, and chemical treatments. (METL 1313)  
$305  
CEUs 6.4  
HRS: 64  
50037  
Central  
TTh  
Aug 25-Dec 11  5 p.m.-6:50 p.m.  

**Introduction to Ultrasonics 1 & 2**  
NDTE 1005  
Prerequisite: None. Textbook Required.  
The course covers the basic theory and applications of the ultrasonic techniques of materials testing covering the theoretical material from the certification test for Ultrasonic Level 1 American Society of Non-Destructive Testing. (NDTE 1405)  
$352  
CEUs 9.6  
HRS: 96  
95456  
Central  
MW  
Aug 24-Dec 11  1:45 p.m.-4:45 p.m.  
95457  
Central  
MW  
Aug 24-Dec 11  7 p.m.-10 p.m.  
50045  
Central  
Sa  
Sep 12-Dec 06  4 p.m.-11:40 p.m.  
50044  
Central  
MTWThF  
Oct 19-Dec 11  11:00 a.m.-1:20 p.m.  

**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  
CEUs 9.6  
HRS: 96  
95461  
Central  
MTWThF  
Aug 24-Oct 16  8 a.m.-10:15 a.m.  
95462  
Central  
MW  
Aug 24-Dec 11  1:45 p.m.-4:45 p.m.  
95463  
Central  
MW  
Aug 24-Dec 11  7 p.m.-10 p.m.  
50047  
Central  
Sa  
Sep 12-Dec 06  8 a.m.-3:40 p.m.  
50046  
Central  
MTWThF  
Oct 19-Dec 11  8 a.m.-10:20 a.m.  

**Metrology and Blueprint Reading**  
QCTC 1048  
Prerequisite: None. Textbook Required.  
This is the study of the terminology, methodology, and practice of measurement systems and equipment in the calibration and use of basic measuring tools. (QCTC 1448)  
$305  
CEUs 9.6  
HRS: 96  
50052  
Central  
FSa  
Sep 11-Dec 06  6 p.m.-9:35 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)  
$305  
CEUs 9.6  
HRS: 96  
95465  
Central  
MW  
Aug 24-Dec 11  7 p.m.-10 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  
CEUs 6.4  
HRS: 64  
95467  
Central  
MW  
Aug 24-Dec 11  5 p.m.-6:50 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  
CEUs 6.4  
HRS: 64  
95471  
Central  
MW  
Aug 24-Dec 11  5 p.m.-6:50 p.m.  
50055  
Central  
TTh  
Aug 25-Dec 11  5 p.m.-6:50 p.m.  
50056  
Central  
TTh  
Aug 25-Dec 11  8 p.m.-9:50 p.m.  
50053  
Central  
MTWThF  
Oct 19-Dec 11  2:00 p.m.-4:20 p.m.
**Statistical Process Control**
QCTC 1041
Prerequisite: Math level 7. Textbook Required.
This course focuses on components of statistics including techniques of collection, presentation, analysis, and interpretation of numerical data as applied to statistical control. It stresses application of correlation methods, analysis of variance, dispersion, sampling quality control, reliability, mathematical models, and programming. (QCTC 1341)

$305  CEUs 6.4  HRS: 64
95466  Central  MW
Aug 24-Dec 11  7 p.m.-8:50 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)

$305  CEUs 9.6  HRS: 96
95468  Central  MW
Aug 24-Dec 11  7 p.m.-10 p.m.
50051  Central  TTh
Aug 25-Dec 11  7 p.m.-9:55 p.m.

**Welding Metallurgy I**
METL 1001
Prerequisite: None. Textbook Required.
This is a study of metallurgy and its application related to welding including studies of metal characteristics, testing, effects of alloying and heat treating, and basic properties, with an emphasis on conducting tests and metallurgical techniques. (METL 1405)

$305  CEUs 9.6  HRS: 96
95455  Central  MW
Aug 24-Dec 11  7 p.m.-10 p.m.
50036  Central  FSa
Sep 11-Dec 06  6 p.m.-9:35 p.m.
50035  Central  MTWThF
Oct 19-Dec 11  11:00 a.m.-1:20 p.m.

**Welding Metallurgy II**
METL 2035
Prerequisite: METL 1405 or department chair approval. Textbook Required.
This is an advanced course in the application of metallurgy principles to the processes and procedures pertaining to various metal compositions and fusions. Studies include the metallurgy and selection of filler metal groups, the nature of defects, metal fusion problems, thermal effects in metal fusion, and the welding of various kinds of steel and nonferrous materials. (METL 2435)

$305  CEUs 9.6  HRS: 96
50038  Central  TTh
Aug 25-Dec 11  7 p.m.-9:55 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
50231  Central  MTWThF
Sep 14-Sep 18  8 a.m.-5 p.m.
50232  Central  MTWThF
Nov 09-Nov 13  8 a.m.-5 p.m.

**Pipefitting**

**Advanced Pipefitting Standards, Specifications, and Installation**
PFPB 2032
Prerequisite: PFPB 1308 and PFPB 1343
The course covers skill development in motorized equipment, above-ground pipe installation valves, field routing and vessel trim, spring can supports, testing piping systems and equipment, basic plumbing, planning work activities, and Non-Destructive Testing (NDT). (PFPB 2332)

$305  CEUs 8.0  HRS: 80
50101  North  MTWTh
Oct 19-Nov 13  6 p.m.-10 p.m.
**Basic Pipefitting Skills**

PFPB 1008  
Prerequisite: None.  
This course covers mathematical operations necessary to calculate laying lengths of pipe fittings for fabrication. Includes identification and use of hand tools and power tools and identification of pipe, pipe fittings, flanges, and fasteners used in the trade. (PFPB 1308)  
$305   
CEUs 8.0  
HRS: 80  
95512  
North  
MTWTh  
Aug 24-Sep 18  
6 p.m.-10 p.m.

**Pipefitting Fabrication & Blueprint Reading**

PFPB 1043  
Prerequisite: PFPB 1308  
Continuation of pipe fabrication, rigging, pipe hangers and supports, blueprint reading, standards and specifications, and trade math. (PFPB 1343)  
$305   
CEUs 8.0  
HRS: 80  
50100  
North  
MTWTh  
Sep 21-Oct 16  
6 p.m.-10 p.m.

**Pipefitting: Advanced Fabrication and Installation**

PFPB 2033  
Prerequisites: PFPB 1308 and PFPB 1343  
Advanced pipe fabrication and pipe alignment for rotating equipment. Includes identifying, describing, applying, and maintaining steam traps, in-line specialties, special piping, hot taps, and valves. (PFPB 2333)  
$305   
CEUs 8.0  
HRS: 80  
50102  
North  
MTWTh  
Nov 16-Dec 11  
6 p.m.-10 p.m.

**Pressure Piping Inspection**

NDTE 2039  
Prerequisite: None. Textbook Required.  
This course covers the general principles of pressure vessel inspection. It covers American Society of Mechanical Engineers (ASME) and American Petroleum Institute (API) documents that pertain to pressure piping inspection. It prepares students to take the API 570 certification examination. (NDTE 2339)  
$305   
CEUs 6.4  
HRS: 64  
50050  
Central  
F  
Sep 11-Dec 06  
5:30 p.m.-10:30 p.m.

**TRUCK DRIVING**

**Professional Truck Driver One**

CVOP 1013  
Prerequisite: Must sign up for Professional Truck Driver 2 at the same time AND contact SJC Commercial Truck Driving Department at (281)476-1886.  
Note: Textbook Required  
General truck driving with in the cab skills development and instruction coordinated with the Department of Transportation. This course includes the required six hour Defensive Driving course to meet state requirements.  
$1647   
CEUs 12.6  
HRS: 126  
95049  
Central  
MTWTh  
Aug 10-Sep 17  
7:00 a.m.-6 p.m.  
50225  
Central  
SaSu  
Sep 12-Dec 06  
7:00 a.m.-6 p.m.  
50227  
Central  
MTWTh  
Sep 21-Oct 29  
7:00 a.m.-6 p.m.  
50229  
Central  
MTWTh  
Nov 02-Dec 17  
7:00 a.m.-6 p.m.  
70011  
Central  
SaSu  
Dec 12-Mar 13  
7:00 a.m.-6 p.m.

**Professional Truck Driver Two**

CVOP 1040  
Prerequisite: Must sign up for Professional Truck Driver 1 at the same time AND contact SJC Commercial Truck Driving Department at (281)476-1886.  
Note: Textbook required  
A continuation of Professional Truck Driver 1. General truck driving with in the cab skills development and instruction coordinated with the Department of Transportation. Instruction in the operation of a tractor-trailer combination in city and highway conditions, including control and maneuvering of the vehicle through various traffic situations in different conditions with numerous tractor-trailer combinations.  
$1348   
CEUs 12.0  
HRS: 120  
95050  
Central  
MTWTh  
Aug 10-Sep 17  
7:00 a.m.-6 p.m.  
50226  
Central  
SaSu  
Sep 12-Dec 06  
7:00 a.m.-6 p.m.  
50228  
Central  
MTWTh  
Sep 21-Oct 29  
7:00 a.m.-6 p.m.  
50230  
Central  
MTWTh  
Nov 02-Dec 17  
7:00 a.m.-6 p.m.  
70012  
Central  
SaSu  
Dec 12-Mar 13  
7:00 a.m.-6 p.m.
## 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)

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### 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, equi p.m.ent setup, and safe shop practices, with an emphasis on weld positions 5G and 6G using various electrodes. (WLDG 2553)

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### 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)

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### ART METALS

WLDG 1005

Prerequisite: None. No Textbook Required.

This course covers the fundamentals of conceptualizing and producing utilitarian items in ferrous and non-ferrous metals. Includes skill developm.ent through the techniques of sinking, raising, repousse, and piercing to create objects from sheet and stock materials. Also covers welding, brazing, soldering, tinning, polishing, and tool making. (WLDG 1308)

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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)

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### Intermediate Welding Using Multiple Processes

**WLDG 2013**

Prerequisite: WLDG 1534, WLDG 1530, WLDG 1528. No Textbook Required.

This course offers instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shielding metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process. (WLDG 2513)

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### 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)

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### Introduction to Shielded Metal ARC Welding-SMAW

**WLDG 1028**

Prerequisite: None. No Textbook Required.

A study of the principles of gas metal arc welding, setup and the use of GMAW equipment, and safe use of tools and equipment. Instruction in various joint designs. (WLDG 1530)

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</tbody>
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THE TRAINING CONNECTION

Training and Educational Solutions for Workers and Employers

Maritime

August - December 2015

For more information:

281-974-2200
To register: All campuses 281-542-2020

**Maritime**

**MARITIME**

**Able Bodied Seaman**
MART 2073
Prerequisite: 90 days sea-time.
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  CEUs 4.0  HRS: 40
95261  Central  MTWThF
Aug 17-Aug 21  8 a.m.-5 p.m.
50303  Central  MTWThF
Sep 21-Sep 25  8 a.m.-5 p.m.
50336  Central  MTWThF
Nov 02-Nov 06  8 a.m.-5 p.m.
70021  Central  MTWThF
Nov 30-Dec 04  8 a.m.-5 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 combating of fires aboard.

$800  CEUs 3.2  HRS: 32
95260  Central  TWThF
Aug 11-Aug 14  8 a.m.-5 p.m.
50327  Central  TWThF
Oct 20-Oct 23  8 a.m.-5 p.m.
70030  Central  TWThF
Dec 15-Dec 18  8 a.m.-5 p.m.

**Apprentice Mate**
MARS 1075
Prerequisite: 180 days sea-time.
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)(ii)(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

$1,600  CEUs 10.4  HRS: 104
50291  Central  MTWThF
Aug 31-Sep 04  8 a.m.-5 p.m.
Sep 08-Sep 11  7:00am-6:00pm
50309  Central  MTW
Sep 14-Sep 16  8 a.m.-5 p.m.
50323  Central  MTWThF
Oct 26-Nov 11  8 a.m.-5 p.m.
70022  Central  MTWThF
Nov 30-Dec 16  8 a.m.-5 p.m.

**Apprentice Mate (Steering) Western Routes**
MARS 1078
Prerequisite: 180 days sea-time.
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  CEUs 1.6  HRS: 16
50302  Central  ThF
Sep 17-Sep 18  8 a.m.-5 p.m.
50323  Central  ThF
Oct 15-Oct 16  8 a.m.-5 p.m.
50343  Central  ThF
Nov 12-Nov 13  8 a.m.-5 p.m.
70031  Central  ThF
Dec 17-Dec 18  8 a.m.-5 p.m.
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.

$700
95264 Central MTWTh
Aug 24-Aug 27 8 a.m.-5 p.m.
50304 Central MTWTh
Sep 21-Sep 24 8 a.m.-5 p.m.
50320 Central MTWTh
Oct 12-Oct 15 8 a.m.-5 p.m.
50341 Central MTWTh
Nov 09-Nov 12 8 a.m.-5 p.m.
70023 Central MTWTh
Nov 30-Dec 03 8 a.m.-5 p.m.

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.

$500
50312 Central MT
Oct 05-Oct 06 8 a.m.-5 p.m.
50329 Central MT
Oct 26-Oct 27 8 a.m.-5 p.m.
50351 Central MT
Nov 23-Nov 24 8 a.m.-5 p.m.
70033 Central MT
Dec 21-Dec 22 8 a.m.-5 p.m.

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.

$1000
95257 Central MTWThF
Aug 10-Aug 14 8 a.m.-5 p.m.
50311 Central MTWThF
Oct 05-Oct 09 8 a.m.-5 p.m.
50328 Central MTWThF
Oct 26-Oct 30 8 a.m.-5 p.m.
70027 Central MTWThF
Dec 14-Dec 18 8 a.m.-5 p.m.

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.

$600
50294 Central TWTh
Sep 01-Sep 03 8 a.m.-5 p.m.
50457 Central TWTh
Sep 29-Oct 01 8 a.m.-5 p.m.
50330 Central MTW
Oct 26-Oct 28 8 a.m.-5 p.m.

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.

$1000
95256 Central MTWThF
Aug 10-Aug 14 8 a.m.-5 p.m.
50295 Central TWThF
Sep 08-Sep 11 7:00am-6:00pm
50325 Central MTWThF
Oct 19-Oct 23 8 a.m.-5 p.m.

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 theoretical week and one practical week. Subjects include: satellite systems, terrestrial communications, transmission and reception of distress alerts and messages, and maritime safety information.

$1500 CEUs 7.0 HRS: 70
95262 Central MTWThF
Aug 17-Aug 27 8 a.m.-5 p.m.
50301 Central MTWThF
Sep 14-Sep 24 8 a.m.-5 p.m.
50331 Central MTWThF
Oct 26-Nov 05 8 a.m.-5 p.m.

LEADERSHIP & MANAGERIAL SKILLS

MART 1070
This course provides the leadership knowledge and skill to comply with USGC regulations for licensing at the maritime management level.

$1250 CEUs 4.0 HRS: 40
95606 Central MTWThF
Aug 24-Aug 28 8 a.m.-5 p.m.
50305 Central MTWThF
Sep 21-Sep 25 8 a.m.-5 p.m.
50321 Central MTWThF
Oct 19-Oct 23 8 a.m.-5 p.m.
50458 Central MTWThF
Nov 16-Nov 20 8 a.m.-5 p.m.

MEDICAL CARE PROVIDER

EMSP 1026
Prerequisite: None.
This 3 day USCG approved course is designed for maritime officers and crew who will provide immediate first aid and assist the Medical Person in Charge. Topics include CPR, heart attacks, cardiac arrest, AED, body structure and function, patient assessment, head, neck and spine injuries, burns and scalds, fractures and dislocations, medical care of the rescued person, effects of heat and cold, pharmacology, medication administrations and IV therapy, toxicology hazards, sterile techniques and universal precautions. This course will satisfy the Medical First Aid training requirements of Section A-VI/4-1 of the STCW Code and 46 CFR 12.13-1. This course is recommended for all crewmembers.

$800 CEUs 2.4 HRS: 24
50293 Central MTW
Aug 31-Sep 02 8 a.m.-5 p.m.
50322 Central WThF
Oct 14-Oct 16 8 a.m.-5 p.m.
50349 Central WThF
Nov 18-Nov 20 8 a.m.-5 p.m.

PERSONAL SAFETY AND SOCIAL RESPONSIBILITY

MART 1079

$100 CEUs .4 HRS: 4
50319 Central MTWTh
Oct 09-Oct 09 12:00pm-4 p.m.
50335 Central MTW
Oct 30-Oct 30 12:00pm-4 p.m.

PERSONAL SURVIVAL TECHNIQUES

MART 2079

$300 CEUs 1.2 HRS: 12
50318 Central Th
Oct 08-Oct 08 8 a.m.-5 p.m.
50334 Central Th
Oct 29-Oct 29 8 a.m.-5 p.m.
50330 Central WThF
Oct 30-Oct 30 8 a.m.-12:00 p.m.

PROFICIENCY IN SURVIVAL CRAFT

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

$700 CEUs 3.2 HRS: 32
95263 Central MTWTh
Aug 24-Aug 27 8 a.m.-5 p.m.
50307 Central MTWTh
Sep 28-Oct 01 8 a.m.-5 p.m.
50340 Central MTWTh
Nov 09-Nov 12 8 a.m.-5 p.m.
70026 Central WThF
Dec 07-Dec 10 8 a.m.-5 p.m.

QUALIFIED MEMBER OF THE ENGINEERING DEPARTMENT-FIREMAN/OILER/WATERTENDER

MARS 1075
This 5 week course includes hands-on practical and a classroom lecture portion for theory and familiarization.

$3000 CEUs 16.0 HRS: 160
50459 Central MTWThF
Oct 26-Nov 20 8 a.m.-5 p.m.

To register: All campuses 281-542-2020
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  
50306  Central  F  
Sep 25-Sep 25  8 a.m.-5 p.m.  
50324  Central  F  
Oct 16-Oct 16  8 a.m.-5 p.m.  
50344  Central  F  
Nov 13-Nov 13  8 a.m.-5 p.m.  
70024  Central  F  
Dec 04-Dec 04  8 a.m.-5 p.m.  
70032  Central  F  
Dec 18-Dec 18  8 a.m.-5 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.

$400  
50299  Central  MTWThF  
Sep 14-Sep 18  8 a.m.-5 p.m.  
50314  Central  MTWThF  
Oct 05-Oct 09  8 a.m.-5 p.m.  
50339  Central  MTWThF  
Nov 02-Nov 06  8 a.m.-5 p.m.  
50346  Central  MTWThF  
Nov 16-Nov 20  8 a.m.-5 p.m.  
70029  Central  MTWThF  
Dec 14-Dec 18  8 a.m.-5 p.m.  

Radar Observer-Inland
MART 2071
This course covers the methods by which the radar detects contacts and demonstrates the limitations of the radar equipment including the dangers of over-reliance on information derived from radar. The exercises used in this course of instruction will provide practice in the proper use of the radar and to recognize potential threats and determine proper action to avoid these threats in accordance with the applicable Rules of the Road. Students who successfully complete this course will be able to determine information on course, speed and CPA of radar contacts to enable early action to be taken to provide for a safe passing distance.

$600  
50298  Central  MTWTh  
Sep 14-Sep 17  8 a.m.-5 p.m.  
50313  Central  MTWTh  
Oct 05-Oct 08  8 a.m.-5 p.m.  
50338  Central  MTWTh  
Nov 02-Nov 05  8 a.m.-5 p.m.  
50345  Central  MTWTh  
Nov 16-Nov 19  8 a.m.-5 p.m.  
70028  Central  MTWTh  
Dec 14-Dec 17  8 a.m.-5 p.m.  

Ratings Forming Part of Navigational Watch (Lookout Only)
MARS 2072
Prerequisite: 90 days sea-time.
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  
95290  Central  Th  
Aug 13-Aug 13  8 a.m.-5 p.m.  
50310  Central  M  
Sep 28-Sep 28  8 a.m.-5 p.m.  

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

To register: All campuses 281-542-2020
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
50292  Central  MTWThF
Aug 31-Sep 04  8 a.m.-5 p.m.
50308  Central  MTWThF
Sep 28-Oct 02  8 a.m.-5 p.m.
50326  Central  MTWThF
Oct 19-Oct 23  8 a.m.-5 p.m.
50342  Central  MTWThF
Nov 09-Nov 13  8 a.m.-5 p.m.
70025  Central  MTWThF
Dec 07-Dec 11  8 a.m.-5 p.m.

Vessel Security Officer
MART 1073
Prerequisite: 90 days seetime.
This 2-day DNV approved course provides knowledge to those who may be designated to perform the duties and responsibilities of a Vessel Security Officer with respect to the security of a ship, for implementing and maintaining a Vessel Security Plan and for liaising with the Company Security Officer (CSO) and with Port Facility Security Officers (PFSOs).

$500  CEUs 1.6  HRS: 16
95258  Central  MT
Aug 10-Aug 11  8 a.m.-5 p.m.
50296  Central  TW
Sep 08-Sep 09  8 a.m.-5 p.m.
50315  Central  MT
Oct 05-Oct 06  8 a.m.-5 p.m.
50350  Central  MT
Nov 23-Nov 24  8 a.m.-5 p.m.
70034  Central  MT
Dec 21-Dec 22  8 a.m.-5 p.m.

VPSSD - Vessel Personnel with Specific Security Duties
MARS 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  CEUs .8  HRS: 8
95259  Central  W
Aug 12-Aug 12  8 a.m.-5 p.m.
50297  Central  Th
Sep 10-Sep 10  8 a.m.-5 p.m.
50317  Central  W
Oct 07-Oct 07  8 a.m.-5 p.m.
70035  Central  T
Dec 22-Dec 22  8 a.m.-5 p.m.
Education

August - December 2015

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CHILDL DEVELOPMENT

CHILD DEVELOPMENT ASSOCIATE

TRAINING I

CDEC 1017

Note: Textbook required

This course provides educational training for persons interested in teaching young children and/or directing child care centers. (CDEC 1417)

$363 CEUs 4.8 HRS: 48

50143 North Sa

Oct 24-Dec 07 8 a.m.-11:30 a.m.

CHILD DEVELOPMENT ASSOCIATE

TRAINING III

CDEC 2024

Prerequisite: Child Development Associate Training II

Note: Offered online only; Internet access required; Textbook required

Provides educational training for persons interested in teaching young children and/or directing child care centers. (CDEC 2424)

$363 CEUs 11.2 HRS: 112

50144 North Sa

Sep 12-Oct 17 8 a.m.-12:05 p.m.

EDUCATION

CREATIVE WRITING

NFND 0000

Prerequisite: Writing level 7

Note: Textbook required

This elective composition course provides an opportunity for students to create imaginative works for pleasure and publication within the supportive atmosphere of a writing workshop. The workshop may emphasize a single genre, such as poetry, fiction, or drama. Alternatively, the workshop may allow individual students to write original compositions in genres of their interest in response to classroom assignments. Students analyze significant contemporary literature, finding models of successful forms and effective technique. In addition, they critique the work of classmates. Literary theory and strategies for publication are discussed. Students are also encouraged to participate as editors of the College literary magazines and to submit their best work for publication. (ENGL 2307)

$281 CEUs 4.8 HRS: 48

95541 Central MW

Aug 24-Oct 16 10:10 a.m.-11:35 a.m.

ADVANCED GRAMMAR

NFND 0000

Prerequisite: ESOL 0332 or 0382 or minimum score on a standardized test of English language proficiency.

Note: Textbook required. If age 17, parental or guardian consent is required. (ESOL 0383)

This course focuses on Standard English grammar usage for academic purposes. Open only to non-native speakers. This is an advanced-level course. (ESOL 0363)

$281 CEUs 4.8 HRS: 48

50151 North TTh

Aug 25-Oct 15 8:15 a.m.-12:05 p.m.

50152 North TTh

Aug 25-Oct 15 5:30 p.m.-9:20 p.m.

ADVANCED ORAL COMMUNICATION

NFND 0000

Prerequisite: ESOL 0362 Intermediate Oral Communication for Non-Native Speakers or meet the required score on a standardized test of English language proficiency

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

This course develops listening and speaking skills in speakers of language other than English and prepares them to function in educational, vocational and/or personal English-speaking contexts. This is an advanced-level course. (ESOL 0363)

$281 CEUs 4.8 HRS: 48

50147 North MW

Oct 19-Dec 11 8:15 a.m.-12:05 p.m.

50148 North MW

Oct 19-Dec 11 5:30 p.m.-9:20 p.m.

ADVANCED READING & WRITING

NDNS 0000

Prerequisite: ESOL 0372 or meet the required score on a standardized test of English language proficiency

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

This course focuses on strategies and techniques of writing and composition and develops reading proficiency, vocabulary, and writing and grammar skills for academic, career, or personal purposes in speakers of languages other than English in order to prepare them to function in a multicultural and multilingual society. This is an advanced-level course. (ESOL 0373)

$281 CEUs 4.8 HRS: 48

95538 North MW

Aug 24-Oct 16 8:15 a.m.-12:05 p.m.

95539 North MW

Aug 24-Oct 16 5:30 p.m.-9:20 p.m.
**English Communication Skills-Beginning**

COMG 1000

Prerequisite: Pre-assessment required

Note: Web based textbook required. See instructor first day of class for purchasing details. 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 workplace applications found in the learner's environment to help beginning literacy ESL learners develop basic oral communication skills and build reading and writing skills.

$250

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**English Communication Skills-Intermediate**

COMG 1001

Prerequisite: Pre-assessment required

Note: Web based textbook required. See instructor first day of class for purchasing details. 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 workplace applications found in the learner's environment to help intermediate literacy ESL learners develop oral communication skills and build reading and writing skills.

$250

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

**COMG 1004**

Prerequisite: Pre-assessment required

Note: Web based textbook required. See instructor first day of class for purchasing details. 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 workplace applications found in the learner's environment to help advanced literacy ESL learners develop oral communication skills and build reading and writing skills.

$250

<table>
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<td>Nov 02-Dec 01</td>
<td>9 a.m.-12:30 p.m.</td>
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</tbody>
</table>

**Intermediate Grammar**

**NFND 0000**

Prerequisite: ESOL 0331 or meet the required score on standardized test of English language proficiency

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

This course focuses on Standard English grammar usage for academic purposes. Open only to non-native speakers. This is an intermediate-level course. (ESOL 0382)

$281

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</table>

**Intermediate Oral Communication**

**NFND 0000**

Prerequisite: ESOL 0311 or meet the required score on a standardized test of English language proficiency

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

This course develops listening and speaking skills in speakers of languages other than English and prepares them to function in educational, vocational and/or personal English-speaking contexts. This is an intermediate-level course. (ESOL 0362)

$281

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**Intermediate Reading & Writing**

**NFND 0000**

Prerequisite: ESOL 0351 and 0321 or meet the required score on a standardized test of English language proficiency

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

This course focuses on strategies and techniques of writing and composition and develops reading proficiency, vocabulary, and writing and grammar skills for academic, career, or personal purposes in speakers of languages other than English and prepares them to function in a multicultural and multilingual society. This is an intermediate-level course. (ESOL 0372)

$281

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<td>95537</td>
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<td>Aug 24-Oct 16</td>
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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  CEUs 5.6  HRS: 56
50449  Central  MTWTh
Sep 01-Sep 29  9 a.m.-12:30 p.m.

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
50445  Central  MW
Sep 14-Oct 28  9 a.m.-1 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
50448  Central  MW
Nov 02-Dec 21  1:30 p.m.-5:30 p.m.

LANGUAGES

Spanish for Health Occupations
SPNL 1001
Note: Textbook required
Develop p.m.ent 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  CEUs 2.4  HRS: 24
50450  Central  Sa
Sep 05-Oct 10  8 a.m.-12:00 p.m.
PARAEDUCATOR TRAINING

Paraeducator Institute Training
CDEC 1032
Prerequisite: High School Diploma or GED from Texas accredited institution
Note: Materials provided
The first two days of each institute will consist of training in four modules. On day three, participants will take the Consortium for the Advancement of Professional Excellence (C.A.P.E.) Para Educator’s Assessment of Competencies. Based on test results, participants will either receive certification or an opportunity to receive tutorial and re-test support.

$275 CEUs 1.8 HRS: 18
50364 South Sep 05-Sep 19 8 a.m.-3:30 p.m.
50367 Central Sep 05-Sep 19 8 a.m.-3:30 p.m.
50370 North Sep 05-Sep 19 8 a.m.-3:30 p.m.
50373 South Sep 05-Sep 19 8 a.m.-3:30 p.m.
50376 Central Oct 03-Oct 17 8 a.m.-3:30 p.m.
50379 North Oct 03-Oct 17 8 a.m.-3:30 p.m.
50382 South Oct 03-Oct 17 8 a.m.-3:30 p.m.
50385 Central Nov 07-Nov 21 8 a.m.-3:30 p.m.
50388 North Nov 07-Nov 21 8 a.m.-3:30 p.m.
70036 North Nov 07-Nov 21 8 a.m.-3:30 p.m.
70039 Central Dec 05-Dec 19 8 a.m.-3:30 p.m.
70042 North Dec 05-Dec 19 8 a.m.-3:30 p.m.
70047 Central Dec 05-Dec 19 8 a.m.-3:30 p.m.

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

$65 CEUs .6 HRS: 6
50369 South Sep 19-Sep 19 8 a.m.-1:30 p.m.
50372 Central Sep 19-Sep 19 8 a.m.-1:30 p.m.
50375 North Sep 19-Sep 19 8 a.m.-1:30 p.m.
50378 South Oct 17-Oct 17 8 a.m.-1:30 p.m.
50381 Central Oct 17-Oct 17 8 a.m.-1:30 p.m.
50384 North Oct 17-Oct 17 8 a.m.-1:30 p.m.
50387 South Nov 21-Nov 21 8 a.m.-1:30 p.m.
50390 Central Nov 21-Nov 21 8 a.m.-1:30 p.m.
70038 South Nov 21-Nov 21 8 a.m.-1:30 p.m.
70041 Central Dec 05-Dec 19 8 a.m.-1:30 p.m.
70044 North Dec 19-Dec 19 8 a.m.-1:30 p.m.
70047 Central Dec 19-Dec 19 8 a.m.-1:30 p.m.

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

To register: All campuses 281-542-2020
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 CEUs 1.8 HRS: 18
50365 South Sa
Sep 05-Sep 19 8 a.m.-3:30 p.m.
50368 Central Sa
Sep 05-Sep 19 8 a.m.-3:30 p.m.
50371 North Sa
Sep 05-Sep 19 8 a.m.-3:30 p.m.
50374 South Sa
Oct 03-Oct 17 8 a.m.-3:30 p.m.
50377 Central Sa
Oct 03-Oct 17 8 a.m.-3:30 p.m.
50380 North Sa
Oct 03-Oct 17 8 a.m.-3:30 p.m.
50383 South Sa
Nov 07-Nov 21 8 a.m.-3:30 p.m.
50386 Central Sa
Nov 07-Nov 21 8 a.m.-3:30 p.m.
50389 North Sa
Nov 07-Nov 21 8 a.m.-3:30 p.m.
70037 South Sa
Dec 05-Dec 19 8 a.m.-3:30 p.m.
70040 Central Sa
Dec 05-Dec 19 8 a.m.-3:30 p.m.
70043 North Sa
Dec 05-Dec 19 8 a.m.-3:30 p.m.

TEST PREPARATION

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

$395 CEUs 9.6 HRS: 96
50352 Central MTWTh
Oct 05-Dec 01 6 p.m.-9 p.m.
50353 South MTWTh
Oct 05-Dec 01 6 p.m.-9 p.m.
50354 North MTWTh
Oct 05-Dec 01 6 p.m.-9 p.m.

To register: All campuses 281-542-2020
**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  
95092  
Aug 24-Sep 14  
6 p.m.-9 p.m.  
Central  
MTWTh

95093  
Aug 24-Sep 14  
6 p.m.-9 p.m.  
South  
MTWTh

95127  
Aug 24-Sep 14  
6 p.m.-9 p.m.  
North  
MTWTh

95358  
Oct 26-Nov 12  
6 p.m.-9 p.m.  
Central  
MTWTh

95359  
Oct 26-Nov 12  
6 p.m.-9 p.m.  
South  
MTWTh

50360  
Oct 26-Nov 12  
6 p.m.-9 p.m.  
North  
MTWTh

**GED Preparation: Math**
NFND 0000

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

This course is ideal for GED applicants who need more intense review in math including those who will be learning some mathematical concepts for the first time. The Math preparation includes test-taking techniques.

$165  
50355  
Oct 05-Oct 22  
6 p.m.-9 p.m.  
Central  
MTWTh

50356  
Oct 05-Oct 22  
6 p.m.-9 p.m.  
South  
MTWTh

50357  
Oct 05-Oct 22  
6 p.m.-9 p.m.  
North  
MTWTh

**GED Preparation: Social Studies/Science**
NFND 0000

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

For GED applicants who have yet to complete the Social Studies and Science portions of the test. This course is ideal for GED candidates who need more intense tutoring and practice. Like the traditional GED Preparation class, test-taking preparation is included.

$120  
50006  
Sep 15-Sep 28  
6 p.m.-9 p.m.  
Central  
MTWTh

50007  
Sep 15-Sep 28  
6 p.m.-9 p.m.  
South  
MTWTh

50008  
Sep 15-Sep 28  
6 p.m.-9 p.m.  
North  
MTWTh

50361  
Nov 16-Dec 01  
6 p.m.-9 p.m.  
Central  
MTWTh

50362  
Nov 16-Dec 01  
6 p.m.-9 p.m.  
South  
MTWTh

50363  
Nov 16-Dec 01  
6 p.m.-9 p.m.  
North  
MTWTh

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**Key to Days of Week**

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

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*To register: All campuses 281-542-2020*
Life Long Learning

August - December 2015

Life Long Learning

- ARTS & CRAFTS ...........................................60
- CAKE DECORATING .................................60
- DANCE .....................................................61
- FINANCIAL MANAGEMENT .....................61
- PAINTING/DRAWING ..............................61
- SPORTS & RECREATION .........................63
ARTS & CRAFTS

Design II
NFND 0000
Continuation and expansion of Design I includes the study of compositional principals of two-and three-dimensional art and the creative and expressive use of material. (ARTS 1312)

$296

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Design III
NFND 5948
Prerequisite: Department chair approval.
This course covers elements and principles of art using two- and three-dimensional concepts. This in-depth study of current concerns and practices in the visual arts stresses individually directed studio work. Topics may include, but are not limited to design, drawing, painting, sculpture, ceramics, photography and design communication. Producing a transfer or job-oriented portfolio will be emphasized. (ARTS 2311)

$296

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<td>Sep 22-Oct 13</td>
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CAKE DECORATING

Wilton Course 1: Building Buttercream Skills
NFND 0000
Prerequisite: None
Note: Wilton textbook and Wilton Student Kit required (available in SJC 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.

$49

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<td>6:00 p.m.-8:00 p.m.</td>
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Wilton Course 2: Flowers and Cake Design
NFND 0000
Prerequisite: Wilton Course 1.
Note: Wilton textbook and Wilton Student Kit required (available in SJC bookstore prior to class starting).
Design a professional-looking cake! Learn how to select colors, arrange flowers and work with royal icing. You'll learn core techniques to make a wide variety of flowers, such as pansies, lilies, and The Wilton Rose. Learn to design the color palette and pattern for a cake, complete piping techniques, create seven different types of flowers, learn to pipe royal icing appliques, and new decorative borders.

$49

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<td>Oct 20-Nov 10</td>
<td>6:00 p.m.-8:00 p.m.</td>
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</tbody>
</table>

Key to Days of Week

| M | Monday |
| T | Tuesday |
| W | Wednesday |
| Th | Thursday |
| F | Friday |
| S | Saturday |
| Su | Sunday |
**Wilton Course 3: Gum Paste and Fondant**
NFND 0000
Prerequisite: Wilton Course 1.
Note: Wilton textbook and Wilton Student Kit required (available in SJC bookstore prior to class starting).
Develop your skills working with fondant and gum paste, and apply them to create shapes, borders and flowers. You’ll also learn how to cover a cake with fondant. Plus, you’ll design and create a complete project using all the techniques you were taught. You will also learn to create different types of bows and flowers, including the calla lily, rose and carnation.

**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 CEUs .6 HRS: 6
50267 Central Th
Sep 10-Oct 01 7:30 p.m.-9:00 p.m.
50269 Central Th
Oct 22-Nov 12 7:30 p.m.-9:00 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 CEUs .6 HRS: 6
50266 Central Th
Sep 10-Oct 01 6:00 p.m.-7:30 p.m.
50268 Central Th
Oct 22-Nov 12 6:00 p.m.-7:30 p.m.

**Wilton Course 4: Advanced Gum Paste Flowers**
NFND 0000
Prerequisite: Wilton Courses 1, 2 and 3.
Note: Wilton textbook and Wilton Student Kit required (available in SJC bookstore prior to class starting).
Take your gum paste flower-making skills to an advanced level! Learn how to use gum paste to make detailed, realistic-looking flowers as if they were freshly cut, including Gerbera daisies and stargazer lilies. Plus, you’ll learn how to create a variety of leaves, blossoms and bouquet designs.

$49 CEUs .8 HRS: 8
50259 North W
Sep 23-Oct 14 6:30 p.m.-8:30 p.m.
50261 North W
Oct 21-Nov 11 6:30 p.m.-8:30 p.m.
50276 Central Th
Oct 22-Nov 12 6:00 p.m.-8:00 p.m.

**Design I**
NFND 0000
Emphasis upon two-dimensional art, including fundamentals of line, color, form, texture, shape, space and arrangement. (ARTS 1311)

$291 CEUs 9.6 HRS: 96
50154 North MW
Aug 25-Dec 10 11:45 a.m.-2:45 p.m.

**DANCE**

**Jazz Dance I**
NFND 0000
This course includes introduction to the theory, practice, and terminology of various styles of jazz dance technique with emphasis on developpement and refinement of bodily awareness, rhythmic structures, and performance qualities. (DANC 1347)

$281 CEUs 9.6 HRS: 96
95587 South MTWTh
Aug 24-Dec 10 8:35 a.m.-10:00 a.m.

**FINANCIAL MANAGEMENT**

**Retirement Planning Today**
NFND 0000
Prerequisite: None
This course examines many aspects of personal finance and how they can work together to create an integrated successful retirement plan. Shows you how to assess your financial situation and develop a personalized plan to achieve your financial and retirement goals.

$70 CEUs .9 HRS: 9
50289 South Th
Oct 01-Oct 15 6:30 p.m.-9:30 p.m.

**PAINTING/DRAWING**

**Painting/Drawing**
NFND 0000
Emphasis upon two-dimensional art, including fundamentals of line, color, form, texture, shape, space and arrangement. (ARTS 1311)

$291 CEUs 9.6 HRS: 96
50154 North MW
Aug 25-Dec 10 11:45 a.m.-2:45 p.m.
### 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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**DRAWING I**

NFND 0000

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

**$291 CEUs 9.6 HRS: 96**

95549 North MW Aug 24-Dec 09 10:10 a.m.-1:10 p.m.

**DRAWING II**

NFND 0000

Prerequisite: ARTS 1316

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

**$291 CEUs 9.6 HRS: 96**

95550 North MW Aug 24-Dec 09 10:10 a.m.-1:10 p.m.
SPORTS & RECREATION

**Advanced Martial Arts**
NFND 0000
Prerequisite: None.
Note: Textbook required.
A continuation of the Aikido introductory class. No prior experience is necessary, only the desire to learn. The class is a great way to learn a non-competitive 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. (PHED 2140)

$187 CEUs 4.8 HRS: 48
50169 South TTh
Aug 25-Dec 10 7:05 p.m.-8:30 p.m.

**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 CEUs 2.4 HRS: 24
95582 Central MW
Aug 24-Oct 19 7 p.m.-8:30 p.m.
50270 Central MW
Oct 21-Dec 16 7 p.m.-8:30 p.m.

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

$187 CEUs 4.8 HRS: 48
95542 Central MW
Aug 24-Dec 09 11:45 a.m.-1:10 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 CEUs 4.8 HRS: 48
95546 Central MW
Aug 24-Dec 09 8:35 a.m.-10:00 a.m.
95547 Central MW
Aug 24-Dec 09 10:10 a.m.-11:35 a.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 campuses. Subsequent classes at the driving range.

$70 CEUs .8 HRS: 8
50272 Central T
Sep 08-Oct 13 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 CEUs .8 HRS: 8
50273 Central Th
Sep 10-Oct 15 5:30 p.m.-6:50 p.m.

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

$187 CEUs 4.8 HRS: 48
95543 Central MW
Aug 24-Dec 09 8:35 a.m.-10:00 a.m.
95544 Central MW
Aug 24-Dec 09 8:35 a.m.-10:00 a.m.
**Kickboxing for Fitness**
NFND 0000
Kickboxing is a fitness program designed to improve muscle tone and cardiovascular endurance through constant motion and repetition using martial arts techniques. A variety of combinations and some martial arts applications are taught. (PHED 1145)

$187  CEUs 4.8  HRS: 48
95548  Central  MW
Aug 24-Dec 09  11:45 a.m.-1:10 p.m.

**Martial Arts**
NFND 0000
Prerequisite: None.
Note: Textbook required. This class is affiliated with the Aikido World Alliance. Certified rank promotion and testing are available through this class. Classes are coed, and anyone in reasonably good health can participate. No uniforms are required for the class. Instructor is certified through the Aikido World Alliance.
This martial arts course is open to beginners as well as experienced martial arts students. No prior experience is necessary, only the desire to learn. The class is a great way to learn a non-competitive 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. (PHED 1140)

$187  CEUs 4.8  HRS: 48
50168  South  TTh
Aug 25-Dec 10  7:05 p.m.-8:30 p.m.

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

$187  CEUs 4.8  HRS: 48
95545  Central  MW
Aug 24-Dec 09  11:45 a.m.-1:10 p.m.
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](http://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
San Jacinto College offers free courses to take you to the next step!

Choose from:

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

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

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

www.san jac.edu/cpd
registration.cpd@sjcd.edu

Connect with us on Facebook, Twitter, YouTube, Instagram, Pinterest, LinkedIn, Snapchat, and TikTok.

An equal opportunity institution
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, TX 77505

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

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

**Office hours** at all campuses are:
Mon-Thurs: 8 a.m.-6:30 p.m.
Fri: 8 a.m.-4:30 p.m.

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

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

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

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

y pida que se le envíe ésta información.

**Registration Is Easy**
You can register at any time for most Continuing and Professional Development (CPD) classes. There are normally no special registration days. Registration is accepted 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 requiere ID al Registrarse 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 (must be an individual checking or savings account). The College assesses a $30 processing fee for each stopped-payment or returned check. Debit cards must have a Visa or MasterCard logo, cash is also accepted. Payment may be made in person at the campus Business Office, or online at www.sanjac.edu by accessing the SOS system through the “My SanJac” link.

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

Go to Sanjac.edu and select Continuing and Professional Development

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

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

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

How to Register and Pay:

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

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

2a: The first time you sign in with an existing G#, select Forgot Password? to create a password and security questions for this software. If you are still encountering difficulties logging in, please contact Tech Support at 281-998.6137 for further assistance. Please make changes under the My Profile down arrow if any of your personal information, such as address or phone number has changed.

2b: You can create an account to obtain a San Jacinto Student ID (G#) if you do not have one. **Be sure to write down the new ID and password and store in a secure place.**

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

Step 4: Enter credit card or electronic check information.

Step 5: Select Submit payment.

Student Web Payment Process

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

- Access the San Jacinto college 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 changes and make a payment.

Step 4. Select a Term. Please make sure to choose a Continuing Education term then submit to process. Example: if your class starts between Sep 2015 and Nov 2015, you would choose Continuing Ed 2015 Sep-Nov. If your class starts between December 2015 and Feb 2016, you would choose Continuing Ed 2015-16 Dec-Feb.)

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.

**To register:** All campuses 281-542-2020
Convenient Payment Plan (CPP)
Convenient Payment Plans are available to Continuing & Professional Development (CPD) students under the following guidelines:

1. The length of the Course Section must be a minimum of 30 calendar days.

2. Two plans are available: one for classes four to seven weeks in length; the other for classes 8-16 weeks in length.

There will be a $25 service fee that is prorated over all installments (including the down payment) for the CPP.

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

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

The student will be assessed a $25 late payment fee for failure to pay on or before the prescribed payment due dates.

5. A student will be limited to only one CPP.

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

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 x 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 tuition refund is automatically processed for students who do not choose to transfer to another available class. CPD personnel will make every attempt to contact you in the event a class cancels using contact information you have 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 required for students 21 and under.

Classes labeled “Linked” are held with academic/credit classes but do not earn semester credit or transfer toward academic certificates or degrees. Enrollment into these courses is extremely limited and is on a space-available basis. Should the credit course completely fill, the concurrent/linked CPD course may be cancelled.

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

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

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

Emergency Closings

Providing a safe and secure environment for our students, faculty and staff is a top priority at San Jacinto College. In the event the College needs to be closed for any situation, such as inclement weather, students and employees should refer to email, text 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 toda 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, including course pricing.
- All courses are taught in English, unless specified otherwise.
- Classes may be cancelled because of low enrollment.
- Instructors may be changed as conditions warrant.
- Room assignments and building locations may be changed as conditions warrant.
- Students must attend the class section for which they are registered.
- CPD staff and instructors provide information, not advice.
- San Jacinto College requires that its instructors not solicit business for personal gain in the classroom. Any business transaction resulting from a class is the responsibility of the student, not the College.
- Classes labeled “Linked” are held with academic/credit classes but do not earn semester credit or transfer toward academic certificates or degrees. Enrollment into these courses is extremely limited and is on a space-available basis. Should the credit course completely fill, the concurrent/linked CPD course may be cancelled. Although CPD students in linked academic classes are TASP/THEA exempt, they are held to the same performance standards required for semester credit students. Additionally, the course costs may differ for the credit section.

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

- ESL assessments will not be started after 5 p.m. Compass/ESL assessments are done in the campus Testing Center

San Jacinto College will be closed this semester:

- September 7 – Labor Day
- November 25-29 – Thanksgiving
- December 23 - January 1 – Winter Break

NO CLASSES WILL MEET ON THESE DAYS.

To register: All campuses 281-542-2020
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<td>28</td>
</tr>
<tr>
<td>Small Business Financing</td>
<td>9</td>
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<tr>
<td>Small Business Management</td>
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<tr>
<td>Social Dance - Ballroom</td>
<td>49</td>
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<tr>
<td>Social Dance-Country Western</td>
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<tr>
<td>South Campus</td>
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<tr>
<td>Spanish for Health Occupations</td>
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<tr>
<td>Specialized Basic Computer-Aided Drafting</td>
<td>25</td>
</tr>
<tr>
<td>Standards</td>
<td>31</td>
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<tr>
<td>Statistical Process Control</td>
<td>31</td>
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<tr>
<td>STEP to Academic English - Listening &amp; Speaking 1</td>
<td>44</td>
</tr>
<tr>
<td>STEP to Academic English - Listening &amp; Speaking 2</td>
<td>44</td>
</tr>
<tr>
<td>STEP to Academic English - Reading &amp; Writing 1</td>
<td>44</td>
</tr>
<tr>
<td>STEP to Academic English - Reading &amp; Writing 2</td>
<td>44</td>
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<tr>
<td>Sterile Compounding &amp; IV Certification</td>
<td>20</td>
</tr>
<tr>
<td>Structural Drafting</td>
<td>26</td>
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<tr>
<td>Tankerman PIC-Barge (DL)</td>
<td>40</td>
</tr>
<tr>
<td>Technical Drafting</td>
<td>26</td>
</tr>
<tr>
<td>Testing and Inspection Systems</td>
<td>32</td>
</tr>
<tr>
<td>Topographical Drafting</td>
<td>26</td>
</tr>
<tr>
<td>Vehicle Design &amp; Structural Analysis</td>
<td>22</td>
</tr>
<tr>
<td>Vessel Security Officer</td>
<td>40</td>
</tr>
<tr>
<td>VPSSD - Vessel Personnel with Specific Security Duties</td>
<td>40</td>
</tr>
<tr>
<td>Weight Training</td>
<td>52</td>
</tr>
<tr>
<td>Welding Metallurgy I</td>
<td>32</td>
</tr>
<tr>
<td>Welding Metallurgy II</td>
<td>32</td>
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<tr>
<td>Wilton Course 1: Building Buttercream Skills</td>
<td>48</td>
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<tr>
<td>Wilton Course 2: Flowers and Cake Design</td>
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<tr>
<td>Wilton Course 3: Gum Paste and Fondant</td>
<td>49</td>
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<tr>
<td>Wilton Course 4: Advanced Gum Paste Flowers</td>
<td>49</td>
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<tr>
<td>Word-One Day</td>
<td>14</td>
</tr>
<tr>
<td>Word: One Day-Intermediate</td>
<td>14</td>
</tr>
</tbody>
</table>

To register: All campuses 281-542-2020
### Student Information - REQUIRED

<table>
<thead>
<tr>
<th>Name</th>
<th>Demographics/Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last First Mi</td>
<td>The following questions are used by the state to help provide support for our programs. Although not required, your cooperation in answering them is appreciated.</td>
</tr>
</tbody>
</table>

### Or Social Security No.  

<table>
<thead>
<tr>
<th>Home Address</th>
<th>RACE (SELECT ALL THAT APPLY) (MARK WITH AN X)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Apt. No.</td>
<td>(1) White</td>
</tr>
<tr>
<td>City State Zip code</td>
<td>(2) Black or African American</td>
</tr>
<tr>
<td>County or Country</td>
<td>(3) Asian or Pacific Islander</td>
</tr>
<tr>
<td></td>
<td>(4) American Indian or Alaskan Native</td>
</tr>
<tr>
<td></td>
<td>(5) Native Hawaiian</td>
</tr>
<tr>
<td></td>
<td>(6) Not reported</td>
</tr>
<tr>
<td></td>
<td>CHECK ON □ Non-Hispanic □ Hispanic</td>
</tr>
</tbody>
</table>

### Home Phone ()

### Work Phone ()

### Additional Information (Optional - Mark all that apply)

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

### Type of Disability:

### Emergency Contact

<table>
<thead>
<tr>
<th>Name Relationship Phone No.</th>
<th>Highest Grade or Degree Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grade 7, 8, 9, 10, 11, High School, Some college, Associates, Bachelors, Masters, or Doctorate</td>
</tr>
</tbody>
</table>

---

### Registration Information

<table>
<thead>
<tr>
<th>Section No./CRN</th>
<th>Course Title</th>
<th>Start Date</th>
<th>Course Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

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

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

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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

11 Health Science
12 Slocomb Auditorium
13 Fine Arts
14 Student Center
15 Davison Tech
16 Ball Tech
17 Anderson Tech
18 Gymnasium
19 Science Building
20 Pools Building
21 Library

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

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
San Jacinto College Community College District Vision and Mission Statements and Legal Notices

**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 Mission**

Our mission is to ensure student success, create seamless transitions, and enrich the quality of life in the communities we serve.
Campus Security and Fire Safety Report

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

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

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

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

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

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

Graduation and Completion Rates

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

Accreditation Statement

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

Non-Discrimination Statement

The San Jacinto College District is committed to equal employment opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. 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.

The following College officials have been designated to handle inquiries regarding the College's non-discrimination policies:

<table>
<thead>
<tr>
<th>Vice Chancellor of Strategic Initiatives</th>
<th>Interim Vice President of Student Services</th>
<th>Vice President of Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>8060 Spencer Hwy. Pasadena, TX 77505</td>
<td>8060 Spencer Hwy. Pasadena, TX 77505</td>
<td>4620 Fairmont Pkwy. Pasadena, TX 77504</td>
</tr>
<tr>
<td><a href="mailto:allatia.harris@sjcd.edu">allatia.harris@sjcd.edu</a></td>
<td><a href="mailto:joanna.zimmermann@sjcd.edu">joanna.zimmermann@sjcd.edu</a></td>
<td><a href="mailto:sandra.ramirez@sjcd.edu">sandra.ramirez@sjcd.edu</a></td>
</tr>
<tr>
<td>281-459-7140</td>
<td>281-476-1863</td>
<td>281-991-2648</td>
</tr>
</tbody>
</table>

To register: All campuses 281-542-2020
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 Technology and Training Center**
3234 East Pasadena Frwy.
Pasadena, Texas 77503
281-974-2200

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