THE TRAINING CONNECTION

Training and Educational Solutions for Workers and Employers

Continuing Education
Professional Development
Workforce Training

June - August 2014
Training and Educational Solutions for Workers and Employers

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

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

**Linked Classes**

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

CPD students in linked CE sections do not have to be admitted into the College and are TASP/THEA exempt. Courses that are linked with academic courses will adhere to the stated Continuing & Professional Development refund policy.

**Key to Days of Week**

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**Take Your Choice**

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

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

Course Title: Introduction to International Business & Trade
Course ID: IBUS 1005
Prerequisites: None
Study techniques for entering the international marketplace. Emphasis on the impact and dynamics of socio-cultural, demographic, economic, technological, and political-legal factors in the foreign trade environment.
Note: Textbook required.

Cost: $220
Course Reference Number: #50514
North Campus
Sept. 5-Sept. 8
*Skip 11/21
No Class Held on that Day

CEU: 4.8
HRS: 48
Day Class is Held
T 7 p.m.-10 p.m.

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

San Jacinto College will be closed this semester:
• Independence Day - July 4

No classes will meet on this day.

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

**Introduction to Computerized Accounting**
ACNT 1011
Prerequisite: ACNT 1003
Note: Textbook required
Program parameters, maximum accounts, and company's user specified accounts. Department jobs, number of open months, maximum fiscal periods, program control, error handling, automatic budget updates, reversing entries, recurring entries, flexible month ends, and user specified growth rates. (ACNT 1311)

$299  CEUs 4.8  HRS: 48
95282  North  Online
Jun 02-Jul 03  -

**Payroll/Business Tax Accounting**
ACNT 1029
Note: Textbook required
A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. (ACNT 1329)

$299  CEUs 4.8  HRS: 48
95283  North  Online
Jul 07-Aug 08  -

BUSINESS & PROFESSIONS

**Global Supply Chain Management**
IBUS 1041
International purchasing or sourcing. Includes the advantages and the barriers of purchasing internationally, global sourcing, procurement technology, and purchasing processes. Emphasizes issues of contract administration, location, and evaluation of foreign suppliers, total cost approach, exchange fluctuations, customs procedures, and related topics. (IBUS 1341)

$299  CEUs 4.8  HRS: 48
95302  North  Online
Jun 02-Aug 08  -

**Introduction to Business**
BUSG 1001
Prerequisite: Reading level 6
Note: Textbook required
This is a study of fundamental business principles including structure, functions, resources, and operational processes. (BUSI 1301)

$299  CEUs 4.8  HRS: 48
95284  North  Online
Jul 07-Aug 08  -

**Business Organizations**
LGLA 2011
Prerequisite: LGLA 1307
This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations, and other emerging business entities. The student will define and properly use terminology relating to business organizations; locate, describe, and analyze sources of law relating to business organizations; describe the role and ethical obligations of the paralegal relating to formation, operation, and termination of the various business entities; describe the formation, operation, and termination of business entities; and draft documents required for the formation, operation, and termination of business entities. (LGLA 2311)

$269  CEUs 4.8  HRS: 48
95307  North  MTWTh
Jun 02-Jul 03  8:30 a.m.-10:50 a.m.

**Business Report Writing and Correspondence**
POFT 1001
Note: Textbook required
Focus on the history of business and business organization including economic systems, types of ownerships, and laws affecting and regulating business. Emphasis on topics related to the specialized fields of management, marketing, finance, manufacturing, production, law, risk and insurance, and human resources. (BUSI 1304)

$299  CEUs 4.8  HRS: 48
95285  North  Online
Jul 07-Aug 08  -

To register: All campuses 281-542-2020
Interviewing and Investigating
LGLA 2005
Prerequisite: LGLA 1307; Reading Level 4
This course is a study of techniques used to locate, gather, document, and manage information with emphasis on developing interview and investigative skills and the paralegal’s role in interviewing and investigating legal matters. (LGLA 2305)

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

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Real Property
LGLA 2009
Prerequisite: LGLA 1307, reading level 4
This course presents fundamental concepts of real property law with emphasis on the paralegal’s role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and recording of and searching for real estate documents. (LGLA 2309)

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

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Culinary Arts
Garde Manger
CHEF 1010
Note: Textbook required
This study of specialty foods and garnishes emphasizes design, techniques, display of fine foods, and basic garde manger principles and training techniques for food service professionals. (CHEF 1310)

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Nutrition for the Food Service Professional
IFWA 1018
This introduction to nutrition includes a study of nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques.

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Sanitation and Safety
CHEF 1005
Prerequisite: Reading level 4
Note: 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 work place 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 1305)

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To register: All campuses 281-542-2020
COSMETOLOGY

Advanced Hair Design
CSME 2039
Note: Textbook and supplies required
This course promotes advanced concepts in the theory and practice of hair design. (CSME 2539)
$379 CEUs 17.6 HRS: 176
95300 North MT
Jun 02-Aug 08 7:30 a.m.-9:45 a.m.
Jun 02-Aug 08 9:46 a.m.-4:30 p.m.

Application of Eyelash Extensions I
NFND 0000
Pre requisites: 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)
$312 CEUs 9.6 HRS: 96
95292 North W
Jun 04-Aug 08 7:30 a.m.-11:00 a.m.
Jun 04-Aug 08 11:01 a.m.-5:30 p.m.

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)
$368 CEUs 17.6 HRS: 176
95294 North WTh
Jun 04-Aug 08 7:30 a.m.-9:45 a.m.
Jun 04-Aug 08 9:46 a.m.-4:30 p.m.

Orientation to Cosmetology
CSME 1001
Note: Textbook 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)
$373 CEUs 17.6 HRS: 176
95293 North MT
Jun 02-Aug 08 7:30 a.m.-9:45 a.m.
Jun 02-Jun 19 9:46 a.m.-4:30 p.m.

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)
$355 CEUs 14.4 HRS: 144
95295 North MT
Jun 02-Aug 08 7:30 a.m.-9:55 a.m.
Jun 02-Aug 08 10:00 a.m.-3:20 p.m.

Prep for State License Practical Exam
CSME 2045
This course is the preparation for the state licensing practical examination and continued focus on client services. Prerequisites: Reading level 4 and courses taken in level sequence order or department chair approval. (CSME 2245)
$248 CEUs 8.0 HRS: 80
95296 North Th
Jun 05-Aug 08 8:35 a.m.-10:00 a.m.
Jun 05-Aug 08 10:01 a.m.-4:30 p.m.

Preparation for State License Written Exam
CSME 2046
Preparation for the state licensing written examination. (CSME 2344)
$293 CEUs 8.0 HRS: 80
95298 North W
Jun 04-Aug 08 7:30 a.m.-10:45 a.m.
Jun 04-Aug 08 10:46 a.m.-4:30 p.m.
Jun 05-Aug 08 7:30 a.m.-8:34 a.m.

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

- **$269**
  - CEUs: 8.0
  - HRS: 80
  - 95291
  - Jun 05-Aug 08 7:30 a.m.-9:00 a.m.
  - Jun 05-Aug 08 9:01 a.m.-4:00 p.m.

**Principles of Hair Color & Related Theory**

CSME 2043

Note: Textbook and supplies required

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

- **$293**
  - CEUs: 9.6
  - HRS: 96
  - 95297
  - Jun 04-Aug 08 7:30 a.m.-10:45 a.m.
  - Jun 04-Aug 08 10:46 a.m.-4:30 p.m.

**Principles of Skin Care**

CSME 1056

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

- **$246**
  - CEUs: 8.0
  - HRS: 80
  - 95290
  - Jun 05-Aug 08 8:35 a.m.-10:00 a.m.
  - Jun 05-Aug 08 10:01 a.m.-4:30 p.m.

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**HUMAN RESOURCE MANAGEMENT**

**HR- Human Resources Fast Track Certificate Program**

HRPO 1091

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
  - 95058
  - Central
  - Jun 02-Aug 06 6:00 p.m.-10:00 p.m.

**HR- Online Human Resources Fast Track Certificate Program**

HRPO 1091

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
  - 95059
  - Central Online
  - Jun 23-Aug 27 -
Human Resources Management
HRPO 2001
Note: Textbook required
Study behavioral and legal approaches to the management of human resources in organizations. (HRPO 2301)

$299 CEUs 4.8 HRS: 48
95301 North Online
Jun 02-Jul 03

Photography Technician

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

$295 CEUs 3.2 HRS: 32
95049 South TTh
Jun 03-Jun 26 6:00 p.m.-10:00 p.m.
95050 South MW
Jun 23-Jul 16 6:00 p.m.-10:00 p.m.

Adobe Photoshop II for Photographers
ARTC 1051
Prerequisite: Introductory to Professional Photography, Intermediate Professional Photography, Portrait Photography, Windows for the desktop, or equivalent knowledge, Photoshop I for photographers.
This course for 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
95051 South TTh
Jul 01-Jul 24 6:00 p.m.-10:00 p.m.
95052 South MW
Jul 21-Aug 13 6:00 p.m.-10:00 p.m.

Intermediate Professional Photography
PHTC 2004
Prerequisite: Introductory Professional Photography.
Continue learning professional photography with emphasis on social, portrait, studio, fashion, theatrical, publicity, and conventional photography as well as landscapes and still life. Creative use of flash and camera functions will also be covered.

$250 CEUs 2.4 HRS: 24
95055 South TTh
Aug 19-Sep 04 6:00 p.m.-10:00 p.m.

Introductory Professional Photography
PHTC 1004
Get instruction in camera functions, types of lenses, choosing film and filters, flash photography. This course will introduce you to film exposure and print finishing. This course covers the basics of a digital camera and/or 35mm camera, including f-stops, shutter speed, ASA ratings, and picture-taking techniques. Criteria for buying a camera will be discussed with the instructor on the first day of class.

$250 CEUs 2.4 HRS: 24
95053 South TTh
Jul 29-Aug 14 6:00 p.m.-10:00 p.m.
95054 South MW
Aug 18-Sep 08 6:00 p.m.-10:00 p.m.

Portrait Photography
PHTC 1091
Prerequisite: Introductory to 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
90201 South MW
May 19-Jun 16 6:00 p.m.-10:00 p.m.

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

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
95056  Central  TTh
Jun 03-Jun 24  6:00 p.m.-9:30 p.m.
95057  Central  TTh
Aug 05-Sep 25  6:00 p.m.-9:30 p.m.

SALES/MARKETING

International Marketing Management
IBUS 1054
Note: Textbook required
Analysis of international marketing strategies using market trends, costs, forecasting, pricing, sourcing, and distribution factors. Development of an international export/import marketing plan. (IBUS 1354)

$299  CEUs 4.8  HRS: 48
95303  North  TBA
Jun 02-Aug 08  -

Principles of Selling
MRKG 2033
Prerequisite: Reading level 4
This course is an overview of the selling process. Identification of the elements of the communication process between buyers and sellers is discussed as well as examination of the legal and ethical issues of organizations which affect salespeople. (MRKG 2333)

$299  CEUs 4.8  HRS: 48
95503  North  Online
Jul 07-Aug 08  -

To register: All campuses 281-542-2020
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 2010 to design a simple database, build a new database with related tables, manage data in a table, query a database using different methods, design forms and generate reports.

|$110 | CEUs 0.7 | HRS: 7 |  
| 95094 | Central | Th |
| Jun 05-Jun 05 | 8:30 a.m.-4:30 p.m. |

**Access-Basic Skills**

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

|$245 | CEUs 2.4 | HRS: 24 |  
| 95085 | South | Sa |
| Jun 14-Jul 26 | 9:00 a.m.-1:00 p.m. |

**Access: One Day-Intermediate**

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

|$110 | CEUs 0.7 | HRS: 7 |  
| 95095 | Central | Sa |
| Jun 14-Jun 14 | 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 |  
| 95078 | North | TTh |
| Jul 08-Jul 31 | 12:00 p.m.-4:00 p.m. |

**Business Computer Applications**

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

|$289 | CEUs 6.4 | HRS: 64 |  
| 95309 | North | Online |
| Jun 02-Aug 08 | - |
| 95310 | North | Online |
| Jun 02-Jul 03 | - |
| 95311 | North | Online |
| Jun 02-Jul 03 | - |
| 95312 | North | Online |
| Jul 07-Aug 08 | - |
| 95313 | North | Online |
| Jul 07-Aug 08 | - |

**Excel- Advanced Skills**

**ITSW 2049**  
Prerequisite: Excel- Intermediate Skills.  
Note: Textbook required; flash drive recommended.  
As a student in this course, you will learn the most important topics of Microsoft Excel 2010. You will first discuss how to analyze data with PivotTables and how to create a PivotChart report. You will then have an introductory unit on exchanging data with other programs like Word, PowerPoint and Access. From there you'll move into the different aspects of the application such as sharing excel files and incorporating web information. You will then go over how to customize excel and advanced worksheet management. You will learn to audit a worksheet, create cell comments, custom autofill lists and create and apply templates. You will wrap up the course with how to program with Excel. You will be introduced to the Visual Basic editor, analyze and write code, create a main procedure then run it.

|$175 | CEUs 1.6 | HRS: 16 |  
| 95079 | North | MW |
| Jul 21-Jul 30 | 8:30 a.m.-12:30 p.m. |

To register: All campuses 281-542-2020
**Excel: Basic Skills**
*ITSW 1022*
Prerequisite: Windows for the Desktop or equivalent knowledge.  
Note: Textbook required; flash drive recommended.
In this course, you will work with Excel 2010, a powerful spreadsheet application. You will begin with preparing and formatting techniques. You will learn how to insert texts and formulas into cells. You will use simple functions. You will construct charts for your data. You will learn formatting and printing of selected ranges. You will learn about workbooks and moving data between workbooks.

$175  
95074  
Jun 16-Jun 25  
12:00 p.m.-4:00 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 2010. 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.

$175  
95077  
Jul 07-Jul 16  
12:00 p.m.-4:00 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 2010 worksheets and workbooks. You will learn to create basic formulas and perform basic calculations.

$110  
95086  
Jun 12-Jun 12  
8:30 a.m.-4:30 p.m.

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

$110  
95087  
Jul 10-Jul 10  
8:30 a.m.-4:30 p.m.

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

$289  
90271  
May 12-May 29  
9:00 a.m.-11:45 a.m.

**Key to Days of Week**

<table>
<thead>
<tr>
<th>Day Code</th>
<th>Day Name</th>
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</table>

To register: All campuses 281-542-2020
**INTRODUCTION TO DATABASE**

**ITSW 1007**  
Prerequisite: ITSC 1309 or department chair approval  
Note: Textbook required  
This course is an introduction to database theory and the practical applications of a database. Students will plan, define and design a database; design and generate tables, forms and reports; and devise and process queries. (ITSW 1307)  
$289  
95319  
Jun 02-Jul 03  

**QuickBooks Advanced**  
**ACNT 1054**  
Prerequisite: QuickBooks Basic Skills or equivalent  
Note: Textbook required; flash drive recommended  
In this advanced course, you will expand your reporting knowledge as you learn how to analyze financial data using QuickReport, preset reports and graphs. You will learn to track and pay sales tax, set up and run payroll, create and write payroll checks, practice paying payroll taxes. You will create estimates and learn how to invoice from estimates. You will also learn how to set up the software to track time and mileage.  
$350  
95091  
Jul 08-Jul 31  

**OUTLOOK- One Day**  
**ITSW 1030**  
Prerequisite: Windows for the desktop or equivalent knowledge  
Note: Textbook required  
Learn to create new messages, schedule appointments and tasks, manage messages, create and manage contacts, and create and manage tasks and notes. Communicate and coordinate your schedule with family, friends and colleagues.  
$110  
95098  
Jul 24-Jul 24  

**PowerPoint-One Day**  
**ITSW 1037**  
Prerequisite: Basic computing skills  
Note: Textbook required, flash drive recommended  
In this basic fast paced course, you will explore the PowerPoint 2010 environment and create a new presentation. You will format text on slides and add graphical objects, tables and charts to a presentation.  
$110  
95101  
Aug 21-Aug 21  

**QuickBooks- Basic Skills**  
**ACNT 1010**  
Prerequisite: Basic accounting skills  
Note: Textbook required, flash drive recommended  
Become productive with QuickBooks as you learn to create a company and develop its chart of accounts. Learn banking procedures, how to track customers, vendors, bills, invoices, inventory, employees, and payroll, finish by learning to run reports and create graphs.  
$350  
95090  
Jun 10-Jul 03  

**Word- Basic Skills**  
**POFI 1024**  
Prerequisite: Windows for the Desktop or equivalent knowledge  
Note: Textbook required, flash drive recommended  
In this course, you will work with Word 2010, a powerful application to create and format documents. You will begin with preparing and editing techniques. You will learn how to format, save and print a document. You will be using fonts, keyboard shortcuts, manipulating tabs, cut, copy, and paste text. You will learn page setup- margins, page orientation, inserting page numbers, page breaks, headers, footers, date, time, symbols and other images. You will learn to create tables, populating and formatting them. You must be able to type. Begin to acquire skills and knowledge needed to pass the optional MOS Core certification exam in Word.  
$175  
95072  
Jun 03-Jun 12  

**Word-Intermediate Skills**  
**POFI 2025**  
Prerequisite: Word- Basic Skills or equivalent knowledge.  
Note: Textbook required, flash drive recommended  
First, you will go over how to illustrate documents with graphics. You will learn to insert, position, size and scale a graphic. You will learn to create a text box, WordArt and draw shapes. Next, you will move on to working with themes and building blocks where you will learn to insert a sidebar and Quick Parts. Then you will learn about merging Word documents and developing multipage documents. You will understand mail merge as you create a main document, design a data source, enter, and edit records. You will add merge fields, merge data and create labels. You will wrap up the course with how to work with styles, documents, and references.  
$175  
95075  
Jun 17-Jun 26  

*To register: All campuses 281-542-2020*
**Word-One Day**

POFI 1024

Prerequisite: Basic computing skills  
Note: Textbook required

Learn the basics of Word 2010 and be able to create and edit a simple document, format text and paragraphs, add tables, graphics, watermarks, headers and footers.

$110  
CEUs .7  
HRS: 7

95088  
South  
Th

Jun 19-Jun 19  
8:30 a.m.-4:30 p.m.

95099  
Central  
Th

Aug 07-Aug 07  
8:30 a.m.-4:30 p.m.

**Word: One Day-Intermediate**

POFI 1042

Prerequisite: Windows for the Desktop or equivalent knowledge; Word- One Day or equivalent knowledge  
Note: Textbook required, flash drive recommended

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

$110  
CEUs .7  
HRS: 7

95089  
South  
Th

Jul 17-Jul 17  
8:30 a.m.-4:30 p.m.

95100  
Central  
Th

Aug 14-Aug 14  
8:30 a.m.-4:30 p.m.

**IT Management Skills**

**Microsoft Project-Introductory Skills**

ITSC 1018

Prerequisite: Project Management experience or equivalent knowledge helpful.  
Note: Textbook required

Learn introductory topics needed to effectively use Microsoft Project software in home and business situations. You will learn to create a new project plan, manage project tasks and resources. Finally you will learn to finalize a plan and set it as a baseline.

$245  
CEUs 1.6  
HRS: 16

95093  
Central  
TTh

Aug 05-Aug 21  
6:00 p.m.-10:00 p.m.

**Networking**

**Server Administration Fundamentals**

ITNW 2051

Prerequisite: Basic computer skills  
Note: Textbook required; DVD-RW disc required

Learn server fundamentals such as managing Windows Servers (including virtualization) and storage, along with monitoring and troubleshooting servers. This course also covers such topics as essential naming, directory, and print services. Students also learn of popular Windows Network Services and Applications.

$220  
CEUs 2.0  
HRS: 20

95082  
South  
TTh

Jun 03-Jun 19  
6:00 p.m.-9:30 p.m.

**Security**

**Security Fundamentals**

ITSY 1191

Prerequisite: Basic computer skills  
Note: Textbook required

Learn the vital fundamentals of security such as understanding security layers, authentication, authorization, and accounting. Become familiar with security policies, network security and protecting the server and client.

$220  
CEUs 2.0  
HRS: 20

95083  
South  
TTh

Jul 08-Jul 24  
6:00 p.m.-9:30 p.m.

**Web Development**

**SharePoint User’s Training**

IMED 1002

Prerequisite: Knowledge of Microsoft Office Interfaces  
Note: Textbook required

SharePoint is Microsoft’s web-based collaboration tool that allows users to share resources and create shared content. In this course, you will set up a team site and customize its layout and features. You will capture and organize content into libraries and lists and manage the data. You will use blogs, wikis and workspaces to connect and collaborate. You will learn to integrate the Microsoft Office applications into the site and learn to use workflows in business processes.

$550  
CEUs 3.2  
HRS: 32

95092  
Central  
MW

Jul 07-Jul 30  
6:00 p.m.-10:00 p.m.

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

**EMERGENCY HEALTH**

**CPR FOR HEALTHCARE PROVIDERS**
EMSP 1019

Prerequisites: Student must arrive at class on time with current textbook. See Note

Note: The current textbook is required to attend class. Students MUST arrive at class on time. Late students or students without books will be sent home. Students sent home for these reasons will NOT be transferred to another class or receive a refund.

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

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<td>Central</td>
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**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 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.

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<td>Jul 21-Jul 30</td>
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**PALS PROVIDER**
EMSP 1047

Prerequisites: For approval and additional information, Central Campus: call 281.476.1862; North Campus: call 281.459.7155

Note: Textbook required.

This course describes a system of protocols for management of the pediatric patient experiencing difficulties in medical and/or trauma related emergencies. The purpose of this course is to teach professional healthcare providers the knowledge and skills they will need to know and perform in an actual resuscitation of a child. The course is designed for healthcare providers who are responsible for the well-being of infants and children. A PALS card is issued upon completion.

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<td>16</td>
<td>Jul 26-Jul 27</td>
<td>Central</td>
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To register: All campuses 281-542-2020
# Trauma Life Support

**EMSP 1049**

Prerequisites: For approval and additional information, Central Campus: call 281.476.1862; North Campus: call 281.459.7155

Note: Textbook required

Intense skill development in emergency field management, systematic rapid assessment, resuscitation, packaging, and transportation of patients. Includes experience necessary to meet initial certification requirements. An ITLS card is issued upon completion.

$199  CEUs 1.6  HRS: 16  
95023  Central  SaSu  
Jul 12-Jul 13  8:00 a.m.-5:00 p.m.

# Emergency Medical Technician (EMT)

## Clinical- EMS Supervision

**EMSP 2060**

Prerequisites: EMT Dept approval required. Call 281-476-1862. Clinical orientation- Saturday 8am-12pm prior to class start is required. Must be a currently certified Paramedic. Must enroll concurrently with EMSP 2059.

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Specific detailed learning objectives are developed for the course.  
(EMSP 2160)

$190  CEUs 6.4  HRS: 64  
90269  Central  TBA  
May 20-Aug 08  -

## Clinical- EMT

**EMSP 1060**

Prerequisite: Course approval is required, Central Campus: call 281-476-1862; North Campus: call 281-459-7155.

Note: Attendance at the Saturday Clinical Orientation is mandatory. As an additional expense, a background check through the EMT Department, drug screen, physical, & immunizations are required. This course is required for EMT-Basic Certification; dates, times and location are determined by instructor.

This is a work-based experience with direct client care. This course enables a student to apply theory, skills and concepts learned in the Emergency Medical Technology Basic course. Specific learning objectives are developed by faculty. (EMSP 1160)

$190  CEUs 8.4  HRS: 84  
90266  Central  TBA  
May 20-Aug 08  -

# EMS Supervision/Management

**EMSP 2059**

Prerequisite: EMT Dept approval required. Call 281-476-1862. On-Line courses require basic computer skills. Must be a currently certified Paramedic. Must enroll concurrently with EMSP 2060.

This course covers instruction, literary review, group discussion, and case study on topics pertinent to the emergency medical service (EMS) field supervisor or manager. Identification and interpretation of laws and regulations affecting EMS operations; demonstration of principles of leadership and supervision; discussion and application of strategies used in financial management; explanation and exhibition of principles of personnel management; and development of strategies for evaluating and improving EMS operations. (EMSP 2359)

$299  CEUs 4.8  HRS: 48  
90270  Central  Online  
May 20-Aug 08  -

# Emergency Medical Technician

**EMSP 1001**

Prerequisites: Must be 18 by the class end date and have a high school diploma/GED to be eligible for certification. For approval and additional information, Central Campus: call 281.476.1862; North Campus: call 281.459.7155.

Note: Textbook required

Note: Attendance at the Saturday Skill Day and the Saturday Field Day is mandatory.

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

$379  CEUs 12.8  HRS: 128  
90267  Central  TWTh  
May 20-Aug 08  8:00 a.m.-11:30 a.m.  
90268  Central  TWTH  
May 20-Aug 08  6:00 p.m.-9:30 p.m.  
95277  North  TWTh  
Jun 03-Aug 08  8:00 a.m.-12:00 p.m.  
95276  North  MWTh  
Jun 03-Aug 08  6:00 p.m.-10:00 p.m.

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

Certified Medication Aide
NURA 1013
Prerequisites: Nursing home employment required as CNA or non-licensed direct care staff on first day of class. Proof of HS diploma/GED. Background check through PreCheck is required and is an additional student expense. Call 281-542-2088 for more Info.

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

$729 CEUs 14.4 HRS: 144
95035 South MTWTh
Jun 09-Aug 11 8:00 a.m.-12:00 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; certification fee is not included in the cost of the course.

$825 CEUs 10.8 HRS: 108
95036 Central Sa
May 17-Aug 02
8:00 a.m.-5:00 p.m.
Clinical
95037 North MTWTh
Jun 21-Aug 01
6:00 p.m.-10:00 p.m.
Clinical
95038 Central MTWThF
Jun 25-Jul 05
8:00 a.m.-12:00 p.m.
Clinical
95039 South MTWTh
Jun 09-Jul 17
6:00 p.m.-10:00 p.m.
Clinical
95040 North F
Jul 07-Jul 16
8:00 a.m.-5:00 p.m.
Clinical
95041 South MTWThF
Jun 13-Aug 22
8:00 a.m.-5:00 p.m.
Clinical
95042 Central MTWThF
Aug 11-Aug 21
1:00 p.m.-5:00 p.m.
Clinical
95043 Central MTWThF
Jul 18-Aug 19
1:30 p.m.-5:30 p.m.
Clinical
95044 Central MTWThF
Aug 09-Aug 18
8:00 a.m.-12:00 p.m.
Clinical
95045 Central MTWThF
Jul 31-Sep 04
8:00 a.m.-12:00 p.m.
Clinical
95046 Central MTWThF
Aug 22-Sep 03
8:00 a.m.-12:00 p.m.
Clinical
95047 Central MTWThF
Aug 13-Sep 15
8:00 a.m.-12:00 p.m.
Clinical
95048 Central MTWThF
Sep 05-Sep 14

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

ECRD 1011
Prerequisite: 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 this course.

$575 CEUs 5.2 HRS: 52
95013 Central F
May 23-Aug 29 8:30 a.m.-12:30 p.m.
95012 Central TTh
Jun 03-Jul 15 6:00 p.m.-10:00 p.m.

Medical Imaging

Clinical II Computed Tomography

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

$276 CEUs 16.0 HRS: 160
90313 Central TBA
May 12-Aug 08 -

Magnetic Resonance Imaging and Methodology

MRIT 2034
Prerequisites: RADR 2340, MRIT 2330, and must have current national registration in X-ray (ARRT), Nuclear Medicine (NMTCB or ARRT) or Radiation Therapy (ARRT)
Call 281-476-1501 X1446 for approval to register
Note: Textbook required
Operation of magnetic resonance imaging equipment. Focuses on routine protocols, image quality, and quality control of magnetic resonance imaging. Includes theory and application of magnetic resonance imaging equipment and the principles of patient imaging techniques utilizing the equipment. Category A CE credit is approved by ASRT. (MRIT 2334)

$299 CEUs 4.8 HRS: 48
90315 Central Online
May 12-Aug 08 -

Magnetic Resonance Imaging Clinical II

MRIT 2061
Prerequisites: MRI Clinical I, and must have current national registration in X-Ray (ARRT), Nuclear Medicine (NMTCB), or Radiation Therapy (ARRT), Call 281-476-1501 X1446 for approval to register.
Note: NOT ASRT certified. Textbook required
This course is designed to provide specialized instruction and experience in the performance of the various procedures normally found in a magnetic resonance imaging facility. (MRIT 2361)

$276 CEUs 9.6 HRS: 96
90314 Central TBA
May 12-Aug 08 -

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

**ICD-10 Coding Workshop**

HITT 2000

Prerequisites: Prior Coding Experience.

Note: Call 281-542-2058 for additional details. Textbook required

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.

$229  

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<td>Aug 23-Aug 24</td>
<td>8:00 a.m.-5:00 p.m.</td>
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**Medical Office Professional**

MDCA 1021

Prerequisite: None

Note: Textbook required

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

$1399  

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**PHLEBOTOMY TECHNICIAN**

**Phlebotomy Technician Basic**

PLAB 1023

Prerequisites: Proof of high school diploma/GED completion

Note: Must also enroll in the Phlebotomy Practicum; textbook required

Students are involved in skill development to perform a variety of blood collection methods using proper techniques and universal precautions. This course includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology.

$395  

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**Phlebotomy Technician Practicum**

PLAB 1064

Prerequisites: Proof of high school diploma/GED completion. Proof of a current negative TB skin test and Hepatitis B vaccine. Background check 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 are 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.

$235  

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

APPLIED TECHNOLOGIES & TRADES

IAT Electrical

ELMT 2041
Prerequisite: None
Application of electromechanical systems. Emphasizes programmable control devices and solid state systems.
$780 CEUs 9.6 HRS: 96
95326 Central
Jun 17-Sep 04 5:00 p.m.-9:00 p.m.

IAT Robotics

RBTC 1045
Prerequisite: None
A study of the basic principle of robot controllers, controller input/output, memory, and introductory with computer integrated manufacturing.
$730 CEUs 8.8 HRS: 88
50007 Central
Sep 16-Dec 02 5:00 p.m.-9:00 p.m.

Industrial Interlock (IEC)

PTAC 1091
Students develop in-depth skills in process troubleshooting techniques including correcting problems at start-up, shutdown and abnormal operating situations.
$725 CEUs 1.6 HRS: 16
90284 Central
May 20-May 21 8:00 a.m.-5:00 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)
$336 CEUs 9.6 HRS: 96
95238 North
Jun 02-Aug 08 8:30 a.m.-11:45am

AUTO BODY COLLISION

Auto Body M & E Service

ABDR 2002
A course in the repair, replacement, and/or service of collision damaged mechanical or electrical systems. Topics include drive train removal, reinstallation and service; cooling system service and repair; exhaust system service; and emission control systems. Additional topics include wire and connector repair, reading wiring diagrams, and troubleshooting. (ABDR 2502)
$379 CEUs 12.8 HRS: 128
95236 North
Jun 02-Aug 08 9:10 a.m.-3:30 p.m.
95235 North
Jun 02-Aug 08 5:45 p.m.-10:00 p.m.

Auto Plastic & Sheet Molded Compound Repair

ABDR 1049
This is a comprehensive course in repair of interior and exterior plastics, including the use of various types of adhesives and state-of-the-art plastic welding. (ABDR 1449)
$311 CEUs 9.6 HRS: 96
95233 North
Jun 03-Aug 07 9:30 a.m.-2:15 p.m.

Collision Repair Estimating

ABDR 2055
An advanced course in collision estimating and development of an accurate damage report. (ABDR 2255)
$226 CEUs 4.8 HRS: 48
95234 North
Jun 03-Aug 07 7:30 a.m.-9:20am

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

**ARCHITECTURAL ILLUSTRATION**
ARCE 1021
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)

$398  CEUs 9.6  HRS: 96
95237  Jun 03-Aug 07 12:00 p.m.-3:15 p.m.

**Basic Computer-Aided Drafting**
DFTG 1009
An introduction to computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, and using layers. (DFTG 1409)

$336  CEUs 9.6  HRS: 96
95209  Jun 02-Jul 25 1:00 p.m.-4:00 p.m.
95210  Jun 03-Jul 24 6:00 p.m.-9:00 p.m.

**Technical Drafting**
DFTG 1005
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, and sections. (DFTG 1405)

$336  CEUs 9.6  HRS: 96
95207  Jun 02-Jul 25 9:00 a.m.-12:00 p.m.
95208  Jun 02-Jul 25 6:00 p.m.-9:00 p.m.

**Topographical Drafting**
DFTG 2021
Plotting of surveyor’s field notes. Includes drawing elevations, contour lines, plan and profiles, and laying out traverses. (DFTG 2421)

$336  CEUs 9.6  HRS: 96
95240  Jun 02-Aug 08 6:00 p.m.-9:15 p.m.

**Electrical/Electronics**

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

$332  CEUs 9.6  HRS: 96
95244  Jun 03-Aug 07 8:00 a.m.-1:00 p.m.
95245  Jun 03-Aug 07 5:00 p.m.-10:00 p.m.
95239  Jun 02-Aug 08 12:00 p.m.-3:15 p.m.

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

$279  CEUs 6.4  HRS: 64
90235  May 19-Aug 06 1:00 p.m.-3:30 p.m.
90232  May 19-Aug 06 7:20 p.m.-9:50 p.m.
90234  May 20-Aug 07 1:00 p.m.-3:25 p.m.
90233  May 20-Aug 07 4:00 p.m.-6:25 p.m.
90231  May 20-Aug 07 7:20 p.m.-9:45 p.m.

**To register: All campuses 281-542-2020**
**Electrical Planning & Estimating**

ELPT 2037
Students learn how to plan and estimate residential, industrial and commercial wiring systems costs. (ELPT 2337)

$293 CEUs 6.4 HRS: 64
95241 North MW
Jun 02-Aug 08 6:00 p.m.-9:15 p.m.

**Journeyman Electrician Exam Review**

ELPT 2001
Preparation for journeyman electrician licensure with emphasis on calculations, and the National Electrical Code (NEC). Special attention is directed toward test taking skills, and practice exams as they apply to the state journeyman exam. (ELPT 2301)

$269 CEUs 4.8 HRS: 48
90239 Central TTh
May 20-Aug 07 7:00 p.m.-8:40 p.m.

**Master Electrician Exam Review I**

ELPT 1040
This is an introductory study of electrical theory, code calculations, and interpretations applicable to becoming a master electrician. Emphasis on residential, commercial, and industrial installations using the current edition of the National Electric Code (NEC) and local ordinances. (ELPT 1440)

$312 CEUs 6.4 HRS: 64
90238 Central MW
May 19-Aug 06 7:00 p.m.-9:30 p.m.

**National Electric Code I**

ELPT 1025
An introductory study of the National Electric Code (NEC). Emphasis will be on wiring design, protection, methods and materials; equipment for general use, and basic calculations. (ELPT 1325)

$269 CEUs 4.8 HRS: 48
95212 Central T
May 20-Aug 05 6:00 p.m.-9:40 p.m.

**HVAC/REFRIGERATION**

**AC & Refrigeration Codes**

HART 2001
HVAC standards and concepts with emphasis on the understanding, and documentation of the codes and regulations required for the state mechanical contractors license and local codes. (HART 2301)

$269 CEUs 4.8 HRS: 48
95243 North Online
Jun 02-Aug 08 -

**Preparation for EPA Recovery Certification**

HART 1056
Prepatory course and testing for HVAC refrigerant recovery and recycling to meet requirements of EPA Section 608 of the Clean Air Act. (HART 1356)

Note: Test card and study guide required

$269 CEUs 4.8 HRS: 48
95242 North Online
Jun 02-Aug 08 -

**NON-DESTRUCTIVE TESTING**

**Film Interpretation of Weldments**

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

$293 CEUs 6.4 HRS: 64
95213 Central MW
Jun 02-Aug 08 5:00 p.m.-7:55 p.m.
95214 Central TTh
Jun 03-Aug 07 5:00 p.m.-7:55 p.m.

To register: All campuses 281-542-2020
**Intermediate Ultrasonics: Flaw Detection & Sizing**  
NDTE 1054  
Basic theory and applications of the ultrasonic techniques of materials testing covering the theoretical material from the certification test for Ultrasonic Level I American Society of Non-Destructive Testing. (NDTE 1454)  
$336  CEUs 9.6  HRS: 96  
95215  Central  MW  
Jun 02-Aug 08  5:45 p.m.-10:15 p.m.

**Testing and Inspection Systems**  
QCTC 1046  
A study of testing and inspection systems including pertinent specifications, inspection tools, gauges, instruments and mechanisms in illustrating the need for maintaining quality to establish standards. (QCTC 1446)  
$398  CEUs 9.6  HRS: 96  
95219  Central  MW  
Jun 02-Aug 08  5:45 p.m.-10:15 p.m.

**Occupational Health & Safety**  
**Certified Occupational Safety Specialist (COSS)**  
OSHT 1003  
This course is designed to build core competencies in the field of safety for adult learners. COSS is a highly intensive, highly interactive course that focuses on providing individuals who are responsible for safety, the tools and techniques they need to make safety work for them.  
$1699  CEUs 4.0  HRS: 40  
95069  Central  MTWThF  
Jul 14-Jul 18  8:00 a.m.-5:00pm

**Pipefitting**  
**Pressure Piping Inspection**  
NDTE 2039  
This course prepares students to take the API 570 certification examination by covering the principles of pressure vessel inspection as covered in American Society of Mechanical Engineers (ASME) and American Petroleum Institute (API) documents.  
$312  CEUs 6.4  HRS: 64  
95216  Central  T  
Jun 03-Aug 07  5:00 p.m.-7:55pm

**Standards**  
QCTC 2031  
A study of philosophy and theory of standards, appropriate standard organizations and systems, integration to the application of standards criteria in society. Emphasis placed on the study of structural, mechanical and application of the ASME, AWS and API codes along with ASTM and MIL-STD. (QCTC 2331)  
$49  CEUs 6.4  HRS: 64  
95220  Central  MW  
Jun 02-Jun 09  5:00 p.m.-7:55 p.m.  
95221  Central  TTh  
Jun 03-Aug 07  5:00 p.m.-7:55 p.m.

**Statistical Process Control**  
QCTC 1041  
Students will be able to apply correlation methods, analysis of variance, dispersion and sampling techniques. (QCTC 1341)  
$293  CEUs 6.4  HRS: 64  
95218  Central  TTh  
Jun 03-Aug 07  5:00 p.m.-7:55 p.m.
TRUCK DRIVING

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

$52  CEUs .6  HRS: 6
95061  Central  F
Jun 06-Jun 06  7:00 a.m.-1:30 p.m.
95063  Central  F
Jul 18-Jul 18  7:00 a.m.-1:30 p.m.
95066  Central  F
Aug 29-Aug 29  7:00 a.m.-1:30 p.m.

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

$1647  CEUs 12.6  HRS: 126
90202  Central  MTWTh
May 19-Jun 26  7:00 a.m.-6:00 p.m.
95067  Central  SaSu
May 31-Aug 17  7:00 a.m.-6:00 p.m.
95060  Central  MTWTh
Jun 30-Aug 07  7:00 a.m.-6:00 p.m.
95064  Central  MTWTh
Aug 11-Sep 18  7:00 a.m.-6:00 p.m.

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

$1348  CEUs 12.0  HRS: 120
90203  Central  MTWTh
May 19-Jun 26  7:00 a.m.-6:00 p.m.
95068  Central  SaSu
May 31-Aug 17  7:00 a.m.-6:00 p.m.
95062  Central  MTWTh
Jun 30-Aug 07  7:00 a.m.-6:00 p.m.
95065  Central  MTWTh
Aug 11-Sep 18  7:00 a.m.-6:00 p.m.

WELDING

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

$403  CEUs 12.8  HRS: 128
95231  Central  MTW
Jun 02-Aug 08  5:45 p.m.-10:00 p.m.
95254  North  ThF
Jun 05-Aug 08  5:30 p.m.-10:00 p.m.

ADVANCED PIPE WELDING
WLDG 2053
These are advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. (WLDG 2553)

$403  CEUs 12.8  HRS: 128
95232  Central  MTW
Jun 02-Aug 08  5:45 p.m.-10:00 p.m.
95255  North  ThF
Jun 05-Aug 08  5:30 p.m.-10:00 p.m.

ADVANCED SHIELDED METAL ARC WELDING SMAW
WLDG 2043
These are advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding with open V-groove joints in all positions. (WLDG 2543)

$403  CEUs 12.8  HRS: 128
95253  North  MTW
Jun 02-Aug 08  5:30 p.m.-10:00 p.m.
95230  Central  MTW
Jun 02-Aug 08  5:45 p.m.-10:00 p.m.

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

WLDG 2006

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

$403  
CEUs 12.8  
HRS: 128

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**Intermediate Welding Using Multiple Processes**

WLDG 2013

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

$403  
CEUs 12.8  
HRS: 128

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**Introduction to Gas Metal ARC Welding (GMAW)**

WLDG 1030

This is a study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools and equipment. (WLDG 1530)

$403  
CEUs 12.8  
HRS: 128

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**Introduction to Gas Tungsten ARC Welding GTAW**

WLDG 1034

This is 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 will be covered. (WLDG 1534)

$403  
CEUs 12.8  
HRS: 128

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

WLDG 1028

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

$403  
CEUs 12.8  
HRS: 128

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To register: All campuses 281-542-2020
MARITIME

ABLE BODIED SEAMAN
MART 2073
Prerequisite: 90 days seafaring
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 marlinespike seamanship, inland and international Rules of the Road, proficiency in survival craft operations, deck safety, and basic navigation.

$800  CEUs 4.0  HRS: 40
90205  Central  MTWThF
May 12-May 16  8:00 a.m.-5:00 p.m.
95148  Central  MTWThF
Jun 16-Jun 20  8:00 a.m.-5:00 p.m.
95160  Central  MTWThF
Jul 28-Aug 01  8:00 a.m.-5:00 p.m.

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

$800  CEUs 3.2  HRS: 32
90211  Central  TWThF
May 20-May 23  8:00 a.m.-5:00 p.m.
95161  Central  TWThF
Jul 29-Aug 01  8:00 a.m.-5:00 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  CEUs 3.2  HRS: 32
90206  Central  MTWThF
May 12-May 16  8:00 a.m.-5:00 p.m.
95145  Central  MTWThF
Jun 09-Jun 13  8:00 a.m.-5:00 p.m.
95155  Central  MTWThF
Jul 07-Jul 11  8:00 a.m.-5:00 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  CEUs 4.0  HRS: 40
90208  Central  MTWThF
May 19-May 23  8:00 a.m.-5:00 p.m.
95150  Central  MTWThF
Jun 23-Jun 27  8:00 a.m.-5:00 p.m.
95158  Central  MTWThF
Jul 28-Aug 01  8:00 a.m.-5:00 p.m.

To register: All campuses 281-542-2020
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

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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

<table>
<thead>
<tr>
<th>Course</th>
<th>CEUs</th>
<th>HRS</th>
<th>Location</th>
<th>Dates</th>
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<td>90209</td>
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<td>40</td>
<td>Central</td>
<td>May 22-Jun 26</td>
</tr>
<tr>
<td>95149</td>
<td>4.0</td>
<td>40</td>
<td>Central</td>
<td>Jul 19-Aug 17</td>
</tr>
</tbody>
</table>

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-I of the STCW Code and 46 CFR 12.13-1. This course is recommended for all crewmembers.

$800

<table>
<thead>
<tr>
<th>Course</th>
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<td>24</td>
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<td>Jun 23-Jun 25</td>
</tr>
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</table>

Proficiency in Survival Craft
MART 2074
Prerequisite: 90 days seetime
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

<table>
<thead>
<tr>
<th>Course</th>
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<td>3.2</td>
<td>32</td>
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<td>Jun 22-Jun 26</td>
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</table>

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

$600

<table>
<thead>
<tr>
<th>Course</th>
<th>CEUs</th>
<th>HRS</th>
<th>Location</th>
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<td>40</td>
<td>Central</td>
<td>Jul 25-Aug 01</td>
</tr>
</tbody>
</table>

Tankerman PIC-Barge (DL)
MART 2076
Prerequisite: 90 days seetime
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

<table>
<thead>
<tr>
<th>Course</th>
<th>CEUs</th>
<th>HRS</th>
<th>Location</th>
<th>Dates</th>
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<td>90204</td>
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<td>95154</td>
<td>4.0</td>
<td>40</td>
<td>Central</td>
<td>Jul 26-Aug 01</td>
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</tbody>
</table>

To register: All campuses 281-542-2020
**Vessel Security Officer**

MART 1073  
Prerequisite: 90 days seatime  
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  
90207  
Central  
May 14-May 15  
8:00 a.m.-5:00 p.m.  

95154  
Central  
Jul 02-Jul 03  
8:00 a.m.-5:00 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)

$269  
95323  
North  
Jun 02-Jul 03  
8:00 a.m.-10:20 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. This course focuses on Standard English grammar usage for academic purposes. Open only to non-native speakers. This is an advanced-level course.

$269  
95325  
North  
Jul 07-Aug 08  
8:00 a.m.-10:20 a.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)

$269  
95321  
North  
Jun 02-Jul 03  
10:35 a.m.-1:35 p.m.

**English Communication Skills 1**

COMG 1000  
Prerequisite: Pre-assessment required  
Note: Textbook and workbook are required. If age 17, parental or guardian consent is required.  
Designed for students whose primary language is other than English, this course presents industry-related basic reading, writing, speaking, and listening skills. The emphasis is on high-frequency vocabulary (basic sight words) and phonics; refining oral and written production; assists with listening skills for enhanced job productivity; and increasing the control of the English sound system to minimize on-the-job miscommunication or misinterpretation due to foreign accent. This is the first class in our nine levels of English language instruction.

$250  
95136  
South  
Jun 09-Jul 03  
9:00 a.m.-12:30 p.m.  

95331  
Central  
Jun 09-Jul 03  
9:00 a.m.-12:30 p.m.

**English Communication Skills 2**

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

$250  
95138  
South  
Jul 28-Aug 21  
9:00 a.m.-12:30 p.m.  

95332  
Central  
Jul 28-Aug 21  
9:00 a.m.-12:30 p.m.
### English Communication Skills 3

**COMG 1001**  
Prerequisite: Pre-assessment required  
Note: Textbook and workbook required  
This course will provide dynamic communicative practice for students whose primary language is other than English, exposing students to the uses of language in a variety of situations. Students will learn to match vocabulary words with their respective definitions when terms and definitions are presented in writing. Students will learn to select the correct meaning of a word based on the context of the word; give examples of the pronunciation, meaning and part of speech of vocabulary words that relate to work or everyday life activities. This level will provide the student with skills to summarize the main idea in writing.  

**$250**  
**CEUs 5.6**  
**HRS: 56**  
**95139 South**  
Aug 25-Sep 18  
9:00 a.m.-12:30 p.m.  
**95333 Central**  
Aug 25-Sep 18  
9:00 a.m.-12:30 p.m.

### 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)  

**$269**  
**CEUs 4.8**  
**HRS: 48**  
**95324 North**  
Jul 07-Aug 08  
8:00 a.m.-10:20 a.m.

### 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)  

**$269**  
**CEUs 4.8**  
**HRS: 48**  
**95320 North**  
Jun 02-Jul 03  
10:35 a.m.-1:35 p.m.

### 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)  

**$269**  
**CEUs 4.8**  
**HRS: 48**  
**95322 North**  
Jun 02-Jul 03  
8:00 a.m.-10:20 a.m.

### Para Educator Training

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

**$275**  
**CEUs 1.8**  
**HRS: 18**  
**95127 South**  
Jun 07-Jun 21  
8:00 a.m.-3:30 p.m.  
**95130 North**  
Jul 12-Jul 26  
8:00 a.m.-3:30 p.m.  
**95133 South**  
Aug 09-Aug 23  
8:00 a.m.-3:30 p.m.

### Para Educator 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**  
**90016 South**  
May 17-May 17  
8:00 a.m.-1:30 p.m.  
**95129 South**  
Jun 21-Jun 21  
8:00 a.m.-1:30 p.m.  
**95132 South**  
Jul 26-Jul 26  
8:00 a.m.-1:30 p.m.  
**95135 South**  
Aug 23-Aug 23  
8:00 a.m.-1:30 p.m.
Para Educator 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
95128 South Sa
Jun 07-Jun 21 8:00 a.m.-3:30 p.m.
95131 South Sa
Jul 12-Jul 26 8:00 a.m.-3:30 p.m.
95134 South Sa
Aug 09-Aug 23 8:00 a.m.-3:30 p.m.

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

$165 CEUs 3.6 HRS: 36
95108 Central MTWTh
Jun 23-Jul 10 6:00 p.m.-9:00 p.m.
95109 South MTWTh
Jun 23-Jul 10 6:00 p.m.-9:00 p.m.
95110 North MTWTh
Jun 23-Jul 10 6:00 p.m.-9:00 p.m.
95120 Central MTWTh
Aug 25-Sep 11 6:00 p.m.-9:00 p.m.
95121 South MTWTh
Aug 25-Sep 11 6:00 p.m.-9:00 p.m.
95122 North MTWTh
Aug 25-Sep 11 6:00 p.m.-9:00 p.m.

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

$165 CEUs 3.6 HRS: 36
95105 Central MTWTh
Jun 02-Jun 19 6:00 p.m.-9:00 p.m.
95106 South MTWTh
Jun 02-Jun 19 6:00 p.m.-9:00 p.m.
95107 North MTWTh
Jun 02-Jun 19 6:00 p.m.-9:00 p.m.
95117 Central MTWTh
Aug 04-Aug 21 6:00 p.m.-9:00 p.m.
95118 South MTWTh
Aug 04-Aug 21 6:00 p.m.-9:00 p.m.
95119 North MTWTh
Aug 04-Aug 21 6:00 p.m.-9:00 p.m.

GED Preparation: Social Studies/Science
NFND 0000
Note: Textbook is required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required; must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.

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

$120 CEUs 2.4 HRS: 24
90034 Central MTWTh
May 12-May 22 6:00 p.m.-9:00 p.m.
90035 South MTWTh
May 12-May 22 6:00 p.m.-9:00 p.m.
90036 North MTWTh
May 12-May 22 6:00 p.m.-9:00 p.m.
95111 Central MTWTh
Jul 14-Jul 24 6:00 p.m.-9:00 p.m.
95112 South MTWTh
Jul 14-Jul 24 6:00 p.m.-9:00 p.m.
95113 North MTWTh
Jul 14-Jul 24 6:00 p.m.-9:00 p.m.
95123 Central MTWTh
Sep 15-Sep 25 6:00 p.m.-9:00 p.m.
95124 South MTWTh
Sep 15-Sep 25 6:00 p.m.-9:00 p.m.
95126 North MTWTh
Sep 15-Sep 25 6:00 p.m.-9:00 p.m.
Life Long Learning

ARTS & CRAFTS

CERAMICS I
NFND 0000
Note: No textbook required; must be approved by the credit department
Studio Course- An introduction to basic ceramic processes and an exploration of clay as an artistic medium. Includes mechanical (wheel-thrown) and hand-built techniques, and glazing and firing processes. (ARTS 2346)
$289 CEUs 9.6 HRS: 96
90254 Central MTWTh
May 12-Jul 03 11:00 a.m.-1:50 p.m.

CERAMICS II
NFND 0000
Prerequisite: ARTS 2346
Note: No textbook required; must be approved by the credit department
Studio course- A continuation of ARTS 2346. Exploration of clay as an artistic medium, concentrating on combinations of mechanical and hand-built techniques. (ARTS 2347)
$289 CEUs 9.6 HRS: 96
90255 Central MTWTh
May 12-Jul 03 11:00 a.m.-1:50 p.m.

CAKE DECORATING

CUPCAKE CAMP
NFND 0000
Sign up for your favorite cupcake camp. Each camp theme will differ during the semester. Stop by the Continuing and Professional Development office for a supply list and project schedule.
$49 CEUs .3 HRS: 3
95185 North W
Aug 20-Aug 20 6:30 p.m.-8:30 p.m.

FONDANT MAKING WORKSHOP
NFND 0000
Prerequisite: Wilton Cake Decorating Basics
Note: Students purchase own supplies
With your instructor’s knowhow, you will learn how to make your desired flavor of marshmallow fondant such as chocolate, rum, cherry and more. You will also learn how to cover your cake with ease and precision by learning tips and tricks of the cake decorating trade. Tools and supplies include: large rolling pin, Wilton roll and cut mat, tapered spatula, and ingredients from your kitchen.
$49 CEUs .2 HRS: 2
95188 North W
Aug 06-Aug 27 6:30 p.m.-8:30 p.m.

WILTON CAKE DECORATING BASICS
(WILTON COURSE 1)
NFND 0000
Note: Students need to purchase Wilton textbook and Wilton Student Kit (available in SJC bookstore) prior to class starting
This is the foundation for all Wilton Method Courses. Successful decorating begins with the basics of organizing the ingredients and supplies baking the cake and preparing for decorating, making the icing, and learning how to use the decorating tools properly. You will be introduced to basic cake decorating by learning the star, drop flower, piping gel transfers and be introduced to the rose.
$49 CEUs .8 HRS: 8
95182 North M
Jun 09-Jun 30 6:30 p.m.-8:30 p.m.
95183 North W
Jun 11-Jul 02 6:30 p.m.-8:30 p.m.

WILTON FLOWERS AND CAKE DESIGN
(CAKE DECORATING COURSE 2)
NFND 0000
Prerequisite: Wilton Cake Decorating I
Note: Students need to purchase Wilton textbook and Wilton Student Kit (available in SJC bookstore) prior to class starting.
In this course you will learn to make beautiful flowers, such as the rose, rosebud, daffodils and violets, perfect for any occasion. Just as important as learning to make the flowers, you will learn the basic design principles to created impressive floral arrangements on your cake. To finish your cake you will learn the basket weave and reverse shell for a lovely finished cake.
$49 CEUs .8 HRS: 8
95184 North M
Jul 07-Jul 28 6:30 p.m.-8:30 p.m.
95187 North M
Aug 04-Aug 25 6:30 p.m.-8:30 p.m.

To register: All campuses 281-542-2020
DANCE

**Belly Dancing I**  
NFND 0000  
*Note: Students must purchase zills for $15.00-$20.00.*  
Using the ancient and sensual art of belly dancing you can tone your body and captivate imagination. This class will strive to be creative and aerobic along with stretching and toning all muscle groups.  
*CEUs 1.2  HRS: 12*  
95191  Central  T  
Jun 03-Jul 08  5:30 p.m.-7:20 p.m.

**Belly Dancing 2**  
NFND 0000  
Prerequisite: Belly Dancing 1  
*Note: Bring zills and veils to each class.*  
Belly Dancing 2 continues to build on the basic techniques learned in the Beginning Class. This class will focus on more complex movements and combinations of movement with transitions. Students should bring their zills and veil to each class. A short routine will be taught which incorporates the movements taught during the course of the session.  
*$80*$  
95192  Central  T  
Jul 15-Aug 19  7:30 p.m.-9:30 p.m.

**Social Dance-Country Western**  
NFND 59533  
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!  
*$80*$  
95193  Central  Th  
Jun 05-Jun 26  6:00 p.m.-7:30 p.m.  
95334  Central  Th  
Jul 03-Jul 24  6:00 p.m.-7:30 p.m.  
95194  Central  Th  
Jul 31-Aug 21  6:00 p.m.-7:30 p.m.

**Painting/Drawing**

**Drawing I**  
NFND 0000  
A beginning course investigating a variety of media, techniques and subjects, exploring perceptual and descriptive possibilities with consideration of drawing as a developmental process, as well as an end in itself.  
*$279*$  
95271  South  MTWTh  
Jun 02-Jul 03  10:00 a.m.-2:30 p.m.  
95272  South  MTWTh  
Jun 02-Jul 03  10:00 a.m.-2:30 p.m.

**Painting I**  
NFND 0000  
Exploring the potentials of painting media with emphasis on color and composition.  
*$279*$  
95256  Central  MTWTh  
Jun 02-Jul 25  11:00 a.m.-1:45 p.m.

**Painting II**  
NFND 0000  
Prerequisite: ARTS 2316 or approval of department chair  
Continuation of Painting I with emphasis on individual expression.  
*$279*$  
95257  Central  MTWTh  
Jun 02-Jul 25  11:00 a.m.-1:45 p.m.

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**Key to Days of Week**

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

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

NFND 0000
Prerequisite: Student must have a valid driver’s license or instructional permit. Students must be able to ride a bicycle.

Note: Motorcycle and helmet for class will be provided.

Upon successful course completion, certificate is issued for submission to the Texas Department of Public Safety (DPS). Motorcycles are furnished (250cc). Students must wear a helmet, over-the-ankle leather shoes/boots with heels, gloves, long sleeve shirt, long pants, glasses or face shield.

Depending on student skill level and size of class, hours may vary. No refunds are given after the course begins.

$195 CEU 1.9 HRS: 19
Meets Friday 6 p.m.-9 p.m. Saturday and Sunday 7:30 a.m.-3:30 p.m.

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<th>Central Campus</th>
<th>North Campus</th>
<th>South Campus</th>
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<tr>
<td>995001 May 30-Jun 01 Central FSaSu</td>
<td>90072 North FSaSu May 16-May 18</td>
<td>90077 South FSaSu May 16-May 18</td>
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<tr>
<td>95169 Jun 06-Jun 08 Central FSaSu</td>
<td>95173 North FSaSu Jun 27-Jun 29</td>
<td>95002 South FSaSu May 30-Jun 01</td>
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<td>95170 Jun 20-Jun 22 Central FSaSu</td>
<td>95174 North FSaSu Jul 18-Jul 20</td>
<td>95176 South FSaSu Jun 27-Jun 29</td>
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<td>95175 North FSaSu Aug 08-Aug 10</td>
<td>95177 South FSaSu Jul 18-Jul 20</td>
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<td>95172 Aug 15-Aug 17 Central FSaSu</td>
<td>Aug 08-Aug 10 South FSaSu Aug 08-Aug 10</td>
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<tr>
<td>95179 Aug 22-Aug 24 South FSaSu</td>
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SCRAPBOOKING

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

$20 CEUs .2 HRS: 2
95181 South W Jun 18-Jun 18 7:00 p.m.-9:00 p.m.

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

$20 CEUs .2 HRS: 2
95180 South W Jun 11-Jun 11 7:00 p.m.-9:00 p.m.

SPORTS & RECREATION

Aikido Martial Arts
NFND 0000
Note: Textbook required.

This co-educational class is a continuation of the introductory Aikido class; however, it is open to students of all levels. Aikido is a noncompetitive, non-aggressive, self-defense Japanese Martial Art. Regardless of age, size, or gender, anyone in reasonably good health or physical condition can participate and benefit from this Aikido class. Empty handed techniques, as well as techniques involving the bokken (wooden sword), tanto (wooden knife) and jo (staff) will be covered. Students will be taught how to perform all basic falls, warm-up exercises as well as fundamentals of basic movements and techniques. Aikido principles and etiquette will be taught.

$80 CEUs 1.7 HRS: 17
95189 Central 7:00 p.m.-8:30 p.m. Jun 09-Jul 14
95143 South 7:00 p.m.-8:30 p.m. Jun 10-Jul 15
95190 Central 7:00 p.m.-8:30 p.m. Jul 16-Aug 20
95162 South 7:00 p.m.-8:30 p.m. Jul 17-Aug 21

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

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

$183  
CEUs 4.8  
HRS: 48  
90256  
Central  
MTWTTh  
May 12-May 30  
9:00 a.m.-12:25 p.m.  
95258  
Central  
MWTh  
Jun 02-Jul 03  
1:00 p.m.-4:25 p.m.  
95259  
Central  
MWTh  
Jul 07-Aug 08  
1:00 p.m.-4:20 p.m.

**Fitness Walking**

NFND 0000  
This course introduces students to walking as a lifetime fitness activity. Emphasis is placed on correct form and pacing to maintain working heart rate. Other topics covered are proper shoe selection, training principles for improved cardiovascular fitness, safety, and injury prevention. (PHED 1143)

$183  
CEUs 4.8  
HRS: 48  
95268  
Central  
MTWTTh  
Jun 02-Jul 03  
6:30 a.m.-9:40 a.m.  
95267  
Central  
MTWTTh  
Jun 02-Jul 03  
7:15 a.m.-9:45 a.m.  
95269  
Central  
MTWTTh  
Jul 07-Aug 08  
7:20 a.m.-9:40 a.m.  
95270  
Central  
MTWTTh  
Jul 07-Aug 08  
6:30 p.m.-9:40 p.m.

**Golf- Intermediate**

NFND 0000  
Attention is given to proper stance, grip, swing, and game process. Supervised help in developing control and accuracy. Students must bring their own golf clubs and a few golf balls. Additional money will also be needed for purchase of balls at a driving range where some of the instruction will be conducted.

$63  
CEUs .8  
HRS: 8  
90046  
Central  
M  
May 19-May 19  
5:30 p.m.-6:50 p.m.  
95167  
Central  
M  
Jun 09-Jun 09  
7:00 p.m.-8:20 p.m.  
95265  
Central  
M  
Jun 11-Jun 25  
7:00 p.m.-8:20 p.m.  
95267  
Central  
M  
Jul 07-Jul 07  
7:00 p.m.-8:20 p.m.  
95268  
Central  
M  
Jul 09-Jul 23  
7:00 p.m.-8:20 p.m.

**Golf- Beginning**

NFND 0000  
Basic skills and strokes are stressed. Rules and etiquette of the game are also included. Students must bring their own clubs and a few golf balls. Additional money will also be needed for purchase of golf balls at a driving range where some of the instruction will be conducted. First class meeting will be on campus. Subsequent classes at the driving range.

$70  
CEUs .8  
HRS: 8  
95165  
Central  
M  
Jun 09-Jun 09  
5:30 p.m.-6:50 p.m.  
MW  
Jun 11-Jun 25  
5:30 p.m.-6:50 p.m.  
95166  
Central  
M  
Jul 07-Jul 07  
5:30 p.m.-6:50 p.m.  
MW  
Jul 09-Jul 23  
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)

$183  
CEUs 4.8  
HRS: 48  
95261  
Central  
MTWTTh  
Jun 02-Jul 03  
6:30 a.m.-9:40 a.m.  
95260  
Central  
MTWTTh  
Jun 02-Jul 03  
7:15 a.m.-9:45 a.m.  
95262  
Central  
MTWTTh  
Jul 07-Aug 08  
7:20 a.m.-9:40 a.m.  
95263  
Central  
MTWTTh  
Jul 07-Aug 08  
6:30 p.m.-9:30 p.m.
Scuba-Open Water Diver
NFND 0000
Note: 6 hours classroom Texas Dive Center in Clear Lake-Tuesday/Thursday nights 6pm-9pm; 8 hours confined water-YMCA on Highway 3 Clear Lake on Saturday/Sunday; then 12 hours open water lake the next Saturday and Sunday (8-5pm all day-6 hours in actual water time)
There are a few steps involved prior to starting your SCUBA program. Please be sure to read the steps below and make sure you understand what needs to be done prior to taking your SCUBA course.
Please be sure to call Texas Dive Center at 281-741-9949 and schedule an orientation. This orientation must be completed before you can enter the water with SCUBA equipment.
$300 CEUs 2.6 HRS: 26
95163 South TTh
Jun 17-Jun 19 6:00 p.m.-9:00 p.m.
Jun 21-Jun 22 1:00 p.m.-5:00 p.m.
Jun 28-Jun 29 8:00 a.m.-5:00 p.m.
95164 South TTh
Jul 08-Jul 10 6:00 p.m.-9:00 p.m.
Jul 12-Jul 13 1:00 p.m.-5:00 p.m.
Jul 19-Jul 20 8:00 a.m.-5:00 p.m.

Weight Training
NFND 0000
Lectures, demonstrations and practice in the basic skills and techniques of weight training (PHED 1123)
$183 CEUs 4.8 HRS: 48
95264 Central MTWTh
Jun 02-Jul 03 12:45 p.m.-3:15 p.m.
95265 Central MTWTh
Jul 07-Aug 08 10:00 a.m.-12:20 p.m.

Yoga I
NFND 0000
This course is an introduction to basic yoga postures, breathing, and relaxation techniques with emphasis on physical practice. (PHED 1134)
$183 CEUs 4.8 HRS: 48
90257 Central MTWThF
May 12-May 30 9:00 a.m.-12:25 p.m.
95266 Central MTWTh
Jun 02-Jul 03 10:00 a.m.-12:30 p.m.

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

To register: All campuses 281-542-2020
Adult Learning Institute

For Ages 55 and Up!

10% off select classes!

Are you ready to learn a new skill or hobby and make new friends?

Choose from the following:

- Country Western and Ballroom Social Dance Classes
- Golf - Beginning and Intermediate
- Watercolor I
- Retirement Planning Today
- Scrapbooking sessions 1-5
- Drawing I

Just register at any CPD registration office on Central, North, or South campuses and show proof of age to receive your discount!

Looking for other areas of interest? Contact us for information on upcoming classes and give us your wish list!

281-542-2020

San Jacinto College will be closed this semester:

- Independence Day - July 4

NO CLASSES WILL MEET ON THIS DAY.
Online Learning
Partnership with Education to Go
Online learning anytime, anywhere...just a click away!

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

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

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

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

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

Start Dates:

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

To Register: Call 281-542-2020

To register: All campuses 281-542-2020
Online Registration Steps

1. Go to www.cpd/sanjac.edu to the Registration heading to view a video tutorial about registering online for Continuing & Professional Development classes.
2. To start your registration go to www.cpd/sanjac.edu.
3. Each course schedule will only show available classes in that instructional area. Begin your registration by selecting one of the course schedules below.

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<td>Health Occupations</td>
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<tr>
<td>Online</td>
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<tr>
<td>Education</td>
</tr>
</tbody>
</table>

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

How to Register and Pay:

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

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

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

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

Step 5: Select “Submit payment.”

Step 6: Process payment according to the online directions.

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

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

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

Computer Requirements:
Adobe Flash, Internet access, E-mail, Microsoft Internet Explorer, or Firefox Web browsers.

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

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

Central Campus: 281-521-2020, Room C-1.128, Interactive Learning Center, 8060 Spencer Hwy., Pasadena, TX 77505
North Campus: 281-542-2020, Room N-12.212, Slovacek Student Center, 5800 Uvalde Road, Houston, TX 77049
South Campus: 281-542-2020, Room S-8.1052, Academic Administration Building, 13735 Beamer Road, Houston, TX 77089

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

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, 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 Campuses: 281-542-2020

Fax or Email Registration
Fax or email your completed registration form at any time. A blank registration form is located in this schedule.
Fax and email access are available 24 hours a day.
Central Campus
Fax: 281-476-1833
North Campus
Fax: 281-459-7196
South Campus
Fax: 281-922-3422
Email: registration.cpd@sjcd.edu

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

Payment
To complete registration for a course, payment must be made at the time of class selection, regardless of method of enrollment. Non-payment will result in an automatic withdrawal from the selected class(es). The College accepts Visa, MasterCard, Discover, American Express and web checks. Debit cards without a Visa or Mastercard logo are accepted for in-person payment only. Payment may be made in person at the campus Business Office, or online at www.sanjac.edu by accessing the SOS system through the “My SanJac” link.
To Register: North, Central, or South Campuses call: 281-542-2020
Web Registration
Access the San Jacinto College website at www.sanjac.edu. The SOS Login is located under the “My SanJac” link.
If you have never claimed your account or set up a password for SOS, please go to http://www.sanjac.edu/soslogin. Please use your Student ID ‘G’ Number (ex. G00XXXXXXX) and the password chosen when your account was claimed to log into your account.

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

Step 1. Go to the SJC college homepage at www.sanjac.edu. Find the SOS Login located under the “My SanJac” link.
To log in:
Step 2. Enter your user ID-this is your nine-digit SJC student ID (G00XXXXXXX).
Step 3. Enter your Password.
If you have never claimed your account or set up a password for SOS, please click the highlighted text to claim your account. If you have claimed your account and set up your questions, please change your password using the Password Self Service system.
Step 4. Select “My Student Records, Registration, and Financial Aid” and then follow the detailed directions under “My Registration.”
Step 5. When asked to select a term, select “Continuing Education 2014-15 June–August.”
Step 6. Be sure to check your schedule to ensure that all classes selected are at the campus or extension center location you desire.
Step 7. After you have selected your classes, click “Complete My Registration.”
Step 8. To complete your registration, select a payment method from the bottom of the page and follow the directions.

Student Web Payment Process
Prior to access to the SOS Login screen, you must be admitted and/or registered for your class(es).
• Access the San Jacinto college website at www.sanjac.edu and go to the SOS Login located under the “My SanJac” link.
• First enter your User ID# (Student ID number G00XXXXXXX).
• New student: If you have never claimed your account or set up a password for SOS, please click the highlighted text to claim your account. If you need assistance retrieving your login information, please contact Tech Support at 281-998-6137.
• Current student: You will need your student ID (G00XXXXXXX)” and your password to access SOS.

To register: North, Central, or South Campus call: 281-542-2020
To Make a Payment on a Student Account:
Step 1. Select “My Student Records, Registration, and Financial Aid”
Step 2. Select “My Registration.”
Step 3. Select Step 6: Review your change and make a payment.
Step 5. Select “Student Account Suite” (another Webpage will open after selecting this option).
• CPD Students must make payment at the time of registration
• You can view the Refund Policy from this screen.
• Classes at least four weeks in length are eligible for a Convenient Payment Plan (CPP). Payment plans can be set up by selecting this payment option and entering your information by following the directions given.
Step 6: Select “Make a Payment.”
Step 7: Select “Pay” (please verify the class fees before Pay).
Step 8: Select Payment Method then Select “Go!” button
Step 9: Process Payment according to online directions. Please verify that all of your information is correct before you submit your payment.
• Once processed, please print out the confirmation page for your records.

If you should have any problems or questions, please contact your Continuing & Professional Development registration office or the campus business office.

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

To register: All campuses 281-542-2020
**Drops, Cancellations, and Transfers / Refund Policy**

**Need to drop your class?**

- A 100 percent refund is given if a withdrawal request is received before the class begins. No refund is given after the class begins.
- Courses that are linked with academic courses will adhere to the stated CPD refund policy.
- Withdrawal requests must come directly from the student or his/her designee. A Withdrawal/Transfer Request form will be completed by the person making the request (if the request is by telephone, the CPD registration staff will complete the form to include all pertinent information). The official receipt date is the day and time the request is received in the CPD office.

All refunds are paid by check to the student regardless of the method or source of original registration payment. Please allow three to four weeks for the refund check to be processed and mailed to the address given at the time of registration. If there has been an address change, please provide the corrected address with your withdrawal request.

**Bookstore Questions?**

Please call any of the campus bookstores directly:

- **Central Campus:** 281.476.1898
- **North Campus:** 281.459.7414
- **South Campus:** 281.922.3410

**Cancelled Classes**

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

**Transfer Requests**

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

**Transcript Requests**

Most CPD courses earn Continuing Education Units (CEUs) which are reported as part of your permanent student record. You may request copies of your transcript in person or by mail by contacting one of the campus enrollment services offices. That office will need a completed Transcript Request Form and a copy of your photo ID. For questions call 281.998.6150.

**Screening Requirements for Classes with Clinicals**

A criminal background check is required before a student can participate in a clinical assignment. This is a requirement of all clinical facilities in the Houston/Gulf Coast Area, as mandated by JCAHO (Joint Commission on Accreditation of Healthcare Organizations). The approximate cost of the screening is less than $60. Information on where to obtain this screening is available from the instructor.

**Linked Classes**

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

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

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

To Register: North, Central, or South Campuses 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

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

* Courses that are linked with academic courses will adhere to the stated CPD refund policy.
• ESL assessments will not be started after 6 p.m.

SAN JACINTO COLLEGE WILL BE CLOSED THIS SEMESTER:

Independence Day- July 4
NO CLASSES WILL MEET ON THESE DAYS

To register: All campuses 281-542-2020
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<td>Access-Basic Skills</td>
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<td>Certified Medication Aide</td>
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To register: All campuses 281-542-2020
To register: All campuses 281-542-2020
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<td>Scrapbooking 2: Page Elements And Design</td>
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<td>Scuba-Open Water Diver</td>
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<td>Wilton Flowers And Cake Design (Cake Decorating Course 2)</td>
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<td>Word: One Day-Intermediate</td>
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To register: All campuses 281-542-2020
REGISTRATION FORM – CONTINUING EDUCATION/OPEN ENROLLMENT

Please Complete All Unshaded Areas

<table>
<thead>
<tr>
<th>Student Information – REQUIRED</th>
<th>Demographic/Other Information</th>
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<tr>
<td>Name</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>
<tr>
<td>Last</td>
<td>First</td>
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<tr>
<td>San Jacinto College ID Number</td>
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<tr>
<td>-OR- Social Security No.</td>
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<td>Home Address</td>
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<td>Street</td>
<td>Apt. No.</td>
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<tr>
<td>City</td>
<td>State</td>
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<tr>
<td>County or Country</td>
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<td>Home Phone</td>
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<tr>
<th>Emergency Contact</th>
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<tbody>
<tr>
<td>Name</td>
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It is the policy of the San Jacinto Community College District not to discriminate on the basis of sex, disability, race, religion, color, age, national origin or veteran status.

<table>
<thead>
<tr>
<th>Registration Information</th>
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<tbody>
<tr>
<td>Section No./CRN</td>
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I certify that all information provided on this form is correct. I understand that this registration cannot be transferred to any other individual. If my tuition for a class(es) is being paid by a company or organization, I hereby give the College permission to release my grades and attendance records for that class(es). A 100% 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.

Signature: Date:

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

Registration Office and Fax Numbers: Office Number FAX Number Campus (circle one)

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

OFFICE USE ONLY Staff ID: Date: Refund Request Date: Staff ID:
Transfer/Refund From CRN: To CRN: Date: Staff ID:

To register: All campuses 281-542-2020
To register: All campuses 281-542-2020
San Jacinto College Community College District

Mission and Vision Statements

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

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

Our Values

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

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

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

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

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

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

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

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

Annual Security and Fire Safety Report
The San Jacinto College Community District is committed to assisting all members of the San Jacinto College community in providing for their own safety and security. The annual security compliance document is available on the San Jac Police Department website. A hard copy of the San Jacinto College Annual Security and Fire Safety Report is available for review at each of the three campus police departments.

Central Campus
W.M. Newton Student Center
8600 Spencer Highway
Pasadena, Texas 77505

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

South Campus
J.D. Bruce Student Center
13735 Beamer Road
Houston, Texas 77087

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.

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

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

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

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

To register for training, call or visit:

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

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

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

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