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

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

### Take Your Choice

More than 1,500 courses offered from our credit schedule may be taken for non-credit. Contact the appropriate credit division for more information.
<table>
<thead>
<tr>
<th>Business &amp; Professions</th>
<th>Applied Technologies &amp; Trades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting/Financial</td>
<td>Applied Technologies &amp; Trades</td>
</tr>
<tr>
<td></td>
<td>Auto Body Collision</td>
</tr>
<tr>
<td>Business</td>
<td>Construction</td>
</tr>
<tr>
<td>Business &amp; Professions</td>
<td>Diesel</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Drafting</td>
</tr>
<tr>
<td></td>
<td>Electrical/Electronics</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>Engineering &amp; Manufacturing</td>
</tr>
<tr>
<td>Dietetics/Dietitian</td>
<td>HVAC/Refrigeration</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>Pipefitting</td>
</tr>
<tr>
<td>Leadership Institute</td>
<td>Truck Driving</td>
</tr>
<tr>
<td>Management</td>
<td>Welding</td>
</tr>
<tr>
<td>Photography Technician</td>
<td></td>
</tr>
<tr>
<td>Project Management</td>
<td></td>
</tr>
<tr>
<td>Sales/Marketing</td>
<td></td>
</tr>
<tr>
<td>Supervision</td>
<td></td>
</tr>
</tbody>
</table>

| Computer/It Training   | | |
|------------------------|------------------------|
| Begin Here/Foundations | 18                     |
| Business Applications  | 18                     |
| Networking             | 22                     |
| Programming            | 22                     |
| Security               | 22                     |

<table>
<thead>
<tr>
<th>Health Occupations</th>
<th>Life Long Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Nurse Aide</td>
<td>Arts &amp; Crafts</td>
</tr>
<tr>
<td>Emergency Health</td>
<td>Cake Decorating</td>
</tr>
<tr>
<td>Health Care Professional</td>
<td>Financial Management</td>
</tr>
<tr>
<td>Medical Imaging</td>
<td>Life Long Learning</td>
</tr>
<tr>
<td>Medical Office</td>
<td>Painting/Drawing</td>
</tr>
<tr>
<td>Occupational Health &amp; Safety</td>
<td>Sports &amp; Recreation</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td></td>
</tr>
<tr>
<td>Phlebotomy Technician</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maritime</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Maritime</td>
<td>46</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Education</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Development</td>
<td>56</td>
</tr>
<tr>
<td>English</td>
<td>57</td>
</tr>
<tr>
<td>Para Educator Training</td>
<td>60</td>
</tr>
<tr>
<td>Testing Preparation</td>
<td>61</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Life Long Learning</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Crafts</td>
<td>64</td>
</tr>
<tr>
<td>Cake Decorating</td>
<td>65</td>
</tr>
<tr>
<td>Financial Management</td>
<td>65</td>
</tr>
<tr>
<td>Life Long Learning</td>
<td>65</td>
</tr>
<tr>
<td>Painting/Drawing</td>
<td>66</td>
</tr>
<tr>
<td>Sports &amp; Recreation</td>
<td>66</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Index</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Index</td>
<td>76</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course ID</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to International Business &amp; Trade</td>
<td>IBUS 1005</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost</th>
<th>CEU</th>
<th>Hours</th>
<th>Time class is held</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>$220</td>
<td>4.8</td>
<td>48</td>
<td>T 7 p.m.-10 p.m.</td>
<td>North</td>
</tr>
</tbody>
</table>

*#50514 North Sept. 5-Sept. 8 *Skip 11/21

No class held on that day (room and building information will be provided to you at registration)

---

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

- January 18 – Martin Luther King Day
- February 18 – College Community Day
- March 14-20 – Spring Break
- March 25-27 – Easter
- May 30 – Memorial Day

NO CLASSES WILL MEET ON THESE DAYS.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting/Financial</td>
<td>6</td>
</tr>
<tr>
<td>Business</td>
<td>7</td>
</tr>
<tr>
<td>Business &amp; Professions</td>
<td>8</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>8</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>10</td>
</tr>
<tr>
<td>Dietetics/Dietitian</td>
<td>12</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>12</td>
</tr>
<tr>
<td>Leadership Institute</td>
<td>12</td>
</tr>
<tr>
<td>Management</td>
<td>13</td>
</tr>
<tr>
<td>Photography Technician</td>
<td>13</td>
</tr>
<tr>
<td>Project Management</td>
<td>14</td>
</tr>
<tr>
<td>Sales/Marketing</td>
<td>15</td>
</tr>
<tr>
<td>Supervision</td>
<td>15</td>
</tr>
</tbody>
</table>
To register: All campuses 281-542-2020

BUSINESS & PROFESSIONS

ACCOUNTING/FINANCIAL

ACCOUNTING SPECIALIST FAST TRACK CERTIFICATE PROGRAM

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

$525  CEUs 5.6  HRS: 56
70137 Central TTh
Jan 12-Mar 08 6:00 p.m.-9:30 p.m.
70147 North MW
Jan 25-Apr 04 6:30 p.m.-9:30 p.m.

CPP MASTERY EXAM PREP

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

$725  CEUs 3.2  HRS: 32
70142 Central Sa
Jan 09-Feb 27 9:00 a.m.-1:00 p.m.

FEDERAL INCOME TAX ACCOUNTING

ACNT 1031
Note: Additional distance learning fees for online or hybrid courses will be assessed at time of payment.
Learn to prepare your individual income taxes using the accounting methods described in this training course. Study the tax laws as implemented by the Internal Revenue Service to provide a working knowledge of preparing taxes for the individual. (ACNT 1331)

$311  CEUs 4.8  HRS: 48
70212 North TBA
Jan 19-May 13 -

FUNDAMENTALS OF PAYROLL CERTIFICATION EXAM REVIEW

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

$725  CEUs 3.2  HRS: 32
70141 Central Sa
Jan 09-Feb 27 9:00 a.m.-1:00 p.m.
90121 Central TTh
Mar 22-Apr 26 6:00 p.m.-9:00 p.m.

INTERMEDIATE ACCOUNTING I

ACNT 2003
Analyze the generally accepted accounting principles, concepts, and theories underlying the preparation of financial statements. (ACNT 2303)

$281  CEUs 4.8  HRS: 48
70213 North MW
Jan 20-Mar 11 7:00 p.m.-9:55 p.m.

INTRODUCTION TO COMPUTERIZED ACCOUNTING

ACNT 1011
Prerequisite: ACNT 1003
Note: Textbook required. Additional distance learning fees for online or hybrid courses will be assessed at time of payment.
This course examines the program parameters, maximum accounts, and company’s user specified accounts. In addition, we will look at 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)

$281  CEUs 4.8  HRS: 48
70210 North M
Jan 25-May 13 -

PAYROLL SPECIALIST FAST TRACK CERTIFICATE PROGRAM

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

$725  CEUs 3.2  HRS: 32
70140 Central Sa
Jan 09-Feb 27 9:00 a.m.-1:00 p.m.
90120 Central TTh
Mar 22-Apr 26 6:00 p.m.-9:00 p.m.
**Payroll/Business Tax Accounting**

ACNT 1029  
Prerequisite: None  
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)  

$281 CEUs 4.8 HRS: 48  
70211 North T  
Jan 19-May 13 6:00 p.m.-8:45 p.m.

**Principles of Financial Accounting**

ACNT 1025  
Prerequisite: Reading level 7, Math Level 9  
Note: Additional distance learning fees for online or hybrid courses will be assessed at time of payment.  
This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders’ equity to communicate the business entity’s results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners’ equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). (ACCT 2301)  

$281 CEUs 7.2 HRS: 72  
70204 North TTh  
Jan 19-May 13 8:35 a.m.-9:35 a.m.  
70206 North TBA  
Jan 19-May 13 Online - add $30  
70205 North Th  
Jan 21-May 13 5:30 p.m.-10:00 p.m.

**Principles of Managerial Accounting**

ACNT 1026  
Prerequisite: ACCT 2301  
This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity’s accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. (ACCT 2302)  

$281 CEUs 7.2 HRS: 72  
70208 North TTh  
Jan 19-May 13 10:10 a.m.-12:20 p.m.  
70207 North MWF  
Jan 20-May 13 8:35 a.m.-10:00 a.m.  
70209 North M  
Jan 25-May 13 5:30 p.m.-10:00 p.m.

**Business Communications**

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

$311 CEUs 4.8 HRS: 48  
70224 North TBA  
Jan 19-May 13 -

**Business Law I**

BUSG 2005  
Note: Additional distance learning fees for online or hybrid courses will be assessed at time of payment.  
This is a study of the principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency. (BUSI 2301)  

$311 CEUs 4.8 HRS: 48  
70223 North TBA  
Feb 01-May 06 -
**BUSINESS PRINCIPLES**

*BUSG 55022*

Prerequisite: Reading level 6

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

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life (BUSI 1301)

**BUSINESS ETHICS**

*BMGT 1041*

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

**INFORMATION AND PROJECT MANAGEMENT**

*BMGT 1023*

Prerequisite: None

This course teaches the fundamentals of critical path methods for planning and controlling projects. Includes time/cost tradeoffs, resource utilization, stochastic considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision. (BMGT 1309)

**COSMETOLOGY**

**Advanced Hair Design**

*CSME 2039*

Prerequisite: None

Note: Textbooks and supplies required

Advanced concepts in the theory and practice of hair design. (CSME 2539)

**Advanced Haircutting & Related Theory**

*CSME 2010*

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

**APPLICATIONS OF FACIAL AND SKIN CARE TECHNOLOGY II**

*CSME 2033*

Reading Level 4, Co-requisites: CSME 1520, CSME 1421, CSME 1302, CSME 1545 and CSME 2431 or department chair approval.

This course is a continuation of the Application of Facial and Skin Care Technology I. Emphasis will be on the preparation for the state licensing Facial Specialty Exam. (CSME 2333)
**Artistry of Hair Design I**
CSME 1054
This course offers instruction in hair design. Topics include the theory and applications of wet styling, thermal hair styling, finishing techniques, and client communication skills. (CSME 1354)

$306
CEUs 11.2
HRS: 112
70230
North
M
Jan 25-May 13 8:00 a.m.-4:15 p.m.

**Artistry of Hair Design II**
CSME 1055
A continuation of hair design. Topics include the additional theory and applications of current trends in hair design.
End-of-Course Outcomes: Practice and mastery of workplace competencies related to hair design; and demonstrate the professional skills related to hair design. (CSME 1355)

$312
CEUs 11.2
HRS: 112
70231
North
M
Jan 25-May 13 8:00 a.m.-4:15 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)

$396
CEUs 17.6
HRS: 176
70234
North
W
Jan 20-May 13 8:00 a.m.-4:30 p.m.
Jan 22-May 13 12:30 p.m.-4:30 p.m.

**Introduction to Haircutting & Related Theory**
CSME 1010
Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques. (CSME 1310)

$304
CEUs 11.2
HRS: 112
70229
North
Th
Jan 21-May 13 8:00 a.m.-4:15 p.m.

**Orientation to Cosmetology**
CSME 1001
Prerequisite: None
Note: Textbook and supplies required.
This is an overview of the skills and knowledge necessary for the field of cosmetology. Topics to include the theory and/or skills related to service preparation, braiding, brush and scalp techniques, shampooing, conditioning, etc. (CSME 1501)

$400
CEUs 17.6
HRS: 176
70232
North
T
Jan 19-May 13 8:00 a.m.-4:30 p.m.
Jan 22-May 13 8:00 a.m.-12:00 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)

$263
CEUs 9.6
HRS: 96
70235
North
M
Jan 25-May 13 8:00 a.m.-2:00 p.m.

**Preparation for State License Written Exam**
CSME 2046
Preparation for the state licensing written examination. (CSME 2344)

$312
CEUs 9.6
HRS: 96
70239
North
T
Jan 19-May 13 8:00 a.m.-2:44 p.m.
70240
North
MT
Jan 19-May 13 3:00 p.m.-6:15 p.m.

**Principles of Facial and Skin Care Technology II**
CSME 1045
Reading Level 4, Co-requisites: CSME 1520, CSME 1421, CSME 1302, CSME 2431 and CSME 2333 or department chair approval.
This course is a continuation of the concepts and principles in skin care and other related technologies. Topics include advanced instruction in anatomy, physiology, theory, and related skills of facial and skin care technology. (CSME 1545)

$392
CEUs 17.6
HRS: 176
70233
North
MTW
Jan 19-May 13 8:00 a.m.-12:00 p.m.
**Principles of Facial and Skin Care Technology III**  
CSME 2031  
Reading level 4, CSME 1520, CSME 1421, and CSME 1302. Co-requisites: CSME 1545, CSME 2333 or department chair approval. This course focuses on advanced concepts and principles of skin care and other related technologies. (CSME 2431)  

$345  
70241 North  
Jan 21-May 13 8:00 a.m.-8:59 a.m.  
Jan 22-May 13 9:00 a.m.-12:30 p.m.

**Principles of Hair Color & Related Theory**  
CSME 2001  
Prerequisite: None  
Note: Textbook & supplies required  
Introduction of various basic hair color applications including all safety and sanitation procedures. (CSME 2501)  

$406  
70242 North  
Jan 20-May 13 8:00 a.m.-4:40 p.m.  
Jan 22-May 13 8:00 a.m.-12:00 p.m.

**Principles of Skin Care**  
CSME 1056  
An introduction of the theory and practice of skin care. (CSME 1248)  

$254  
70228 North  
Jan 19-May 13 2:45 p.m.-4:30 p.m.  
Jan 22-May 13 12:30 p.m.-4:15 p.m.

**Salon Development**  
CSME 2043  
Prerequisite: None  
Note: Textbook and materials required. Applications of procedures necessary for salon development. Topics include professional ethics and goals, salon operation, and record keeping. (CSME 2343)  

$305  
70238 North  
Jan 19-May 13 8:00 a.m.-2:45 p.m.

**Culinary Arts**  
**Advanced Pastry Shop**  
PSTR 2031  
Prerequisite: None  
Note: Textbook required.  
This is a study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis on advanced techniques. (PSTR 2331)  

$305  
70249 North  
Jan 20-May 13 12:00 p.m.-3:00 p.m.  
70250 North  
Jan 22-May 13 8:00 a.m.-2:00 p.m.

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

$352  
70227 North  
Jan 19-May 13 6:00 p.m.-9:00 p.m.  
Jan 25-May 13 6:00 p.m.-9:00 p.m.

---

**Key to Days of Week**

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

*To register: All campuses 281-542-2020*
Chocolates and Confections
PSTR 2001
Prerequisites: CHEF 1205, PSTR 1301, PSTR 1306, PSTR 1342; Co-requisite: PSTR 2307
This course covers production and decoration of traditional truffles, marzipan, molded and hand-dipped chocolates, caramels, nougats, and pate de fruit. The student will prepare tempered and molded chocolates; and prepare a variety of filled and dipped chocolates.

$305  CEUs 9.6  HRS: 96
70248  North  MT
Jan 19-May 13  12:00 p.m.-3:00 p.m.

Food Service Management
RSTO 2031
This course covers the mastery of actual management experiences in supervision, training, planning, and control of a variety of food service operation formats, including cafeteria, table service, meetings, banquets, and catered events. (RSTO 2431)

$352  CEUs 12.8  HRS: 128
70255  North  MT
Jan 19-May 13  8:00 a.m.-1:00 p.m.

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

$305  CEUs 9.6  HRS: 96
70246  North  MT
Jan 19-May 13  6:00 p.m.-9:00 p.m.

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

$281  CEUs 4.8  HRS: 48
70251  North  TBA
Jan 19-May 13  Online - add $30
70252  North  F
Jan 22-May 13  12:00 p.m.-3:00 p.m.
70253  North  F
Jan 22-May 13  6:00 p.m.-9:00 p.m.

International Cuisine
CHEF 1045
This is a study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and in other regions of the world. (CHEF 1345)

$329  CEUs 11.2  HRS: 112
70226  North  Th
Jan 21-May 13  8:00 a.m.-2:00 p.m.

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

$281  CEUs 4.8  HRS: 48
70254  North  T
Jan 19-May 13  1:30 p.m.-4:30 p.m.
QUANTITY BAKESHOP PRODUCTION
PSTR 1042
Co-requisites: PSTR 1301 and CHEF 1205
This course is a study of advanced baking techniques to include volume production of a variety of breads and desserts.

$305  CEUs 9.6  HRS: 96
70247  North  W
Jan 20-May 13  6:00 p.m.-9:30 p.m.
Th
Jan 21-May 13  6:00 p.m.-9:30 p.m.

SANITATION AND SAFETY
CHEF 1005
Prerequisite: Reading Level 4.
Note: Additional distance learning fees for online or hybrid courses will be assessed at time of payment. Textbook required.
This is a study of personal cleanliness; sanitary practices in food preparation; causes, investigation and control of illness caused by food contamination (Hazard Analysis Critical Control Points); and 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 1205)

$264  CEUs 3.2  HRS: 32
70225  North  TBA
Jan 19-May 13  -

DIETETICS/DIETITIAN
Dietary Manager II
NFND 0000
Note: Concurrent enrollment in the Practicum (FDNS 1169) is required. Textbook required.
Emphasis on food service sanitation and safety, administrative and personnel management. Major topics include regulatory agencies, computer applications, production management, budgeting and cost control, personnel management, quality assurance, leadership skills, human relations, and communications.

(DITA 1401)

$328  CEUs 6.4  HRS: 64
70203  Central  T
Jan 19-May 13  1:30 p.m.-5:00 p.m.

HUMAN RESOURCE MANAGEMENT
HR - Human Resources Fast Track Certificate Program
HRPO 1091
Prerequisite: None
Note: Textbook required.
This course covers the evaluation of the current methods of job analysis, recruitment, selection, training/development, performance management, promotion and separation. Topics also include ethical, social, and legal responsibilities, the assessment methods of compensation and benefits planning and analysis of the role of strategic human resource planning in support of organizational mission and objectives.

$575  CEUs 8.0  HRS: 80
70138  Central  MW
Jan 11-Mar 28  6:00 p.m.-10:00 p.m.

HR - Online Human Resources Fast Track Certificate Program
HRPO 1091
Prerequisite: None
Note: Textbook required.
This online course covers the evaluation of the current methods of job analysis, recruitment, selection, training/development, performance management, promotion and separation. Topics also include ethical, social, and legal responsibilities, the assessment methods of compensation and benefits planning and analysis of the role of strategic human resource planning in support of organizational mission and objectives. Textbook required.

$575  CEUs 8.0  HRS: 80
70139  Central  TBA
Feb 01-Apr 13  -

LEADERSHIP INSTITUTE
Leadership
BMGT 2009
Concepts of leadership and its relationship to management.
Prepares the student with leadership and communication skills needed to motivate and identify leadership styles.

(BMG 2309)

$281  CEUs 4.8  HRS: 48
70219  North  MW
Jan 20-May 13  10:00 a.m.-11:20 a.m.
**Leadership Skills for Managers Certification Program**

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

$750  CEUs 2.4  HRS: 24
70143 Central  MTW
Jan 11-Jan 13  8:00 a.m.-5:00 p.m.
70144 Central  MTW
Jan 25-Jan 27  8:00 a.m.-5:00 p.m.
70145 Central  MTW
Feb 08-Feb 10  8:00 a.m.-5:00 p.m.
70146 Central  MTW
Feb 15-Feb 17  8:00 a.m.-5:00 p.m.
90122 Central  MTW
Mar 07-Mar 09  8:00 a.m.-5:00 p.m.
90123 Central  MTW
Mar 21-Mar 23  8:00 a.m.-5:00 p.m.
90124 Central  MTW
Apr 11-Apr 13  8:00 a.m.-5:00 p.m.
90125 Central  MTW
Apr 18-Apr 20  8:00 a.m.-5:00 p.m.
90126 Central  MTW
May 09-May 11  8:00 a.m.-5:00 p.m.
90127 Central  MTW
May 16-May 18  8:00 a.m.-5:00 p.m.

**Management**

**Principles of Management**

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

$281  CEUs 4.8  HRS: 48
70217 North  MW
Jan 20-May 13  8:30 a.m.-9:50 a.m.

**Small Business Financing**

**BUSG 1041**
Prerequisite: Reading level 4
This course focuses on understanding the financial structure of a small business. Topics include: business financing, budgeting, record keeping, taxation, insurance, and banking.

$281  CEUs 4.8  HRS: 48
70220 North  Sa
Feb 06-May 08  9:00 a.m.-11:45 a.m.

**Small Business Management**

**BUSG 2009**
Note: Additional distance learning fees for online or hybrid course will be assessed at time of payment. Textbook required.
Learn the details to starting and operating your own small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing, strategies, and legal issues. (BUSG 2309)

$281  CEUs 4.8  HRS: 48
70221 North  W
Jan 20-May 13  6:00 p.m.-8:45 p.m.

**Photography Technician**

**Adobe PhotoShop I for Photographers**

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

$295  CEUs 3.2  HRS: 32
70151 South  TTh
Feb 16-Mar 10  6:00 p.m.-10:00 p.m.
90128 South  MW
Mar 21-Apr 13  6:00 p.m.-10:00 p.m.
Adobe PhotoShop II for Photographers
ARTC 1051
Prerequisites: Introductory Professional Photography, Intermediate Professional Photography, Portrait Photography, Windows for the Desktop or equivalent knowledge, PhotoShop I for Photographers.
This course for the Portrait/Wedding Photographers provides additional hands-on experience and systematic instructions on how to use Adobe Photoshop to enhance digital images. Each student will learn retouching techniques and the effective use of the clone, eraser, patch and healing tools, color correction using levels, curves and actions, to add borders and torn edges to images, sharpen soft photos and to add soft focus to smooth the skin, red-eye correction, the use of filters, merging images, and much more.

$295 CEUs 3.2 HRS: 32
90130 South 6:00 p.m.-10:00 p.m.
Mar 22-Apr 14
90129 South 6:00 p.m.-10:00 p.m.
Apr 25-May 18

Intermediate Professional Photography
PHTC 2004
Prerequisite: Introductory Professional Photography.
Note: Criteria for buying a camera will be discussed with the instructor on the first day of class.
Continue learning Professional Photography with emphasis on social, portrait, studio, fashion, theatrical, publicity, and convention photography as well as landscapes and still life. Creative use of flash and camera functions will also be covered.

$250 CEUs 2.4 HRS: 24
70148 South 6:00 p.m.-10:00 p.m.
Jan 11-Feb 01

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
90131 South 6:00 p.m.-10:00 p.m.
Apr 26-May 12

Portrait Photography
PHTC 1091
Prerequisite: Introductory Professional Photography and completion or concurrent enrollment in Intermediate Professional Photography.
Study the photographic principles applied to portrait lighting, posing, printing, and subject rapport. You will learn to use a variety of basic lighting patterns; relate the principles of subject rapport and aesthetic posing methods; produce effective finished portraits; and analyze the subject. The photography will be done in color and/or black and white. The students will produce a portfolio of their work from at least five different portrait sessions that will be critiqued by the instructor and their fellow classmates. The students will provide their own digital camera or 35mm single lens reflex cameras, memory card, and film processing.

$350 CEUs 3.2 HRS: 32
70150 South 6:00 p.m.-10:00 p.m.
Jan 12-Feb 04
70149 South 6:00 p.m.-10:00 p.m.
Feb 10-Mar 07

Project Management
CAPM Exam Prep
BMGT 2030
Less experience project practitioner looking to demonstrate your commitment to project management, improve your ability to manage larger projects and earn additional responsibility, and stand out to potential employers, the CAPM certification is right for you.
CAPM Requirements: A secondary diploma (high school or the global equivalent), at least 1,500 hour experience or 23 hours of project management education by the time you sit for the exam. Materials provided.

$550 CEUs 2.3 HRS: 23
90132 South 8:30 a.m.-4:30 p.m.
Apr 02-Apr 16

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
70153 South 6:00 p.m.-9:30 p.m.
Jan 11-Mar 07

To register: All campuses 281-542-2020
PMP Exam Prep Plus Boot Camp
BMGT 2030
This course is designed to prepare the individual for Project Management Institute, Inc. (PMI®) and Project Management Professional (PMP®) Certification.
$1050 CEUs 4.0 HRS: 40
70152 South Sa
Jan 16-Feb 20 8:30 a.m.-4:30 p.m.

SALES/MARKETING
Principles of Marketing
MRKG 1011
An introduction to marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. (MRKG 1311)
$311 CEUs 4.8 HRS: 48
70244 North TBA
Jan 19-May 13 -

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)
$281 CEUs 4.8 HRS: 48
70245 North MW
Jan 20-May 13 11:30 a.m.-12:50 p.m.

SUPERVISION
BMGT 1001
Take an in-depth study of the role of supervisor. Study the managerial functions as they apply to leadership, counseling, motivation, and human skills. (BMGT 1301)
$311 CEUs 4.8 HRS: 48
70214 North TBA
Jan 19-May 13 -

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

Choose from:

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

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

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

San Jacinto College offers free courses to take you to the next step!

Choose from:

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

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

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

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

San Jacinto College
Continuing & Professional Development
An equal opportunity institution
THE TRAINING CONNECTION
Training and Educational Solutions for Workers and Employers

January - May 2016

Computer/IT Training
- Begin Here/Foundations ............................................. 18
- Business Applications ................................................ 18
- Networking .................................................................... 22
- Programming .................................................................. 22
- Security ........................................................................... 22
Computer/IT Training

BEGIN HERE/FOUNDATIONS

COMPUTER CONCEPTS
ITSC 1010
Note: Textbook required. ; flash drive recommended.
This inviting introductory computer literacy course, covers
computer concepts in a highly visual way. Understand the key
principles you need to know about hardware, operating systems,
productivity software, networks, and the Internet. Information
is geared toward the end-user, focusing on partial certification
level knowledge required for every worker in today’s wired
world and for passing one of the three IC3 certification exams.

$175 CEUs 1.6 HRS: 16
90150 South MTWTh
Mar 28-Mar 31 8:30 a.m.-12:30 p.m.

DIGITAL LITERACY-IC3
POFI 1001
Note: Textbook required. ; flash drive recommended.
Learn to use a computer in a business environment. Begin with
the keyboard; learning typing skills. Then get an introduction to
the computer hardware. Learn how to use the Windows operating
system. Gain a basic understanding of the most popular
business applications - MS Word, MS Excel and PowerPoint.
Additionally, learn to use the internet and email. All of these
skills prepare you to take the optional IC3 certification exam.

$1000 CEUs 9.6 HRS: 96
70158 North MTWThF
Feb 01-Mar 04 8:30 a.m.-12:30 p.m.
90145 Central MTWTh
Mar 21-Apr 28 8:30 a.m.-12:30 p.m.

BUSINESS APPLICATIONS

ACCESS - ONE DAY
ITSW 1053
Prerequisite: Basic computer skills.
Note: Textbook required. ; flash drive recommended.
In this basic course, you will use Microsoft Access 2013 to
design a simple database, build a new database with related
tables, manage data in a table, query a database using different
methods, design forms and generate reports.

$110 CEUs .7 HRS: 7
70170 South F
Jan 08-Jan 08 8:30 a.m.-4:30 p.m.

ACCESS: ONE DAY-INTERMEDIATE
ITSW 1055
Prerequisite: Windows for the Desktop or equivalent knowl-
dge; 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, rela-
tionships, queries, forms, and reports. In this intermediate level
course participants will consider how to design and create a new
Access database, how to customize database components, and
how to share Access data with other applications.

$110 CEUs .7 HRS: 7
70171 South F
Feb 12-Feb 12 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 Excel, and PowerPoint programs.

$300 CEUs 3.2 HRS: 32  
70160 Central TTh  
Jan 05-Jan 28 8:30 a.m.-12:30 p.m.

**Business Computer Applications**

POFI 1001  
Note: Textbook required; flash drive 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)

$296 CEUs 6.4 HRS: 64  
70256 North W  
Feb 03-May 04 6:00 p.m.-10:00 p.m.

**Excel - Basic Skills**

ITSW 1022  
Prerequisite: Windows for the Desktop or equivalent knowledge.
Note: Textbook required; flash drive recommended.
In this course, you will work with Excel, 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 learn to use simple functions. You will learn formatting and printing of selected ranges. You will learn to edit workbook properties. You will construct charts for your data. Finally, you will learn to create Trendlines and Sparklines on your charts.

$180 CEUs 1.6 HRS: 16  
70156 North TTh  
Jan 19-Jan 28 8:30 a.m.-12:30 p.m.  
70172 South MW  
Feb 08-Feb 17 6:00 p.m.-10:00 p.m.  
90134 North TTh  
Mar 01-Mar 10 5:30 p.m.-9:30 p.m.

**Excel - Intermediate Skills**

ITSW 1046  
Prerequisite: Excel Basic Skills or equivalent knowledge.  
Note: Textbook required; flash drive recommended.
As a student in this course, you will learn to customize your cell contents, work with conditional formatting, and name cells and ranges. You will learn to manage multiple-sheet workbooks. You will apply advanced functions to create formulas using criteria IF functions, and the logical functions IF, AND, OR and NOT. You will then learn to use advanced functions to format text, to create financial solutions and to analyze data. You will increase your skills with tables, structured references, and enhanced sorting and filtering. Finally, you will learn to use graphics, SmartArt, and WordArt, and to create and modify your own Excel templates.

$180 CEUs 1.6 HRS: 16  
90137 North MW  
Mar 21-Mar 30 8:30 a.m.-12:30 p.m.

**Excel - One Day**

ITSW 1022  
Prerequisite: Basic computing skills.
Note: Textbook required; flash drive recommended.
In this course, you will create and edit basic Microsoft Excel worksheets and workbooks. You will learn to create basic formulas and perform basic calculations. You will learn to format worksheets and cell content and then you will learn how to create charts using worksheet data. In addition, you will explore line charts and pie charts and learn how to display trendlines of your data on your charts.

$110 CEUs .7 HRS: 7  
70154 North F  
Jan 08-Jan 08 8:30 a.m.-4:30 p.m.  
70164 Central F  
Jan 08-Jan 08 8:30 a.m.-4:30 p.m.  
70169 South F  
Feb 26-Feb 26 8:30 a.m.-4:30 p.m.
Excel: One Day-Intermediate
ITSW 1046
Prerequisite: Excel One Day or equivalent knowledge.
Note: Textbook required. ; flash drive recommended.
In the first course in this series, Excel - One Day, students gained all the basic skills needed to create, edit, format, and print basic spreadsheets. This continuation provides the next step: to apply conditional formatting and manage multiple-sheet workbooks. In this course, students will use Microsoft Office Excel to enhance spreadsheets with templates, charts, graphics, and advanced formulas.

$110 CEUs .7 HRS: 7
90146 Central F
Mar 04-Mar 04 8:30 a.m.-4:30 p.m.
90139 North F
Apr 08-Apr 08 8:30 a.m.-4:30 p.m.
90154 South F
Apr 08-Apr 08 8:30 a.m.-4:30 p.m.

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

$265 CEUs 2.4 HRS: 24
90136 North TTh
Mar 22-Apr 07 8:30 a.m.-12:30 p.m.
90143 Central TTh
May 03-May 19 6:00 p.m.-10:00 p.m.

MOS Excel
ITSW 2057
Prerequisite: Windows for the desktop or equivalent knowledge, and type 20 wpm.
Note: Textbook required. , flash drive recommended.
MOS Excel teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and format business documents such as letters, forms, newsletters, memos and proposals. As you begin to build your skills, you will then create a variety of flyers and other promotional materials as well as explore different ways to share the information with internal and external customers. These are all skills needed to successfully complete the MOS Excel Certification Core exam.

$440 CEUs 4.0 HRS: 40
90135 North MW
Apr 18-May 18 8:30 a.m.-12:30 p.m.

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

$110 CEUs .7 HRS: 7
70168 South F
Jan 22-Jan 22 8:30 a.m.-4:30 p.m.
70163 Central F
Feb 05-Feb 05 8:30 a.m.-4:30 p.m.
90141 North F
May 06-May 06 8:30 a.m.-4:30 p.m.
**QuickBooks - Basic Skills**

ACNT 1010
Prerequisite: Basic computer skills.
Note: Textbook required. , flash drive recommended.

Become productive with QuickBooks as you learn to create a company and develop its chart of accounts. Learn banking procedures, how to track customers, vendors, bills, invoices, inventory, employees, and payroll, finish by learning to run reports and create graphs.

$350 CEUs 3.2 HRS: 32
70159 Central TTh
Jan 12-Feb 04 6:00 p.m.-10:00 p.m.
90148 South TTh
Apr 05-Apr 28 8:30 a.m.-12:30 p.m.

**QuickBooks Advanced**

ACNT 1054
Prerequisite: QuickBooks Basic Skills or equivalent.
Note: Textbook required. , flash drive recommended.

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

$350 CEUs 3.2 HRS: 32
90144 Central TTh
Mar 22-Apr 14 6:00 p.m.-10:00 p.m.
90149 South TTh
May 03-May 26 8:30 a.m.-12:30 p.m.

**Word - Basic Skills**

POFI 1024
Prerequisite: Windows for the Desktop or equivalent knowledge
Note: Textbook required. , flash drive recommended.

In this course, you will work with Word, 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.

$180 CEUs 1.6 HRS: 16
90142 Central TTh
Mar 01-Mar 10 8:30 a.m.-12:30 p.m.

**Word - One Day**

POFI 1024
Prerequisite: Basic computing skills.
Note: Textbook required. , flash drive recommended.

Learn the basics of Word and be able to create and edit a simple document, format text and paragraphs, add tables, headers and footers, create envelopes, numbered and bulleted lists. Finally you will learn to work with the proofreading tools of Microsoft Word.

$110 CEUs .7 HRS: 7
70157 North F
Jan 22-Jan 22 8:30 a.m.-4:30 p.m.
70167 Central F
Jan 29-Jan 29 8:30 a.m.-4:30 p.m.
90152 South F
Mar 04-Mar 04 8:30 a.m.-4:30 p.m.

**Word: One Day-Intermediate**

POFI 1042
Prerequisite: Windows for the Desktop or equivalent knowledge; Word - One Day or equivalent knowledge.
Note: Textbook required. , flash drive recommended.

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

$110 CEUs .7 HRS: 7
70166 Central F
Feb 19-Feb 19 8:30 a.m.-4:30 p.m.
90138 North F
Mar 11-Mar 11 8:30 a.m.-4:30 p.m.
90153 South F
Apr 15-Apr 15 8:30 a.m.-4:30 p.m.
A+ Fast Track
CPMT 2050
Prerequisite: A working knowledge of PC applications is required, and some experience using and maintaining PC hardware/software is highly recommended.
Note: Textbook required, flash drive required.
Prepare yourself for the A+ Certification exams. This course focuses on the A+ exam objectives by the Computing Technology Industry Associate (CompTIA) and is designed for those responsible for the installation, upgrade, repair, configuration, and troubleshooting of PC systems hardware and software. Participants will demonstrate their ability to diagnose, maintain, and perform minor repairs on PC systems and peripherals. $750 CEUs 6.4 HRS: 64
90151 South TWTh
Apr 05-May 10 6:00 p.m.-10:00 p.m.

Fundamentals of Networking Technologies
ITNW 1025
Prerequisite: ITSC 1305 or Department Chair Approval.
Note: Textbook required, flash drive required. Additional distance learning fees for online or hybrid courses will be assessed at time of payment.
Learn networking essential concepts and implementation; network protocols; transmission media; hardware and software; how to connect servers and clients in a network. (ITNW 1325) $296 CEUs 9.6 HRS: 96
70257 North Th
Jan 21-May 12 12:00 p.m.-12:45 p.m.
Jan 21-May 12 12:50 p.m.-1:30 p.m.

Intermediate PC Operating Systems
ITSC 1021
Prerequisite: Introduction to PC Operating Systems
Note: Textbook required, flash drive required.
This course covers advanced operating system installation, configuration, and troubleshooting. Topics include installation and configuration, file management, memory and storage management, continued study in advanced installation, configuration troubleshooting, advanced file management, memory, storage management, update peripheral device drivers, and use of utilities to increase system performance. (ITSC 1321) $296 CEUs 4.8 HRS: 48
70260 North M
Jan 25-May 09 6:00 p.m.-7:50 p.m.

Intro to PC Operating Systems
ITSC 1046
Prerequisite: Basic Computer skills.
Note: Textbook required, flash drive required.
This course covers a study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Operating systems covered include DOS, Windows and UNIX. (ITSC 1305) $296 CEUs 6.4 HRS: 64
70258 North M
Feb 01-May 02 6:00 p.m.-7:50 p.m.

Programming
Intro Visual BASIC Programming
ITSE 1031
Prerequisite: ITSE 1329 or department chair approval.
Note: Textbook required. Additional distance learning fees for online or hybrid courses will be assessed at time of payment.
Learn fundamentals of structured design, development, and documentation; syntax; data structures; coding; testing; and debugging. (ITSE 1307) $296 CEUs 8.0 HRS: 80
70262 North Th
Jan 21-May 12 6:00 p.m.-7:50 p.m.

Operating System Security
ITSY 2000
Prerequisite: ITSy 1342
Note: Textbook required, flash drive required.
This course provides instruction in safeguarding computer operating systems by demonstrating server support skills and designing and implementing a security system. The student is taught to identify security threats, monitor network security implementations, and use best practices to configure operating systems to industry security standards. (ITSY 2300) $296 CEUs 6.4 HRS: 64
70263 North T
Jan 21-May 12 8:00 p.m.-9:50 p.m.
THE TRAINING CONNECTION
Training and Educational Solutions for Workers and Employers

Health Occupations
Certified Nurse Aide........................................ 24
Emergency Health............................................. 25
Health Care Professional................................. 26
Medical Imaging.............................................. 27
Medical Office............................................... 29
Occupational Health & Safety ......................... 30
Pharmacy Technician...................................... 30
Phlebotomy Technician................................... 30

January - May 2016
Health Occupations

CERTIFIED NURSE AIDE

Certified Nurse Aide Refresher - 24 Hour CE
NURA 2000
Prerequisite: Current Certified Nurse Aide/Assistant or Certified Medication Aide or Approval from the Nurse Aide Registry (DADS) - 512.438.2050.
Note: Materials Included.
This course will meet the DADS requirement for 24 Continuing Education hours for Nurse Aides and Medication Aides. Topics will include DADS mandated course material, in addition to training in geriatrics and the care of residents with a dementia disorder, including Alzheimer’s disease. Students will have hands-on practice of new and/or challenging skills. Changes to Nurse Aide regulations will be discussed.

$240
90018 Central FSaSu
Apr 22-Apr 24 8:00 a.m.-5:00 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.

$855
70064 South MTWThF
Jan 08-Feb 12 8:00 a.m.-12:00 p.m.
Feb 02-Feb 11 Clinical Dates
Jan 19-Feb 15 8:00 a.m.-5:00 p.m.
Feb 02-Feb 11 Clinical Dates
Feb 05-Mar 11 8:00 a.m.-12:00 p.m.
Mar 01-Mar 10 Clinical Dates
Feb 29-Apr 11 8:00 a.m.-12:00 p.m.
Apr 01-Apr 10 Clinical Dates
Mar 21-Apr 25 6:00 p.m.-10:00 p.m.
Apr 15-Apr 24 Clinical Dates
Apr 07-Jun 20 3:00 p.m.-5:00 p.m.
Jun 09-Jun 19 Clinical Dates
Apr 11-May 16 6:00 p.m.-10:00 p.m.
May 06-May 15 Clinical Dates
Apr 26-Jun 06 1:00 p.m.-5:00 p.m.
May 24-Jun 05 -Clinical Dates
May 02-Jun 09 6:00 p.m.-10:00 p.m.
May 27-Jun 08 Clinical Dates

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

CPR for Healthcare Providers
EMSP 1019
Prerequisites: Student must arrive at class on time with current textbook. SJC Bookstore is not open on weekends and closes at 4:30 on Friday. See Note.
Note: The current textbook is required to attend class. Students MUST arrive at class on time. Late students or students without books will be sent home. Students sent home for these reasons will NOT be transferred to another class or receive a refund.
This CPR course is for Healthcare Providers and Professional Rescuers. It will meet the requirements for initial certification and recertification for industrial rescue workers, nurses, nursing students, EMT’s and other allied health professionals involved with patient care. The class will include the use of Automated External Defibrillators (AEDs), and provide the lifesaving skills for respiratory and cardiac emergencies involving adults, children, and infants. Successful completers will receive an American Heart association (AHA) certification.

$85
70059
Jan 16-Jan 16
8:00 a.m.-5:00 p.m.
Central Sa
70061
Jan 23-Jan 23
8:00 a.m.-5:00 p.m.
Central Na
70062
Feb 06-Feb 06
8:00 a.m.-5:00 p.m.
Central Sa
70063
Feb 20-Feb 20
8:00 a.m.-5:00 p.m.
Central Sa
90012
Mar 05-Mar 05
8:00 a.m.-5:00 p.m.
Central Sa
90013
Apr 02-Apr 02
8:00 a.m.-5:00 p.m.
Central Sa
90014
Apr 09-Apr 09
8:00 a.m.-5:00 p.m.
Central Sa
90015
Apr 15-Apr 15
8:00 a.m.-5:00 p.m.
Central Sa
90016
May 14-May 14
8:00 a.m.-5:00 p.m.
Central Sa
90017
May 21-May 21
8:00 a.m.-5:00 p.m.

First Responder Training (ECA)
EMSP 1005
Prerequisites: 18 years old, high school or GED.
Note: Textbook required.
This is an entry level course into emergency medical care. It will prepare students for the National Registry and Texas state certification as an Emergency Medical Responder. This course is also referred to as Emergency Care Attendant, First Responder, or ECA. A CPR card for the Healthcare Provider is required and this training is included in the course. The course also provides the skills training necessary to maintain basic life support for sick or injured patients. Individuals who deal with groups of people on a daily basis, such as day care employees, teachers, lifeguards, firefighters, police, etc. would also find this course useful. Upon successful completion of the course, students are eligible to test with the National Registry for certification as an Emergency Medical Responder (EMR). Currently certified participants may use the 56 training hours for on-going continuing education for ECA, EMT or Paramedic recertification. Emphasis is on requirements of national and state accrediting agencies.

$630
90005
Mar 28-Apr 06
8:00 a.m.-5:00 p.m.
Central MTWTh

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. Course cost includes the state testing fee for certification. Call 281-542-2088 for more Info.
Note: Signed copy of the Texas Department of Aging and Disability Services (DADS) application requirements for the exam will be discussed during first class meeting. Registration after the first class meeting is not allowed. Textbook required. Learn how to prepare and administer drugs in a licensed health care agency. Topics include: drug legislation, drug references, basic anatomy and physiology and common diseases. You will learn medical abbreviations, symbols, terminology, and common equivalents (apothecary, metric, and household measurements) required for medication administration. After completion of the class, you will be prepared to take the Texas Department of Human Services Medication Aide Licensure Exam. Includes 10 hours of clinical practice, (2 five hour days)* This course of study prepares candidates to be certified. Candidates become “Certified” by passing the required certifying agency exam. Exam fee is included in the cost of the course.
$865
90019
Mar 21-May 23
8:00 a.m.-12:00 p.m.
Mar 17-May 22
Clinical Dates

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

$575
70053
Jan 22-Apr 29
8:00 a.m.-12:00 p.m.
Apr 29
8:00 a.m.-10 a.m.
Last Class

70054
Feb 13-May 21
8:00 a.m.-12:00 p.m.
May 21
8:00 a.m.-10 a.m.
Last Class

90004
Mar 31-May 12
6:30 p.m.-9:30 p.m.
MEDICAL IMAGING

**Mammography - Essentials**

MAMT 2037

Prerequisites: Department approval is required. Contact 281-476-1871 for approval and additional information. This course will be a presentation of specialized instruction in breast imaging. Emphasis will be placed on breast anatomy, physiology, positioning, patient education and assessment. Anatomy instruction will include surface anatomy as well as deep anatomy. Further emphasis will be placed on routine and additional projections and positioning modifications. At the end of the course the student should be able to explain breast anatomy and physiology, conduct patient education and assessment, and perform routine and additional projections used in mammography including positioning modifications. (MAMT 2333).

Note: As an additional student expense, physical, background and drug checks are some of the requirements. Students must be ARRT registered or eligible to test. Textbook is required.

$281 CEUs 4.8 HRS: 48
70275 Central TTh
Jan 19-May 13 6:00 p.m.-9:00 p.m.

**Clinical - Mammography Technologist**

MAMT 2063

Prerequisites: Successful completion of Mammography Essentials. Course approval is required; Call 281-476-1871. Students will be provided with a health-related work experience that will enable a student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by a clinical professional. By the end of course students should be able to apply theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and the business/industry. Students should be able to demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (MAMT 2363)

Note: As an additional student expense, physical, background and drug checks, etc. are required. Must be ARRT registered or eligible to test. No textbook is required.

$303 CEUs 16.0 HRS: 160
90179 Central TBA
Mar 21-May 13 7:30 a.m.-4:00 p.m.
90180 Central TBA
Mar 21-May 13 7:30 a.m.-4:00 p.m.

**Computed Tomography Equipment and Methodology**

CTMT 2036

Prerequisites: Clinical I - Computed Tomography, and must have current national registration in Xray (ARRT), Nuclear Medicine (NMTCB or ARRT) or Radiation Therapy (ARRT) or Department approval at 281-476-1501 X1418.

Note: Textbook required.

The concepts and physical principles employed in computed tomography are discussed. The course material emphasizes interactions between Xrays and matter with concepts of radiation detectors and digital imaging. Current knowledge and theory of the biological effects of Xrays are explored, with an emphasis on how they relate to data acquisition, image production, and control and manipulation of image production. This course also provides skill development in the operation of computed tomographic equipment, focusing on routine protocols, image quality, quality-assurance and radiation protection. Category A CE credit is pending approval by the ASRT. (CTMT 2336).

$311 CEUs 4.8 HRS: 48
70271 Central TBA
Jan 18-May 13 Online

**Clinical I Computed Tomography**

CTMT 2060

Prerequisites: Sectional Anatomy for Medical Imaging, or Department approval at 281-476-1501 X1418.

Note: Textbook required.

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

$303 CEUs 16.0 HRS: 160
70272 Central TBA
Jan 18-May 13 Offsite
70273 Central TBA
Jan 18-May 13 Offsite

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

<table>
<thead>
<tr>
<th>$303</th>
<th>CEUs 16.0</th>
<th>HRS: 160</th>
</tr>
</thead>
<tbody>
<tr>
<td>70274</td>
<td>Central</td>
<td>TBA</td>
</tr>
<tr>
<td>Jan 18-May 13</td>
<td>Offsite</td>
<td></td>
</tr>
</tbody>
</table>

**Principles of Magnetic Resonance Imaging**

MRIT 2030

Prerequisites: Must have current national registration in X-Ray (ARRT), Nuclear Medicine (NMTCB or ARRT) or Radiation Therapy (ARRT). Call 281-476-1501 X1446 for approval to register.

Note: Textbook required.

Focuses on the underlying scientific theory and practice leading to magnetic resonance imaging. Includes the concepts and scientific principles employed in magnetic resonance imaging techniques. Emphasis on principles of magnetism and interactions of living matter within magnetic fields. Category A CE credit is approved by the ASRT. (MRIT 2330).

<table>
<thead>
<tr>
<th>$311</th>
<th>CEUs 4.8</th>
<th>HRS: 48</th>
</tr>
</thead>
<tbody>
<tr>
<td>70277</td>
<td>Central</td>
<td>TBA</td>
</tr>
<tr>
<td>Jan 18-May 13</td>
<td>Online</td>
<td></td>
</tr>
</tbody>
</table>

**Magnetic Resonance Equipment and Methodology**

MRIT 2034

Prerequisites: RADR 2340, MRIT 2330, and must have current national registration in Xray (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).

<table>
<thead>
<tr>
<th>$311</th>
<th>CEUs 4.8</th>
<th>HRS: 48</th>
</tr>
</thead>
<tbody>
<tr>
<td>70278</td>
<td>Central</td>
<td>TBA</td>
</tr>
<tr>
<td>Jan 18-May 13</td>
<td>Online</td>
<td></td>
</tr>
</tbody>
</table>

---

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

---

**Key to Days of Week**

| M | Monday |
| T | Tuesday |
| W | Wednesday |
| Th | Thursday |
| F | Friday |
| S | Saturday |
| Su | Sunday |
**CLINICAL I - MAGNETIC RESONANCE IMAGING TECHNOLOGY**

**MRIT 2061**

Prerequisite: ARRT registered or registry eligible and department approval. Call 281-476-1501 X1446 for approval to register. Note: NO ASRT CE hours. Textbook required. This course is a health-related work-based learning experience that enables a student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (MRIT 2360).

$288 CEUs 28.8 HRS: 288

70279 Central TBA

Jan 18-May 13 Offsite

**CLINICAL - RADIOLOGIC TECHNOLOGY/SCIENCE - RADIOGRAPHER**

**MRIT 2061**

Prerequisites: Department approval required. Call 281-476-1501 X1446 for approval to register. Note: NO ASRT CE hours. Textbook required. This course is a health-related work-based learning experience that enables a student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (MRIT 2361)

$335 CEUs 32.0 HRS: 320

70280 Central TBA

Jan 18-May 13 Offsite

**MEDICAL OFFICE**

**MEDICAL OFFICE PROFESSIONAL**

**MDCA 1021**

Prerequisite: None Note: Textbook required. This class will prepare you to work in a medical office setting and will provide a foundation for more advanced medical records careers. The content includes basic office procedures, medical records administration, medical terminology, and pathophysiology. This course is the prerequisite course for AAPC Medical Coding Curriculum for CPC Certification.

$1399 CEUs 9.0 HRS: 90

70051 Central MW

Jan 27-May 16 6:30 p.m.-9:30 p.m.

**AAPC PROFESSIONAL MEDICAL CODING CURRICULUM FOR CPC CERTIFICATION**

**HITT 1041**

Prerequisites: Successful completion of Medical Office Professional or prior medical office/coding experience. Call for waiver info, 281-542-2067.

Note: Includes AAPC textbooks, AAPC Membership and CPC exam. You must bring your own current CPT and ICD 9 and HCPCS Coding Manuals. ICD-10 will not be tested until 2016. The AAPC’s Professional Medical Coding Curriculum is developed to present the latest information related to medical or insurance reimbursement. You will learn the theory of coding, gain an understanding of the coding fundamentals and then incorporate this learning by using the lab book to work coding reports. The CPC certification exam is included and will be administered the last class day.

$1595 CEUs 9.0 HRS: 90

70050 Central TTh

Jan 14-May 05 6:30 p.m.-9:30 p.m.

**ICD-10 CODING WORKSHOP**

**HITT 2000**

Prerequisites: Prior Coding Experience.

Note: Call 281-542-2058 for textbook info and additional details.

This course will provide a comprehensive view of the transition of ICD-9 to ICD-10 coding practices and offer hands-on coding practice. Bring a current copy of the ICD-9 and ICD-10 coding books for reference. This course is approved by the AAPC for 16 CEU’s.

$375 CEUs 1.6 HRS: 16

70057 Central Sa

Jan 09-Jan 16 8:00 a.m.-5:00 p.m.

70058 Central Sa

Feb 06-Feb 13 8:00 a.m.-5:00 p.m.

90009 Central Sa

Mar 05-Mar 12 8:00 a.m.-5:00 p.m.

90010 Central Sa

Apr 09-Apr 16 8:00 a.m.-5:00 p.m.

90011 Central Sa

May 14-May 21 8:00 a.m.-5:00 p.m.
OCCUPATIONAL HEALTH & SAFETY

Certified Occupational Safety Specialist (COSS)

OSHT 1003
Prerequisite: None
Note: Materials provided.
This course is designed to build core competencies in the field of safety for adult learners. COSS is a highly intensive, highly interactive course that focuses on providing individuals who are responsible for safety, the tools and techniques they need to make safety work for them.

$1699 CEUs 4.0 HRS: 40
70530 Central MTWThF
Jan 11-Jan 15 8:00 a.m.-5:00 p.m.
90275 Central MTWThF
Mar 07-Mar 11 8:00 a.m.-5:00 p.m.

PHARMACY TECHNICIAN

Sterile Compounding & IV Certification

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

$698 CEUs 4.0 HRS: 40
70052 South F
Feb 05-Feb 12 8:00 a.m.-5:00 p.m.
90002 South F
Mar 04-Mar 11 8:00 a.m.-5:00 p.m.
90003 South F
Apr 01-Apr 08 8:00 a.m.-5:00 p.m.

Phlebotomy Technician Basic

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

$407 CEUs 4.8 HRS: 48
70055 Central TTh
Jan 05-Mar 01 4:00 p.m.-7:00 p.m.
70056 Central MW
Feb 22-Apr 20 4:00 p.m.-7:00 p.m.
90008 Central TTh
Apr 05-May 26 4:00 p.m.-7:00 p.m.

Phlebotomy Technician Practicum

PLAB 1064
Prerequisites: Proof of high school diploma/GED completion. Proof of a current negative TB skin test and Hepatitis B vaccine. Background check through PreCheck is required and is an additional student expense. See website for instructions.
Note: Must also be enrolled in Phlebotomy Technician Basic. Course begins after successful completion of Phlebotomy Technician Basic. Clinicals are usually 8-hour weekdays. Dates, times, and location determined by instructor. No textbook required.
This is a work-based learning experience with direct client care. This course enables the student to apply the theory, skills and concepts learned in the basic phlebotomy class in a supervised clinic or lab setting. Specific learning objectives are developed by the faculty.

$320 CEUs 12.0 HRS: 120
70007 Central MTWTh
Jan 04-Jan 29 7:00 a.m.-4:00 p.m.
90006 Central MTWThF
Mar 04-Apr 08 7:00 a.m.-4:00 p.m.
90007 Central MTWThF
Apr 22-May 26 7:00 a.m.-4:00 p.m.
95002 Central MTWThF
Jun 03-Jul 01 7:00 a.m.-4:00 p.m.
THE TRAINING CONNECTION
Training and Educational Solutions for Workers and Employers

January - May 2016

Applied Technologies & Trades
- Applied Technologies & Trades .................. 32
- Auto Body Collision .................................. 32
- Construction ............................................. 33
- Diesel ....................................................... 35
- Drafting .................................................... 35
- Electrical/Electronics ................................. 37
- Engineering & Manufacturing .................... 39
- HVAC/Refrigeration ................................... 39
- Pipefitting ................................................ 40
- Truck Driving ............................................ 41
- Welding ..................................................... 41
To register: All campuses 281-542-2020

APPLIED TECHNOLOGIES & TRADES

FIELD ENGINEERING I

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

$281  CEUs 6.4  HRS: 64
70404  North  W
Jan 20-May 13  6:05 p.m.-7:55 p.m.

AUTO BODY COLLISION

BASIC METAL REPAIR

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

$399  CEUs 12.8  HRS: 128
70393  North  MWF
Jan 20-May 13  9:00 a.m.-11:40 a.m.
70394  North  MW
Jan 20-May 13  6:00 p.m.-10:00 p.m.

BASIC REFINISHING

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

$352  CEUs 9.6  HRS: 96
70389  North  TTh
Jan 19-May 13  9:40 a.m.-12:40 p.m.
70390  North  TTh
Jan 19-May 13  6:00 p.m.-9:00 p.m.

COLLISION REPAIR WELDING

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

$305  CEUs 6.4  HRS: 64
70385  North  MWF
Jan 20-May 13  7:30 a.m.-8:50 a.m.
70386  North  F
Feb 06-May 08  12:30 p.m.-4:30 p.m.

COLOR ANALYSIS AND PAINT MATCHING

ABDR 2053
Prerequisite: Reading level 4. Textbook required. This is an advanced course in color theory, analysis, tinting, and advanced blending techniques for commercially acceptable paint matching. (ABDR 2353)

$305  CEUs 9.6  HRS: 96
70395  North  TTh
Jan 19-May 13  7:30 a.m.-9:30 a.m.
70396  North  Sa
Feb 06-May 08  8:00 a.m.-12:00 p.m.

MAJOR COLLISION REPAIR

ABDR 2041
Prerequisite: Reading level 4. Textbook required. Focusing on instruction in preparation of vehicles for major repair processes. This course interpreting information from damage reports, planning repair sequences, selecting appropriate tools, and organizing removed parts for reinstallation. (ABDR 2541)

$399  CEUs 12.8  HRS: 128
70397  North  MWF
Jan 20-May 13  9:00 a.m.-11:40 a.m.
70398  North  MW
Jan 20-May 13  6:00 p.m.-10:00 p.m.

STRUCTURAL ANALYSIS I

ABDR 1041
Prerequisite: Reading level 4. Textbook required. Students learn the roughing and shaping procedures on automotive sheet metal necessary to perform body repairs. Topics include the alignment of component parts such as doors, hood, front-end, assemblies, and deck lids. (ABDR 1441)

$399  CEUs 9.6  HRS: 96
70391  North  TTh
Jan 19-May 13  9:40 a.m.-12:40 p.m.
70392  North  TTh
Jan 19-May 13  6:00 p.m.-9:00 p.m.
# Vehicle Design & Structural Analysis

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
<th>Description</th>
<th>CEUs</th>
<th>HRS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABDR 1003</td>
<td>Reading level 4. Textbook required.</td>
<td>An introduction to the collision repair industry with emphasis on safety, professionalism, and vehicle structural design. (ABDR 1303)</td>
<td>$305</td>
<td>6.0</td>
</tr>
</tbody>
</table>

Jan 19-May 13: 7:30 a.m.-9:30 a.m.
Feb 06-May 08: 12:30 p.m.-4:30 p.m.

# Vehicle Trim and Hardware

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
<th>Description</th>
<th>CEUs</th>
<th>HRS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABDR 1015</td>
<td>Reading level 4. Textbook required.</td>
<td>This is an in-depth study of vehicle trim and glass service. (ABDR 1315)</td>
<td>$305</td>
<td>6.4</td>
</tr>
</tbody>
</table>

Jan 20-May 13: 7:30 a.m.-8:50 a.m.
Feb 06-May 08: 12:30 p.m.-4:30 p.m.

# Construction

## Basic Construction Safety

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>CEUs</th>
<th>HRS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNBT 1010</td>
<td>Basic job construction safety in residential, commercial, and industrial construction. (CNBT 1210)</td>
<td>$234</td>
<td>3.2</td>
</tr>
</tbody>
</table>

Jan 19-May 13: 11:45 a.m.-12:40 p.m.
Jan 21-May 13: 6:05 p.m.-8:00 p.m.

## Building Codes and Inspections

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>CEUs</th>
<th>HRS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNBT 1042</td>
<td>Learn to identify various construction classifications and occupancy categories; cross-reference the guidelines, tables, charts, and specifications as presented in the building codes; and determine if construction meets building codes. (CNBT 1442)</td>
<td>$312</td>
<td>6.4</td>
</tr>
</tbody>
</table>

Jan 19-May 13: 12:50 p.m.-2:40 p.m.

# Commercial/Industrial Blueprint Reading

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>CEUs</th>
<th>HRS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBNT 2010</td>
<td>Introductory blueprint reading for commercial/industrial construction. (CNBT 2310)</td>
<td>$281</td>
<td>9.6</td>
</tr>
</tbody>
</table>

Jan 20-May 13: 10:15 a.m.-12:15 p.m.

# Construction Estimating I

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>CEUs</th>
<th>HRS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNBT 1046</td>
<td>Learn to explain estimating procedures; estimate materials from blueprints; estimate cost of waste removable and recycling related to sustainable construction processes; and calculate labor units and costs. (CNBT 2317)</td>
<td>$328</td>
<td>9.6</td>
</tr>
</tbody>
</table>

Jan 20-May 13: 8:05 a.m.-10:05 a.m.

# Construction Management I

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>CEUs</th>
<th>HRS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBNT 2042</td>
<td>Management skills on the job site with topics including leadership and motivation, problem solving, and decision making. (CNBT 2042)</td>
<td>$281</td>
<td>4.8</td>
</tr>
</tbody>
</table>

Jan 19-May 13 -

# Construction Methods and Materials I

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>CEUs</th>
<th>HRS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNBT 1011</td>
<td>Introduction to construction materials and methods and their applications. (CNBT 1311)</td>
<td>$311</td>
<td>4.8</td>
</tr>
</tbody>
</table>

Jan 19-May 13 -

# Construction Specifications and Contracts

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>CEUs</th>
<th>HRS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNBT 2015</td>
<td>Learn the purpose of construction specifications; describe the Construction Specifications Institute (CSI) divisions in contract documents; and identify the typical legal documents required for construction. Identify the typical legal documents required by sustainable rating systems. (CNBT 2315)</td>
<td>$269</td>
<td>4.8</td>
</tr>
</tbody>
</table>

Jan 19-May 13 -

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

$665 CEUs 12.8 HRS: 128
70189 Central F
Jan 22-May 21 6:00 p.m.-10:00 p.m.
Jan 23-May 21 8:00 a.m.-12:00 p.m.

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

$665 CEUs 12.8 HRS: 128
70190 Central TTh
Jan 19-May 17 6:00 p.m.-10:00 p.m.

NCCER Electrical Level 3
ELPT 1045
Prerequisites: NCCER Electrical Level 2
Note: Textbook required. PPE to be purchased at students expense.
Electricians install electrical systems in structures; they install wiring and other electrical components, such as circuit breaker panels, switches, and light fixtures, and they follow blueprints, the National Electrical Code and state and local codes. To prepare trainees a career in the electrical field, NCCER offers a comprehensive, 4-level Electrical curriculum.

$665 CEUs 12.8 HRS: 128
70191 Central MW
Jan 20-May 18 6:00 p.m.-10:00 p.m.

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

$680 CEUs 12.8 HRS: 128
70187 Central TTh
Jan 19-May 17 6:00 p.m.-10:00 p.m.

NCCER Maintenance 2
IIR 1043
Prerequisite: Successful completion of NCCER Industrial Maintenance Level 1 and NCCER Core
This course prepares the trainee for credit in level 2 NCCER Industrial Maintenance, including basic layout, piping components, installing valves and introduction to large scale equipment.

$680 CEUs 12.8 HRS: 128
70193 Central MW
Jan 20-May 18 6:00 p.m.-10:00 p.m.

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

$665 CEUs 12.8 HRS: 128
70185 Central TTh
Jan 20-May 17 6:00 p.m.-10:00 p.m.

NCCER Pipefitting 2
PFPB 1043
Prerequisite: NCCER Pipefitting 1
Note: Textbook Required. PPE to be purchased at students expense.
This course prepares the trainee for certification in Level 2 NCCER Pipefitting Certification. Students will learn to explain the procedures of identifying and installing valves, piping systems, drawing and detail sheets, pipefitting trade math, threaded pipe fabrication, and excavations.

$665 CEUs 12.8 HRS: 128
70186 Central MW
Jan 10-May 18 6:00 p.m.-10:00 p.m.

NCCER Pipefitting 3
PFPB 2032
Prerequisite: NCCER Pipefitting 1 and 2
Note: Textbook required. PPE to be purchased at students expense.
This course prepares the trainee for certification in Level 3 NCCER Pipefitting Certification. Including skill development in rigging practices and equipment, standards and specs, advanced trade math, motorized equipment, and aboveground pipe installation.

$665 CEUs 12.8 HRS: 128
70187 Central TTh
Jan 19-May 17 6:00 p.m.-10:00 p.m.
NCCER Pipefitting 4
PFPB 2033
Prerequisite: NCCER Pipefitting 1, 2, and 3
Note: Textbook required. PPE to be purchased at students expense.
This course prepares the trainee for certification in Level 4 NCCER Pipefitting certification. Covers the skills needed for advanced blueprint reading, hot taps, maintaining valves, and supervisory roles.
$665 CEUs 12.8 HRS: 128
70188 Central MW
Jan 20-May 18 6:00 p.m.-10:00 p.m.

DIESEL

Basic Brake Systems
DEMR 1017
Prerequisite: Reading level 4. Textbook required.
This is an introduction to the basic principles of brake systems of diesel powered equipment, with an emphasis on maintenance, repairs, and troubleshooting. (DEMR 1317)
$299 CEUs 9.6 HRS: 96
70411 North TF
Jan 19-May 13 7:30 a.m.-10:20 a.m.
70412 North MW
Jan 20-May 13 6:00 p.m.-9:00 p.m.
70410 North TF
Jan 21-May 13 7:30 a.m.-10:20 a.m.
70413 North F
Jan 22-May 13 6:00 p.m.-9:00 p.m.
Jan 23-May 13 8:00 a.m.-3:00 p.m.

Diesel Engine Testing and Repair II
DEMR 2012
Prerequisite: Reading level 4. Textbook required.
This course is a continuation of Diesel Engine Testing and Repair I. It includes coverage of testing and repairing diesel engines including related systems and specialized tools. (DEMR 2412)
$346 CEUs 9.6 HRS: 96
70418 North MWF
Jan 20-May 13 7:30 a.m.-9:20 a.m.
70419 North MWF
Jan 20-May 13 7:30 a.m.-9:20 a.m.

Electronic Controls
DEMR 2032
Prerequisite: Reading level 4. Textbook required.
This course covers advanced skills in diagnostic and programming techniques of electronic control systems. (DEMR 2432)
$346 CEUs 9.6 HRS: 96
70420 North MWF
Jan 20-May 13 9:30 a.m.-11:20 a.m.
70421 North MWF
Jan 20-May 13 9:30 a.m.-11:20 a.m.

Power Train I
DEMR 1021
Prerequisite: Reading level 4. Textbook required.
This is an introduction to fundamentals, repair and theory of power trains including clutches, transmissions, drive shafts, and differentials, with an emphasis on inspection and repair. Specific attention will include the Allison V-Drive, HD 740, World Transmission, and the 1000 and 2000 Series Transmissions. (DEMR 1421)
$346 CEUs 9.6 HRS: 96
70415 North TF
Jan 19-May 13 10:30 a.m.-1:20 p.m.
70416 North TF
Jan 19-May 13 10:30 a.m.-1:20 p.m.
70417 North TTh
Jan 19-May 13 6:00 p.m.-9:00 p.m.

Drafting

Advanced Computer-Aided Drafting
DFTG 2032
Prerequisite: DFTG 1409 or department chair approval.
This course covers advanced techniques, including the use of a customized system, and presentation of advanced drawing applications, such as three dimensional solids modeling and linking graphic entities to external non-graphic data. (DFTG 2432)
$343 CEUs 9.6 HRS: 96
70434 North TTh
Jan 19-May 13 12:00 p.m.-2:45 p.m.

Architectural Drafting-Residential
DFTG 1017
Prerequisite: DFTG 1405 or DFTG 1413, and DFTG 1409 or department chair approval. Textbook required.
This course focuses on architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structures with emphasis on light frame construction methods. (DFTG 1417)
$352 CEUs 9.6 HRS: 96
70426 North MW
Jan 20-May 13 12:00 p.m.-2:45 p.m.

To register: All campuses 281-542-2020
**Basic Computer-Aided Drafting**
DFTG 1009
Prerequisite: DFTG 1405 or DFTG 1413 or approval of department chair. Textbook required.
This course is an introduction to computer-aided drafting with an emphasis on setup, creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers coordinate systems, and plot/print to scale. (DFTG 1409)

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>70425</td>
<td>North</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 19-May 13</td>
<td>6:00 p.m.-8:45 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>70424</td>
<td>North</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 20-May 13</td>
<td>8:05 a.m.-10:50 a.m.</td>
</tr>
</tbody>
</table>

**Descriptive Geometry**
DFTG 2017
Prerequisites: DFTG 1405. No textbook required.
This course covers graphical solutions to problems involving points, lines, and planes in space. (DFTG 2417)

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>70428</td>
<td>North</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 19-May 13</td>
<td>6:00 p.m.-8:45 p.m.</td>
</tr>
</tbody>
</table>

**Electrical Drafting**
DFTG 2007
Prerequisite: DFTG 1405 and DFTG 1409 or department chair approval. Textbook required.
This course is a study of area lighting, control systems and power layouts, electrical and safety codes, local factors and distribution requirements. (DFTG 2407)

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>70429</td>
<td>North</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 21-May 13</td>
<td>6:00 p.m.-8:45 p.m.</td>
</tr>
</tbody>
</table>

**Instrumentation Drafting**
DFTG 2008
Prerequisite: DFTG 1405 and DFTG 1409 or department chair approval. Textbook required.
This course will include a study of principles of instrumentation applicable to industrial applications, fundamentals of measurement and control devices, currently used ISA (Instrumentation Society of America) symbology, and basic flow sheet layout and drafting practices. (DFTG 2408)

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>70430</td>
<td>North</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 20-May 13</td>
<td>6:00 p.m.-8:45 p.m.</td>
</tr>
</tbody>
</table>

**Parametric Modeling and Design**
DFTG 1045
Prerequisite: DFTG 1409 or DFTG 1413 or department chair approval. Textbook required.
This course offers training with a parametric-basic software for 3D design and drafting. (DFTG 1445)

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>70427</td>
<td>North</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 20-May 13</td>
<td>12:00 p.m.-2:45 p.m.</td>
</tr>
</tbody>
</table>

**Pipe Drafting**
DFTG 2023
Prerequisite: DFTG 1405 and DFTG 1409 or department chair approval. Textbook required.
This course is a study of pipe fittings, symbols, specifications and their application to piping process system, including the creation of symbols and their using in flow diagrams, plans elevations, and isometrics. (DFTG 2423)

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>70432</td>
<td>North</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 19-May 13</td>
<td>8:30 a.m.-11:15 a.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>70433</td>
<td>North</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 20-May 13</td>
<td>6:00 p.m.-8:45 p.m.</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>70399</td>
<td>North</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 25-May 13</td>
<td>8:05 a.m.-10:50 a.m.</td>
</tr>
</tbody>
</table>

**Technical Drafting**
DFTG 1005
Prerequisite: None
Note: Textbook required.
This course is an introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projections methods, geometric construction, sections, auxiliary views and reproduction processes. (DFTG 1405)

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>70422</td>
<td>North</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 19-May 13</td>
<td>8:30 a.m.-11:15 a.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>70423</td>
<td>North</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 20-May 13</td>
<td>6:00 p.m.-8:45 p.m.</td>
</tr>
</tbody>
</table>

To register: All campuses 281-542-2020
Topographical Drafting
DFTG 2021
Prerequisite: DFTG 1405 or DFTG 1409 or department chair approval. Textbook required.
The course focuses on plotting of surveyors’ field notes including drawing elevations, contour lines, plan and profiles, and laying out traverses. (DFTG 2421)

- $352 CEUs 9.6 HRS: 96
- 70431 North Th
- Jan 21-May 13 6:00 p.m.-8:45 p.m.

Digital Fundamentals
CETT 1025
Analyze digital circuits such as combinational logic circuits, clocking and timing circuits, and analog-to-digital and digital-to-analog devices; troubleshoot various digital circuits using schematic diagrams; and solve problems involving binary, octal, decimal, and hexadecimal numbering systems. (CETT 1325)

- $310 CEUs 6.4 HRS: 64
- 70350 Central MW
- Jan 20-Mar 09 8:00 p.m.-10:00 p.m.

Digital Systems
CETT 1049
Prerequisite: CETT 1325 or department chair approval. This course in electronics covers digital systems. Emphasis is on application and troubleshooting digital systems using counters, registers, code converters, multiplexes, analog-to-digital-to-analog circuits, and large-scale integrated circuits. (CETT 1349)

- $310 CEUs 6.4 HRS: 64
- 90182 Central MW
- Mar 21-May 13 8:00 p.m.-10:00 p.m.

Electrical Calculations I
ELPT 1015
Prerequisite: None Textbook required.
Introduction to mathematical applications utilized to solve problems in the electrical field. Topics include fractions, decimals, percentages, simple equations, ratio and proportion, metric conversion, and applied geometry. Electrical calculations to solve DC and AC electrical circuits are included. (ELPT 1215)

- $234 CEUs 3.2 HRS: 32
- 70435 North Th
- Jan 21-May 13 1:00 p.m.-1:55 p.m.

Electrical Calculations II
ELPT 2015
Prerequisite: ELPT 1215 or approval by department chair. Textbook required.
This is the further study of mathematical applications used to solve problems in the electrical field. The course includes fractions, decimals, ratio and proportion, applied geometry, and utilization of right triangles to calculate electrical values. It also includes power factor correction, fault currents, neutral currents, conductor ampacity, and other advanced calculations. (ELPT 2215)

- $281 CEUs 3.2 HRS: 32
- 70357 Central TTh
- Jan 20-May 13 11:05 a.m.-12:00 p.m.

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

**ELPT 1051**

Prerequisite: ELPT 1311. Textbook required.

This is a study of direct current (DC) motors, single-phase and polyphase alternating current (AC) motors, generators, and alternators. Emphasis will be on construction, characteristics, efficiencies, starting, and speed control. (ELPT 1351)

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.4</td>
<td>64</td>
<td>Jan 19-May 13</td>
<td>10:00 a.m.-11:50 a.m.</td>
</tr>
<tr>
<td>6.4</td>
<td>W</td>
<td>Jan 20-May 13</td>
<td>6:00 p.m.-9:50 p.m.</td>
</tr>
</tbody>
</table>

**Electricity Principles**

**CETT 1002**

Prerequisite: Reading level 6, Writing level 6, Math level 6.

This course covers principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operation. (CETT 1302)

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.4</td>
<td>64</td>
<td>Jan 19-May 13</td>
<td>1:00 p.m.-2:50 p.m.</td>
</tr>
<tr>
<td>6.4</td>
<td>T</td>
<td>Jan 19-May 10</td>
<td>6:00 p.m.-9:40 p.m.</td>
</tr>
<tr>
<td>6.4</td>
<td>W</td>
<td>Jan 20-May 12</td>
<td>6:00 p.m.-9:50 p.m.</td>
</tr>
<tr>
<td>6.4</td>
<td>MW</td>
<td>Jan 20-May 13</td>
<td>6:00 p.m.-8:50 p.m.</td>
</tr>
<tr>
<td>6.4</td>
<td>Th</td>
<td>Jan 21-May 13</td>
<td>6:00 p.m.-9:50 p.m.</td>
</tr>
<tr>
<td>6.4</td>
<td>M</td>
<td>Jan 25-May 09</td>
<td>6:00 p.m.-9:50 p.m.</td>
</tr>
</tbody>
</table>

**Industrial Wiring**

**ELPT 1057**

Prerequisite: None

Note: Textbook required.

This course covers wiring methods used for industrial installations. It includes motor circuits, raceway and bus way installations, proper grounding techniques, and associated safety procedures. (ELPT 1357)

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.4</td>
<td>64</td>
<td>Jan 20-May 13</td>
<td>1:00 p.m.-2:50 p.m.</td>
</tr>
</tbody>
</table>

**Journeyman Electrician Exam Review**

**ELPT 2001**

Prerequisite: ELPT 2325 or approval by department chair.

Textbook required.

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)

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.8</td>
<td>48</td>
<td>Jan 19-May 13</td>
<td>6:00 p.m.-8:45 p.m.</td>
</tr>
</tbody>
</table>

**Motor Controls**

**ELPT 1041**

Prerequisite: ELPT 1311 or approval of department chair.

Textbook required.

A study of operating principles dealing with solid-state and conventional controls along with their practical applications. Includes braking, jogging, plugging, and safety wiring, ladder diagrams, relay logic, and timers. (ELPT 1441)

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.6</td>
<td>96</td>
<td>Jan 19-May 13</td>
<td>9:10 a.m.-11:10 a.m.</td>
</tr>
<tr>
<td>9.6</td>
<td>T</td>
<td>Jan 19-May 13</td>
<td>7:00 p.m.-9:55 p.m.</td>
</tr>
<tr>
<td>9.6</td>
<td>MW</td>
<td>Jan 20-May 13</td>
<td>8:00 a.m.-11:00 a.m.</td>
</tr>
</tbody>
</table>

**National Electric Code I**

**ELPT 1025**

Prerequisite: None

Note: Textbook required.

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

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.8</td>
<td>48</td>
<td>Jan 19-May 13</td>
<td>1:00 p.m.-2:25 p.m.</td>
</tr>
</tbody>
</table>

**National Electric Code II**

**ELPT 2025**

Prerequisite: ELPT 1325 or department chair approval.

Textbook required.

This course includes in-depth coverage of the National Electrical Code (NEC) for those employed in the fields requiring knowledge of the Code, with an emphasis on wiring protection and methods, special conditions, and advanced calculations. (ELPT 2325)

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.8</td>
<td>48</td>
<td>Jan 19-May 13</td>
<td>11:00 a.m.-12:20 p.m.</td>
</tr>
</tbody>
</table>
**Programmable Logic Controllers I**
ELPT 2019
Prerequisite: None
Note: Textbook required.
Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls. It includes history, terminology, typical applications, hardware and software, and incorporates lab and project activities that address operating, monitoring programming, troubleshooting, and repairs of PLC controlled lab trainers as well as actual industrial equipment. (ELPT 2319)

$291 CEUs 6.4 HRS: 64
70442 North MW
Jan 20-May 13 10:00 a.m.-11:50 a.m.
70360 Central M
Jan 25-May 13 6:00 p.m.-9:50 p.m.

**Residential Wiring**
ELPT 1029
Prerequisite: None
Note: Textbook required.
Wiring methods for single family and multi-family dwellings.
Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures. (ELPT 1429)

$352 CEUs 9.6 HRS: 96
70439 North MW
Jan 20-May 13 6:00 p.m.-8:50 p.m.

**Engineering & Manufacturing**

**Introduction to CNC**
MCHN 2003
Prerequisites: None.
Note: Textbook required. PPE to be purchased at student expense.
Demonstrate operations of CNC machine controls; compare and contrast the differences between conventional and CNC machines; utilize CNC machine applications for machining operations.

$670 CEUs 6.4 HRS: 64
70198 Central MW
Jan 20-May 21 6:00 p.m.-10:00 p.m.

**Manual Lathe, Mill and Basic Machine Shop**
MCHN 1013
Note: Textbook required.
An Introduction to the common types of milling machines, part nomenclature, basic machine operations and procedures, safety, machine mathematics, blueprint reading, and theory.

$660 CEUs 12.0 HRS: 120
70197 Central TTh
Jan 19-May 10 6:00 p.m.-10:00 p.m.

**HVAC/Refrigeration**

**AC & Refrigeration Codes**
HART 2001
Prerequisite: HART 1441 or department chair approval.
Textbook required.
HVAC standards and concepts with emphasis on the understanding, and documentation of the codes and regulations required for the state mechanical contractors license and local codes. (HART 2301)

$311 CEUs 4.8 HRS: 48
70452 North TBA
Jan 19-May 13 -

**Air Conditioning Troubleshooting**
HART 2036
Prerequisite: HART 1441 and HART 1445 or department chair approval. Textbook required.
An advanced course in application of troubleshooting principles and use of test instruments to diagnose a/c and refrigeration components and system problems, including conducting performance tests. (HART 2436)

$348 CEUs 9.6 HRS: 96
70453 North TTh
Jan 19-May 13 8:35 a.m.-11:35 a.m.

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

$348 CEUs 9.6 HRS: 96
70446 North MW
Jan 20-Mar 11 8:05 a.m.-10:05 a.m.
70445 North MW
Jan 20-May 13 6:00 p.m.-8:45 p.m.

**Commercial Refrigeration:**
HVAC 2B
HART 2042
Prerequisite: HART 1401 and HART 1407 or department chair approval. Textbook required.
Theory and practical application in the maintenance of commercial refrigeration; medium, and low temperature applications and ice machines. (HART 2442)

$348 CEUs 9.6 HRS: 96
70454 North MW
Jan 20-May 13 6:00 p.m.-8:45 p.m.

To register: All campuses 281-542-2020
**Gas Electrical Heating**

HART 1045

Prerequisite: HART 1401 and HART 1407 or department chair approval. Textbook required.

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. (HART 1445)

$343  CEUs 9.6  HRS: 96

70450  North  TTh
Jan 19-May 13  8:05 a.m.-10:05 a.m.

70451  North  M
Jan 20-May 13  6:00 p.m.-8:45 p.m.

**Preparation for EPA Recovery Certification**

HART 1056

Prerequisite: None. No textbook required.

This course covers certification training for HVAC refrigerant recovery and recycling. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems. (HART 1356)

$311  CEUs 4.8  HRS: 48

90183  North  TBA
Mar 21-May 13  

**Refrigeration Principles: HVAC 1B**

HART 1007

Prerequisite: None. Textbook required.

This course is an introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, and refrigeration components and safety. (HART 1407)

$348  CEUs 9.6  HRS: 96

70448  North  TTh
Jan 19-Mar 11  8:05 a.m.-10:05 a.m.

70447  North  TTh
Jan 19-May 13  6:00 p.m.-8:45 p.m.

**Residential Air Conditioning**

HART 1041

Prerequisite: HART 1401 and HART 1407 or department chair approval. Textbook required.

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. (HART 1441)

$348  CEUs 9.6  HRS: 96

70449  North  W
Jan 20-May 13  6:00 p.m.-8:45 p.m.

90184  North  MW
Mar 21-May 13  8:05 a.m.-10:05 a.m.

**Pipefitting**

**Advanced Pipefitting Standards, Specifications, and Installation**

PFPB 2032

Prerequisite: PFPB 1308 and PFPB 1343

The course covers skill development in motorized equipment, above-ground pipe installation valves, field routing and vessel trim, spring can supports, testing piping systems and equipment, basic plumbing, planning work activities, and Non-Destructive Testing (NDT). (PFPB 2332)

$305  CEUs 8.0  HRS: 80

90185  North  MTWTh
Mar 21-Apr 15  6:00 p.m.-10:00 p.m.

**Basic Pipefitting Skills**

PFPB 1008

Prerequisite: None

This course covers mathematical operations necessary to calculate laying lengths of pipe fittings for fabrication. Includes identification and use of hand tools and power tools and identification of pipe, pipe fittings, flanges, and fasteners used in the trade. (PFPB 1308)

$305  CEUs 8.0  HRS: 80

70455  North  MTWTh
Jan 19-Feb 12  6:00 p.m.-10:00 p.m.

**Pipefitting Fabrication & Blueprint Reading**

PFPB 1043

Prerequisite: PFPB 1308

Continuation of pipe fabrication, rigging, pipe hangers and supports, blueprint reading, standards and specifications, and trade math. (PFPB 1343)

$305  CEUs 8.0  HRS: 80

70456  North  MTWTh
Feb 15-Mar 11  6:00 p.m.-10:00 p.m.

**Pipefitting: Advanced Fabrication and Installation**

PFPB 2033

Prerequisites: PFPB 1308 and PFPB 1343

Advanced pipe fabrication and pipe alignment for rotating equipment. Includes identifying, describing, applying, and maintaining stream traps, in-line specialties, special piping, hot taps, and valves. (PFPB 2333)

$305  CEUs 8.0  HRS: 80

90186  North  MTWTh
Apr 18-May 13  6:00 p.m.-10:00 p.m.

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

Professional Truck Driver One
CVOP 1013
Prerequisite: Must sign up for Professional Truck Driver 2 at the same time AND contact SJC Commercial Truck Driving Department at (281)476-1886.
Note: Textbook required.
General truck driving with in the cab skills development and instruction coordinated with the Department of Transportation. This course includes the required six hour Defensive Driving course to meet state requirements.

$1647
70199 Central MTWTh
Jan 04-Feb 11 7:00 a.m.-6:00 p.m.
70201 Central MTWTh
Feb 15-Mar 31 7:00 a.m.-6:00 p.m.
90173 Central SaSu
Apr 02-Jun 26 7:00 a.m.-6:00 p.m.
90175 Central MTWTh
Apr 04-May 12 7:00 a.m.-6:00 p.m.
90177 Central MTWTh
May 16-Jun 23 7:00 a.m.-6:00 p.m.

Professional Truck Driver Two
CVOP 1040
Prerequisite: Must sign up for Professional Truck Driver 1 at the same time AND contact SJC Commercial Truck Driving Department at (281)476-1886.
Note: Textbook required.
A continuation of Professional Truck Driver 1. General truck driving with in the cab skills development and instruction coordinated with the Department of Transportation. Instruction in the operation of a tractor-trailer combination in city and highway conditions, including control and maneuvering of the vehicle through various traffic situations in different conditions with numerous tractor-trailer combinations.

$1348
70200 Central MTWTh
Jan 04-Feb 11 7:00 a.m.-6:00 p.m.
70202 Central MTWTh
Feb 15-Mar 31 7:00 a.m.-6:00 p.m.
90174 Central SaSu
Apr 02-Jun 26 7:00 a.m.-6:00 p.m.
90176 Central MTWTh
Apr 04-May 12 7:00 a.m.-6:00 p.m.
90178 Central MTWTh
May 16-Jun 23 7:00 a.m.-6:00 p.m.

WELDING

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

$423
70378 Central MTWTh
Jan 19-May 13 8:00 a.m.-11:50 a.m.
70465 North TTh
Jan 19-May 13 6:00 p.m.-10:00 p.m.
70464 North MWF
Jan 20-May 13 10:10 a.m.-12:45 p.m.
70379 Central MTWTh
Jan 20-May 13 6:00 p.m.-9:50 p.m.

Advanced Pipe Welding
WLDG 2053
Prerequisite: WLDG 2506 or approval of department chair.
No textbook required.
This course covers advanced topics involving welding of pipe using the shielded metal arc welding process. Topics include electrode selection, equipment setup, and safe shop practices, with an emphasis on weld positions 5G and 6G using various electrodes. (WLDG 2553)

$423
70466 North TTh
Jan 19-May 13 8:00 a.m.-12:00 p.m.
70380 Central TTh
Jan 19-May 13 6:00 p.m.-9:50 p.m.
70382 Central MW
Jan 20-May 13 10:45 a.m.-1:25 p.m.
70381 Central MW
Jan 20-May 13 6:00 p.m.-9:55 p.m.
70468 North MW
Jan 20-May 13 6:00 p.m.-10:00 p.m.
Advanced Shielded Metal Arc Welding SMAW
WLDG 2043
Prerequisite: WLDG 1528 or approval of department chair. No textbook required.
This course covers advanced topics based on accepted welding codes. Training is provided with various electrodes in shielded metal arc welding with open V-groove joints in all positions. (WLDG 2543)

$423
CEUs 12.8
HRS: 128
70374
70375
70463
70377
70196
Jan 19-May 13
Jan 19-May 13
Jan 19-May 13
Jan 19-May 13
Jan 20-May 13
Jan 22-May 21
8:00 a.m.-11:50 a.m.
6:00 p.m.-9:50 p.m.
6:00 p.m.-10:00 p.m.
6:00 p.m.-9:55 p.m.
6:00 p.m.-10:00 p.m.

Intermediate Pipe Welding
WLDG 2006
Prerequisite WLDG 1528. No textbook required.
A comprehensive course on welding of pipe using the shielded metal arc welding (SMAW) process. Welding will be done using various positions. Topics covered include electrode selection, equipment setup and safe shop practices. (WLDG 2506)

$423
CEUs 12.8
HRS: 128
70370
70369
70467
70372
70371
Jan 19-May 13
Jan 19-May 13
Jan 19-May 13
Jan 20-May 13
Jan 20-May 13
10:00 a.m.-2:00 a.m.
6:00 p.m.-9:50 p.m.
8:00 a.m.-10:40 a.m.
6:00 p.m.-9:55 p.m.

Intermediate Welding using Multiple Processes
WLDG 2013
Prerequisite: WLDG 1534, WLDG 1530, WLDG 1528. No textbook required.
This course offers instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shielding metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process. (WLDG 2513)

$423
CEUs 12.8
HRS: 128
70462
70373
Feb 05-May 08
Feb 06-May 08
Central
Central
North
Central
MW
7Th
7Th
F
Sa
Sa
6:00 p.m.-10:00 p.m.
6:00 p.m.-10:00 p.m.
5:30 p.m.-10:25 p.m.
8:00 a.m.-12:55 p.m.

Introduction to Gas Metal ARC Welding (GMAW)
WLDG 1030
A study of the principles of gas metal arc welding, setup and the use of GMAW equipment, and safe use of tools and equipment. Instruction in various joint designs. (WLDG 1530)

$423
CEUs 12.8
HRS: 128
70458
70365
70366
70459
70367
70368
70460
Jan 19-May 13
Jan 19-May 13
Jan 19-May 13
Jan 20-May 13
Jan 20-May 13
Jan 20-May 13
Jan 20-May 13
6:00 p.m.-10:00 p.m.
6:00 p.m.-10:00 p.m.
6:00 p.m.-10:00 p.m.
6:00 p.m.-10:00 p.m.
6:00 p.m.-10:00 p.m.
6:00 p.m.-10:00 p.m.
6:00 p.m.-10:00 p.m.

Introduction to Gas Tungsten ARC Welding GTAW
WLDG 1034
Prerequisite: None. No textbook required.
An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. (WLDG 1534)

$423
CEUs 12.8
HRS: 128
70365
70366
70459
70367
70368
70460
Jan 19-May 13
Jan 19-May 13
Jan 20-May 13
Jan 20-May 13
Jan 20-May 13
Jan 20-May 13
8:00 a.m.-11:50 a.m.
6:00 p.m.-9:50 p.m.
7:30 a.m.-10:05 a.m.
8:00 a.m.-11:55 a.m.
8:00 a.m.-11:55 a.m.
6:00 p.m.-9:50 p.m.

To register: All campuses 281-542-2020
**INTRODUCTION TO SHIELDED METAL ARC WELDING-SMAW**

WLDG 1028

Prerequisite: None. No textbook required.

An introduction to shielded metal arc welding process.

Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. (WLDG 1528)

$423

**CEUs** 12.8  **HRS:** 128

<table>
<thead>
<tr>
<th>Course</th>
<th>CEUs</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>70194</td>
<td></td>
<td>Central</td>
<td>6:00 p.m.-10:00 p.m.</td>
</tr>
<tr>
<td>70195</td>
<td></td>
<td>Central</td>
<td>6:00 p.m.-10:00 p.m.</td>
</tr>
<tr>
<td>70361</td>
<td></td>
<td>Central</td>
<td>6:00 p.m.-9:50 p.m.</td>
</tr>
<tr>
<td>70363</td>
<td></td>
<td>Central</td>
<td>6:00 a.m.-11:55 a.m.</td>
</tr>
<tr>
<td>70364</td>
<td></td>
<td>Central</td>
<td>6:00 p.m.-9:55 p.m.</td>
</tr>
<tr>
<td>70457</td>
<td></td>
<td>North</td>
<td>6:00 p.m.-10:00 p.m.</td>
</tr>
<tr>
<td>70362</td>
<td></td>
<td>Central</td>
<td>5:30 p.m.-10:25 p.m. Sa</td>
</tr>
<tr>
<td>70363</td>
<td></td>
<td>Central</td>
<td>6:00 a.m.-12:55 p.m.</td>
</tr>
</tbody>
</table>

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

Choose from:

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

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

For information about enrollment, email Denise.Orand@sjcd.edu or call 281-478-3615.
THE TRAINING CONNECTION
Training and Educational Solutions for Workers and Employers

January - May 2016

For more information:
281-974-2200

Maritime
Maritime................................................................. 46
### Able Bodied Seaman

**MART 2073**

**Prerequisite:** 90 days seetime.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEUs</th>
<th>HRS</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>70482</td>
<td>4.0</td>
<td>40</td>
<td>Central  MTWThF</td>
</tr>
<tr>
<td>Jan 11-Jan 15</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70501</td>
<td></td>
<td></td>
<td>Central  MTWThF</td>
</tr>
<tr>
<td>Feb 01-Feb 05</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70526</td>
<td></td>
<td></td>
<td>Central  MTWThF</td>
</tr>
<tr>
<td>Feb 22-Feb 26</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90226</td>
<td></td>
<td></td>
<td>Central  MTWThF</td>
</tr>
<tr>
<td>Apr 04-Apr 08</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90244</td>
<td></td>
<td></td>
<td>Central  MTWThF</td>
</tr>
<tr>
<td>Apr 25-Apr 29</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90270</td>
<td></td>
<td></td>
<td>Central  MTWThF</td>
</tr>
<tr>
<td>May 16-May 20</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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 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 vessels.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEUs</th>
<th>HRS</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>70486</td>
<td>3.2</td>
<td>32</td>
<td>Central  TWWThF</td>
</tr>
<tr>
<td>Jan 19-Jan 22</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90205</td>
<td></td>
<td></td>
<td>Central  TWWTh</td>
</tr>
<tr>
<td>Mar 21-Mar 25</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90264</td>
<td></td>
<td></td>
<td>Central  TWWTh</td>
</tr>
<tr>
<td>May 10-May 13</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Apprentice Mate

**MARS 1075**

**Prerequisite:** 180 days seetime.

Providing that end-of-course examinations are passed, this 104 hour Apprentice Mate (Steersman) course prepares the trainee to pilot, under direct supervision of the vessel master, a towboat or tugboat of up to 500 gross tons upon inland or near coastal waters.

This course of training, satisfies the examination requirements of 46 CFR 11.205(f), 11.301, 11.903(a)(18)(i) & Table 11.910-1 column 10 & 11 for original issuance of a license as Apprentice Mate (Steersman) of Towing Vessels (Near Coastal or Inland) and Mate Pilot Towing Vessel (Near Coastal or Inland) or 46 CFR 10.227(d)(8)(i)(C) for renewal of a license as Apprentice Mate (Steersman) of Towing Vessels (Inland & Near Coastal) Mate Pilot Towing Vessel (Near Coastal or Inland). This course is an approved training course as being in compliance with the requirements of 46 CFR 10.302 and Navigation And Vessel Inspection Circular No. 4-01 Subj: Licensing And Manning For Officers Of Towing Vessels.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEUs</th>
<th>HRS</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>70469</td>
<td>10.4</td>
<td>104</td>
<td>Central  MTWThF</td>
</tr>
<tr>
<td>Jan 04-Jan 20</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70502</td>
<td></td>
<td></td>
<td>Central  MTWThF</td>
</tr>
<tr>
<td>Feb 01-Feb 17</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90188</td>
<td></td>
<td></td>
<td>Central  MTWThF</td>
</tr>
<tr>
<td>Feb 29-Mar 11</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90212</td>
<td></td>
<td></td>
<td>Central  MTWThF</td>
</tr>
<tr>
<td>Mar 28-Apr 13</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90245</td>
<td></td>
<td></td>
<td>Central  MTWThF</td>
</tr>
<tr>
<td>Apr 25-May 11</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Apprentice Mate (Steering) Western Routes

**MARS 1078**

**Prerequisite:** 180 days seetime.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEUs</th>
<th>HRS</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>70492</td>
<td>1.6</td>
<td>16</td>
<td>Central  ThF</td>
</tr>
<tr>
<td>Jan 21-Jan 22</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70524</td>
<td></td>
<td></td>
<td>Central  ThF</td>
</tr>
<tr>
<td>Feb 18-Feb 19</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90235</td>
<td></td>
<td></td>
<td>Central  ThF</td>
</tr>
<tr>
<td>Apr 14-Apr 15</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90268</td>
<td></td>
<td></td>
<td>Central  ThF</td>
</tr>
<tr>
<td>May 12-May 13</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Location</th>
<th>Dates</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>70483</td>
<td>Central</td>
<td>Jan 11-Jan 14 70511</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>70511</td>
<td>Central</td>
<td>Feb 08-Feb 11 90197</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>90197</td>
<td>Central</td>
<td>Mar 07-Mar 10 90227</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>90227</td>
<td>Central</td>
<td>Apr 04-Apr 07 90255</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>90255</td>
<td>Central</td>
<td>May 02-May 05</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
</tbody>
</table>

**MART 1077**

STCW Basic Safety Training Refresher is made up of four modules (courses) – Basic Firefighting, Personal Safety & Social Responsibility, Personal Survival, and First Aid & CPR and is required when the mariner does not have the requisite sea time for United States Coast Guard Merchant Mariner Document (license) renewal. This Basic Safety Training Refresher course is in accordance with National Maritime Center Policy Letter No. 14-98 Standards for Approval of Basic Safety Training Courses paragraph 10 and 11.

**$750 CEUs 2.4 HRS: 24**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Location</th>
<th>Dates</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>70472</td>
<td>Central</td>
<td>Jan 05-Jan 08 70495</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>70516</td>
<td>Central</td>
<td>Jan 25-Jan 29 70516</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>90200</td>
<td>Central</td>
<td>Feb 16-Feb 19 90215</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>90238</td>
<td>Central</td>
<td>Mar 29-Apr 01 90260</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>90259</td>
<td>Central</td>
<td>May 10-May 13</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
</tbody>
</table>

**FIRS 1191**

Prerequisite: None

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

**$500 CEUs 1.6 HRS: 16**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Location</th>
<th>Dates</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>70471</td>
<td>Central</td>
<td>Jan 04-Jan 05 70494</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>70515</td>
<td>Central</td>
<td>Jan 25-Jan 26 90199</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>90199</td>
<td>Central</td>
<td>Feb 15-Feb 16 90214</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>90214</td>
<td>Central</td>
<td>Mar 07-Mar 08 90237</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>90237</td>
<td>Central</td>
<td>Mar 28-Mar 29 90259</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>90259</td>
<td>Central</td>
<td>Apr 18-Apr 19</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>90259</td>
<td>Central</td>
<td>May 09-May 10</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
</tbody>
</table>

**FARS 1077**

Prerequisite: None

USCG & STCW approved, this 40-hour 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Location</th>
<th>Dates</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>70470</td>
<td>Central</td>
<td>Jan 04-Jan 08 70493</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>70514</td>
<td>Central</td>
<td>Jan 25-Jan 29 70514</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>90198</td>
<td>Central</td>
<td>Feb 15-Feb 19 90213</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>90236</td>
<td>Central</td>
<td>Mar 07-Mar 11 90238</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>90238</td>
<td>Central</td>
<td>Mar 28-Apr 01 90258</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>90258</td>
<td>Central</td>
<td>May 09-May 13</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
</tbody>
</table>
**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** CEUs 2.4 HRS: 24
  - 70487 Central WThF
  - Jan 20-Jan 22 8:00 a.m.-5:00 p.m.
  - 70521 Central WThF
  - Feb 16-Feb 19 8:00 a.m.-5:00 p.m.
  - 90206 Central MTW
  - Mar 21-Mar 23 8:00 a.m.-5:00 p.m.
  - 90230 Central WThF
  - Apr 13-Apr 15 8:00 a.m.-5:00 p.m.
  - 90265 Central WThF
  - May 11-May 13 8:00 a.m.-5:00 p.m.

**DDE 1000/4000 HP**

MARS 1075

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

- **$4000** CEUs 16.0 HRS: 160
  - 70517 Central MTWThF
  - Feb 15-Mar 12 8:00 a.m.-5:00 p.m.
  - 90207 Central MTWThF
  - Mar 21-Apr 16 8:00 a.m.-5:00 p.m.
  - 90246 Central MTWThF
  - Apr 25-May 21 8:00 a.m.-5:00 p.m.

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

MART 1075

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

- **$1000** CEUs 4.0 HRS: 40
  - 70496 Central MTWThF
  - Jan 25-Jan 29 8:00 a.m.-5:00 p.m.
  - 70527 Central MTWThF
  - Feb 22-Feb 26 8:00 a.m.-5:00 p.m.
  - 90208 Central MTWTh
  - Mar 21-Mar 24 8:00 a.m.-5:00 p.m.
  - 90239 Central MTWThF
  - Apr 18-Apr 22 8:00 a.m.-5:00 p.m.
  - 90271 Central MTWThF
  - May 16-May 20 8:00 a.m.-5:00 p.m.

**First Aid CPR and AED (BST Part 2)**

EMSP 1026

Prerequisites: None

This course teaches the basics in first aid, adult choking management, adult CPR and the skills required to competently use an AED on an adult patient. This training results in a certification by the American Heart Association in Adult CPR and First Aid.

- **$100** CEUs .8 HRS: 8
  - 70478 Central W
  - Jan 06-Jan 06 8:00 a.m.-5:00 p.m.
  - 70498 Central W
  - Jan 27-Jan 27 8:00 a.m.-5:00 p.m.
  - 70522 Central W
  - Feb 17-Feb 17 8:00 a.m.-5:00 p.m.
  - 90202 Central W
  - Mar 09-Mar 09 8:00 a.m.-5:00 p.m.
  - 90220 Central W
  - Mar 30-Mar 30 8:00 a.m.-5:00 p.m.
  - 90241 Central W
  - Apr 20-Apr 20 8:00 a.m.-5:00 p.m.
  - 90266 Central W
  - May 11-May 11 8:00 a.m.-5:00 p.m.

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

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

$1500

CEUs 7.0
HRS: 70
MTWThF

Jan 11-Jan 22
8:00 a.m.-5:00 p.m.
Central
70485
Jan 04-Jan 08
8:00 a.m.-5:00 p.m.
Central
70497
Jan 25-Jan 29
8:00 a.m.-5:00 p.m.
Central
70518
Feb 01-Feb 12
8:00 a.m.-5:00 p.m.
Central
70529
Feb 22-Mar 04
8:00 a.m.-5:00 p.m.
Central
90229
Apr 04-Apr 15
8:00 a.m.-5:00 p.m.
Central
90251
Apr 25-May 06
8:00 a.m.-5:00 p.m.
Central
90273
May 16-May 27
8:00 a.m.-5:00 p.m.

Leadership & Managerial Skills

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

$1250

CEUs 4.0
HRS: 40
MTWThF

Jan 04-Jan 08
8:00 a.m.-5:00 p.m.
Central
70473
Jan 25-Jan 29
8:00 a.m.-5:00 p.m.
Central
70518
Feb 15-Feb 19
8:00 a.m.-5:00 p.m.
Central
90201
Mar 07-Mar 11
8:00 a.m.-5:00 p.m.
Central
90216
Mar 28-Apr 01
8:00 a.m.-5:00 p.m.
Central
90240
Apr 18-Apr 22
8:00 a.m.-5:00 p.m.
Central
90261
May 09-May 13
8:00 a.m.-5:00 p.m.

Leadership and Teamwork

MART 2070
The Maritime University LLC, Leadership and Teamwork (MARUNI – 768) course is intended to provide a person with the knowledge, skill, and understanding of leadership and teamwork at the operational level on board a ship. The course is designed to meet STCW requirements for the application of leadership and teamworking skills, in accordance with the 2010 Manila Amendments, specifically as stated in tables A-II/1, A-III/1 and A-III/6, Function: Controlling the operation of the ship and care for persons on board at the operational level. A mariner who successfully completes the course will satisfy the Leadership and Teamworking Skills requirements of 46 CFR 11.309(c)(1); 46 CFR 11.319(b)(1); 46 CFR 11.321(b)(1); and 46 CFR 11.329(a)(4)(iv) and (c). Approval should also include the applicable task numbers from the national assessment guidelines for OICEW and OICNW endorsements. Courses that do not also include training for Engine Room Resource Management (ERM) will note that 46 CFR 11.329(a)(4)(iv) is only satisfied if the mariner also completes approved ERM training.

$300

CEUs .8
HRS: 8
MTWThF

Feb 04-Feb 04
8:00 a.m.-5:00 p.m.
Central
70509
Mar 03-Mar 03
8:00 a.m.-5:00 p.m.
Central
90195
Mar 31-Mar 31
8:00 a.m.-5:00 p.m.
Central
90223
Apr 28-Apr 28
8:00 a.m.-5:00 p.m.
Central
90253

To register: All campuses 281-542-2020
**Medical Care Person in Charge**

EMSP 1091

Prerequisite: Medical Care Provider within 12 months

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

$1750

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEUs 4.0</th>
<th>HRS: 40</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>70531</td>
<td>Central</td>
<td>MTWThF</td>
<td>Jan 04-Jan 08</td>
<td>Central 8:00 a.m.-5:00 p.m.</td>
<td>MTWThF</td>
</tr>
<tr>
<td>70532</td>
<td>Central</td>
<td>MTWThF</td>
<td>Jan 25-Jan 29</td>
<td>Central 8:00 a.m.-5:00 p.m.</td>
<td>MTWThF</td>
</tr>
<tr>
<td>70533</td>
<td>Central</td>
<td>MTWThF</td>
<td>Feb 15-Feb 19</td>
<td>Central 8:00 a.m.-5:00 p.m.</td>
<td>MTWThF</td>
</tr>
<tr>
<td>90276</td>
<td>Central</td>
<td>MTWThF</td>
<td>Mar 07-Mar 11</td>
<td>Central 8:00 a.m.-5:00 p.m.</td>
<td>MTWThF</td>
</tr>
<tr>
<td>90277</td>
<td>Central</td>
<td>MTWThF</td>
<td>Mar 28-Apr 01</td>
<td>Central 8:00 a.m.-5:00 p.m.</td>
<td>MTWThF</td>
</tr>
<tr>
<td>90278</td>
<td>Central</td>
<td>MTWThF</td>
<td>Apr 18-Apr 22</td>
<td>Central 8:00 a.m.-5:00 p.m.</td>
<td>MTWThF</td>
</tr>
<tr>
<td>90279</td>
<td>Central</td>
<td>MTWThF</td>
<td>May 09-May 13</td>
<td>Central 8:00 a.m.-5:00 p.m.</td>
<td>MTWThF</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/4-1 of the STCW Code and 46 CFR 12.13-1. This course is recommended for all crewmembers.

$800

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEUs 2.4</th>
<th>HRS: 24</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>70484</td>
<td>Central</td>
<td>MTW</td>
<td>Jan 11-Jan 13</td>
<td>Central 8:00 a.m.-5:00 p.m.</td>
<td>MTW</td>
</tr>
<tr>
<td>70503</td>
<td>Central</td>
<td>MTW</td>
<td>Feb 01-Feb 03</td>
<td>Central 8:00 a.m.-5:00 p.m.</td>
<td>MTW</td>
</tr>
<tr>
<td>90209</td>
<td>Central</td>
<td>MTW</td>
<td>Mar 21-Mar 23</td>
<td>Central 8:00 a.m.-5:00 p.m.</td>
<td>MTW</td>
</tr>
<tr>
<td>90228</td>
<td>Central</td>
<td>MTW</td>
<td>Apr 04-Apr 06</td>
<td>Central 8:00 a.m.-5:00 p.m.</td>
<td>MTW</td>
</tr>
<tr>
<td>90247</td>
<td>Central</td>
<td>MTW</td>
<td>Apr 25-Apr 27</td>
<td>Central 8:00 a.m.-5:00 p.m.</td>
<td>MTW</td>
</tr>
<tr>
<td>90272</td>
<td>Central</td>
<td>MTW</td>
<td>May 16-May 18</td>
<td>Central 8:00 a.m.-5:00 p.m.</td>
<td>MTW</td>
</tr>
</tbody>
</table>
**Personal Safety and Social Responsibility (BST Part 4)**

MART 1079

This course is designed to prepare new recruits for a life at sea. Working on a ship can be hazardous for the uninitiated. This course will give new seafarers an insight into the various elements of a ship and working procedures on board so that they adjust to the shipboard environment, and are better prepared to cope with any unforeseen circumstances. To that extent this course is planned to make their transition from a shore to a sea career smooth and give some knowledge of ship’s working before actually stepping on board. Successful completion of this 4-hour Personal Safety & Social Responsibilities course will satisfy the Personal Safety & Social Responsibilities training requirements of 46 CFR 10.205(l)(4) and Section A-VI/1 and Table A-VI/1-4 of the STCW Code.

$100

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>70480</td>
<td>Central</td>
<td>12:00 p.m.-4:00 p.m.</td>
</tr>
<tr>
<td>Jan 08-Jan 08</td>
<td>Central</td>
<td>12:00 p.m.-4:00 p.m.</td>
</tr>
<tr>
<td>Jan 29-Jan 29</td>
<td>Central</td>
<td>12:00 p.m.-4:00 p.m.</td>
</tr>
<tr>
<td>Feb 19-Feb 19</td>
<td>Central</td>
<td>12:00 p.m.-4:00 p.m.</td>
</tr>
<tr>
<td>Mar 11-Mar 11</td>
<td>Central</td>
<td>12:00 p.m.-4:00 p.m.</td>
</tr>
<tr>
<td>Apr 01-Apr 01</td>
<td>Central</td>
<td>12:00 p.m.-4:00 p.m.</td>
</tr>
<tr>
<td>Apr 22-Apr 22</td>
<td>Central</td>
<td>12:00 p.m.-4:00 p.m.</td>
</tr>
<tr>
<td>May 13-May 13</td>
<td>Central</td>
<td>12:00 p.m.-4:00 p.m.</td>
</tr>
</tbody>
</table>

**Personal Survival Techniques (BST Part 3)**

MART 2079

A trainee successfully completing this course will be able to react in a correct manner during emergency situations, take measures appropriate to his/her own survival and to the survival of others, and use survival equipment correctly. You will also acquire knowledge which in some instances will enable you to identify and correct defects and thereby prevent emergencies, such as; proper donning of a United States Coast Guard (USCG)-approved lifejacket and immersion suit; properly jumping into the water from a height while wearing a USCG-approved lifejacket; properly jumping into the water from a height while wearing a USCG-approved immersion suit; swimming while wearing a USCG-approved lifejacket and righting an inverted USCG-approved life raft; keeping afloat in water without the aid of a lifejacket or an immersion suit; jumping into the life raft from a height while wearing a PFD and boarding a life raft without assistance. Successful completion of this 12-hour Personal Survival Techniques course will satisfy the Personal Survival Techniques training requirements of Section A-VI/1 and Table A-VI/1-1 of the STCW Code and 46 CFR 10.205(l)(1).

$311

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>70479</td>
<td>Central</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>Jan 07-Jan 07</td>
<td>Central</td>
<td>8:00 a.m.-12:00 p.m.</td>
</tr>
<tr>
<td>Jan 28-Jan 28</td>
<td>Central</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>Jan 29-Jan 29</td>
<td>Central</td>
<td>8:00 a.m.-12:00 p.m.</td>
</tr>
<tr>
<td>Feb 18-Feb 18</td>
<td>Central</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>Feb 19-Feb 19</td>
<td>Central</td>
<td>8:00 a.m.-12:00 p.m.</td>
</tr>
<tr>
<td>Mar 10-Mar 10</td>
<td>Central</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>Mar 11-Mar 11</td>
<td>Central</td>
<td>8:00 a.m.-12:00 p.m.</td>
</tr>
<tr>
<td>Mar 31-Mar 31</td>
<td>Central</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>Apr 01-Apr 01</td>
<td>Central</td>
<td>8:00 a.m.-12:00 p.m.</td>
</tr>
<tr>
<td>Apr 21-Apr 21</td>
<td>Central</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>Apr 22-Apr 22</td>
<td>Central</td>
<td>8:00 a.m.-12:00 p.m.</td>
</tr>
<tr>
<td>May 12-May 12</td>
<td>Central</td>
<td>8:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>May 13-May 13</td>
<td>Central</td>
<td>8:00 a.m.-12:00 p.m.</td>
</tr>
</tbody>
</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  
CEUs 3.2  
HRS: 32

<table>
<thead>
<tr>
<th>Course</th>
<th>Location</th>
<th>Start Date</th>
<th>End Date</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>70488</td>
<td>Central</td>
<td>Jan 19-Jan 22</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>TWThF</td>
</tr>
<tr>
<td>70512</td>
<td>Central</td>
<td>Feb 08-Feb 11</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>MTWTh</td>
</tr>
<tr>
<td>90189</td>
<td>Central</td>
<td>Feb 29-Mar 03</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>MTWTh</td>
</tr>
<tr>
<td>90210</td>
<td>Central</td>
<td>Mar 21-Mar 24</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>MTWTh</td>
</tr>
<tr>
<td>90231</td>
<td>Central</td>
<td>Apr 11-Apr 14</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>MTWTh</td>
</tr>
<tr>
<td>90256</td>
<td>Central</td>
<td>May 02-May 05</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>MTWTh</td>
</tr>
</tbody>
</table>

**Radar Observer Unlimited (Renewal)**

MART 2075

Prerequisite: Must have held a RADAR certificate within the past 5 years.

USCG & STCW approved, this course provides the student the means by which to demonstrate proficiency in the use of radar for collision avoidance and navigation for the purpose of renewing this certification on their license.

$225  
CEUs .8  
HRS: 8

<table>
<thead>
<tr>
<th>Course</th>
<th>Location</th>
<th>Start Date</th>
<th>End Date</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>70481</td>
<td>Central</td>
<td>Jan 08-Jan 08</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>F</td>
</tr>
<tr>
<td>70510</td>
<td>Central</td>
<td>Feb 05-Feb 05</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>F</td>
</tr>
<tr>
<td>90196</td>
<td>Central</td>
<td>Mar 04-Mar 04</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>F</td>
</tr>
<tr>
<td>90225</td>
<td>Central</td>
<td>Apr 01-Apr 01</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>F</td>
</tr>
<tr>
<td>90254</td>
<td>Central</td>
<td>Apr 29-Apr 29</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>F</td>
</tr>
<tr>
<td>90274</td>
<td>Central</td>
<td>May 27-May 27</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>F</td>
</tr>
</tbody>
</table>

**Radar Observer-Inland**

MART 2071

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

$400  
CEUs 3.2  
HRS: 32

<table>
<thead>
<tr>
<th>Course</th>
<th>Location</th>
<th>Start Date</th>
<th>End Date</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>70474</td>
<td>Central</td>
<td>Jan 04-Jan 07</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>MTWTh</td>
</tr>
<tr>
<td>70489</td>
<td>Central</td>
<td>Jan 19-Jan 22</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>TWThF</td>
</tr>
<tr>
<td>70504</td>
<td>Central</td>
<td>Feb 01-Feb 04</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>MTWTh</td>
</tr>
<tr>
<td>70519</td>
<td>Central</td>
<td>Feb 15-Feb 18</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>MTWTh</td>
</tr>
<tr>
<td>90190</td>
<td>Central</td>
<td>Feb 29-Mar 03</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>MTWTh</td>
</tr>
<tr>
<td>90217</td>
<td>Central</td>
<td>Mar 28-Mar 31</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>MTWTh</td>
</tr>
<tr>
<td>90232</td>
<td>Central</td>
<td>Apr 11-Apr 14</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>MTWTh</td>
</tr>
<tr>
<td>90248</td>
<td>Central</td>
<td>Apr 25-Apr 28</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>MTWTh</td>
</tr>
<tr>
<td>90262</td>
<td>Central</td>
<td>May 09-May 12</td>
<td>8:00 a.m.-5:00 p.m.</td>
<td>MTWTh</td>
</tr>
</tbody>
</table>

To register: All campuses 281-542-2020
Radar Observer-Unlimited

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

$600
70475 Jan 04-Jan 08 8:00 a.m.-5:00 p.m. Central
70490 Jan 19-Jan 22 8:00 a.m.-5:00 p.m. Central
70505 Feb 01-Feb 05 8:00 a.m.-5:00 p.m. Central
70520 Feb 15-Feb 19 8:00 a.m.-5:00 p.m. Central
90191 Feb 29-Mar 04 8:00 a.m.-5:00 p.m. Central
90218 Mar 28-Apr 01 8:00 a.m.-5:00 p.m. Central
90233 Apr 11-Apr 15 8:00 a.m.-5:00 p.m. Central
90249 Apr 25-Apr 29 8:00 a.m.-5:00 p.m. Central
90263 May 09-May 13 8:00 a.m.-5:00 p.m. Central

Tankerman PIC-Barge (DL)

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

$900
70491 Jan 19-Jan 22 8:00 a.m.-5:00 p.m. Central
70513 Feb 08-Feb 12 8:00 a.m.-5:00 p.m. Central
90192 Feb 29-Mar 04 8:00 a.m.-5:00 p.m. Central
90211 Mar 21-Mar 25 8:00 a.m.-5:00 p.m. Central
90234 Apr 11-Apr 15 8:00 a.m.-5:00 p.m. Central
90257 May 02-May 06 8:00 a.m.-5:00 p.m. Central

VPSSD - Vessel Personnel with Specific Security Duties

MART 1075
Note: Student guide provided.
This is the shipboard security course required for entry level mariners who will have any security duties anywhere on the ship.

$250
70477 Jan 04-Jan 04 8:00 a.m.-5:00 p.m. Central
70508 Feb 03-Feb 03 8:00 a.m.-5:00 p.m. Central
90194 Mar 02-Mar 02 8:00 a.m.-5:00 p.m. Central
90221 Mar 30-Mar 30 8:00 a.m.-5:00 p.m. Central
90252 Apr 27-Apr 27 8:00 a.m.-5:00 p.m. Central

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
70476 Jan 04-Jan 05 8:00 a.m.-5:00 p.m. Central
70506 Feb 01-Feb 02 8:00 a.m.-5:00 p.m. Central
90193 Feb 29-Mar 01 8:00 a.m.-5:00 p.m. Central
90219 Mar 28-Mar 29 8:00 a.m.-5:00 p.m. Central
90250 Apr 25-Apr 26 8:00 a.m.-5:00 p.m. Central

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

Choose from:

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

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

For information about enrollment, email Denise.Orand@sjcd.edu or call 281-478-3615.
January - May 2016

**Education**

- Child Development ........................................... 56
- English .............................................................. 57
- Para Educator Training ....................................... 60
- Testing Preparation ............................................ 61
### Child Development

#### Administration of Programs for Children I
CDEC 2026

Note: Textbook required.

This course includes the application of management procedures for early child care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. 

- **$281**  
  - **CEUs 4.8**  
  - **HRS: 48**  
  - **70266 Central TBA**  
  - **Jan 19-May 13**

#### Administration of Programs for Children II
CDEC 2028

This course includes an in-depth study of the skills and techniques in managing early care and education programs, including legal, ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, planning parent education/partnerships, and technical applications in programs. (CDEC 2328)

- **$281**  
  - **CEUs 4.8**  
  - **HRS: 48**  
  - **70267 Central TBA**  
  - **Feb 01-May 06**

#### Child Development Associate Training II
CDEC 2022

Prerequisite: Child Development Associate Training I

Note: Textbook required.

Provides educational training for persons interested in teaching young children and/or directing child care centers. (CDEC 2422)

- **$348**  
  - **CEUs 11.2**  
  - **HRS: 112**  
  - **70269 North Sa**  
  - **Feb 06-Mar 13 8:00 a.m.-11:00 a.m.**

#### Children with Special Needs
CDEC 1059

This course is a survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role and legislative issues. (CDEC 1359)

- **$281**  
  - **CEUs 4.8**  
  - **HRS: 48**  
  - **70265 Central T**  
  - **Jan 19-May 13 6:00 p.m.-8:45 p.m.**

#### Infant and Toddler
CDEC 1021

This course is a study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, appropriate environments, materials and activities, and teaching/guidance techniques. (CDEC 1321)

- **$281**  
  - **CEUs 4.8**  
  - **HRS: 48**  
  - **70264 Central Th**  
  - **Feb 04-May 06 6:00 p.m.-7:40 p.m.**

#### Math and Science for Early Childhood
CDEC 2007

This course is an exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play. (CDEC 2407)

- **$348**  
  - **CEUs 6.4**  
  - **HRS: 64**  
  - **70268 Central M**  
  - **Jan 25-May 13 6:00 p.m.-8:55 p.m.**
### ENGLISH COMMUNICATION SKILLS-Beginning

**COMG 1000**

Prerequisite: Pre-assessment required.

Note: Web based Textbook required. See instructor first day of class for purchasing details. If age 17, parental or guardian consent is required.

Designed for students whose primary language is other than English. Multi-level classroom environment allows students to progress toward literacy at their own pace. Strategies and activities focus on real life workplace applications found in the learner's environment to help beginning literacy ESL learners develop basic oral communication skills and build reading and writing skills.

**$250 CEUs 5.6 HRS: 56**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Location</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>70067</td>
<td>Central</td>
<td>Jan 04-Jan 28</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>70069</td>
<td>South</td>
<td>Jan 04-Jan 28</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>70071</td>
<td>North</td>
<td>Jan 04-Jan 28</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>70087</td>
<td>Central</td>
<td>Feb 01-Feb 29</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>70089</td>
<td>North</td>
<td>Feb 01-Feb 29</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>70086</td>
<td>Central</td>
<td>Feb 01-Feb 29</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>70088</td>
<td>South</td>
<td>Feb 01-Feb 29</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
</tbody>
</table>

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

COMG 1001

Prerequisite: Pre-assessment required.

Note: Web based Textbook required. See instructor first day of class for purchasing details. If age 17, parental or guardian consent is required.

Designed for students whose primary language is other than English. Multi-level classroom environment allows students to progress toward literacy at their own pace. Strategies and activities focus on real life workplace applications found in the learner’s environment to help intermediate literacy ESL learners develop oral communication skills and build reading and writing skills.

$250

70073 Central
Jan 04-Jan 28 9:00 a.m.-12:30 p.m.

70075 South
Jan 29-Jan 29 9:00 a.m.-12:30 p.m.

70077 North
Jan 29-Jan 29 9:00 a.m.-12:30 p.m.

70074 Central
Jan 04-Jan 28 6:00 p.m.-9:30 p.m.

70076 South
Jan 29-Jan 29 6:00 p.m.-9:30 p.m.

70078 North
Jan 29-Jan 29 6:00 p.m.-9:30 p.m.

70091 Central
Feb 01-Feb 29 9:00 a.m.-12:30 p.m.

70097 South
Feb 01-Feb 29 9:00 a.m.-12:30 p.m.

70099 Central
Feb 01-Feb 29 9:00 a.m.-12:30 p.m.

70092 Central
Feb 01-Feb 29 6:00 p.m.-9:30 p.m.

70098 South
Feb 01-Feb 29 6:00 p.m.-9:30 p.m.

70100 North
Feb 01-Feb 29 6:00 p.m.-9:30 p.m.

70033 Central
Mar 01-Mar 04 9:00 a.m.-12:30 p.m.

70035 South
Mar 07-Mar 31 9:00 a.m.-12:30 p.m.

70034 Central
Mar 01-Mar 04 6:00 p.m.-9:30 p.m.

70036 South
Mar 07-Mar 31 6:00 p.m.-9:30 p.m.

70038 North
Mar 01-Mar 04 6:00 p.m.-9:30 p.m.

CTWTh

70051 Central
Apr 04-Apr 28 9:00 a.m.-12:30 p.m.

70053 South
Apr 04-Apr 28 9:00 a.m.-12:30 p.m.

70055 North
Apr 04-Apr 28 9:00 a.m.-12:30 p.m.

70052 Central
Apr 04-Apr 28 6:00 p.m.-9:30 p.m.

70054 South
Apr 04-Apr 28 6:00 p.m.-9:30 p.m.

70056 North
Apr 04-Apr 28 6:00 p.m.-9:30 p.m.

70057 Central
May 02-May 26 9:00 a.m.-12:30 p.m.

70073 South
May 02-May 26 9:00 a.m.-12:30 p.m.

70075 North
May 02-May 26 9:00 a.m.-12:30 p.m.

70071 South
May 02-May 26 6:00 p.m.-9:30 p.m.

70073 North
May 02-May 26 6:00 p.m.-9:30 p.m.

70070 Central
May 02-May 26 6:00 p.m.-9:30 p.m.

70072 South
May 02-May 26 6:00 p.m.-9:30 p.m.

70074 North
May 02-May 26 6:00 p.m.-9:30 p.m.

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

ENGLISH COMMUNICATION SKILLS-ADVANCED
COMG 1004
Prerequisite: Pre-assessment required.
Note: Web based Textbook required. See instructor first day of class for purchasing details. If age 17, parental or guardian consent is required.
Designed for students whose primary language is other than English. Multi-level classroom environment allows students to progress toward literacy at their own pace. Strategies and activities focus on real life workplace applications found in the learner’s environment to help advanced literacy ESL learners develop oral communication skills and build reading and writing skills.

$250 CEUs 5.6 HRS: 56

<table>
<thead>
<tr>
<th>Site</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td>Mar 01-Mar 04</td>
<td>Central</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>South</td>
<td>Mar 07-Mar 31</td>
<td>South</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>North</td>
<td>Mar 01-Mar 04</td>
<td>North</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>Central</td>
<td>Mar 07-Mar 31</td>
<td>Central</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>South</td>
<td>Mar 01-Mar 04</td>
<td>South</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>North</td>
<td>Mar 07-Mar 31</td>
<td>North</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>Central</td>
<td>Mar 07-Mar 31</td>
<td>Central</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>South</td>
<td>Mar 01-Mar 04</td>
<td>South</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>North</td>
<td>Mar 07-Mar 31</td>
<td>North</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>Central</td>
<td>Mar 07-Mar 31</td>
<td>Central</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>South</td>
<td>Mar 01-Mar 04</td>
<td>South</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>North</td>
<td>Mar 07-Mar 31</td>
<td>North</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>Central</td>
<td>Mar 07-Mar 31</td>
<td>Central</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>South</td>
<td>Mar 01-Mar 04</td>
<td>South</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>North</td>
<td>Mar 07-Mar 31</td>
<td>North</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>Central</td>
<td>Mar 07-Mar 31</td>
<td>Central</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>South</td>
<td>Mar 01-Mar 04</td>
<td>South</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>North</td>
<td>Mar 07-Mar 31</td>
<td>North</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>Central</td>
<td>Mar 07-Mar 31</td>
<td>Central</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>South</td>
<td>Mar 01-Mar 04</td>
<td>South</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>North</td>
<td>Mar 07-Mar 31</td>
<td>North</td>
<td>9:00 a.m.-12:30 p.m.</td>
</tr>
</tbody>
</table>
**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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 09-Jan 23</td>
<td>8:00 a.m.-3:30 p.m.</td>
<td>Central</td>
</tr>
<tr>
<td>Jan 09-Jan 23</td>
<td>8:00 a.m.-3:30 p.m.</td>
<td>South</td>
</tr>
<tr>
<td>Jan 09-Jan 23</td>
<td>8:00 a.m.-3:30 p.m.</td>
<td>North</td>
</tr>
<tr>
<td>Jan 09-Jan 23</td>
<td>8:00 a.m.-3:30 p.m.</td>
<td>Central</td>
</tr>
<tr>
<td>Feb 06-Feb 20</td>
<td>8:00 a.m.-3:30 p.m.</td>
<td>South</td>
</tr>
<tr>
<td>Feb 06-Feb 20</td>
<td>8:00 a.m.-3:30 p.m.</td>
<td>North</td>
</tr>
<tr>
<td>Feb 06-Feb 20</td>
<td>8:00 a.m.-3:30 p.m.</td>
<td>Central</td>
</tr>
<tr>
<td>Feb 27-Mar 12</td>
<td>8:00 a.m.-3:30 p.m.</td>
<td>South</td>
</tr>
<tr>
<td>Feb 27-Mar 12</td>
<td>8:00 a.m.-3:30 p.m.</td>
<td>North</td>
</tr>
<tr>
<td>Feb 27-Mar 12</td>
<td>8:00 a.m.-3:30 p.m.</td>
<td>Central</td>
</tr>
<tr>
<td>Apr 02-Apr 16</td>
<td>8:00 a.m.-3:30 p.m.</td>
<td>South</td>
</tr>
<tr>
<td>Apr 02-Apr 16</td>
<td>8:00 a.m.-3:30 p.m.</td>
<td>North</td>
</tr>
<tr>
<td>Apr 02-Apr 16</td>
<td>8:00 a.m.-3:30 p.m.</td>
<td>Central</td>
</tr>
<tr>
<td>Apr 30-May 14</td>
<td>8:00 a.m.-3:30 p.m.</td>
<td>South</td>
</tr>
<tr>
<td>Apr 30-May 14</td>
<td>8:00 a.m.-3:30 p.m.</td>
<td>North</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 23-Jan 23</td>
<td>8:00 a.m.-1:30 p.m.</td>
<td>Central</td>
</tr>
<tr>
<td>Jan 23-Jan 23</td>
<td>8:00 a.m.-1:30 p.m.</td>
<td>South</td>
</tr>
<tr>
<td>Jan 23-Jan 23</td>
<td>8:00 a.m.-1:30 p.m.</td>
<td>North</td>
</tr>
<tr>
<td>Feb 20-Feb 20</td>
<td>8:00 a.m.-1:30 p.m.</td>
<td>Central</td>
</tr>
<tr>
<td>Feb 20-Feb 20</td>
<td>8:00 a.m.-1:30 p.m.</td>
<td>South</td>
</tr>
<tr>
<td>Feb 20-Feb 20</td>
<td>8:00 a.m.-1:30 p.m.</td>
<td>North</td>
</tr>
<tr>
<td>Mar 12-Mar 12</td>
<td>8:00 a.m.-1:30 p.m.</td>
<td>Central</td>
</tr>
<tr>
<td>Mar 12-Mar 12</td>
<td>8:00 a.m.-1:30 p.m.</td>
<td>South</td>
</tr>
<tr>
<td>Mar 12-Mar 12</td>
<td>8:00 a.m.-1:30 p.m.</td>
<td>North</td>
</tr>
<tr>
<td>Apr 16-Apr 16</td>
<td>8:00 a.m.-1:30 p.m.</td>
<td>Central</td>
</tr>
<tr>
<td>Apr 16-Apr 16</td>
<td>8:00 a.m.-1:30 p.m.</td>
<td>South</td>
</tr>
<tr>
<td>Apr 16-Apr 16</td>
<td>8:00 a.m.-1:30 p.m.</td>
<td>North</td>
</tr>
<tr>
<td>May 14-May 14</td>
<td>8:00 a.m.-1:30 p.m.</td>
<td>Central</td>
</tr>
<tr>
<td>May 14-May 14</td>
<td>8:00 a.m.-1:30 p.m.</td>
<td>South</td>
</tr>
<tr>
<td>May 14-May 14</td>
<td>8:00 a.m.-1:30 p.m.</td>
<td>North</td>
</tr>
</tbody>
</table>
ParaEducator Institute Training ISD  
CDEC 1032  
Prerequisite: High School Diploma or GED from Texas accredited institution.  
Note: Materials provided.  
The first two days of each institute will consist of training in four modules. On day three, participants will take the C.A.P.E. Para Educator’s Assessment of Competencies. Based on test results, participants will either receive certification or an opportunity to receive tutorial and re-test support. This class is geared toward the districts within our service region.  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEUs</th>
<th>HRS</th>
<th>Location</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>70122</td>
<td>1.8</td>
<td>18</td>
<td>Central</td>
<td>Jan 09-Jan 23</td>
<td>8:00 a.m.-3:30 p.m.</td>
</tr>
<tr>
<td>70123</td>
<td></td>
<td></td>
<td>South</td>
<td>Jan 09-Jan 23</td>
<td>Sa</td>
</tr>
<tr>
<td>70124</td>
<td></td>
<td></td>
<td>North</td>
<td>Jan 09-Jan 23</td>
<td>Sa</td>
</tr>
<tr>
<td>70131</td>
<td></td>
<td></td>
<td>Central</td>
<td>Feb 06-Feb 20</td>
<td>Sa</td>
</tr>
<tr>
<td>70132</td>
<td></td>
<td></td>
<td>South</td>
<td>Feb 06-Feb 20</td>
<td>Sa</td>
</tr>
<tr>
<td>90096</td>
<td></td>
<td></td>
<td>Central</td>
<td>Feb 27-Mar 12</td>
<td>Sa</td>
</tr>
<tr>
<td>90097</td>
<td></td>
<td></td>
<td>South</td>
<td>Feb 27-Mar 12</td>
<td>Sa</td>
</tr>
<tr>
<td>90098</td>
<td></td>
<td></td>
<td>North</td>
<td>Feb 27-Mar 12</td>
<td>Sa</td>
</tr>
<tr>
<td>90105</td>
<td></td>
<td></td>
<td>Central</td>
<td>Apr 02-Apr 16</td>
<td>Sa</td>
</tr>
<tr>
<td>90106</td>
<td></td>
<td></td>
<td>South</td>
<td>Apr 02-Apr 16</td>
<td>Sa</td>
</tr>
<tr>
<td>90107</td>
<td></td>
<td></td>
<td>North</td>
<td>Apr 02-Apr 16</td>
<td>Sa</td>
</tr>
<tr>
<td>90114</td>
<td></td>
<td></td>
<td>Central</td>
<td>Apr 30-May 14</td>
<td>Sa</td>
</tr>
<tr>
<td>90115</td>
<td></td>
<td></td>
<td>South</td>
<td>Apr 30-May 14</td>
<td>Sa</td>
</tr>
<tr>
<td>90116</td>
<td></td>
<td></td>
<td>North</td>
<td>Apr 30-May 14</td>
<td>Sa</td>
</tr>
<tr>
<td>9081</td>
<td></td>
<td></td>
<td>Central</td>
<td>Mar 21-May 12</td>
<td>Sa</td>
</tr>
<tr>
<td>90082</td>
<td></td>
<td></td>
<td>South</td>
<td>Mar 21-May 12</td>
<td>Sa</td>
</tr>
<tr>
<td>90083</td>
<td></td>
<td></td>
<td>North</td>
<td>Mar 21-May 12</td>
<td>Sa</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEUs</th>
<th>HRS</th>
<th>Location</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>70107</td>
<td>9.6</td>
<td>96</td>
<td>Central</td>
<td>Jan 11-Mar 08</td>
<td>6:00 p.m.-9:00 p.m.</td>
</tr>
<tr>
<td>70108</td>
<td></td>
<td></td>
<td>South</td>
<td>Jan 11-Mar 08</td>
<td>MTWTh</td>
</tr>
<tr>
<td>70109</td>
<td></td>
<td></td>
<td>North</td>
<td>Jan 11-Mar 08</td>
<td>MTWTh</td>
</tr>
<tr>
<td>90081</td>
<td></td>
<td></td>
<td>Central</td>
<td>Mar 21-May 12</td>
<td>MTWTh</td>
</tr>
<tr>
<td>90082</td>
<td></td>
<td></td>
<td>South</td>
<td>Mar 21-May 12</td>
<td>MTWTh</td>
</tr>
<tr>
<td>90083</td>
<td></td>
<td></td>
<td>North</td>
<td>Mar 21-May 12</td>
<td>MTWTh</td>
</tr>
<tr>
<td>90107</td>
<td></td>
<td></td>
<td>Central</td>
<td>Mar 21-May 12</td>
<td>MTWTh</td>
</tr>
</tbody>
</table>

To register: All campuses 281-542-2020
GED Preparation: Language Arts
NFND 0000
Note: Textbook is required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. The student must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.
For GED applicants who have yet to complete the Language Arts portion of the test. This course is ideal for GED candidates who need more intense preparation and practice in reading and writing. The Language Arts preparation includes test-taking practice.

$165

<table>
<thead>
<tr>
<th>Course</th>
<th>CEUs</th>
<th>HRS: 36</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>70110</td>
<td>3.6</td>
<td>36</td>
<td>Central 6:00 p.m.-9:00 p.m. MTWTh</td>
</tr>
<tr>
<td>70114</td>
<td></td>
<td></td>
<td>South</td>
</tr>
<tr>
<td>70115</td>
<td></td>
<td></td>
<td>North</td>
</tr>
<tr>
<td>90087</td>
<td></td>
<td></td>
<td>Central 6:00 p.m.-9:00 p.m. MTWTh</td>
</tr>
<tr>
<td>90088</td>
<td></td>
<td></td>
<td>South</td>
</tr>
<tr>
<td>90090</td>
<td></td>
<td></td>
<td>North</td>
</tr>
</tbody>
</table>

GED Preparation: Math
NFND 0000
Note: Textbook and Texas Instruments TI-30 XS Multi-View calculator are required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. The student must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.

$120

<table>
<thead>
<tr>
<th>Course</th>
<th>CEUs</th>
<th>HRS: 24</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>70116</td>
<td>2.4</td>
<td>24</td>
<td>Central 6:00 p.m.-9:00 p.m. MTWTh</td>
</tr>
<tr>
<td>70117</td>
<td></td>
<td></td>
<td>South</td>
</tr>
<tr>
<td>70118</td>
<td></td>
<td></td>
<td>North</td>
</tr>
<tr>
<td>90090</td>
<td></td>
<td></td>
<td>Central 6:00 p.m.-9:00 p.m. MTWTh</td>
</tr>
<tr>
<td>90091</td>
<td></td>
<td></td>
<td>South</td>
</tr>
<tr>
<td>90092</td>
<td></td>
<td></td>
<td>North</td>
</tr>
<tr>
<td>90093</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

$560

<table>
<thead>
<tr>
<th>Course</th>
<th>CEUs</th>
<th>HRS: 56</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>70110</td>
<td>5.6</td>
<td>56</td>
<td>Central 6:00 p.m.-9:00 p.m. MTWTh</td>
</tr>
<tr>
<td>70114</td>
<td></td>
<td></td>
<td>South</td>
</tr>
<tr>
<td>70115</td>
<td></td>
<td></td>
<td>North</td>
</tr>
<tr>
<td>90087</td>
<td></td>
<td></td>
<td>Central 6:00 p.m.-9:00 p.m. MTWTh</td>
</tr>
<tr>
<td>90088</td>
<td></td>
<td></td>
<td>South</td>
</tr>
<tr>
<td>90090</td>
<td></td>
<td></td>
<td>North</td>
</tr>
<tr>
<td>90091</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>90092</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To register: All campuses 281-542-2020

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.
THE TRAINING CONNECTION
Training and Educational Solutions for Workers and Employers

January - May 2016

Life Long Learning
Arts & Crafts............................................................ 64
Cake Decorating......................................................... 65
Financial Management ............................................ 65
Life Long Learning.................................................... 65
Painting/ Drawing....................................................... 66
Sports & Recreation.................................................. 66
**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)

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS:</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.6</td>
<td>96</td>
<td>Central</td>
<td>MW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 20-May 11</td>
<td>2:55 p.m.-5:55 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 20-May 11</td>
<td>6:00 p.m.-9:00 p.m.</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS:</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.6</td>
<td>96</td>
<td>Central</td>
<td>MW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 20-May 11</td>
<td>2:55 p.m.-5:55 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 20-May 11</td>
<td>6:00 p.m.-9:00 p.m.</td>
</tr>
</tbody>
</table>

**Design I**

**NFND 0000**

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

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS:</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.6</td>
<td>96</td>
<td>North</td>
<td>TTh</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 19-May 12</td>
<td>11:45 a.m.-2:45 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Central</td>
<td>MW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 20-May 11</td>
<td>6:00 p.m.-9:00 p.m.</td>
</tr>
</tbody>
</table>

**Design II**

**NFND 0000**

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

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS:</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.6</td>
<td>96</td>
<td>North</td>
<td>TTh</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 19-May 12</td>
<td>11:45 a.m.-2:45 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Central</td>
<td>MW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 20-May 11</td>
<td>6:00 p.m.-9:00 p.m.</td>
</tr>
</tbody>
</table>

**Design III**

**NFND 5948**

Prerequisite: Department chair approval.

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

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS:</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.6</td>
<td>96</td>
<td>North</td>
<td>TTh</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 19-May 12</td>
<td>8:35 a.m.-11:35 a.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>North</td>
<td>TTh</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 19-May 12</td>
<td>11:45 a.m.-2:45 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>North</td>
<td>MW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 20-May 11</td>
<td>10:10 a.m.-1:10 p.m.</td>
</tr>
</tbody>
</table>

**Digital Arts I**

**NFND 0000**

Prerequisite: None

This studio art course explores the potential of computer hardware and software medium for their visual, conceptual, and practical uses in visual arts. Students will not receive credit for both ARTC 1325 and ARTS 2348. (ARTS 2348)

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS:</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.6</td>
<td>96</td>
<td>Central</td>
<td>TTh</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 19-May 12</td>
<td>11:45 a.m.-2:45 p.m.</td>
</tr>
</tbody>
</table>

**Sculpture I**

**NFND 0000**

An exploration of various sculptural approaches in a variety of media, including additive and subtractive techniques. (ARTS 2326)

<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS:</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.6</td>
<td>96</td>
<td>North</td>
<td>TTh</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 19-May 12</td>
<td>8:35 a.m.-11:35 a.m.</td>
</tr>
</tbody>
</table>
**Sculpture II**
NFND 0000
A continuation of Sculpture I, this course emphasizes individual expression. Prerequisite: ARTS 2326 or approval of department chair. (ARTS 2327)

$301  CEUs 9.6  HRS: 96
70339  North  TTh
Jan 19-May 12  8:35 a.m.-11:35 a.m.

---

**CAKE DECORATING**

**Wilton Course 1: Building Buttercream Skills**
NFND 0000
Prerequisite: None
Note: Wilton textbook and Wilton Student Kit required (available in SJC bookstore prior to class starting).
This is the foundation for all Wilton Method Courses. Build buttercream skills you can use for all decorating projects—from cupcakes to cakes for any occasion. Learn to ice and decorate a cake and other treats, make six different flowers, pipe lines and make simple borders and letters, transfer images to cakes, and fill and use a decorating bag.

$49  CEUs .8  HRS: 8
70173  North  W
Jan 13-Feb 03  6:30 p.m.-8:30 p.m.
70174  North  W
Feb 10-Mar 02  6:30 p.m.-8:30 p.m.

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

$49  CEUs .8  HRS: 8
90155  North  W
Mar 23-Apr 13  6:30 p.m.-8:30 p.m.

**Wilton Course 3: Gum Paste and Fondant**
NFND 0000
Prerequisite: Wilton Course 1
Note: Wilton textbook and Wilton Student Kit required (available in SJC bookstore prior to class starting).
Develop your skills working with fondant and gum paste, and apply them to create shapes, borders and flowers. You’ll also learn how to cover a cake with fondant. Plus, you’ll design and create a complete project using all the techniques you were taught. You will also learn to create different types of bows and flowers, including the calla lily, rose and carnation.

$49  CEUs .8  HRS: 8
90157  North  W
Apr 20-May 11  6:30 p.m.-8:30 p.m.

**FINANCIAL MANAGEMENT**

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

$70  CEUs .9  HRS: 9
70184  South  Th
Jan 28-Feb 11  6:30 p.m.-9:30 p.m.

---

**LIFE LONG LEARNING**

**Acting I**
NFND 0000
Prerequisite: None
This is an introduction to the basic skills and techniques of acting, with character analysis and development. It includes characterization and lab work in scenes from great dramatic literature. Rehearsal will be scheduled as required. (DRAM 1351)

$281  CEUs 4.8  HRS: 48
70297  Central  TTh
Jan 19-May 12  10:10 a.m.-11:35 a.m.

---

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

NFND 0000

This course includes the development of basic skills and techniques of acting for the purpose of exploring performance and its relationship to various acting environments. Emphasis is placed on acting choices that affect character and script analysis in regards to acting for the camera. A comparative study of stage acting vs. acting for the camera, using interdisciplinary approach of art, music, philosophy, and theater is included. Emphasis is also placed on methods of relaxation, communication, and the cybernetic approach to film/video acting. (DRAM 2351)

$291  CEUs 8.0  HRS: 80

70298  Central  M

Jan 25-May 09  5:40 p.m.-10:40 p.m.

**Fine Arts Photography I**

NFND 0000

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

$301  CEUs 9.6  HRS: 96

70296  Central  MW

Jan 20-May 11  11:45 a.m.-2:45 p.m.

**Drawing I**

NFND 0000

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

$291  CEUs 9.6  HRS: 96

70286  Central  TTh

Jan 19-May 12  11:45 a.m.-2:45 p.m.

70333  North  MW

Jan 20-May 11  10:10 a.m.-1:10 p.m.

70285  Central  MW

Jan 20-May 11  11:45 a.m.-2:45 p.m.

**Drawing II**

NFND 0000

Prerequisite: ARTS 1316.

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

$296  CEUs 9.6  HRS: 96

70334  North  MW

Jan 20-May 11  10:10 a.m.-1:10 p.m.

70287  Central  MW

Jan 20-May 11  11:45 a.m.-2:45 p.m.

**Painting I**

NFND 0000

Exploring the potentials of painting media with emphasis on color and composition. (ARTS 2316)

$291  CEUs 9.6  HRS: 96

70288  Central  TTh

Jan 19-May 12  11:45 a.m.-2:45 p.m.

**Painting II**

NFND 0000

Prerequisite: ARTS 2316 or approval of department chair. Continuation of Painting I with emphasis on individual expression. (ARTS 2317)

$291  CEUs 9.6  HRS: 96

70289  Central  TTh

Jan 19-May 12  11:45 a.m.-2:45 p.m.

**Sports & Recreation**

**Advanced Martial Arts**

NFND 0000

Prerequisite: None

Note: Textbook required.

A continuation of the Aikido introductory class. No prior experience is necessary, only the desire to learn. The class is a great way to learn a non-competitive self-defense Japanese Martial Art. Warm-up exercises, throws, pins, basic Aikido history, theory, and tradition are taught. Emphasis is on movement, stress control, and self-defense. You will learn how to redirect an attacker's strength and momentum as a way to effectively deal with an aggressor. Male or female, big or small, anyone in reasonably good health or physical condition can participate and benefit from this Aikido class. (PHED 2140)

$187  CEUs 4.8  HRS: 48

70343  North  W

Jan 20-May 11  6:30 p.m.-9:25 p.m.
BASKETBALL
NFND 0000
The student will receive instruction on the basics skills and techniques of basketball. (PHED 1120)

$187 CEUs 4.8 HRS: 48
70309 Central TTh
Jan 19-May 12 11:45 a.m.-1:10 p.m.
70310 Central Th
Jan 21-May 12 6:30 p.m.-9:25 p.m.

BEGINNING & INTERMEDIATE SWIMMING
NFND 0000
Explanation, demonstration and practice in the five basic strokes, diving, survival skills, and basic elements of water safety. (PHED 1105)

$187 CEUs 4.8 HRS: 48
70340 North MW
Jan 20-May 11 10:10 a.m.-11:35 a.m.

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

$129 CEUs 2.4 HRS: 24
70177 Central MW
Jan 11-Mar 02 7:00 p.m.-8:30 p.m.
90162 Central MW
Apr 04-May 25 7:00 p.m.-8:30 p.m.

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

$187 CEUs 4.8 HRS: 48
70299 Central MW
Jan 20-May 11 11:45 a.m.-1:10 p.m.
70300 Central M
Jan 25-May 09 6:30 p.m.-9:25 p.m.

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

$245 CEUs 4.8 HRS: 48
70305 Central F
Jan 22-May 13 10:00 a.m.-12:55 p.m.
70302 Central M
Jan 25-May 09 1:30 p.m.-4:25 p.m.
70303 Central Sa
Feb 06-May 07 12:15 p.m.-3:25 p.m.

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

$187 CEUs 4.8 HRS: 48
70327 Central TTh
Jan 19-May 12 11:45 a.m.-1:10 p.m.
70325 Central MW
Jan 20-May 11 8:35 a.m.-10:00 a.m.
70326 Central MW
Jan 20-May 11 10:10 a.m.-11:35 a.m.
70328 Central W
Jan 20-May 11 6:30 p.m.-9:25 p.m.

GOLF
NFND 0000
Basic skills in playing golf are stressed, including rules and etiquette of the game. (PHED 1113)

$187 CEUs 4.8 HRS: 48
70304 Central TTh
Jan 19-May 12 11:45 a.m.-1:10 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
90163 Central T
Mar 22-Mar 22 5:30 p.m.-6:50 p.m.
90162 Central T
Mar 29-May 10 5:30 p.m.-6:50 p.m.

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

NFND 0000
Prerequisite: Student must have a valid driver’s license or instructional permit. Students must be able to ride a bicycle.
Note: Motorcycle and helmet for class will be provided. Full attendance for each class day is required. No rescheduling or refunds allowed once class begins.
Upon successful course completion, certificate is issued for submission to the Texas Department of Public Safety (DPS). Motorcycles are furnished (250cc). Students must wear over-the-ankle leather shoes/boots with heels, gloves, long sleeve shirt, long pants, glasses or face shield. Provided helmet must be worn. Depending on student skill level and size of class, hours may vary.

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

<table>
<thead>
<tr>
<th>Central Campus</th>
<th>North Campus</th>
<th>South Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>70178 Jan 22-Jan 24</td>
<td>70175 Jan 29-Jan 31</td>
<td>70181 Jan 29-Jan 31</td>
</tr>
<tr>
<td>70179 Feb 05-Feb 07</td>
<td>70176 Feb 19-Feb 21</td>
<td>70182 Feb 12-Feb 14</td>
</tr>
<tr>
<td>70180 Feb 19-Feb 21</td>
<td>90158 Mar 04-Mar 06</td>
<td>70183 Feb 26-Feb 28</td>
</tr>
<tr>
<td>90165 Mar 04-Mar 06</td>
<td>90159 Apr 08-Apr 10</td>
<td>90169 Apr 01-Apr 03</td>
</tr>
<tr>
<td>90166 Apr 08-Apr 10</td>
<td>90160 Apr 29-May 01</td>
<td>90170 Apr 15-Apr 17</td>
</tr>
<tr>
<td>90167 Apr 29-May 01</td>
<td>90161 May 13-May 15</td>
<td>90171 May 06-May 08</td>
</tr>
<tr>
<td>90168 May 06-May 08</td>
<td></td>
<td>90172 May 20-May 22</td>
</tr>
<tr>
<td>Central FSaSu</td>
<td>North FSaSu</td>
<td>South FSaSu</td>
</tr>
</tbody>
</table>

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

$70 CEUs .8 HRS: 8
90164 Central 5:30 p.m.-6:50 p.m. Th
Mar 24-Mar 24
Mar 31-May 12 5:30 p.m.-6:50 p.m.

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

$187 CEUs 4.8 HRS: 48
70307 Central 1:20 p.m.-2:45 p.m.
Jan 19-May 12
70306 Central 10:10 a.m.-11:35 a.m.
Jan 20-May 11
70308 Central 6:30 p.m.-9:25 p.m.
Jan 20-May 11

To register: All campuses 281-542-2020
Kickboxing for Fitness  
NFND 0000  
Kickboxing is a fitness program designed to improve muscle tone and cardiovascular endurance through constant motion and repetition using martial arts techniques. A variety of combinations and some martial arts applications are taught. (PHED 1145)  
$187  
CEUs 4.8  
HRS: 48  
70329  
Central  
MW  
Jan 20-May 11  
11:45 a.m.-1:10 p.m.  
70330  
Central  
W  
Jan 20-May 11  
6:30 p.m.-9:25 p.m.  
70342  
North  
Th  
Jan 21-May 12  
6:30 p.m.-9:25 p.m.

Martial Arts  
NFND 0000  
Prerequisite: None  
Note: Textbook required. This class is affiliated with the Aikido World Alliance. Certified rank promotion and testing are available through this class. Classes are coed, and anyone in reasonably good health can participate. No uniforms are required for the class. Instructor is certified through the Aikido World Alliance.  
This martial arts course is open to beginners as well as experienced martial arts students. No prior experience is necessary, only the desire to learn. The class is a great way to learn a non-competitive self-defense Japanese Martial Art. Warm-up exercises, throws, pins, basic Aikido history, theory, and tradition are taught. Emphasis is on movement, stress control, and self-defense. You will learn how to redirect an attacker’s strength and momentum as a way to effectively deal with an aggressor. Male or female, big or small, anyone in reasonably good health or physical condition can participate and benefit from this Aikido class. (PHED 1140)  
$187  
CEUs 4.8  
HRS: 48  
70323  
Central  
TTh  
Jan 19-May 12  
1:20 p.m.-2:45 p.m.  
70341  
North  
T  
Jan 19-May 10  
6:30 p.m.-9:25 p.m.  
70324  
Central  
Th  
Jan 21-May 12  
6:30 p.m.-9:25 p.m.

Soccer  
NFND 0000  
Prerequisite: None  
This course covers lectures, demonstrations and practice in basic skills and techniques of soccer. (PHED 1122)  
$187  
CEUs 4.8  
HRS: 48  
70311  
Central  
MW  
Jan 20-May 11  
1:20 p.m.-2:45 p.m.

Volleyball  
NFND 0000  
The student will receive instruction in the skills of passing, setting, spiking, serving, and blocking. Basic offensive and defensive strategies, rules, tournament play, and officiating will be covered. (PHED 1104)  
$187  
CEUs 4.8  
HRS: 48  
70301  
Central  
TTh  
Jan 19-May 12  
10:10 a.m.-11:35 a.m.

Weight Training  
NFND 0000  
Lectures, demonstrations and practice in the basic skills and techniques of weight training. (PHED 1123)  
$187  
CEUs 4.8  
HRS: 48  
70314  
Central  
TTh  
Jan 19-May 12  
8:35 a.m.-10:00 a.m.  
70315  
Central  
TTh  
Jan 19-May 12  
10:10 a.m.-11:35 a.m.  
70316  
Central  
TTh  
Jan 19-May 12  
1:20 p.m.-2:45 p.m.  
70312  
Central  
MW  
Jan 20-May 11  
11:45 a.m.-1:10 p.m.  
70313  
Central  
MW  
Jan 20-May 11  
1:20 p.m.-2:45 p.m.  
70317  
Central  
M  
Jan 25-May 09  
6:30 p.m.-9:25 p.m.

Yoga I  
NFND 0000  
This course is an introduction to basic yoga postures, breathing, and relaxation techniques with emphasis on physical practice. (PHED 1134)  
$187  
CEUs 4.8  
HRS: 48  
70319  
Central  
TTh  
Jan 19-May 12  
10:10 a.m.-11:35 a.m.  
70320  
Central  
TTh  
Jan 19-May 12  
11:45 a.m.-1:10 p.m.  
70321  
Central  
T  
Jan 19-May 10  
6:30 p.m.-9:25 p.m.  
70318  
Central  
F  
Jan 22-May 13  
9:00 a.m.-11:55am
All roads lead to the

Life Long Learning Interchange

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

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

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

**Seniors 55+ take 10% off all Life Long Learning classes!**

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

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

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

Once you have completed the registration process with 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 Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at www.adobe.com/downloads by clicking Get Adobe Flash Player and Get AdobeReader). You must have your own personal copy of any software required in the course. Software must be installed and operational on your personal computer before the course begins.

To Register: Call 281-542-2020
General Information

How To Contact Us
Continuing & Professional Development (CPD) offices are located on each San Jacinto College campus:
**Central Campus:** 281-542-2020, Room C-1.128, Interactive Learning Center, 8060 Spencer Hwy., Pasadena, TX 77505
**North Campus:** 281-542-2020, Room N-12.212, Slovacek Student Center, 5800 Uvalde Road, Houston, TX 77049
**South Campus:** 281-542-2020, Room S-8.1052, Academic Administration Building, 13735 Beamer Road, Houston, TX 77089
Office hours at all campuses are:
Mon-Thurs: 8 a.m.-6:30 p.m.
Fri: 8 a.m.-4:30 p.m.

Fax or Email Registration
Fax or email your completed registration form at any time. A blank registration form is located in this schedule.
Fax and email access are available 24 hours a day. Registration forms can be received any time, but will not be processed until normal office hours.
**Central Campus**
Fax: 281-476-1833
**North Campus**
Fax: 281-459-7196
**South Campus**
Fax: 281-922-3422
Email: registration.cpd@sjcd.edu

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 esta información.

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

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

Payment
To complete registration for a course, payment must be made at the time of class selection, regardless of method of enrollment. Non-payment will result in an automatic withdrawal from the selected class(es). The College accepts Visa, MasterCard, Discover, American Express and web checks (must be an individual checking or savings account). The College assesses a $30 processing fee for each stopped-payment or returned check Debit cards must have a Visa or MasterCard logo, cash is also accepted. Payment may be made in person at the campus Business Office, or online at www.sanjac.edu by accessing the SOS system through the “My SanJac” link.

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

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

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

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

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

How to Register and Pay:
Step 1: Select the course(s) you would like to attend by clicking on the + sign within the course box or by dragging the course box into the schedule area.
Step 2: Select Register and you will have a chance to view the selected courses. At this point you will be asked to sign in with your San Jacinto Student ID (G#) if not already signed in.
2a: The first time you sign in with an existing G#, select Forgot Password? to create a password and security questions for this software. If you are still encountering difficulties logging in, please contact Tech Support at 281-998-6137 for further assistance. Please make changes under the My Profile down arrow if any of your personal information, such as address or phone number has changed. 2b: You can create an account to obtain a San Jacinto Student ID (G#) if you do not have one. Be sure to write down the new ID and password and store in a secure place.
Step 3: Select Proceed to payment which displays the registration disclosure. Accept the Registration Disclosure to continue. Click Proceed to payment then select Submit payment to enter credit card or electronic check information, a Proceed to payment box will appear letting you know that you are being taken to a secure external payment site, select continue. Payment will need to be made in full. If you would like to set up a payment plan please contact the registration office at 281-542-2020.
Step 4: Enter credit card or electronic check information.
Step 5: Select Submit payment.

Student Web Payment Process
Prior to access to the SOS Login screen, you must be admitted and/or registered for your class(es).
- Access the San Jacinto college web site at www.sanjac.edu and go to the SOS Login located under the “My SanJac” link.
- First enter your User ID# (Student ID number G00XXXXXX)
- New student: If you have never claimed your account or set up a password for SOS, please click the highlighted text to claim your account. If you need assistance retrieving your login information, please contact Tech Support at 281-998-6137.
- Current student: You will need your student ID (G00XXXXXX)” and your password to access SOS.

To Make a Payment on a Student Account:
Step 1. Select My Student Records, Registration and Financial Aid
Step 2. Select My Registration
Step 3. Select Step 6: review your changes and make a payment.
Step 4. Select a Term. Please make sure to choose a Continuing Education term then submit to process. Example: if your class starts between Dec 2015 and Feb 2016, you would choose Continuing Ed 2015-16 Dec-Feb. If your class starts between March 2016 and May 2016, you would choose Continuing Ed 2016 Mar-May.)
Step 5. Select Student Account Suite (another webpage will open after selecting this option)
- CPD Students must make payment at the time of registration
- You can view the Refund Policy from this screen.
- Classes at least four weeks in length are eligible for a Convenient Payment Plan (CPP). Payment plans can be set up by selecting this payment option and entering your information by following the directions given.
Step 6. Select Make a Payment
Step 7: Select Pay (please verify the class fees before Pay)
Step 8: Select Payment Method then Select Go button
Step 9: Process Payment according to online directions. Please verify that all of your information is correct before you submit your payment.
- Once processed, please print out the confirmation page for your records.
If you should have any problems or questions, please contact your Continuing & Professional Development registration office or the campus business office.

To register: All campuses 281-542-2020
Convenient Payment Plan (CPP)
Convenient Payment Plans are available to Continuing & Professional Development (CPD) students under the following guidelines:
1. The length of the Course Section must be a minimum of 30 calendar days.
2. Two plans are available: one for classes four to seven weeks in length; the other for classes 8-16 weeks in length. There will be a $25 service fee that is prorated over all installments (including the down payment) for the CPP.
3. For a four to seven week class, the student will pay half the total charges as a down payment (which includes half of the $25 service fee). The other half is due 30 days after the set-up date for the CPP. If this date falls on a weekend or College closure, the student is responsible to pay either online by the due date or the previous business day at any campus business office.
4. For an 8-16 week class, the student will pay half the total charges as a down payment (which includes one third of the $25 service fee). The other half is due in two equal installments 30 and 60 days after the set-up date for the CPP. If these dates fall on a weekend or College closure, the student is responsible to pay either online by the due date or the previous business day at any campus business office.
5. A student will be assessed a $25 late payment fee for failure to pay on or before the prescribed payment due dates.
6. A student will be limited to only one CPP.
7. Failure to make all payments may result in the CPP being forwarded to the collection agency of the College and subject to additional collection fees.

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

Bookstore Questions?
Please call any of the campus bookstores directly:
Central: 281.476.1898
North: 281.459.7414
South: 281.922.3410
M-Th: 7:45 a.m.-7 p.m.
Fri: 7:45 a.m.-4:30 p.m.

Library Information
Central: 281.476.1850
M-Th: 7:30 a.m.- 9 p.m.
Fri: 7:30 a.m.-3 p.m.
Sat: 10 a.m.-2 p.m.
Sun: 1 p.m.-5 p.m.

South: 281.998.6150 x 3307
M-Th: 8 a.m.-9 p.m.
Fri: 8 a.m.-3 p.m.
Sat: 10 a.m.-1 p.m.
Sun: Closed

North: 281.459.7116
M-Th: 7:30 a.m.-9 p.m.
Fri: 7:30 a.m.-3 p.m.
Sat: 11 a.m.-2 p.m.
Sun: Closed

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

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

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

Drops, Cancellations, and Transfers / Refund Policy
Need to drop your class?
• A 100 percent tuition refund is given if a withdrawal request is received before the class begins. No refund is given after the class begins.
• Courses that are linked with academic courses will adhere to the stated CPD refund policy.
• Withdrawal requests must come directly from the student or his/her designee. A Withdrawal/Transfer Request form will be completed by the person making the request (if the request is by telephone, the CPD registration staff will complete the form to include all pertinent information). The official receipt date is the day and time the request is received in the CPD office. All refunds are paid by check to the student regardless of the method or source of original registration payment. Please allow three to four weeks for the refund check to be processed and mailed to the address given at the time of registration. If there has been an address change, please provide the corrected address with your withdrawal request.
Screening Requirements for Classes with Clinicals
A criminal background check is required before a student can participate in a clinical assignment. This is a requirement of all clinical facilities in the Houston/Gulf Coast Area, as mandated by JCAHO (Joint Commission on Accreditation of Healthcare Organizations). The approximate cost of the screening is less than $60. Background check through Precheck.com is required at time of registration.

Linked Classes
Proof of Meningitis required for students 21 and under. Classes labeled “Linked” are held with academic/credit classes but do not earn semester credit or transfer toward academic certificates or degrees. Enrollment into these courses is extremely limited and is on a space-available basis. Should the credit course completely fill, the concurrent/linked CPD course may be cancelled. CPD students in linked academic classes may be required to take and pass the TASP/THEA. They are held to the same performance standards TASP/THEA prerequisites required for semester credit students. Additionally, the course costs may differ for the credit section.

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

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

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

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

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

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

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

San Jacinto College will be closed this semester:
• January 18 – Martin Luther King Day
• February 18 – College Community Day
• March 14-20 – Spring Break
• March 25-27 – Easter
• May 30 – Memorial Day

No classes will meet on these days.

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ Fast Track</td>
<td>22</td>
</tr>
<tr>
<td>AAPC Professional Medical Coding Curriculum</td>
<td>29</td>
</tr>
<tr>
<td>For CPC Certification</td>
<td></td>
</tr>
<tr>
<td>Able Bodied Seaman</td>
<td>46</td>
</tr>
<tr>
<td>AC &amp; Refrigeration Codes</td>
<td>39</td>
</tr>
<tr>
<td>AC Circuits</td>
<td>37</td>
</tr>
<tr>
<td>Access - One Day</td>
<td>18</td>
</tr>
<tr>
<td>Access: Refinishing &amp; Related Theory</td>
<td>8</td>
</tr>
<tr>
<td>Accountability: It's Up To Us</td>
<td>61</td>
</tr>
<tr>
<td>Accounting Specialist Fast Track Certificate Program</td>
<td>6</td>
</tr>
<tr>
<td>Accounting/Financial</td>
<td>38</td>
</tr>
<tr>
<td>Acting I</td>
<td>65</td>
</tr>
<tr>
<td>Acting III</td>
<td>66</td>
</tr>
<tr>
<td>Administration Of Programs For Children I</td>
<td>56</td>
</tr>
<tr>
<td>Administration Of Programs For Children II</td>
<td>56</td>
</tr>
<tr>
<td>Adobe Photoshop I For Photographers</td>
<td>13</td>
</tr>
<tr>
<td>Advanced Computer-Aided Drafting</td>
<td>35</td>
</tr>
<tr>
<td>Advanced Fire Fighting</td>
<td>46</td>
</tr>
<tr>
<td>Advanced Gas Tungsten Arc Welding GTA W</td>
<td>41</td>
</tr>
<tr>
<td>Advanced Hair Design</td>
<td>8</td>
</tr>
<tr>
<td>Advanced Haircutting &amp; Related Theory</td>
<td>8</td>
</tr>
<tr>
<td>Advanced Martial Arts</td>
<td>66</td>
</tr>
<tr>
<td>Advanced Pastry Shop</td>
<td>10</td>
</tr>
<tr>
<td>Advanced Pipe Welding</td>
<td>41</td>
</tr>
<tr>
<td>Advanced Pipefitting Standards, Specifications, and Installation</td>
<td>40</td>
</tr>
<tr>
<td>Advanced Shielded Metal Arc Welding SAW</td>
<td>42</td>
</tr>
<tr>
<td>Air Conditioning Troubleshooting</td>
<td>39</td>
</tr>
<tr>
<td>Applications Of Facial And Skin Care Technology II</td>
<td>8</td>
</tr>
<tr>
<td>Applied Technologies &amp; Trades</td>
<td>31-32</td>
</tr>
<tr>
<td>Apprentice Mate</td>
<td>46</td>
</tr>
<tr>
<td>Apprentice Mate (Steering) Western Routes</td>
<td>46</td>
</tr>
<tr>
<td>Architectural Drafting-Residential</td>
<td>39</td>
</tr>
<tr>
<td>Artistry Of Hair Design I</td>
<td>9</td>
</tr>
<tr>
<td>Artistry Of Hair Design II</td>
<td>9</td>
</tr>
<tr>
<td>Arts &amp; Crafts</td>
<td>64</td>
</tr>
<tr>
<td>Auto Body Collision</td>
<td>32</td>
</tr>
<tr>
<td>Automatic Radar Plotter Aid</td>
<td>47</td>
</tr>
<tr>
<td>B Basic Brake Systems</td>
<td>35</td>
</tr>
<tr>
<td>Basic Business Applications</td>
<td>19</td>
</tr>
<tr>
<td>Basic Computer-Aided Drafting</td>
<td>36</td>
</tr>
<tr>
<td>Basic Construction Safety</td>
<td>33</td>
</tr>
<tr>
<td>Basic Electricity For HVAC</td>
<td>39</td>
</tr>
<tr>
<td>Basic Fire Fighting (BST Part 1)</td>
<td>47</td>
</tr>
<tr>
<td>Basic Food Preparation</td>
<td>10</td>
</tr>
<tr>
<td>Basic Metal Repair</td>
<td>32</td>
</tr>
<tr>
<td>Basic Pipelining Skills</td>
<td>40</td>
</tr>
<tr>
<td>Basic Refinishing</td>
<td>32</td>
</tr>
<tr>
<td>Basic Safety Refresher</td>
<td>47</td>
</tr>
<tr>
<td>Basic Safety Training</td>
<td>47</td>
</tr>
<tr>
<td>Basketball</td>
<td>67</td>
</tr>
<tr>
<td>Begin Here/Foundations</td>
<td>18</td>
</tr>
<tr>
<td>Beginning &amp; Intermediate Swimming</td>
<td>67</td>
</tr>
<tr>
<td>Beginning Akido Martial Arts</td>
<td>67</td>
</tr>
<tr>
<td>Beginning Tennis</td>
<td>67</td>
</tr>
<tr>
<td>Bowling</td>
<td>67</td>
</tr>
<tr>
<td>Bridge Resource Management (Non-Simulator)</td>
<td>48</td>
</tr>
<tr>
<td>Building Codes And inspections</td>
<td>33</td>
</tr>
<tr>
<td>Business</td>
<td>7</td>
</tr>
<tr>
<td>Business &amp; Professions</td>
<td>5-8</td>
</tr>
<tr>
<td>Business Applications</td>
<td>18</td>
</tr>
<tr>
<td>Business Communications</td>
<td>7</td>
</tr>
<tr>
<td>Business Computer Applications</td>
<td>19</td>
</tr>
<tr>
<td>Business Ethics</td>
<td>8</td>
</tr>
<tr>
<td>Business Law</td>
<td>8</td>
</tr>
<tr>
<td>Business Principles</td>
<td>7</td>
</tr>
<tr>
<td>C Cake Decorating</td>
<td>65</td>
</tr>
<tr>
<td>Campus Security And Fire Safety Report</td>
<td>81</td>
</tr>
<tr>
<td>CAPM Exam Prep</td>
<td>14</td>
</tr>
<tr>
<td>Ceramics I</td>
<td>64</td>
</tr>
<tr>
<td>Ceramics II</td>
<td>64</td>
</tr>
<tr>
<td>Certified Medication Aide</td>
<td>26</td>
</tr>
<tr>
<td>Certified Nurse Aide</td>
<td>24</td>
</tr>
<tr>
<td>Certified Nurse Aide Refresher - 24 Hour CE</td>
<td>24</td>
</tr>
<tr>
<td>Certified Nurse Aide Training</td>
<td>24</td>
</tr>
<tr>
<td>Certified Occupational Safety Specialist (COSS)</td>
<td>30</td>
</tr>
<tr>
<td>Chemical Reformation/Related Theory</td>
<td>9</td>
</tr>
<tr>
<td>Child Development</td>
<td>56</td>
</tr>
<tr>
<td>Child Development Associate Training</td>
<td>56</td>
</tr>
<tr>
<td>Child Development Associate Training II</td>
<td>56</td>
</tr>
<tr>
<td>Children With Special Needs</td>
<td>56</td>
</tr>
<tr>
<td>Chocolates And Confections</td>
<td>11</td>
</tr>
<tr>
<td>Clinical - Mammography Technologist</td>
<td>27</td>
</tr>
<tr>
<td>Clinical - Radiologic Technology - Radiographer</td>
<td>29</td>
</tr>
<tr>
<td>Clinical I Magnetic Resonance Imaging Technology</td>
<td>28</td>
</tr>
<tr>
<td>Clinical I Computer Tomography</td>
<td>27</td>
</tr>
<tr>
<td>Clinical II Computer Tomography</td>
<td>28</td>
</tr>
<tr>
<td>Collaboration: We Work Together</td>
<td>81</td>
</tr>
<tr>
<td>Collision Repair Welding</td>
<td>32</td>
</tr>
<tr>
<td>Color Analysis And Paint Matching</td>
<td>32</td>
</tr>
<tr>
<td>Commercial Refrigeration: HVAC 2B</td>
<td>39</td>
</tr>
<tr>
<td>Commercial Wiring</td>
<td>37</td>
</tr>
<tr>
<td>Commercial/Industrial Blueprint Reading</td>
<td>33</td>
</tr>
<tr>
<td>Commercial Tomograph Equipment And Methodology</td>
<td>27</td>
</tr>
<tr>
<td>Computer Concepts</td>
<td>18</td>
</tr>
<tr>
<td>Computer Training</td>
<td>17-18</td>
</tr>
<tr>
<td>Construction I</td>
<td>33</td>
</tr>
<tr>
<td>Construction Estimating I</td>
<td>33</td>
</tr>
<tr>
<td>Construction Management I</td>
<td>33</td>
</tr>
<tr>
<td>Construction Methods And Materials I</td>
<td>33</td>
</tr>
<tr>
<td>Construction Specifications And Contracts</td>
<td>33</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>8</td>
</tr>
<tr>
<td>CPP Master Exam Prep</td>
<td>6</td>
</tr>
<tr>
<td>CPR For Healthcare Providers</td>
<td>25</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>10</td>
</tr>
<tr>
<td>D DC Circuits</td>
<td>37</td>
</tr>
<tr>
<td>DDE 1000/4000 HP</td>
<td>48</td>
</tr>
<tr>
<td>Descriptive Geometry</td>
<td>36</td>
</tr>
<tr>
<td>Design I</td>
<td>64</td>
</tr>
<tr>
<td>Design II</td>
<td>64</td>
</tr>
<tr>
<td>Design III</td>
<td>64</td>
</tr>
<tr>
<td>Diesel I</td>
<td>55</td>
</tr>
<tr>
<td>Diesel Engine Testing And Repair II</td>
<td>55</td>
</tr>
<tr>
<td>Dietary Manager II</td>
<td>12</td>
</tr>
<tr>
<td>Dietetics/Dietician</td>
<td>12</td>
</tr>
<tr>
<td>Digital Arts I</td>
<td>64</td>
</tr>
<tr>
<td>Digital Fundamentals</td>
<td>37</td>
</tr>
<tr>
<td>Digital Literacy-IC3</td>
<td>16</td>
</tr>
<tr>
<td>Digital Systems</td>
<td>37</td>
</tr>
<tr>
<td>Diversity: Celebrate The Differences</td>
<td>28</td>
</tr>
<tr>
<td>Drafting</td>
<td>35</td>
</tr>
<tr>
<td>Drawing I</td>
<td>66</td>
</tr>
<tr>
<td>Drawing II</td>
<td>66</td>
</tr>
<tr>
<td>E Education</td>
<td>3</td>
</tr>
<tr>
<td>Education</td>
<td>55</td>
</tr>
<tr>
<td>Education</td>
<td>56</td>
</tr>
<tr>
<td>EKG Technician</td>
<td>26</td>
</tr>
<tr>
<td>Electrical Calculations I</td>
<td>37</td>
</tr>
<tr>
<td>Electrical Calculations II</td>
<td>37</td>
</tr>
<tr>
<td>Electrical Drafting</td>
<td>36</td>
</tr>
<tr>
<td>Electrical Machines</td>
<td>36</td>
</tr>
<tr>
<td>Electrical/Electronics</td>
<td>37</td>
</tr>
<tr>
<td>Electricity Principles</td>
<td>38</td>
</tr>
<tr>
<td>Electronic Chart Display And Information Systems (ECDIS)</td>
<td>48</td>
</tr>
<tr>
<td>Electronic Controls</td>
<td>35</td>
</tr>
<tr>
<td>Emergency Health</td>
<td>25</td>
</tr>
<tr>
<td>Engineering &amp; Manufacturing</td>
<td>39</td>
</tr>
<tr>
<td>English</td>
<td>57</td>
</tr>
<tr>
<td>English Communication Skills-Advanced</td>
<td>57</td>
</tr>
<tr>
<td>English Communication Skills-Beginning</td>
<td>58</td>
</tr>
<tr>
<td>English Communication Skills-Intermediate</td>
<td>59</td>
</tr>
<tr>
<td>Excel - Basic Skills</td>
<td>19</td>
</tr>
<tr>
<td>Excel - Intermediate Skills</td>
<td>19</td>
</tr>
<tr>
<td>Excel - One Day</td>
<td>19</td>
</tr>
<tr>
<td>Excel: One Day-Intermediate</td>
<td>20</td>
</tr>
<tr>
<td>Excellence: In Everything We Do</td>
<td>81</td>
</tr>
<tr>
<td>EICD</td>
<td></td>
</tr>
<tr>
<td>Exit Planning</td>
<td></td>
</tr>
<tr>
<td>Field Engineering</td>
<td>32</td>
</tr>
<tr>
<td>Field Engineering</td>
<td>32</td>
</tr>
<tr>
<td>Financial Management</td>
<td>65</td>
</tr>
<tr>
<td>Fine Arts Photography</td>
<td>66</td>
</tr>
<tr>
<td>First Aid CPR And AED (BST Part 2)</td>
<td>48</td>
</tr>
<tr>
<td>First Responder Training (ECA)</td>
<td>25</td>
</tr>
<tr>
<td>Fitness Walking</td>
<td>67</td>
</tr>
<tr>
<td>Food Service Management</td>
<td>11</td>
</tr>
<tr>
<td>Fundamentals Of Baking</td>
<td>68</td>
</tr>
<tr>
<td>Fundamentals Of Baking</td>
<td>11</td>
</tr>
<tr>
<td>Fundamentals Of Networking Technologies</td>
<td>22</td>
</tr>
<tr>
<td>Fundamentals Of Payroll Certification Exam Review</td>
<td>6</td>
</tr>
<tr>
<td>F Federal Income Tax Accounting</td>
<td>8</td>
</tr>
<tr>
<td>Federal Income Tax Accounting</td>
<td>8</td>
</tr>
<tr>
<td>Field Engineering</td>
<td>32</td>
</tr>
<tr>
<td>Field Engineering</td>
<td>32</td>
</tr>
<tr>
<td>Financial Management</td>
<td>65</td>
</tr>
<tr>
<td>Fine Arts Photography</td>
<td>66</td>
</tr>
<tr>
<td>Fine Arts Photography</td>
<td>66</td>
</tr>
<tr>
<td>First Aid CPR And AED (BST Part 2)</td>
<td>48</td>
</tr>
<tr>
<td>First Responder Training (ECA)</td>
<td>25</td>
</tr>
<tr>
<td>Fitness Walking</td>
<td>67</td>
</tr>
<tr>
<td>Food Service Management</td>
<td>11</td>
</tr>
<tr>
<td>Fundamentals Of Baking</td>
<td>68</td>
</tr>
<tr>
<td>Fundamentals Of Networking Technologies</td>
<td>22</td>
</tr>
<tr>
<td>Fundamentals Of Payroll Certification Exam Review</td>
<td>6</td>
</tr>
<tr>
<td>G Gas Electrical Heating</td>
<td>40</td>
</tr>
<tr>
<td>GED Preparation Tutorial</td>
<td>40</td>
</tr>
<tr>
<td>GED Preparation Tutorial</td>
<td>40</td>
</tr>
<tr>
<td>GED Preparation: Language Arts</td>
<td>61</td>
</tr>
<tr>
<td>GED Preparation: Math</td>
<td>62</td>
</tr>
<tr>
<td>GED Preparation: Social Studies/Science</td>
<td>62</td>
</tr>
<tr>
<td>Global Maritime Distress And Safety Systems (GMDSS)</td>
<td>49</td>
</tr>
<tr>
<td>Golf</td>
<td>67</td>
</tr>
<tr>
<td>Golf - Beginning</td>
<td>67</td>
</tr>
<tr>
<td>Golf - Intermediate</td>
<td>68</td>
</tr>
<tr>
<td>Graduation And Completion Rates</td>
<td>81</td>
</tr>
<tr>
<td>H Health Care Professional</td>
<td>26</td>
</tr>
<tr>
<td>Health Occupations</td>
<td>23-24</td>
</tr>
<tr>
<td>Hospitality Supervision</td>
<td>11</td>
</tr>
<tr>
<td>Hr - Human Resources Fast Track Certificate Program</td>
<td>12</td>
</tr>
<tr>
<td>Hr - Online Human Resources Fast Track Certificate Program</td>
<td>12</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>12</td>
</tr>
<tr>
<td>HVAC/Refrigeration</td>
<td>39</td>
</tr>
<tr>
<td>ICD-10 Coding Workshop</td>
<td>29</td>
</tr>
<tr>
<td>I Industrial Wiring</td>
<td>38</td>
</tr>
<tr>
<td>Infant-Inter Toddler</td>
<td>56</td>
</tr>
<tr>
<td>Information And Project Management</td>
<td>8</td>
</tr>
<tr>
<td>Innovation: Lead The Way</td>
<td>81</td>
</tr>
<tr>
<td>Instrumentation Drafting</td>
<td>36</td>
</tr>
<tr>
<td>Integrated Software Applications</td>
<td>20</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Student Information—REQUIRED</th>
<th>Registration Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>Section No./CRN</strong></td>
</tr>
<tr>
<td><strong>Last First Mi</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td><strong>If known, provide your</strong></td>
<td><strong>Start Date</strong></td>
</tr>
<tr>
<td>San Jacinto College</td>
<td><strong>Course Fee</strong></td>
</tr>
<tr>
<td>ID Number G</td>
<td></td>
</tr>
<tr>
<td><strong>Or Social Security No.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Home Address</strong></td>
<td></td>
</tr>
<tr>
<td>Street</td>
<td></td>
</tr>
<tr>
<td>Apt. No.</td>
<td></td>
</tr>
<tr>
<td><strong>City State Zip code</strong></td>
<td></td>
</tr>
<tr>
<td><strong>County or Country</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Home Phone ( )</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Work Phone ( )</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Demographics/Other Information**

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

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

**Additional Information**

- **Gender**
  - M
  - F

- **Birth Date**
  - MM
  - DD
  - YY

- **Email**

- **Emergency Contact**

- **Name Relationship Phone No.**

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

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.

**Registration Information**

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

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

**Signature**

**Date**

**Registration Office and Fax Numbers**

- **Central Campus**: 281.542.2020
- **North Campus**: 281.542.2020
- **South Campus**: 281.542.2020

**Fax Number**

- Central Campus: 281.476.1833
- North Campus: 281.459.7196
- South Campus: 281.922.3422

**Campus (circle one)**

- C
- N
- S

**Office Use Only**

- **Staff ID:**
- **Date:**
- **Refund Request Date:**
- **To CRN:**
- **Date:**
- **Staff ID:**

**Transfer/Refund**

To register: All campuses 281-542-2020

Please Print Clearly and Complete ALL Unshaded Areas

Staff ID: ____________________________

Date: ____________________________

Refund Request Date: ____________________________

To CRN: ____________________________

Date: ____________________________

Staff ID: ____________________________
Maps

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.”

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

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

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

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

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

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

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

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

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

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

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

Vice President of Human Resources
4620 Fairmont Pkwy.
Pasadena, TX 77504
sandra.ramirez@sjcd.edu
281-991-2648

To register: All campuses 281-542-2020
To register for training, call or visit:

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

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

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

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

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