The Training Connection
Training and Educational Solutions for Workers and Employers

Continuing Education
Professional Development
Workforce Training

May - August 2016
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.

*To register: All campuses 281-542-2020*
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</tr>
</thead>
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<td><strong>INTRODUCTION TO INTERNATIONAL BUSINESS &amp; TRADE</strong></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>

- **Prerequisites:** None
- **Cost:** $220
- **CEU:** 4.8
- **HRS:** 48
- **Day Class is Held:** T
- **Time class is held:** 7 p.m. - 10 p.m.
- **Campus:** North
- **Course Reference Number:** #50514
- **Sept. 5-Sept. 8**
  - *Skip 11/21*
  - No class held on that day

---

**SAN JACINTO COLLEGE WILL BE CLOSED THIS SEMESTER:**

- July 4 – Independence Day

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

May - August 2016

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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 the 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
95007 Central TTh
Jun 07-Jul 28 6:00pm-9:30pm

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
95012 Central Sa
Jun 11-Aug 06 9:00am-1:00pm

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
95011 Central Sa
Jun 11-Aug 06 9:00am-1:00pm

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
95010 Central Sa
Jun 11-Aug 06 9:00am-1:00pm

BUSINESS

BUSINESS COMMUNICATIONS

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

$281 CEUs 4.8 HRS: 48
95432 North MTWTh
Jun 06-Jul 07 10:20am-12:40pm

COSMETOLOGY

ADVANCED COSMETOLOGY TECHNIQUES

CSME 2037
This course focuses on the mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. (CSME 2337)

$315 CEUs 8.0 HRS: 80
90334 North MTWThF
May 16-Jun 03 7:30am-2:00pm

ADVANCED HAIR DESIGN

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

$406 CEUs 17.6 HRS: 176
95441 North TTh
Jun 07-Aug 11 7:30am-5:00pm

To register: All campuses 281-542-2020
INTRODUCTION TO HAIRCUTTING & RELATED THEORY
CSME 1010
Note: Textbook and supplies required.
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
95434  North  MTh
Jun 06-Aug 11  7:30am-2:00pm

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

$400  CEUs  17.6  HRS: 176
95435  North  TW
Jun 07-Aug 11  7:30am-5:00pm

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
95436  North  M
Jun 06-Aug 11  7:30am-5:00pm

PRINCIPLES OF HAIR COLOR & RELATED THEORY
CSME 2001
Prerequisite: None
Note: Textbook & supplies required
Introduction of various basic hair color applications including all safety and sanitation procedures. (CSME 2501)

$406  CEUs  17.6  HRS: 176
95440  North  TW
Jun 07-Aug 11  7:30am-5:00pm

PRINCIPLES OF SKIN CARE
CSME 1056
An introduction of the theory and practice of skin care. (CSME 1248)

$261  CEUs  8.0  HRS: 80
95433  North  M
Jun 06-Aug 11  7:30am-5:00pm

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

$312  CEUs  9.6  HRS: 96
95438  North  W
Jun 08-Aug 11  7:30am-5:15pm

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
95008  Central  MW
Jun 06-Aug 15  6:00pm-10:00pm
95026  South  MW
Jun 13-Jul 22  6:00pm-10:00pm

To register: All campuses 281-542-2020
HR - ONLINE HUMAN RESOURCES
FAST TRACK CERTIFICATE PROGRAM
HRPO 1091
Prerequisite: None
Note: Textbook Required
This online course covers the evaluation of the current methods of job analysis, recruitment, selection, training/development, performance management, promotion and separation. Topics also include ethical, social, and legal responsibilities, the assessment methods of compensation and benefits planning and analysis of the role of strategic human resource planning in support of organizational mission and objectives.

$575
95009
Central
Jun 07-Jul 07
Online

HRPO 2001
Prerequisite: None
Note: Textbook required
Study behavioral and legal approaches to the management of human resources in organizations. (HRPO 2301)

$281
95442
North
Jun 07-Jul 07
6:00pm-10:35pm

LEADERSHIP INSTITUTE
BMGT 2009
Note: Textbook required
Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles. (BMGT 2309)

$281
95431
North
Jul 11-Aug 11
8:00am-10:10am

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
90127
Central
Jun 16-May 18
8:00am-5:00pm

95013
Central
May 18-Jun 15
8:00am-5:00pm

95014
Central
Jun 15-Jun 22
8:00am-5:00pm

95015
Central
Jul 11-Jul 18
8:00am-5:00pm

95016
Central
Jul 18-Aug 10
8:00am-5:00pm

95017
Central
Aug 08-Aug 10
8:00am-5:00pm

95018
Central
Aug 15-Aug 17
8:00am-5:00pm

MANAGEMENT
CERTIFIED MANAGER
PROGRAM - MODULE III
BMGT 1020
The Certified Manager Program is offered by San Jacinto College District in partnership with the Institute of Certified Professional Managers (ICPM), an educational institute at James Madison University and sponsor of the internationally recognized Certified Manager certification. CM certification distinguishes managers from their peers and provides a competitive edge in employee selection and advancement. Through a comprehensive, 3-module program of training and assessment, ICPM certifies a level of management competency and leadership potential which is recognized worldwide by the professional credential. Module III - Leading & Controlling

$625
90331
South
May 18-Jun 08
6:00pm-9:30pm

PRINCIPLES OF MANAGEMENT
BMGT 1012
Note: Textbook required.
Study to learn the concepts, terminology, principles, theory and issues that are the substance of the practice of management. (BMGT 1303)

$281
95430
North
Jul 11-Aug 11
6:00pm-10:35pm

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

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
95022 South TTh
Jun 07-Jun 23 6:00pm-10:00pm
95020 South MW
Jul 11-Jul 27 6:00pm-10:00pm

PROJECT MANAGEMENT

PM - PROJECT MANAGEMENT CERTIFICATE PROGRAM FAST TRACK

BMGT 1023
Critical path methods for planning and controlling projects, includes time/cost tradeoffs, resource utilization, considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.

$725 CEUs 5.6 HRS: 56
95027 South TTh
Jun 07-Jul 28 6:00pm-9:30pm

PMP EXAM PREP PLUS BOOT CAMP

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

$1050 CEUs 4.0 HRS: 40
95025 South Sa
Jul 16-Aug 06 8:30am-4:30pm

SUPervision

PM - Supervision

BMGT 1001
Note: Textbook required.
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)

$281 CEUs 4.8 HRS: 48
95429 North MTWTh
Jun 06-Jul 07 8:00am-10:20am
San Jacinto College offers free courses to take you to the next step!

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

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

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

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

Connect with us on

San Jacinto College  Continuing & Professional Development

An equal opportunity institution
Computer/IT Training

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**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**

<table>
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<tr>
<th>Course Code</th>
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<th>Dates</th>
<th>Times</th>
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</thead>
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<tr>
<td>95299</td>
<td>North</td>
<td>Jun 21-Jun 30</td>
<td>8:30am-12:30pm</td>
</tr>
<tr>
<td>95284</td>
<td>South</td>
<td>Jul 25-Jul 28</td>
<td>8:30am-12:30pm</td>
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</tbody>
</table>

**Keyboarding on the PC**

**POFT 1010**

Prerequisite: None
Note: No textbook required.
The primary input device to a computer is the keyboard. Therefore proficiency and accuracy in keyboarding is your first foundational course to all other computer classes. This course provides an introduction to fundamental keyboarding techniques such as finger position and movement, increasing speed and reducing errors. Without this course, or a typing speed of at least 20 wpm, you will not be prepared for any other computer class.

**$175 CEUs 1.6 HRS: 16**

<table>
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<th>Course Code</th>
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<tr>
<td>95279</td>
<td>South</td>
<td>Jun 06-Jun 15</td>
<td>8:30am-12:30pm</td>
</tr>
<tr>
<td>95298</td>
<td>North</td>
<td>Jun 07-Jun 16</td>
<td>8:30am-12:30pm</td>
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</table>

**BUSINESS APPLICATIONS**

**Basic Business Applications**

**ITSC 1022**

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

**$300 CEUs 3.2 HRS: 32**

<table>
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<tr>
<td>95300</td>
<td>North</td>
<td>Jul 05-Jul 28</td>
<td>8:30am-12:30pm</td>
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</table>

**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**

<table>
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<td>95450</td>
<td>North</td>
<td>Jun 08-Jul 07</td>
<td>10:00am-12:20pm</td>
</tr>
<tr>
<td>95452</td>
<td>North</td>
<td>Jun 11-Jul 09</td>
<td>8:30am-11:30am</td>
</tr>
<tr>
<td>95451</td>
<td>North</td>
<td>Jul 12-Aug 11</td>
<td>6:00pm-9:00pm</td>
</tr>
</tbody>
</table>

**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**

<table>
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<tr>
<th>Course Code</th>
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<th>Dates</th>
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</tr>
</thead>
<tbody>
<tr>
<td>95301</td>
<td>North</td>
<td>Aug 01-Aug 10</td>
<td>8:30am-12:30pm</td>
</tr>
</tbody>
</table>
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
95302 North MW
Aug 22-Aug 31 8:30am-12:30pm

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 tendrilness of your data on your charts.

$110 CEUs .7 HRS: 7
95280 South Th
Jun 02-Jun 02 8:30am-4:30pm
95294 Central Th
Jul 14-Jul 14 8:30am-4:30pm
95286 South Th
Aug 25-Aug 25 8:30am-4:30pm

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
95281 South Th
Jun 30-Jun 30 8:30am-4:30pm
95295 Central Th
Jul 28-Jul 28 8:30am-4:30pm

MOS Excel
ITSW 2057
Prerequisite: Windows for the Desktop or equivalent knowledge, and type 20 wpm
Note: Textbook required, flash drive recommended
MOS Excel teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and situations. You will learn to construct cell data, format worksheets, work with charts and graphics. This course teaches the skills you will need to successfully complete the MOS Excel Certification Core exam.

$440 CEUs 4.0 HRS: 40
95287 Central MTWTh
Jun 06-Jun 30 7:00pm-9:30pm

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
95285 South Th
Aug 04-Aug 04 8:30am-4:30pm
95304 North Th
Aug 04-Aug 04 8:30am-4:30pm

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
95289 Central TTh
Jul 05-Jul 28 6:00pm-10:00pm

To register: All campuses 281-542-2020
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
95297 Central TTh
Aug 02-Aug 25 6:00pm-10:00pm

SAP MM
IBUS 1049
SAP Materials Management (MM) course introduces students to the most common end user functions in SAP's MM module. This course is ideal for those who are looking for opportunities with SAP's logistics applications. The course will teach hands-on SAP transactions and real-life SAP business processes. At the end of the training, the student will be able to work with a complete procurement life-cycle process, they will be able to manage master data, create requisitions for materials, convert requests into Purchase Orders, receive goods in inventory, issue goods and handle returns. Materials management is also is responsible for valuation of the products and inventory movement and tracking.
$1500 CEUs 4.8 HRS: 48
95291 Central MTW
Jun 06-Jun 29 8:30am-12:30pm

SAP SCM
LMGT 1019
Prerequisite: Basic Computer Skills, SAP MM
SCM, Supply Chain Management, helps manage flow of material, information and capital planning. SCM is divided into 2 key areas, Planning (APO), APO - Advanced Planning and Optimization - is the heart of SCM and it takes care of planning & optimizing different business processes namely DP - Demand Planning, SNP - Supply Network Planning,PPDS - Production Planning and Detailed Scheduling, and GATP - Global Available to Promise. Execution, Execution deals with procurement of raw materials and or products, manufacturing and finally order fulfillment - delivery to customers. This training will help identify demand & requirement, planning, procurement of product, and delivery.
$1500 CEUs 4.8 HRS: 48
95292 Central MTW
Jul 11-Aug 03 8:30am-12:30pm

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
95288 Central Th
Jun 02-Jun 02 8:30am-4:30pm
95282 South Th
Jul 07-Jul 07 8:30am-4:30pm
95303 North Th
Aug 11-Aug 11 8:30am-4:30pm

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
95290 Central Th
Jun 23-Jun 23 8:30am-4:30pm
95283 South Th
Jul 28-Jul 28 8:30am-4:30pm
95305 North Th
Aug 18-Aug 18 8:30am-4:30pm

To register: All campuses 281-542-2020
DRAFTING

**Advanced Computer-Aided Drafting**

DFTG 2032
Prerequisite: DFTG 1409 or department chair approval
Note: Textbook required
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)

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- **$343**
- **Central MT**
- **Jun 06-Jul 26**
- **9:30pm-10:00pm**

**Advanced Machine Design**

DFTG 2058
Prerequisite: DFTG 2402 corequisite or department chair approval
Note: Textbook required
This course covers design process skills for the production of a complete design package, which includes jig and fixture design, extrusion dies, and injection mold design. (DFTG 2458)

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- **$343**
- **Central WTh**
- **Jun 08-Jul 28**
- **12:00pm-2:50pm**

**Advanced Technologies in Mechanical Drafting Creo II**

DFTG 2035
Prerequisite: DFTG 2402 or department chair approval
Note: Textbook required
This course will focus on the use of parametric-based software for mechanical design for advanced modeling and analysis. (DFTG 2435)

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- **$369**
- **Central Th**
- **Jun 09-Aug 11**
- **5:30pm-10:00pm**

ARCHITECTURAL DRAFTING

**Commercial**

DFTG 2028
Prerequisite: DFTG 1405 or DFTG 1413, and DFTG 1409 or department chair approval
Note: Textbook required
This course focuses on architectural drafting procedures, practices, governing codes, terms and symbols including preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. (DFGT 2428)

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- **$369**
- **North W**
- **Jun 08-Aug 10**
- **5:30pm-10:00pm**

**Residential**

DFTG 1017
Prerequisite: DFTG 1405 or DFTG 1413, and DFTG 1409 or department chair approval
Note: Textbook required
This course focuses on architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structures with emphasis on light frame construction methods. (DFTG 1417)

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- **$369**
- **North M**
- **Jun 06-Aug 08**
- **5:30pm-10:00pm**

**Illustration**

ARCE 1021
Note: Textbook required
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)

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- **$367**
- **South MW**
- **May 16-Jul 07**
- **2:30pm-5:25pm**
**Basic Computer-Aided Drafting**

DFTG 1009
Prerequisite: DFTG 1405 or DFTG 1413 or approval of department chair
Note: 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)

$367  
90360  
May 17-Jul 07  
95463  
Jun 06-Aug 10  
95445  
Jun 08-Jul 28  
95444  
Jun 08-Jul 28

**Descriptive Geometry**

DFTG 2017
Prerequisites: DFTG 1305 or DRTG 1405.
Note: Textbook required
This course covers graphical solutions to problems involving points, lines, and planes in space. (DFTG 2317)

$305  
95454  
Jun 06-Aug 10

**Electrical Drafting**

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

$369  
95456  
Jun 08-Aug 10

**Machine Design Creo I**

DFTG 2006
Note: Textbook required
Students will learn the theory and practice of design, as well as problem-solving. (DFTG 2406)

$343  
95447  
Jun 06-Jul 26

**Machine Drafting**

DFTG 2002
Prerequisites: DFTG 1305 or DFTG 1405 and DFTG 1409 or department chair approval
Note: Textbook required
This course will include a study of production of detail and assembly drawings of machines, threads, gears, utilizing tolerances, limit dimensioning, and plot/print to scale. (DFTG 2402)

$369  
95455  
Jun 07-Aug 09

**Parametric Modeling and Design**

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

$352  
95464  
Jun 06-Aug 10  
95446  
Jun 06-Jul 26

**Pipe Drafting**

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

$352  
95458  
Jun 07-Aug 11

**Solid Modeling/Design**

DFTG 2040
Prerequisite: DFTG 1409 or department chair approval
Note: Textbook required
Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of these in design work. (DFTG 2440)

$369  
95462  
Jun 06-Aug 08

To register: All campuses 281-542-2020
**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. (DFTG 1305)  

$320 CEUs  9.6  HRS: 96  
90361  South  MW  
May 16-Jul 07  6:00pm-8:55pm  
95443  Central  MT  
Jun 06-Jul 26  6:30pm-9:30pm

**Topographical Drafting**

DFTG 2021  
Prerequisite: DFTG 1405 or DFTG 1409 or department chair approval  
Note: 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)  

$369 CEUs  9.6  HRS: 96  
95457  North  T  
Jun 07-Aug 09  5:30pm-10:00pm

**Electronics**

**Introduction to Programmable Logic Controllers**

ELPT 1003  
Note: Materials provided  
Basic hardware and software applications for industrial Programmable Logic Controllers (PLC). Includes power supplies, discrete Input/Output (IO) modules, programming devices, processors, basic logic elements, timers, and counters.  

$735 CEUs  4.0  HRS: 40  
95296  Central  TTh  
Jul 12-Aug 11  8:30am-12:30pm

**Engineering & Manufacturing**

**INTRODUCTION TO CNC & MANUAL MACHINING**

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.  

$1005 CEUs  7.2  HRS: 72  
95293  Central  MW  
Jun 06-Aug 08  6:00pm-10:00pm

**Networking**

**A+ Fast Track**

CPMT 2050  
Prerequisite: A working knowledge of PC applications is required, and some experience using and maintaining PC hardware/software is highly recommended.  
Note: Textbook required, flash drive required  
Prepare yourself for the A+ Certification exams. This course focuses on the A+ exam objectives by the Computing Technology Industry Associate (CompTIA) and is designed for those responsible for the installation, upgrade, repair, configuration, and troubleshooting of PC systems hardware and software. Participants will demonstrate their ability to diagnose, maintain, and perform minor repairs on PC systems and peripherals.  

$750 CEUs  6.4  HRS: 64  
95275  South  MTWTh  
Jun 06-Jun 30  6:00pm-10:00pm

**Key to Days of Week**

M  Monday  
T  Tuesday  
W  Wednesday  
Th  Thursday  
F  Friday  
S  Saturday  
Su  Sunday
**NETWORK + BOOT CAMP**

ITNW 1016
Prerequisite: A+ certification is recommended.

Note: Textbook required; flash drive recommended.

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

$850 CEUs 6.4 HRS: 64
95276 South MTWTh
Jul 11-Aug 04 6:00pm-10:00pm

**SECURITY**

**ETHICAL HACKING AND PENETRATION TESTING**

ITSY 1091

Note: Textbook required.

Learn to protect yourself and your company against hackers, by learning their tools and techniques, and then testing your network to see if it is secure. This course is heavily focused on the techniques used by attackers to penetrate networks. You will learn the step by step process that hackers use to asses corporate networks, and what physical, logical, and administrative controls can be used to prevent their attacks.

$800 CEUs 4.0 HRS: 40
95278 South MTWTh
Aug 08-Sep 01 6:00pm-8:30pm

**SECURITY + BOOT CAMP**

ITSY 1000

Note: Textbook required

Use your existing A+ computer skills knowledge and IT experience to learn the fundamentals of implementing basic security services on all types of computer networks. Acquire knowledge need to pass the CompTIA Security + exam. This knowledge includes system security, network infrastructure, access control, assessments and audits, cryptography and organizational security across all vendor products.

$730 CEUs 4.8 HRS: 48
95277 South TWTh
Aug 09-Sep 01 6:00pm-10:00pm

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

- Health Occupations ........................................ 20
- Certified Nurse Aide......................................... 20
- Emergency Health............................................. 21
- Health Care Professional.................................... 21
- Medical Imaging................................................ 21
- Occupational Health & Safety............................ 24
- Medical Office.................................................. 24
- Pharmacy Technician........................................ 25
- Phlebotomy Technician....................................... 25
Health Occupations

CERTIFIED NURSE AIDE

Certified Nurse Aide Training
NURA 1001
Prerequisites: Current negative TB, American Heart Association Health Care Provider CPR; Background check through PreCheck is required and 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 prepares candidates to be certified. Candidates become “Certified” by passing the required certifying agency exam.

$855 CEUs 10.8 HRS: 108
95335 South MTWTh
May 31-Jun 11 6:00pm-10:00pm
Jun 28-Jul 10 Clinical Dates-Five(5) eight-hour days
95336 North MTWTh
Jun 06-Jul 18 6:00pm-10:00pm
Jul 05-Jul 15 Clinical Dates-Five(5) eight-hour days
95337 Central Sa
Jun 11-Aug 20 8:00am-5:00pm
Aug 08-Aug 17 Clinical Dates-Five(5) eight-hour days
95338 Central MTWTh
Jun 13-Jul 25 6:00pm-10:00pm
Jul 12-Jul 21 Clinical Dates-Five(5) eight-hour days
95339 North MTWTh
Jul 06-Aug 02 8:00am-5:00pm
Jul 20-Aug 01 Clinical Dates-Five(5) eight-hour days
95340 South MTWTh
Jul 11-Aug 15 8:00am-12:00pm
Aug 05-Aug 14 Clinical Dates-Five(5) eight-hour days

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 information. 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 prepares candidates to be certified. Candidates become “Certified” by passing the required certifying agency exam. Exam fee is included in the cost of the course.

$865 CEUs 14.4 HRS: 144
95334 Central MTWTh
Jun 06-Aug 11 8:00am-12:00pm
Aug 03-Aug 10 Clinical Dates-Two(2) five-hour days
Aug 11-Aug 11 8:00am-10:00am (Last class)

Key to Days of Week

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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.

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HEALTH CARE PROFESSIONAL

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.

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MEDICAL IMAGING

MAMMOGRAPHY - ESSENTIALS
MAMT 2037
Prerequisites: Department approval is required. Contact 281-476-1501 ext. 1714 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.

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To register: All campuses 281-542-2020
CLINICAL - MAMMOGRAPHY TECHNOLOGIST

MAMT 2063

Prerequisites: Successful completion of Mammography Essentials; course approval is required; call 281-476-1501 ext. 1714.

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 requirements. Must be ARRT registered or eligible to test. No textbook is required.

$303 CEUs 16.0 HRS: 160
95466 Central MTWTh
Jul 11-Aug 11 8:00am-4:05pm

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 X1354 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).

$311 CEUs 4.8 HRS: 48
90344 Central W
May 18-Aug 11 Online

CLINICAL I - MAGNETIC RESONANCE IMAGING TECHNOLOGY

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 X1354 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)

$311 CEUs 4.8 HRS: 48
90342 Central T
May 24-Aug 11 Online

CLINICAL I - MAGNETIC RESONANCE IMAGING TECHNOLOGY

MRIT 2061

Prerequisite: ARRT registered or registry eligible and department approval; call 281-476-1501 X1354 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).

$335 CEUs 32.0 HRS: 320
90343 Central TBA
May 16-Aug 11 Offsite
**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 approved by the ASRT. (CTMT 2336).

$311  CEUs  4.8  HRS: 48
90338  Central  M
May 23-Aug 11  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. Practical 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
90341  Central  M
May 16-Aug 11  Offsite

**Sectional Anatomy for Medical Imaging**

**RADR 2040**

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

Note: Textbook required

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

$311  CEUs  4.8  HRS: 48
90346  Central  M
May 23-Aug 11  Online

To register: All campuses 281-542-2020
**OCCUPATIONAL HEALTH & SAFETY**

**Safe Supervisor**
OSHT 1003

Note: Materials provided.

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

$525 CEUs 2.4 HRS: 24

95323 Central MTW
Jul 18-Jul 20 8:00am-5:00pm

**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

95321 Central MTWThF
Jun 13-Jun 17 8:00am-5:00pm
95322 Central MTWThF
Jul 25-Jul 29 8:00am-5:00pm

**Certified Occupational Safety Manager**
OSHT 2009

Prerequisites: Must have a minimum of two years of safety, health and environmental work experience. Materials provided. This course is designed for high-level safety managers.

The COSM program is an advanced, executive-level safety program consisting of: Essentials of Safety Management, Strategic Planning and Evaluating for Safety Success, Managing Risk, Safety Finance, Communicating the Safety Message, Injury Management, and Incentives and Discipline.

$1899 CEUs 4.0 HRS: 40

90293 Central MTWThF
May 16-May 20 8:00am-5:00pm

**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

95315 Central MW
May 23-Aug 15 6:00pm-10:00pm
Aug 15 6:00pm-8:00pm (Last class)

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**Key to Days of Week**

| M | Monday |
| T | Tuesday |
| W | Wednesday |
| Th | Thursday |
| F | Friday |
| S | Saturday |
| Su | Sunday |
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 and is an added student expense.
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
95316 South F
Jun 03-Jun 10 8:00am-5:00pm
Jun 04-Jun 09 Required self study
95328 South F
Jul 15-Jul 22 8:00am-5:00pm
Jul 16-Jul 21 Required self study
95329 South F
Aug 05-Aug 12 8:00am-5:00pm
Aug 06-Aug 11 Required self study

PHLEBOTOMY TECHNICIAN

Phlebotomy Technician Basic
PLAB 1023
Prerequisites: Proof of high school diploma/GED completion. 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
95343 Central TTh
Jun 07-Jul 14 4:00pm-8:00pm
95345 Central MW
Jul 18-Aug 24 4:00pm-8:00pm

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. Additional immunizations are needed depending on the assigned clinical facility. This is an additional cost to the student. 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
95002 Central MTWThF
Jun 03-Jul 01 7:00am-4:00pm
95344 Central MTWThF
Jul 15-Aug 12 7:00am-4:00pm
95346 Central MTWThF
Aug 26-Sep 30 7:00am-4:00pm

To register: All campuses 281-542-2020
Health Career Pathways Partnership – HPOG Funded Training Available

**Sample Training Opportunities:**
- Home Health Aide
- Certified Nurse Aide
- Phlebotomy Technician
- Pharmacy Technician
- Medical Office Professional
- AAPC Medical Coding
- Licensed Vocational Nurse
- Medical Laboratory Technician
- EKG Technician

**Must meet eligibility requirements.**

The Health Career Pathways Partnership grant provides tuition-free training to low-income* individuals for select health occupation courses/programs at San Jacinto College. These courses will prepare students to enter the workforce in high demand health professions, or continue their healthcare education to higher income careers.

*Recipients of TANF, SNAP, free breakfast & lunch benefits from Texas school districts, or have Harris Health “Gold Card.” Verifiable income equal or less than 150% poverty level.

**Other opportunities are available for training, if not chosen for training through HCPP

Cannot be currently enrolled in another educational/training program

- Earn a degree or certificate in healthcare - Tuition Free!
- Some programs can be completed in less than 6 months
- Work-based learning/Internships & job search assistance
- One-on-one counseling with participants that are chosen for the program to help make choices on their career path.

The Health Profession Opportunity Grant (HPOG) is a study funded by the federal government which is being conducted to determine how these training opportunities help people improve their skills and find better jobs. During the study, all new eligible applicants will be selected by lottery to participate in these training opportunities. Not all eligible applicants will be selected to participate in these opportunities. **

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**Start your future NOW**

Call us today!

San Jacinto College
Continuing & Professional Development

Monica Mendoza
281.476.1809

Michele Haugh
281.476.1815

Jennifer Smith
281.478.2723

www.sanjac.edu/continuing-professional-development/health-profession-opportunity-grant

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“This document was supported by Grant 90FX0035-01-00 from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS.”

http://www.acf.hhs.gov/programs/ofa/programs/hpog
THE TRAINING CONNECTION

Training and Educational Solutions for Workers and Employers

Applied Technologies & Trades

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Apply Technologies & Trades

**AUTO BODY COLLISION**

**Auto Body M & E Service**
ABDR 2002
Prerequisite: Reading level 4; textbook required.
A course in the repair, replacement, and/or service of collision damaged mechanical or electrical systems. Topics include drive train removal, reinstallation and service; cooling system service and repair; exhaust system service; and emission control systems. Additional topics include wire and connector repair, reading wiring diagrams, and troubleshooting. (ABDR 2502)

$399 | CEUs 12.8 | HRS: 128
95400 | North | MW
Jun 06-Aug 11 | 10:40am-4:50pm

**Auto Plastic & Sheet Molded Compound Repair**
ABDR 1049
This is a comprehensive course in repair of interior and exterior plastics, including the use of various types of adhesives and state-of-the-art plastic welding. (ABDR 1449)

$305 | CEUs 9.6 | HRS: 96
95397 | North | TTh
Jun 07-Aug 11 | 9:55am-2:35pm
95398 | North | TTh
Jun 07-Aug 11 | 5:30pm-9:35pm

**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
95396 | North | MW
Jun 06-Aug 11 | 5:30pm-9:35pm

**Collision Repair Estimating**
ABDR 2055
Prerequisite: Reading level 4
An advanced course in collision estimating and development of an accurate damage report. (ABDR 2255)

$234 | CEUs 4.8 | HRS: 48
95399 | North | TTh
Jun 07-Aug 11 | 7:30am-9:50am

**VEHICLE DESIGN & STRUCTURAL ANALYSIS**
ABDR 1003
Prerequisite: Reading level 4; textbook required.
An introduction to the collision repair industry with emphasis on safety, professionalism, and vehicle structural design. (ABDR 1303)

$305 | CEUs 6.4 | HRS: 64
95395 | North | MW
Jun 06-Aug 11 | 7:30am-10:35am

**CONSTRUCTION**

**NCCER Electrical Level 4**
ELPT 1045
Prerequisite: NCCER Electrical Level 3
Note: No textbook required
This course prepares the trainee for certification in Level 4 NCCER Electrical.

$665 | CEUs 12.8 | HRS: 128
95307 | Central | MTWTh
Jun 06-Aug 02 | 6:00pm-10:00pm

**NCCER Maintenance 3**
INMT 2001
Prerequisite: Successful completion of NCCER Industrial Maintenance Level 2.
This course prepares the trainee for credit in Level 3 NCCER Industrial Maintenance, including advanced trade math, precision measuring tools, and the installation of bearings, seals and couplings, and setting baseplates, including pre-alignment.

$680 | CEUs 8.0 | HRS: 80
95308 | Central | MTWTh
Jun 06-Aug 02 | 6:00pm-10:00pm

**NCCER Pipefitting 4**
PFPB 2033
Prerequisite: NCCER Pipefitting 1, 2, and 3
Note: PPE to be purchased at student’s 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
95306 | Central | MTWTh
Jun 06-Aug 02 | 6:00pm-10:00pm

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

### Advanced Diesel Tune-up and Troubleshooting
DEMR 2034
Prerequisite: Reading level 4; textbook required.
This course includes advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines, with an emphasis on the science of diagnostics with a common sense approach. (DEMR 2334)

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<td>Jun 09-Aug 11</td>
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<td>95411</td>
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<td>Jun 11-Aug 11</td>
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$299 CEUs 9.6 HRS: 96

### Diesel Engine II
DEMR 1049
Prerequisite: Reading level 4; textbook required.
This course is an in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines. (DEMR 1449)

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$299 CEUs 9.6 HRS: 96

### Preventative Maintenance
DEMR 1029
No Prerequisite; textbook required.
This is an introductory course designed to provide the student with basic knowledge of proper servicing practices. Content includes record keeping and condition of major systems. (DEMR 1229)

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<td>95402</td>
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<td>Jun 06-Aug 11</td>
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$252 CEUs 4.8 HRS: 48

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**Back to Applied Technologies & Trades Contents**

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**ELECTRICAL/ELECTRONICS**

### Shop Safety & Procedures
DEMR 1001
Prerequisite: Reading level 4; textbook required.
A study of shop safety, rules, basic shop tools, and test equipment. (DEMR 1301)

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<td>Jun 06-Aug 11</td>
<td>7:30am-8:30am</td>
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$281 CEUs 4.8 HRS: 48

### Electrical Planning & Estimating
ELPT 2037
Prerequisite: ELPT 2325 or approval by department chair; textbook required.
This course covers planning and estimating for residential, commercial and industrial wiring systems. Statistical procedures of various methods of estimating are introduced along with a variety of electrical techniques. (ELPT 2337)

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<td>95470</td>
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<td>Jun 07-Aug 11</td>
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</table>

$320 CEUs 6.4 HRS: 64

### Electrical Systems Design
ELPT 2043
Prerequisite: ELPT 2325 or approval by department chair; textbook required.
This is a course in electrical design of commercial and/or industrial projects, including building layout, types of equipment, placement, sizing of electrical equipment, and all electrical calculations according to the requirements of the National Electrical Code (NEC). (ELPT 2343)

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<tbody>
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<td>North</td>
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<td>9:00am-11:10am</td>
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</tbody>
</table>

$281 CEUs 4.8 HRS: 48

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To register: All campuses 281-542-2020
HVAC/REFRIGERATION

HVAC & 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
95415  North  TBA
Jun 06-Aug 11  Online

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
95414  North  TBA
Jun 06-Aug 11  Online

NON-DESTRUCTIVE TESTING
ADVANCED ULTRASONICS
NDTE 2001
Prerequisite: NDTE 1454; no textbook required.
Emphasis is placed on examination of components and characterization of flaws using advanced techniques. (NDTE 2401)

$305  CEUs  9.6  HRS: 96
90320  Central  FSa
May 20-Aug 07  5:00pm-10:25pm

FILM INTERPRETATION OF WELDMENTS
NDTE 1001
Prerequisite: None; textbook required.
This is the study of radiographic film interpretation, including exploration of radiographic basics, interpretation of indications, and causes of indications. Film indications are evaluated according to the structural, piping, and pressure vessel codes. (NDTE 1301)

$305  CEUs  6.4  HRS: 64
95357  Central  MWF
Jun 06-Aug 11  5:00pm-7:20pm
**METROLOGY**

QCTC 1078  
Prerequisites: None  
This is the study of the terminology, methodology, and practice of measurement systems and equipment in the calibration and use of basic measuring tools. (QCTC 1378)  
$305 CEUs 4.8 HRS: 48  
90321 Central FSA  
May 20-Aug 07 5:00pm-10:25pm

**PREPARATION FOR CERTIFIED WELDING INSPECTOR EXAM**

NDTE 2011  
Prerequisite: Three years technical experience; textbook required  
This course covers welding fundamentals, welding inspection and code interpretation and the principle portion in preparation of the certified welding inspector examination. (NDTE 2411)  
$305 CEUs 9.6 HRS: 96  
95367 Central MW  
Jun 06-Aug 11 5:00pm-10:05pm

**STANDARDS**

QCTC 2031  
Prerequisite: None; textbook required  
A study of philosophy and theory of standards, appropriate standard organizations and systems, integration to the application of standards criteria in society. (QCTC 2331)  
$305 CEUs 6.4 HRS: 64  
95370 Central MWF  
Jun 06-Aug 11 5:00pm-7:20pm

**TESTING AND INSPECTION SYSTEMS**

QCTC 1046  
Prerequisite: None; textbook required  
This is a study of testing and inspection systems including pertinent specifications, inspection tools, gauges, instruments and mechanisms in illustrating the need for maintaining quality to establish standards. It covers the applications and methods of solving quality control and inspection problems using the appropriate testing and inspection methods such as AET, ET, LT, MT, PT, RT, UT, and VT. (QCTC 1446)  
$305 CEUs 9.6 HRS: 96  
95368 Central MWF  
Jun 06-Aug 11 1:30pm-4:50pm  
95369 Central TTh  
Jun 07-Aug 11 5:30pm-10:20pm

**WELDING METALLURGY I**

METL 1001  
Prerequisite: None; textbook required.  
This is a study of metallurgy and its application related to welding including studies of metal characteristics, testing, effects of alloying and heat treating, and basic properties, with an emphasis on conducting tests and metallographic techniques. (METL 1405)  
$305 CEUs 9.6 HRS: 96  
95355 Central TTh  
Jun 07-Aug 11 12:00pm-4:50pm  
95356 Central TTh  
Jun 07-Aug 11 5:30pm-10:20pm

**TRUCK DRIVING**

**PROFESSIONAL TRUCK DRIVER ONE**

CVOP 1013  
Prerequisite: Must sign up for Professional Truck Driver 2 at the same time AND contact SJC Commercial Truck Driving Department at (281)476-1886. 
Note: Textbook Required  
General truck driving with in the cab skills development and instruction coordinated with the Department of Transportation. This course includes the required six-hour Defensive Driving course to meet state requirements.  
$1647 CEUs 12.6 HRS: 126  
90177 Central MTWTh  
May 16-Jun 23 7:00am-6:00pm  
95309 Central MTWThF  
Jun 27-Aug 05 7:00am-6:00pm  
95311 Central SaSu  
Jul 09-Oct 02 7:00am-6:00pm  
95313 Central MTWThF  
Aug 08-Sep 15 7:00am-6:00pm

To register: All campuses 281-542-2020
**Professional Truck Driver Two**
CVOP 1040
Prerequisite: Must sign up for Professional Truck Driver 1 at the same time AND contact SJC Commercial Truck Driving Department at (281)476-1886.
Note: Textbook required
A continuation of Professional Truck Driver 1. General truck driving with in the cab skills development and instruction coordinated with the Department of Transportation.
Instruction in the operation of a tractor-trailer combination in city and highway conditions, including control and maneuvering of the vehicle through various traffic situations in different conditions with numerous tractor-trailer combinations.

$1348  CEUs 12.0  HRS: 120
90178  Central  MTWTh
May 16-Jun 23  7:00am-6:00pm
95310  Central  MTWThF
Jun 27-Aug 05  7:00am-6:00pm
95312  Central  SaSu
Jul 09-Oct 02  7:00am-6:00pm
95314  Central  MTWThF
Aug 08-Sep 15  7:00am-6:00pm

**WELDING**

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

$423  CEUs 12.8  HRS: 128
95389  Central  MTW
Jun 06-Aug 11  8:00am-11:55am
95390  Central  MTW
Jun 06-Aug 11  6:00pm-9:55pm
95427  North  ThF
Jun 09-Aug 11  5:30pm-9:25pm
Sa
Jun 11-Aug 11  8:00am-11:15am
95391  Central  FSa
Jun 10-Aug 11  5:30pm-11:40pm

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

$423  CEUs 12.8  HRS: 128
95392  Central  MTW
Jun 06-Aug 11  8:00am-11:55am
95393  Central  MTW
Jun 06-Aug 11  6:00pm-9:55pm
95428  North  ThF
Jun 09-Aug 11  5:30pm-9:25pm
Sa
Jun 11-Aug 11  8:00am-11:15am
95394  Central  FSa
Jun 10-Aug 11  5:30pm-11:40pm

**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
95385  Central  MTW
Jun 06-Aug 11  8:00am-11:55am
95425  North  MWF
Jun 06-Aug 11  8:00am-11:55am
95386  Central  MTW
Jun 06-Aug 11  1:00pm-4:55pm
95387  Central  MTW
Jun 06-Aug 11  6:00pm-9:55pm
95426  North  ThF
Jun 09-Aug 11  5:30pm-9:25pm
Sa
Jun 11-Aug 11  8:00am-11:15am
95388  Central  FSa
Jun 10-Aug 11  5:30pm-11:40pm

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

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

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<th>HRS: 128</th>
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**Intermediate Welding using Multiple Processes**

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

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**Introduction to Gas 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)

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**Introduction to Gas Tungsten ARC Welding GTAW**

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

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INTRODUCTION TO SHIELDED METAL ARC WELDING - SMAW

WLDG 1028

Prerequisite: None. No Textbook Required.

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

95371 Central MTW
Jun 06-Aug 11 8:00am-11:55am

95372 Central MTW
Jun 06-Aug 11 1:00pm-4:55pm

95417 North MTW
Jun 06-Aug 11 5:30pm-9:25pm

95373 Central MTW
Jun 06-Aug 11 6:00pm-9:55pm

95375 Central MTW
Jun 06-Aug 11 10:00pm-11:59pm

95416 North TTh
Jun 07-Aug 11 7:30am-1:40pm

95374 Central FSa
Jun 10-Aug 11 5:30pm-11:40pm
MART 2073

Prerequisite: 90 days seatime

A mariner who successfully completes our Able Seaman SANJCC-1 course within 1 year of application will satisfy the professional examination requirements of 46 CFR 12.401(c) (5) for any national rating endorsement as Able Seaman AND the knot-tying demonstration requirements of 46 CFR 12.405(c) for any national rating endorsement as Able Seaman.

Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

ADVANCED FIRE FIGHTING
VFFT 1051

Prerequisite: USCG approved Basic Fire Fighting.

This course of instruction is designed to provide to the student a training experience that combines formal classroom instruction with practical exercises and hands-on shipboard firefighting procedures and tactics practical training and assessment. Each student who successfully completes this course will have gained practical knowledge of how to conduct and execute shipboard firefighting procedures and tactics.

The course is open to mariners who should have previously completed the training required for Fire Prevention and Fire Fighting (Basic Fire Fighting) to the standards set forth in: Section A-VI, Table A VI/1 2 of the STCW Code and 46 CFR 11.202(b)(2) for Basic Safety Training prior to the attendance of the Advanced Fire Fighting training. There are no educational requirements. The mariner must be in good health. The student should have the agility, strength and flexibility to, maintain balance on a moving deck, rapidly don firefighting personal protection equipment, capable of physical labor, climbing vertical ladders, handling moderate weights (from 30 to 60 pounds), and capable of hauling/moving 50 to 100 foot lengths of charged fire hoses.

Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a U.S.C.G. approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment in not just this course but also any course.

Key to Days of Week

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

MARS 1075

Prerequisite: 180 days seetime

Each student who successfully completes this course will gain the knowledge and understanding of all subject areas covered in this training course including the unique aspects of towing vessel management, operations, maneuvering, towing gear, making and breaking various towing configurations. Safety and emergency response, firefighting, seamanship, U.S. maritime regulations and meteorology are also presented and examined as part of this training course. This course is open to the candidate who has met or will meet the requirements of 46 CFR 11.466 Requirements for national endorsements as apprentice mate (steersman) of towing vessels. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment in not just this course but also any course.

$1600 CEUs 10.4 HRS: 104

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<tr>
<td>95217</td>
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<tr>
<td>Aug 15-Aug 31</td>
<td>8:00am-5:00pm</td>
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**Apprentice Mate (Steering) Western Routes**

MARS 1078

Prerequisite: 180 days seetime

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

$500 CEUs 1.6 HRS: 16

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<td>Jul 07-Jul 08</td>
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<tr>
<td>95209</td>
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<tr>
<td>Aug 04-Aug 05</td>
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**Automatic Radar Plotter Aid**

MARS 2076

Prerequisite: Previously passed USCG approved RADAR class. Trainees that successfully complete this course will be able to make efficient and effective use of ARPA as a navigational aid in congested, confined waters, recognize potential threats and make valid navigational and collision-avoidance decisions based on sound ARPA observations in compliance with the Navigation Rules and the International Regulations for Preventing Collisions at Sea (COLREGs 1972). As a prerequisite to attendance the trainee must either hold a current endorsement to their U.S. Coast Guard License as Radar Observer (Unlimited) or present proof of successful completion of a U.S. Coast Guard approved course for endorsement as Radar Observer (Unlimited) within the one year prior to the ARPA course. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment in not just this course but also any course.

$700 CEUs 3.5 HRS: 35

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**Basic Fire Fighting (BST Part 1)**

FIRS 1191

Prerequisite: None

The course is open primarily to entry-level mariners and preferably should be given before they take up employment in sea-going vessels. There are no educational requirements. The mariner must be in good health. The student should have the agility, strength and flexibility to maintain balance on a moving deck, rapidly don firefighting personal protection equipment, capable of physical labor, climbing vertical ladders, handling moderate weights (from 30 to 60 pounds), and capable of hauling/moving 50 to 100 foot lengths of charged fire hoses. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment in not just this course but also any course.

$500 CEUs 1.6 HRS: 16

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<td>Jul 11-Jul 12</td>
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<td>95200</td>
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<td>Aug 01-Aug 02</td>
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<td>Aug 22-Aug 23</td>
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**Basic Safety Refresher**

MART 1077

This course is for applicants who cannot meet the requirement for 1 year of sea service within the last 5 years, as described in 46 CFR 11.302(c) or 46 CFR 12.602(c), will be required to meet the requirements of 46 CFR 11.302(a) or 46 CFR 12.602(e) by completing an approved refresher training. The student should have the agility, strength and flexibility to maintain balance on a moving deck, rapidly don firefighting personal protection equipment, capable of physical labor, climbing vertical ladders, handling moderate weights (from 30 to 60 pounds), and capable of hauling/moving 50 to 100 foot lengths of charged fire hoses. 

Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a U.S.C.G. approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment in not just this course but also any course.

$750 CEUs  2.4  HRS: 24

95134  Central  8:00am-5:00pm
May 31-Jun 02  Central  8:00am-5:00pm
95154  Central  8:00am-5:00pm
Jun 20-Jun 22  Central  8:00am-5:00pm
95180  Central  8:00am-5:00pm
Jul 11-Jul 13  Central  8:00am-5:00pm
95201  Central  8:00am-5:00pm
Aug 01-Aug 03  Central  8:00am-5:00pm
95227  Central  8:00am-5:00pm
Aug 22-Aug 24  Central  8:00am-5:00pm

**Basic Safety Training**

MART 1077

Prerequisite: None

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

$1000 CEUs  4.0  HRS: 40

95135  Central  7:00am-6:00pm
May 31-Jun 03  Central  8:00am-5:00pm
95155  Central  8:00am-5:00pm
Jun 20-Jun 24  Central  8:00am-5:00pm
95181  Central  8:00am-5:00pm
Jul 11-Jul 15  Central  8:00am-5:00pm
95202  Central  8:00am-5:00pm
Aug 01-Aug 05  Central  8:00am-5:00pm
95228  Central  8:00am-5:00pm
Aug 22-Aug 26  Central  8:00am-5:00pm

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

MART 1078

Prerequisite: AB, Mate or Master's license

This course is open to mariners seeking a certification as Officer In Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC) or as Master or an officer in charge of the navigational watch on vessel of less than 500 gross tonnage limited to near coastal waters. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a U.S.C.G. approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment in not just this course but also any course.

$600 CEUs  2.4  HRS: 24

95142  Central  8:00am-5:00pm
Jun 06-Jun 08  Central  8:00am-5:00pm
95170  Central  8:00am-5:00pm
Jul 05-Jul 07  Central  8:00am-5:00pm
95207  Central  8:00am-5:00pm
Aug 02-Aug 04  Central  8:00am-5:00pm
95236  Central  8:00am-5:00pm
Aug 29-Aug 31  Central  8:00am-5:00pm

**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

95136  Central  7:00am-6:00pm
May 31-Jun 03  Central  8:00am-5:00pm
95155  Central  8:00am-5:00pm
Jun 06-Jun 25  Central  8:00am-5:00pm
95181  Central  8:00am-5:00pm
Jul 05-Jul 08  Central  8:00am-5:00pm
95202  Central  8:00am-5:00pm
Aug 01-Aug 05  Central  8:00am-5:00pm
95202  Central  8:00am-5:00pm
Aug 08-Sep 03  Central  8:00am-5:00pm

To register: All campuses 281-542-2020
**Electronic Chart Display and Information Systems (ECDIS)**

**MART 1075**

Prerequisite: Previously passed USCG approved RADAR class

The course is designed for mariners employed on vessels equipped with modern ECDIS navigation systems. The course is also of value to individuals who require a knowledge of electronic navigation and charting procedures.

Trainees undertaking this course should have some formal instruction in Terrestrial Navigation, and preferably have at minimum some familiarization with visual navigation, have accomplished a period of supervised bridge watch-keeping duties, and have prior completion of basic radar/ARPA. Trainees should also have familiarization with personal computing operating systems, keyboards and mice and/or trackballs.

Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a U.S.C.G. approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment in not just this course but also any course.

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$1000 CEUs  
90271 Central MTWThF
May 16-May 20 8:00am-5:00pm
95149 Central MTWThF
Jun 13-Jun 17 8:00am-5:00pm
95182 Central MTWThF
Jul 11-Jul 15 8:00am-5:00pm
95214 Central MTWThF
Aug 08-Aug 12 8:00am-5:00pm

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

**EMSP 1026**

Prerequisites: None

The course is open primarily to entry-level mariners and other mariners needing to satisfy the emergency medical training requirements and preferably should be given before they take up employment in sea-going vessels. There are no educational requirements.

Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a U.S.C.G. approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

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$100 CEUs  
95138 Central Th
Jun 02-Jun 02 8:00am-5:00pm
95161 Central W
Jun 22-Jun 22 8:00am-5:00pm
95184 Central W
Jul 13-Jul 13 8:00am-5:00pm
95208 Central W
Aug 03-Aug 03 8:00am-5:00pm
95230 Central W
Aug 24-Aug 24 8:00am-5:00pm

**Global Maritime Distress and Safety Systems (GMDSS)**

**MARS 1077**

Prerequisite: AB, Mate, or Masters License

This course framework requires a little knowledge of maritime radio communication practice, but a working knowledge of English as a second language. Elementary computer skills are assumed in the recommended course timetable. Candidates are assumed to have basic computer skills in order to participate in the course. However additional computer skills training will be required by candidates without any basic proficiency in the use of computers.

All students must have at least one year experience as a member of a navigational watch on the bridge of ocean going vessels, or service as a licensed Radio Officer or Engineer. Cadets or candidates for U.S. Coast Guard licenses must be members of a formal training program such as at a state or Federal Maritime Academy or have acquired equivalent experience and basic communications training as a prerequisite for this course.

The course shall be taught in the English. If a student speaks the course language as a second language, he or she shall demonstrate total fluency, both written and oral, of GMDSS technical terms in the language used in teaching the course. Candidates desiring the license must submit their completed application package to the appropriate U.S. Coast Guard Regional Examination Center for evaluation as prescribed by applicable regulations and policies. Candidates need not be approved by the U.S. Coast Guard prior to participating in this course. However, a Photo ID is required.

Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a U.S.C.G. approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

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$1500 CEUs  
90273 Central MTWThF
May 16-May 27 8:00am-5:00pm
95143 Central MTWThF
Jun 06-Jun 17 8:00am-5:00pm
95166 Central MTWThF
Jun 27-Jul 08 8:00am-5:00pm
95189 Central MTWThF
Jul 18-Jul 29 8:00am-5:00pm
95215 Central MTWThF
Aug 08-Aug 19 8:00am-5:00pm
Leadership & Managerial Skills
MART 1070
This course is open to mariners who are pursuing STCW endorsement and must satisfy the requirements to have demonstrated the following competencies, application of leadership and team working skills in Tables A-II/1 or A-III/1 of the STCW Code, as amended; and/or, use of leadership and managerial skills in Tables A-II/2 or A-III/2 of the STCW Code, as amended. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a U.S.C.G. approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

$1250 CEUs 4.0 HRS: 40

90312 Central MTWThF
May 23-May 27  8:00am-5:00pm
95144 Central MTWThF
Jun 06-Jun 10  8:00am-5:00pm
95156 Central MTWThF
Jun 20-Jun 24  8:00am-5:00pm
95172 Central TWThF
Jul 05-Jul 08  7:00am-6:00pm
95190 Central MTWThF
Jul 18-Jul 22  8:00am-5:00pm
95203 Central MTWThF
Aug 01-Aug 05  8:00am-5:00pm
95218 Central MTWThF
Aug 15-Aug 19  8:00am-5:00pm
95238 Central MTWThF
Aug 29-Sep 02  8:00am-5:00pm

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

$300 CEUs .8 HRS: 8

95139 Central Th
Jun 02-Jun 02  8:00am-5:00pm
95168 Central Th
Jun 30-Jun 30  8:00am-5:00pm
95198 Central Th
Jul 28-Jul 28  8:00am-5:00pm
95231 Central Th
Aug 25-Aug 25  8:00am-5:00pm

Key to Days of Week

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Medical Care Person in Charge
EMSP 1091
Prerequisite: Medical Care Provider within 12 months
Those entering the course should have successfully completed training in medical first aid on board ship, such as specified in the IMO Model Course 1.14 Medical First Aid (aka Medical Care Provider) course within 6 months of starting the PIC course. Mariners seeking a certification at the Operational Level as Officer In Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC); AND Officer In Charge of a Navigational Watch of vessels less than 500 or more gross tonnage (ITC); AND Officer in Charge of an Engineering Watch, Designated Duty Engineer or Assistant Engineer on vessels of 750kW/1,000 HP or more; AND Electro-Technical Officer of vessels powered by main propulsion machinery of 750kW/1,000 HP or more. The course is open to seafarers to be designated to be in charge of medical care on board ships. The course is also open to seafarers who have previously completed this Medical Care training and wish to comply with the recommendation in the IMO/ILO Document for Guidance, 1985 that a refresher course should be undertaken at intervals of approximately five years.
It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

$1750 CEUs 4.0 HRS: 40
95137 Central 7:00am-6:00pm TWThF
May 31-Jun 03
95157 Central 8:00am-5:00pm MTWThF
Jun 20-Jun 24
95183 Central 8:00am-5:00pm MTWThF
Jul 11-Jul 15
95204 Central 8:00am-5:00pm MTWThF
Aug 01-Aug 05
95229 Central 8:00am-5:00pm MTWThF
Aug 22-Aug 26

Medical Care Provider
EMSP 1026
Prerequisite: None
San Jacinto College Maritime Medical Care Provider (SANJCC-310) course is intended to provide the necessary training for mariners seeking to complete the requirements to provide medical first aid on board ships. Any student who successfully completes the training and presenting a certificate of training within 5 years to a US Coast Guard will satisfy the Medical First Aid training requirements of Section A-VI/4 and Table A-VI/4-1 of the STCW Code, As Amended; and the Medical First-Aid Provider training requirements of 46 CFR 11.309, 11.319, 11.329, 11.335 and 46 CFR 12.619(a)(1).
A mariner who successfully completes our Medical Care Provider (SANJCC-310) course will satisfy the following STCW Code Table A-VI/4-1; and, the competency requirements of 46 CFR 12.619(a)(2); and, the Medical First-Aid Provider training requirements of 46 CFR 11.309(a)(4)(i); 46 CFR 11.317(a)(3)(i); 46 CFR 11.319(a)(4)(i); 46 CFR 11.329(a)(4)(i); 46 CFR 11.335(a)(3)(i); and 46 CFR 12.619(a)(1).
Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a U.S.C.G. approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

$800 CEUs 2.4 HRS: 24
90272 Central 8:00am-5:00pm MTW
May 16-May 18
95145 Central 8:00am-5:00pm MTW
Jun 06-Jun 08
95167 Central 8:00am-5:00pm MTW
Jun 27-Jun 29
95191 Central 8:00am-5:00pm MTW
Jul 18-Jul 20
95216 Central 8:00am-5:00pm MTW
Aug 08-Aug 10
95239 Central 8:00am-5:00pm MTW
Aug 29-Aug 31
Personal Safety and Social Responsibility (BST Part 4)
MART 1079
The course is open primarily to entry-level mariners and preferably should be given before they take up employment in sea-going vessels. There are no educational requirements. The mariner must be in good health. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a U.S.C.G. approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

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Personal Survival Techniques (BST Part 3)
MART 2079
The course is open primarily to entry-level mariners and preferably should be given before they take up employment in sea-going vessels. There are no educational requirements. The mariner must be in good health. The student should have the agility, strength and flexibility to maintain balance on a moving deck, rapidly don an exposure suit, capable of physical labor, climbing vertical ladders, and handling moderate weights (from 30 to 60 pounds).

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Proficiency in Survival Craft
MART 2074
Prerequisite: 90 days seatime
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.

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Radar Observer Unlimited (Renewal)
MART 2075
Prerequisite: Must have held a RADAR certificate within the past 5 years.
This course is intended for candidates to satisfy the requirements of 46 CFR 10.480(d) for renewal of any Radar Observer endorsement. Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a U.S.C.G. approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

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To register: All campuses 281-542-2020
**Radar Observer-Inland**

MART 2071

This course is open to and principally intended for candidates for certification as operators or officers in charge of a navigational watch. Prior to enrolling in this course, the trainee should have completed at least one year at sea and preferably have gained some experience in bridge watchkeeping. The course would also be of value to others using radar. For example, those working harbor craft, patrol launches, training vessels, in which case the entry standards may be adjusted to suit the particular circumstances. However, the trainee background for each course should be similar.

Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a U.S.C.G. approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

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90314

May 23-May 26

95146

Jun 06-Jun 09

95158

Jun 20-Jun 23

95176

Jul 05-Jul 08

95192

Jul 18-Jul 21

95205

Aug 01-Aug 04

95220

Aug 15-Aug 18

95240

Aug 29-Sep 01

$600

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90315

May 23-May 27

95147

Jun 06-Jun 10

95159

Jun 20-Jun 24

95177

Jul 05-Jul 08

95193

Jul 18-Jul 22

95206

Aug 01-Aug 05

95221

Aug 15-Aug 19

95241

Aug 29-Sep 02

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**Radar Observer-Unlimited**

MART 2072

Prerequisite: Previously passed USCG approved Masters License class

Each student who successfully completes this course will gain the knowledge and understanding of the aspects covered include the theory necessary for an understanding of how radar information is obtained and displayed. In addition, an understanding of the limitations and accuracy of radar information, the formation and recognition of unwanted responses. The correct use of radar operational controls and adjustments to obtain an optimal display and checks on radar set performance are emphasized.

This course is open to and principally intended for candidates for certification as operators or officers in charge of a navigational watch. Prior to enrolling in this course, the trainee should have completed at least one year at sea and preferably have gained some experience in bridge watchkeeping.

The course would also be of value to others using radar. For example, those working harbor craft, patrol launches, training vessels, in which case the entry standards may be adjusted to suit the particular circumstances. However, the trainee background for each course should be similar.

Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a U.S.C.G. approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

$600

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90315

May 23-May 27

95147

Jun 06-Jun 10

95159

Jun 20-Jun 24

95177

Jul 05-Jul 08

95193

Jul 18-Jul 22

95206

Aug 01-Aug 05

95221

Aug 15-Aug 19

95241

Aug 29-Sep 02

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To register: All campuses 281-542-2020
Tankerman PIC-Barge (DL)
MART 2076
Prerequisite: 90 days sea time on a towing vessel
Any applicant who has successfully completed our Tank Barge Dangerous Liquids (SANJCC-491) course will satisfy the training requirements of 46 CFR 13.201(c)(4) and 13.301(c)(4) for an endorsement as Tankerman-PIC (Barge) DL; AND meeting the standards of competence in Table A-V/1-1-2 and A-V/1-1-3 of the STCW Code, AND satisfy the training requirements of 46 CFR 13.120(a)(2) for renewal of a merchant mariner credential endorsed as Tankerman PIC (Barge) Dangerous Liquids.
Anyone may enroll in this course. For the actual Tankerman candidate, he/she should be able to attain the requirements outlined in 46 CFR 13.201(c)(4) and 13.301(c)(4), within five years from the date of completion on the certificate for this course.
Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a U.S.C.G. approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

$900
90316
May 23-May 27
95151
Jun 13-Jun 17
95174
Jul 05-Jul 08
95197
Jul 25-Jul 29
95222
Aug 15-Aug 19

VPSSD - Vessel Personnel with Specific Security Duties
MARS 1075
A mariner who successfully completes our Vessel Personnel with Designated Security Duties (VPDSD) SANJCC-747 course will satisfy the training requirements of 46 CFR 12.625(a)(1) and STCW as amended Paragraphs 6-8 of Section A-VI/6 and Table A-VI/6-2 for an STCW endorsement as Vessel Personnel with Designated Security Duties AND satisfy the training requirements of 33 CFR 104.220.
It is assumed that those attending this course will be serving seafarers (or other vessel personnel) and are likely to be assigned specific security duties in connection with the Vessel Security Plan.
Training providers must verify trainee identity and citizenship.
Pursuant to National Maritime Center Policy Letter 11-02, appropriate photo identification is required for enrollment into a USCG approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

$250
95140
Jun 2-Jun 02
95169
Jul 01-Jul 01
95199
Jul 29-Jul 29
95234
Aug 26-Aug 26

To register: All campuses 281-542-2020
Vessel Security Officer
MART 1073
Prerequisite: 90 days seatieme
It is assumed that those attending this course are U.S. Coast
Guard credentialed mariners who are employed (or are to be
employed) by a vessel owner or operator and who are likely to
be designated as Vessel Security Officer (VSO). Trainees must
be 18 years of age or older, and able to speak and understand
the English language as would be relevant to the duties of a
VSO. Training providers are responsible for verifying that these
conditions are met before accepting candidates for training.
However, no specific entry requirements are contemplated. All
trainees must be certified by a doctor to be in good health.
Although the course is designed with the professional mariner
in mind, it remains open for anyone simply wishing to expand
his or her maritime knowledge. Candidates desiring the
endorsement must submit their completed application package
to the appropriate U.S. Coast Guard Regional Examination
Center for evaluation as prescribed by applicable regulations
and policies. Candidates need not be approved by the U.S.
Coast Guard prior to participating in this course. However,
a Photo ID is required Pursuant to National Maritime
Center Policy Letter 11-02 appropriate photo identification
is required for enrollment into a USCG approved course. It
shall be the policy of this school that all students provide
appropriate photo identification upon enrollment.

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Key to Days of Week

| M | Monday |
| T | Tuesday |
| W | Wednesday |
| Th | Thursday |
| F | Friday |
| S | Saturday |
| Su | Sunday |
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.
ENGLISH COMMUNICATION SKILLS-BEGINNING
COMG 1000
Prerequisite: Pre-assessment optional
Note: Textbook required; if age 17, parental or guardian consent is required.
Designed for students whose primary language is other than English. Multi-level classroom environment allows students to progress toward literacy at their own pace. Strategies and activities focus on real life workplace applications found in the learners environment to help beginning literacy ESL learners develop basic oral communication skills and build reading and writing skills.

$250

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ENGLISH COMMUNICATION SKILLS-INTERMEDIATE
COMG 1001
Prerequisite: Pre-assessment required
Note: Textbook required; if age 17, parental or guardian consent is required.
Designed for students whose primary language is other than English. Multi-level classroom environment allows students to progress toward literacy at their own pace. Strategies and activities focus on real life workplace applications found in the learners environment to help intermediate literacy ESL learners develop oral communication skills and build reading and writing skills.

$250

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To register: All campuses 281-542-2020
**ENGLISH COMMUNICATION SKILLS-ADVANCED**

**COMG 1004**

Prerequisite: Pre-assessment required

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

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

$250

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**PARA EDUCATOR TRAINING**

**Para Educator Institute Training**

**CDEC 1032**

Prerequisite: High School Diploma or GED from Texas accredited institution

Note: Materials provided

The first two days of each institute will consist of training in four modules. On day three, participants will take the Consortium for the Advancement of Professional Excellence (C.A.P.E.) Para Educator’s Assessment of Competencies. Upon successful mastery of the content, participants will receive certification.

$275

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**Key to Days of Week**

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

To register: All campuses 281-542-2020
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. This class is geared toward the districts within our service region. Upon successful mastery of the content, participants will receive certification.

$260

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

$65

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

$395

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<td>6:00pm-9:00pm</td>
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To register: All campuses 281-542-2020

SEARCH AND REGISTER
### GED Preparation: Math

NFND 0000

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

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

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### 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.

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GED Preparation: Social Studies/Science
NFND 0000

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

$120 CEUs 2.4 HRS: 24
95040 Central MTWTh
Jul 14-Jul 27 6:00pm-9:00pm
95041 South MTWTh
Jul 14-Jul 27 6:00pm-9:00pm
95042 North MTWTh
Jul 14-Jul 27 6:00pm-9:00pm
50004 Central MTWTh
Sep 13-Sep 26 6:00pm-9:00pm
50005 South MTWTh
Sep 13-Sep 26 6:00pm-9:00pm
50006 North MTWTh
Sep 13-Sep 26 6:00pm-9:00pm

Key to Days of Week

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

Cake Decorating ......................................................... 54
Dance ............................................................................. 54
Life Long Learning ..................................................... 54
Painting/Drawing ......................................................... 55
Sports & Recreation ................................................... 56
Life Long Learning

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
95265 North W
Jun 01-Jun 29 6:30pm-8:30pm
95266 North M
Jun 06-Jun 27 6:30pm-8:30pm
95467 North M
Jul 11-Aug 01 6:30pm-8:30pm

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
95267 North W
Jul 06-Jul 27 6:30pm-8:30pm

DANCE

Social Dance - Ballroom
NFND 0000
Are you ready to dance? Learn a Ballroom style dance in four lessons. Taught by an accomplished dance duo - no prior dance skill needed. Partner preferred but not required. Must wear leather shoes or shoes that will slide. Great exercise!
$80 CEUs .6 HRS: 6
95254 Central Th
Jun 02-Jun 23 7:45pm-9:15pm
95256 Central Th
Jul 07-Jul 28 7:45pm-9:15pm

Social Dance-Country Western
NFND 0000
Are you ready to dance? Learn a Country Western dance in four lessons. Taught by an accomplished dance duo - no prior dance skill needed. Partner preferred but not required. Must wear leather shoes or shoes that will slide. Great exercise!
$80 CEUs .6 HRS: 6
95253 Central Th
Jun 02-Jun 23 6:00pm-7:30pm
95255 Central Th
Jul 07-Jul 28 6:00pm-7:30pm

LIFE LONG LEARNING

Yoga Therapy
NFND 0000
This course is a system for wellness that meets individual physical needs of those who may or may not present a specific health condition(s). This system aims to maintain, restore, rehabilitate and/or promote wellness through a series of techniques that involve physical postures or stretches. These techniques may also include breathing and relaxation exercises in light of a more holistic approach to health.
$35 CEUs .4 HRS: 4
95468 Central T
Jun 07-Jun 28 6:00pm-7:00pm
95469 Central T
Aug 02-Aug 30 6:00pm-7:00pm

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.

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PAINTING/DRAWING

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

$291 CEUs 9.6 HRS: 96
95347 Central MTWTh
Jun 06-Jul 28 11:00am-1:50pm

Painting I
NFND 0000
Exploring the potentials of painting media with emphasis on color and composition. (ARTS 2316)
$291 CEUs 9.6 HRS: 96
95348 Central MTWTh
Jun 06-Jul 28 11:00am-1:50pm

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
95349 Central MTWTh
Jun 06-Jul 28 11:00am-1:50pm

To register: All campuses 281-542-2020
SPORTS & RECREATION

Aikido Martial Arts
NFND 0000
Note: Textbook required
This co-educational class is a continuation of the introductory Aikido class; however, it is open to students of all levels. Aikido is a noncompetitive, non-aggressive, self-defense Japanese Martial Art. Regardless of age, size, or gender, anyone in reasonably good health or physical condition can participate and benefit from this Aikido class. Empty handed techniques, as well as techniques involving the bokken (wooden sword), tanto (wooden knife) and jo (staff) will be covered. Students will be taught how to perform all basic falls, warm-up exercises as well as fundamentals of basic movements and techniques. Aikido principles and etiquette will be taught.

$80 CEUs 1.7 HRS: 17
95245 Central MW
Jun 06-Jul 18 7:00pm-8:30pm
95257 South TTh
Jun 07-Jul 12 7:00pm-8:30pm
95258 South TTh
Jul 14-Aug 18 7:00pm-8:30pm
95246 Central MW
Jul 25-Aug 31 7:00pm-8:30pm

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
90318 Central MTWThF
May 16-Jun 03 9:00am-12:10pm

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
95354 Central MTTh
Jul 11-Aug 11 6:30pm-9:40pm

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 0.8 HRS: 8
95242 Central M
Jun 06-Jun 06 5:30pm-6:50pm
95242 Central MW
Jun 08-Jun 22 5:30pm-6:50pm
95244 Central M
Aug 01-Aug 01 5:30pm-6:50pm
95244 Central MW
Aug 03-Aug 17 5:30pm-6:50pm

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 0.8 HRS: 8
95243 Central M
Jul 11-Jul 11 5:30pm-6:50pm
95243 Central MW
Jul 13-Jul 25 5:30pm-6:50pm

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
95350 Central MTTh
Jul 11-Aug 11 6:40pm-9:40pm

To register: All campuses 281-542-2020

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**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
- Central MTWTh
- Jun 06-Jul 07 10:00am-12:20pm
- Jul 11-Aug 11 10:00am-12:20pm

**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
- Central MTWThF
- May 16-Jun 03 9:00am-12:10pm
- Jul 11-Aug 11 10:00am-12:20pm
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

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

Información General
Para adquirir información en español sobre los programas, llame a los siguientes números:
Campo Central: 281-542-2020
Campo Norte: 281-542-2020
Campo Sur: 281-542-2020
y pida que se le envíe 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). A course the requires a prerequisite may need proof of completion and will need students to register in person. Inquire early about any classes you are interested in taking since all classes have limited enrollment and some classes fill very quickly. Please register no later than three business days prior to the first class date. Unless otherwise stated in the course description, the minimum age for independent participation in CPD courses is 18 years.

Telephone Registration
Register by phone. Please have the student personal information and all course information when you call.

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
Email: registration.cpd@sjcd.edu

North Campus
Fax: 281-459-7196

South Campus
Fax: 281-922-3422
Email: registration.cpd@sjcd.edu

In Person Registration
Identification is required / Se requiere ID al Registrarse en persona
Visit our offices at the following locations. For hours, see preceding How to Contact Us section.

Central Campus: Interactive Learning Center, Room C-1.128, 8060 Spencer Hwy., Pasadena
North Campus: Slovacek Student Center Building, Room N-12.212, 5800 Uvalde Road, Houston
South Campus: Administration Bldg., Room S-8.1052, 13735 Beamer Road, Houston

Payment
To complete registration for a course, payment must be made at the time of class selection, regardless of method of enrollment. Non-payment will result in an automatic withdrawal from the selected class(es). The College accepts Visa, MasterCard, Discover, American Express and web checks (must be an individual checking or savings account). The College assesses a $30 processing fee for each stopped-payment or returned check. Debit cards must have a Visa or MasterCard logo, cash is also accepted. Payment may be made in person at the campus Business Office, or online at www.sanjac.edu by accessing the SOS system through the “My SanJac” link.
To Register: North, Central, or South Campus call: 281-542-2020.

Web Registration

Go to Sanjac.edu and select Continuing and Professional Development

Each course schedule will only show available classes in that instructional area. Begin your registration by selecting one of the course schedules.

Applied Technology & Trades, Business & Professions Computers/IT Training, Health Occupations, Education Life Long Learning, Maritime, Motorcycle Rider, Online

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

How to Search for Courses:

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

How to Register and Pay:

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

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

2a: The first time you sign in with an existing G#, select Forgot Password? to create a password and security questions for this software. If you are still encountering difficulties logging in, please contact Tech Support at 281-998-6137 for further assistance. Please make changes under the My Profile down arrow if any of your personal information, such as address or phone number has changed. 2b: You can create an account to obtain a San Jacinto Student Id (G#) if you do not have one. Be sure to write down the new ID and password and store in a secure place.

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

Step 4: Enter credit card or electronic check information.

Step 5: Select Submit payment.

Student Web Payment Process

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

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

To Make a Payment on a Student Account:

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

Step 2. Select My Registration

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


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

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

Step 6. Select Make a Payment

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

Step 8: Select Payment Method then Select Go button

Step 9: Process Payment according to online directions. Please verify that all of your information is correct before you submit your payment.

- Once processed, please print out the confirmation page for your records.

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

Convenient Payment Plan (CPP)

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

1. The length of the Course Section must be a minimum of 30 calendar days.
2. Two plans are available: one for classes four to seven weeks in length; the other for classes 8-16 weeks in length. There will be a $25 service fee that is prorated over all installments (including the down payment) for the CPP.
3. For a four to seven week class, the student will pay half the total charges as a down payment (which includes half of the $25 service fee). The other half is due 30 days after the set-up date for the CPP. If this date falls on a weekend or College closure, the student is responsible to pay either online by the due date or the previous business day at any campus business office.
4. For an 8-16 week class, the student will pay half the total charges as a down payment (which includes one third of the $25 service fee). The other half is due in two equal installments 30 and 60 days after the set-up date for the CPP. If these dates fall on a weekend or College closure, the student is responsible to pay either online by the due date or the previous business day at any campus business office.

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

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

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

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

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

Drops, Cancellations, and Transfers / Refund Policy

Need to drop your class?
• A 100 percent tuition refund is given if a withdrawal request is received before the class begins. No refund is given after the class begins.
• Courses that are linked with academic courses will adhere to the stated CPD refund policy.
• Withdrawal requests must come directly from the student or his/her designee. A Withdrawal/Transfer Request form will be completed by the person making the request (if the request is by telephone, the CPD registration staff will complete the form to include all pertinent information). The official receipt date is the day and time the request is received in the CPD office. All refunds are paid by check to the student regardless of the method or source of original registration payment. Please allow three to four weeks for the refund check to be processed and mailed to the address given at the time of registration. If there has been an address change, please provide the corrected address with your withdrawal request.

Bookstore Questions?

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

Library Information

Central: 281-476-1850
M-Th: 7:30 a.m.- 9 p.m.
Fri: 7:30 a.m.-12 p.m.
Sat: 10 a.m.-2 p.m.
Sun: Closed
South: 281-998-6150, ext. 3306
M-Th: 7:30 a.m.-9 p.m.
Fri: 8 a.m.-12 p.m.
Sat and Sun: Closed
North: 281-459-7116
M-Th: 7:30 a.m.-8:45 p.m.
Fri: 7:30 a.m.-11:45 a.m.
Sat and Sun: Closed

Cancelled Classes

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

Transfer Requests

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

Transcript Requests

Most CPD courses earn Continuing Education Units (CEUs) which are reported as part of your permanent student record. Un-official transcripts can be obtained and printed by logging into your SOS account.

You may request copies of your transcript in person or by mail by contacting one of the campus enrollment services offices. That office will need a completed Transcript Request Form and a copy of your photo ID. For questions call 281-998-6150.

Screening Requirements for Classes with Clinicals

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

Linked Classes

Proof of Meningitis required for students 21 and under.

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

* Courses that are linked with academic courses will adhere to the stated CPD refund policy.
To Register: North, Central, or South Campus call: 281-542-2020

Emergency Closings

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

IMPORTANT NOTICES

• Photo identification required for all in person registrations.
• 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.
• 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.
• 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:

• July 4 – Independence Day

NO CLASSES WILL MEET ON THESE DAYS.
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Please Print Clearly and Complete ALL Unshaded Areas

<table>
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<tr>
<th>Student Information - REQUIRED</th>
<th>Demographics/Other Information</th>
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<tr>
<td>Name</td>
<td>The following questions are used by the state to help provide support for our programs. Although not required, your cooperation in answering them is appreciated.</td>
</tr>
<tr>
<td>Last First Mi</td>
<td></td>
</tr>
<tr>
<td>If known, provide your San Jacinto College ID Number G</td>
<td>RACE (SELECT ALL THAT APPLY) (MARK WITH AN X)</td>
</tr>
<tr>
<td>Or Social Security No.</td>
<td>(1) White</td>
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| Home Address                  | (2) Black or African American   |
| Street                        | (3) Asian or Pacific Islander   |
| Apt. No.                      | (4) American Indian or Alaskan Native |
| City State Zip code           | (5) Native Hawaiian             |
| County or Country             | (6) Not reported                |

| Home Phone ( )                | CHECK ONE □ Non-Hispanic □ Hispanic |
| Work Phone ( )                |                                   |

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<tr>
<th>Gender M F Birth Date MM DD YY</th>
<th>Additional Information (Optional - Mark all that apply)</th>
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<td>(1) Academically Disadvantaged</td>
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<tr>
<td>(2) Economically Disadvantaged</td>
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<tr>
<td>(3) Disability</td>
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</table>

| Email                          | Type of Disability:                                   |
| Emergency Contact              | (4) Limited English Skills                           |
| Name Relationship Phone No.    | (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.

<table>
<thead>
<tr>
<th>Registration Information</th>
<th>Start Date</th>
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<tbody>
<tr>
<td>Section No./CRN</td>
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<tr>
<td>Course Title</td>
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</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
Important: Payment for classes, unless billed to your employer or sponsor, is due the same day registered and can be made online or at any campus business office. Enrollment into a class is not complete until payment is received.

<table>
<thead>
<tr>
<th>Registration Office and Fax Numbers</th>
<th>Office Number</th>
<th>Fax Number</th>
<th>Campus (circle one)</th>
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<td>Central Campus</td>
<td>281.542.2020</td>
<td>281.476.1833</td>
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<tr>
<td>North Campus</td>
<td>281.542.2020</td>
<td>281.459.7196</td>
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<td>South Campus</td>
<td>281.542.2020</td>
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<th>Date:</th>
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To register: All campuses 281-542-2020
SAN JACINTO COLLEGE COMMUNITY COLLEGE DISTRICT
MISSION AND VISION STATEMENTS

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

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

OUR VALUES

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

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

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

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

Sense of Community: Caring for Those We Serve and Ourselves

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

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

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

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

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
jeanna.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
The Training Connection
Training and Educational Solutions for Workers and Employers

To register for training, call or visit:

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

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

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

**Maritime Technology and Training Center**
on the Maritime Campus
3700 Old Highway 146
La Porte, Texas 77571
281-974-2200

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