THE TRAINING CONNECTION
Training and Educational Solutions for Workers and Employers

Continuing Education
Professional Development
Workforce Training
August - December 2017

A Publication of the Continuing & Professional Development division of the San Jacinto Community College District
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 individuals 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.
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To register: All campuses 281-542-2020
**How To Read The Schedule**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course ID</th>
<th>Course Description</th>
<th>Hours</th>
<th>Units</th>
<th>Cost</th>
<th>CEU:</th>
<th>Day Class is Held</th>
<th>Time class is held</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to International Business &amp; Trade</td>
<td>IBUS 1005</td>
<td>Study techniques for entering the international marketplace. Emphasis on the impact and dynamics of socio-cultural, demographic, economic, technological and political-legal factors in the foreign trade environment. <em>Note: Textbook is required.</em></td>
<td>HRS: 48</td>
<td>4.8</td>
<td>$220</td>
<td>4.8</td>
<td>T</td>
<td>7 p.m.-10 p.m.</td>
<td>No class held on that day</td>
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<td>#50514</td>
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<td>North</td>
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<td></td>
<td></td>
<td></td>
<td>Sept. 5-Sept. 8</td>
<td></td>
<td></td>
<td></td>
<td>*Skip 11/21</td>
</tr>
</tbody>
</table>

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

- September 4 – Labor Day
- November 22-26 – Thanksgiving
- December 21-January 1 – Winter Break

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

August - December 2017

Business & Professions

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>Accounting/Financial</td>
<td>6</td>
</tr>
<tr>
<td>Banking</td>
<td>6</td>
</tr>
<tr>
<td>Business</td>
<td>6</td>
</tr>
<tr>
<td>Business &amp; Professions</td>
<td>7</td>
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<tr>
<td>Cosmetology</td>
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<tr>
<td>Human Resource Management</td>
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<td>Leadership Institute</td>
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<td>Lean Six Sigma</td>
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<td>Management</td>
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<td>Photography Technician</td>
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<td>Project Management</td>
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<tr>
<td>Sales/Marketing</td>
<td>11</td>
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<tr>
<td>Supervision</td>
<td>11</td>
</tr>
<tr>
<td>Supply Chain</td>
<td>11</td>
</tr>
</tbody>
</table>

A Publication of the Continuing & Professional Development division of the San Jacinto Community College District
Business & Professions

ACCOUNTING/FINANCIAL

Accounting Specialist Fast Track Certificate Program

ACNT 1003
Prerequisites: High school/GED and proficiency in reading, writing, mathematics and speaking English.

Note: Textbook is required.

This course is a study of basic accounting cycle from the source documents to the post-closing documents. Using a workbook, learners will have the opportunity to analyze, record, journalize, post, etc. for a fictitious business. Learners will acquire the understanding of banking procedures and control of cash. Students will also be exposed to the payroll process by calculating, paying, recording and reporting payroll and payroll taxes.

$525 CEUs 5.6 HRS: 56
50546 Central TTh
Sep 26-Nov 16 6-9:30 p.m.

CPP Mastery Exam Prep

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

$790 CEUs 3.2 HRS: 32
50556 Central Sa
Oct 21-Dec 16 9 a.m.-1 p.m.

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 U.S. Department of Labor, Internal Revenue Service and other resources.

$790 CEUs 3.2 HRS: 32
50555 Central Sa
Oct 21-Dec 16 9 a.m.-1 p.m.

Payroll Specialist Fast Track Certificate Program

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

$790 CEUs 3.2 HRS: 32
50554 Central Sa
Oct 21-Dec 16 9 a.m.-1 p.m.

BANKING

Bank Teller Fundamentals

BNKG 1004
Get on the fast track to a great career! Apply the functions related to negotiable instruments, cash control, handling money and balancing. Understand compliance and regulation as each affects bank tellers.

$350 CEUs 3.6 HRS: 36
50557 South TTh
Oct 03-Nov 09 6:30-9:30 p.m.

BUSINESS

Business Ethics

BMGT 1041
Note: Additional distance learning fees for online or hybrid course will be assessed at time of payment.

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

$321 CEUs 4.8 HRS: 48
50045 South M
Oct 23-Dec 15 6-7:25 p.m.

Economics of Trans and Dist

LMGT 1045
This is a study of the basic economic principles and concepts applicable to transportation and distribution (LMGT 1345)

$306 CEUs 4.8 HRS: 48
50037 North M
Aug 28-Dec 15 6-8:55 p.m.

Global Business Simulations

IBUS 2032
This course provides a simulation of a global environment. Students will engage in business practice and theory. The simulation may include researching foreign business cultures and importing and exporting products. Emphasizes participation in all business decisions related to running a simulated company. (IBUS 2332)

$321 CEUs 4.8 HRS: 48
50035 North Th
Sep 14-Dec 08 3:30-4:50 p.m.

Global Supply Chain Management

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

$306 CEUs 4.8 HRS: 48
50033 North MW
Aug 28-Dec 15 11:45 a.m.-1:10 p.m.
BUSINESS & PROFESSIONS

BUSINESS & PROFESSIONS

INFORMATION AND PROJECT MANAGEMENT
BMGT 1023
Prerequisite: None
Note: Textbook is required.
This course teaches the fundamentals of critical path methods for planning and controlling projects. Includes time/cost tradeoffs, resource utilization, stochastic considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude and project supervision. (BMGT 1309)

$306  CEUs 4.8  HRS: 48
50023  North  M
Aug 28-Dec 15  6-8:55 p.m.
50043  South  W
Aug 30-Dec 15  6-8:55 p.m.

INTERCULTURAL MANAGEMENT
IBUS 2041
Prerequisite: Reading level 4
This course explores cross-cultural comparisons of management and communications processes. Emphasizes cultural, ethnic, geographic distinctions and antecedents that affect individual, group and organizational behavior. May include sociocultural demographics, economics, technology, legal issues, negotiations and processes of decision making in the international cultural environment. (IBUS 2341)

$306  CEUs 4.8  HRS: 48
50036  North  T
Aug 29-Dec 15  6-8:45 p.m.

PRINCIPLES OF EXports
IBUS 1001
Note: Additional distance learning fees for online or hybrid courses will be assessed at time of payment.
Export management processes and procedures. Includes governmental controls and compliance, licensing of products, documentation, commercial invoices and traffic procedures. Emphasizes human and public relations, management of personnel, finance and accounting procedures. (IBUS 1301)

$306  CEUs 4.8  HRS: 48
50032  North  MW
Aug 28-Dec 15  10:10-11:35 a.m.

PRINCIPLES OF PURCHASING
BMGT 1013
Note: Textbook is required.
Learn the purchasing process as it is related to such topics as inventory, control, price determination, vendor selection, negotiation techniques and ethical issues. (BMGT 1313)

$336  CEUs 4.8  HRS: 48
95453  South  TBA
Aug 28-Dec 15
50025  North  Th
Aug 31-Dec 15  6-8:55 p.m.
50024  North  Sa
Sep 01-Dec 15  8:35-11:35 a.m.

BUSINESS & PROFESSIONS

BUSINESS ENGLISH
POFT 1001
This course is an introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. (POFT 1301)

$336  CEUs 4.8  HRS: 48
95530  North  TBA
Aug 28-Dec 15

COSMETOLOGY

ADVANCED HAIR DESIGN
CSME 2039
Prerequisite: None
Note: Textbooks and supplies are required.
This course focuses on advanced concepts in the theory and practice of hair design. (CSME 2539)

$441  CEUs 17.6  HRS: 176
50022  North  T
Aug 29-Dec 15  12:30-4:30 p.m.
Aug 30-Dec 15  8 a.m.-4:15 p.m.

ADVANCED HAIRCUTTING & RELATED THEORY
CSME 2010
Note: Textbook and supplies are required.
This course focuses on advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor and/or clippers. (CSME 2310)

$337  CEUs 11.2  HRS: 112
50018  North  M
Aug 28-Dec 15  8 a.m.-4:15 p.m.

APPLICATIONS OF FACIAL AND SKIN CARE TECHNOLOGY II
CSME 2033
Prerequisite: Reading level 4, co-requisites: CSME 1520, CSME 1421, CSME 1302, CSME 1545 and CSME 2431 or department chair approval
This course is a continuation of the Application of Facial and Skin Care Technology I. Emphasis will be on the preparation for the state licensing Facial Specialty Exam. (CSME 2333)

$337  CEUs 8.0  HRS: 80
50019  North  Th
Aug 31-Dec 15  8 a.m.-3:10 p.m.

To register: All campuses 281-542-2020
Artistry of Hair Design I
CSME 1054
This course offers instruction in hair design. Topics include the theory and applications of wet styling, thermal hair styling, finishing techniques and client communication skills. (CSME 1354)
$331 CEUs 11.2 HRS: 112
50012 North F
Sep 01-Dec 15 8 a.m.-4:15 p.m.

Artistry of Hair Design II
CSME 1055
This course is a continuation of hair design. Topics include the additional theory and applications of current trends in hair design. End-of-course outcomes: Practice and mastery of workplace competencies related to hair design; and demonstrate the professional skills related to hair design. (CSME 1355)
$337 CEUs 11.2 HRS: 112
50014 North F
Sep 01-Dec 15 8 a.m.-4:15 p.m.

Chemical Reformation/Related Theory
CSME 1053
This course features presentation of the theory and practice of chemical reformation, including terminology, application and workplace competencies. (CSME 1553)
$431 CEUs 17.6 HRS: 176
50016 North W
Aug 30-Dec 15 12:15-4:30 p.m.
Aug 31-Dec 15 8 a.m.-4:30 p.m.

Introduction to Haircutting & Related Theory
CSME 1010
Note: Textbook and supplies are required.
This is an introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques. (CSME 1310)
$329 CEUs 11.2 HRS: 112
50011 North M
Aug 28-Dec 15 8 a.m.-4:15 p.m.

Orientation to Cosmetology
CSME 1001
Prerequisite: None
Note: Textbook and supplies are required.
This is an overview of the skills and knowledge necessary for the field of cosmetology. Topics include the theory and/or skills related to service preparation, braiding, brush and scalp techniques, shampooing, conditioning, etc. (CSME 1501)
$435 CEUs 17.6 HRS: 176
50015 North T
Aug 29-Dec 15 8 a.m.-12 p.m.
Aug 29-Dec 15 12:30 p.m.-4:15 p.m.
Aug 30-Dec 15 8-11:45 a.m.

Orientation to Nail Technology I
CSME 1030
Note: Textbook and supplies required
This is an overview of the fundamental skills and knowledge necessary for the field of nail technology. Topics include bacteriology, sanitation, safety, orientation, preparation and professional practices. (CSME 1330)
$337 CEUs 14.4 HRS: 144
50008 Central M
Aug 28-Dec 15 8 a.m.-12:49 p.m.
Aug 29-Dec 15 8 a.m.-12:30 p.m.

Prep for State License Practical Exam
CSME 2051
Prerequisites: Reading level 4 and courses taken in level sequence order or department chair approval.
This course is the preparation for the state licensing practical examination and continued focus on client services. (CSME 2245)
$283 CEUs 9.6 HRS: 96
50017 North T
Aug 29-Dec 15 8 a.m.-12 p.m.
Aug 31-Dec 15 3:11-4:15 p.m.

Preparation for State License Written Exam
CSME 2050
Preparation for the state licensing written examination. (CSME 2344)
$337 CEUs 9.6 HRS: 96
50020 North T
Aug 29-Dec 15 8 a.m.-12 p.m.
Aug 30-Dec 15 2:01-4:10 p.m.
**PRINCIPLES OF HAIR COLOR & RELATED THEORY**

CSME 2001

**Prerequisite:** None

**Note:** Textbook and supplies are required.

This is an introduction of various basic hair color applications including all safety and sanitation procedures. (CSME 2501)

|$441|$ CEUs 17.6 | HRS: 176  
50021 | North | T  
Aug 29-Dec 15 | 12:30 p.m.-4:20 p.m.  

Aug 31-Dec 15 | 8 a.m.-4:45 p.m.  

**PRINCIPLES OF NAIL TECHNOLOGY I**

CSME 1031

**Note:** Textbook and supplies required

This is a course in the principles of nail technology. Topics include anatomy, physiology, theory and related skills of nail technology. (CSME 1531)

|$441|$ CEUs 17.6 | HRS: 176  
50009 | Central | W  
Aug 30-Dec 15 | 8 a.m.-11:30 a.m.  

Aug 30-Dec 15 | 12:2-29 p.m.  

Aug 31-Dec 15 | 8-11:30 a.m.  

Aug 31-Dec 15 | 12-2:15 p.m.  

**PRINCIPLES OF SKIN CARE**

CSME 1056

This is an introduction of the theory and practice of skin care. (CSME 1248)

|$281|$ CEUs 8.0 | HRS: 80  
50010 | North | W  
Aug 30-Dec 15 | 8-2 p.m.  

**HUMAN RESOURCE MANAGEMENT**

**HR - HUMAN RESOURCES FAST TRACK CERTIFICATE PROGRAM**

HRPO 1091

**Prerequisite:** None

**Note:** Textbook is 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  
50548 | Central | TBA  
Oct 02-Dec 13 | Online  

**HR - ONLINE HUMAN RESOURCES FAST TRACK CERTIFICATE PROGRAM**

HRPO 1091

**Prerequisite:** None

**Note:** Textbook is 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.

|$575|$ CEUs 8.0 | HRS: 80  
50548 | Central | TBA  
Oct 02-Dec 13 | Online  

**HUMAN RELATIONS**

HRPO 1011

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

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

|$306|$ CEUs 4.8 | HRS: 48  
50029 | North | MW  
Aug 28-Dec 15 | 8:35-10 a.m.  

50030 | North | MW  
Aug 28-Dec 15 | 12-1:25 p.m.  

95454 | South | TBA  
Aug 28-Oct 20 | Online  

**LEADERSHIP INSTITUTE**

**LEADERSHIP**

BMGT 2009

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

This course is about the concepts of leadership and its relationship to management. It prepares the student with leadership and communication skills needed to motivate and identify leadership styles. (BMGT 2309)

|$321|$ CEUs 4.8 | HRS: 48  
50046 | South | Sa  
Sep 16-Dec 10 | 9-10:25 a.m.  

To register: All campuses 281-542-2020
### LEAN SIX SIGMA

#### LEAN SIX SIGMA GREEN BELT

BMGT 2031

Six Sigma Green Belt training provides participants with enhanced problem-solving skills, with an emphasis on the DMIAC (Define, Measure, Analyze, Improve and Control) model with simple and effective waste-reducing tools of lean. Six Sigma Green Belt certification helps the employee serve as a trained team member with in his or her function-specific area of the organization. The focus allows the Green Belt to work on small, carefully defined Six Sigma projects to gain hands-on experience with tools such as process mapping, project scoping, value stream mapping and analysis. Materials will be provided.

<table>
<thead>
<tr>
<th>Cost</th>
<th>CEUs</th>
<th>HRS</th>
<th>Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>$250</td>
<td>8.0</td>
<td>80</td>
<td>Central</td>
<td>Sep 18-Oct 19 5:30-9:30 p.m.</td>
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</tbody>
</table>

### MANAGEMENT

#### PRINCIPLES OF MANAGEMENT

BMGT 1012

Note: Textbook is required.

Study to learn the concepts, terminology, principles, theory and issues that are the substance of the practice of management. (BMGT 1327)

<table>
<thead>
<tr>
<th>Cost</th>
<th>CEUs</th>
<th>HRS</th>
<th>Location</th>
<th>Dates</th>
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<td>South</td>
<td>Oct 23-Dec 15 10:10-11:35 a.m.</td>
</tr>
</tbody>
</table>

#### SMALL BUSINESS FINANCING

BUSG 1041

Prerequisite: Reading level 4

Note: Textbook is required.

This course focuses on understanding the financial structure of a small business. Topics include business financing, budgeting, record keeping, taxation, insurance and banking. (BUSG 1341)

<table>
<thead>
<tr>
<th>Cost</th>
<th>CEUs</th>
<th>HRS</th>
<th>Location</th>
<th>Dates</th>
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<td>48</td>
<td>South</td>
<td>Aug 28-Dec 15 TBA</td>
</tr>
</tbody>
</table>

### SMALL BUSINESS MANAGEMENT

BUSG 2009

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

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

<table>
<thead>
<tr>
<th>Cost</th>
<th>CEUs</th>
<th>HRS</th>
<th>Location</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>$321</td>
<td>4.8</td>
<td>48</td>
<td>South T</td>
<td>Sep 12-Dec 08 11:45 a.m.-12:40 p.m.</td>
</tr>
</tbody>
</table>

### PHOTOGRAPHY TECHNICIAN

#### INTERMEDIATE PROFESSIONAL PHOTOGRAPHY

PHTC 2004

Prerequisite: Introductory Professional Photography.

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

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

<table>
<thead>
<tr>
<th>Cost</th>
<th>CEUs</th>
<th>HRS</th>
<th>Location</th>
<th>Dates</th>
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<tr>
<td>$250</td>
<td>2.4</td>
<td>24</td>
<td>South TTh</td>
<td>Oct 17-Nov 09 6-9 p.m.</td>
</tr>
</tbody>
</table>

#### INTRODUCTORY PROFESSIONAL PHOTOGRAPHY

PHTC 1004

Get instruction in camera functions, types of lenses, choosing film and filters and 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.

<table>
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<tr>
<th>Cost</th>
<th>CEUs</th>
<th>HRS</th>
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<td>Sep 12-Oct 05 6-9 p.m.</td>
</tr>
</tbody>
</table>

### PROJECT MANAGEMENT

#### PM - PROJECT MANAGEMENT CERTIFICATE PROGRAM FAST TRACK

BMGT 1023

Learn 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.

<table>
<thead>
<tr>
<th>Cost</th>
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<td>Oct 23-Dec 13 6-9:30 p.m.</td>
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</tbody>
</table>
### PMP Exam Prep Plus Boot Camp

**BMGT 2030**

This course is designed to prepare the individual for Project Management Institute, Inc. (PMI®) and Project Management Professional (PMP®) Certification.

<table>
<thead>
<tr>
<th>Price</th>
<th>CEUs</th>
<th>HRS:</th>
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<tr>
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<td>40</td>
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</tbody>
</table>

**50553 Central 8:30 a.m.-5 p.m.**

**Sep 30-Oct 28**

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### SALES/MARKETING

#### Principles of Marketing

**MRKG 1011**

*Note: Textbook is required.*

This course is an introduction to the marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological and global issues; and description and analysis of the importance of marketing research. (MRKG 1311)

<table>
<thead>
<tr>
<th>Price</th>
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</tr>
</thead>
<tbody>
<tr>
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</tr>
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</table>

**50038 North 8:35-10 a.m.**

Aug 29-Dec 15

**50047 South 10:10-11:35 a.m.**

Aug 29-Oct 20

**50039 North 12-1:20 p.m.**

Aug 29-Dec 15

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#### Principles of Selling

**MRKG 2033**

*Pre-requisite: Reading level 4  
Note: Textbook is required.*

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

<table>
<thead>
<tr>
<th>Price</th>
<th>CEUs</th>
<th>HRS:</th>
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<tbody>
<tr>
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<td>48</td>
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</tbody>
</table>

**95451 North MW 10:10-11:35 a.m.**

Aug 28-Dec 15

**50031 North TBA 12-1:20 p.m.**

Aug 28-Oct 20

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### SUPERVISION

#### Supervision

**BMGT 1001**

*Note: Textbook is 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)

<table>
<thead>
<tr>
<th>Price</th>
<th>CEUs</th>
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<tbody>
<tr>
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<td>48</td>
</tr>
</tbody>
</table>

**50042 South M 10:10-11:35 a.m.**

Aug 28-Oct 20

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### SUPPLY CHAIN

#### Global Logistics Management

**INMT 1036**

*Prerequisites: None*

This course covers the study of global logistics, management processes, procedures and regulations used in transportation, physical distribution, warehousing, inventory control, material handling, packaging, plant and warehouse location, risk management, customer service and networks for logistics, suppliers and information. It includes decision making and case resolution techniques to solve problems and to develop logistical and information networks for supply chain management appropriate for global corporations. (IBUS 1300)

<table>
<thead>
<tr>
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<th>CEUs</th>
<th>HRS:</th>
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<tbody>
<tr>
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**95451 North TBA 6-8:55 p.m.**

Aug 28-Dec 15

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<tr>
<td>North</td>
<td>50039</td>
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</tbody>
</table>
DOL H-1B READY TO WORK GRANT

FREE TRAINING CAREER SUPPORT SERVICES

Upcoming courses will include:
- NCCER Instrumentation
- NCCER Millwright
- Computer Numerical Control (CNC)
- Programmable Logic Controls (PLC)

Participating partner colleges training offered:
NCCER Crafts/Project Management/Lean Six Sigma

College of the Mainland  
409-933-8643  
www.com.edu/ce/ 
grtw-grant

Lee College  
832-536-4527  
www.lee.edu/ 
workforce/ 
ready2work/form

Brazosport College  
979-230-2342  
www.brazosport.edu/ 
jumpstart

Funding for the TWIC card is available.

For more information on the DOL H-1B Ready to Work Grant, please email GCRTW-Grant@sjcd.edu or fax 281-542-2097.

www.sanjac.edu/GCRTW-Grant

Qualifications
- 18 years of age and older
- U.S. Citizen/Permanent Resident
- High School Diploma/GED
- Unemployed (Six months or more)
- Drug Screen/Background check (Sponsorship available)

These programs are funded by a grant awarded by the U.S. Department of Labor’s Employment & Training Administration. The information contained in this product was created by the grantee organization and does not necessarily reflect the official position of the U.S. Department of Labor. All references to non-governmental companies or organizations, their services, products or resources are offered for information purposes and should not be construed as an endorsement by the Department of Labor.
## THE TRAINING CONNECTION

Training and Educational Solutions for Workers and Employers

**August - December 2017**

**Computer/IT Training**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Advanced Manufacturing</td>
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<tr>
<td>Begin Here/Foundations</td>
<td>15</td>
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<tr>
<td>Business Applications</td>
<td>15</td>
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<tr>
<td>Drafting</td>
<td>18</td>
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<tr>
<td>Electronics</td>
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<td>Programming</td>
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<tr>
<td>Security</td>
<td>20</td>
</tr>
<tr>
<td>Web Development</td>
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</table>
Computer/IT Training

ADVANCED MANUFACTURING

BASIC DIMENSIONAL MEASUREMENT TOOLS

INTC 1092
Note: Materials are provided.
In this course you will become proficient in using and reading basic measuring devices. You will master the essentials of handling, applying and reading the most common gauges on the shop floors from steel rules to micrometers and height gauges.

$295 CEUs 1.6 HRS: 16
50542 Central TTh
Sep 12-Sep 21 6-10 p.m.

INTRODUCTION TO CNC

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

$795 CEUs 6.4 HRS: 64
50544 Central TWTh
Oct 09-Nov 13 6-10 p.m.

INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS

ELPT 1003
Note: Materials are provided. Textbook is required.
This course focuses on 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. This course includes labs and introduction to troubleshooting.

$600 CEUs 4.0 HRS: 40
50545 Central W
Sep 06-Nov 08 1-5 p.m.

MANUFACTURING MATH

MCHN 1042
Note: Materials are provided.
This course is a review of the math that is required in the manufacturing environment. It covers simple arithmetic and converting fractions to decimals and decimals to fractions. It will introduce calculating Revolutions Per Minute (RPMs) and Surface Feet Per Minute (SFPM). Additionally, it will cover how to calculate the trigonometric functions of the right triangle manually and automatically.

$345 CEUs 2.4 HRS: 24
50541 Central MWF
Sep 11-Sep 22 6-10 p.m.

NCCER Sheetmetal Level 1

MCHN 1001
An introduction to the materials, tools and techniques used in the sheet metal industry. Review of trade math problems involving measurement of lines, area, volume, weight and geometric figures. Introduction of types and uses of hand, layout and cutting tools along with bending and forming machines. Practice of material types and properties along with the principles of layout and metal forming.

$624 CEUs 7.2 HRS: 72
50394 North M
Aug 21-Dec 11 5-9:30 p.m.

NCCER Sheetmetal 2B

MCHN 1049
Introduction to soldering roof flashings, gutters, down spouts and sheetmetal duct fabrications. This is a continuation of Sheetmetal 2A. Emphasis on using blueprints and shop drawings.

$624 CEUs 7.2 HRS: 72
50518 North T
Aug 22-Dec 05 5-9:30 p.m.

NCCER Sheetmetal 3B

MCHN 1053
A continuation to the triangulation layout and fabrication of ductwork. Introduction to equipment and techniques of welding metal. Includes shielded metal arc welding and gas cutting methods. Application of field measurements for layout and installation of duct sections and offsets.

$624 CEUs 7.2 HRS: 72
50519 North W
Aug 23-Dec 13 5-9:30 p.m.

NCCER Sheetmetal 4B

MCHN 2030
A comprehensive review of development and fabrication techniques. Introduction to the concepts of shop production and organization, elements of air balance and specialty applications related to louvers, dampers, access doors, ventilators, fume and exhaust systems.
Keyboarding on the PC
POFT 1010
Prerequisite: None
Note: No textbook is 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.

$230 CEUs 1.6 HRS: 16
50531 Central Sa
Sep 09-Sep 30 8:30 a.m.-12:30 p.m.
50510 North MW
Sep 11-Sep 20 8:30 a.m.-12:30 p.m.
70030 North MW
Nov 27-Dec 06 6-10 p.m.
70034 South TTh
Dec 05-Dec 14 8:30 a.m.-12:30 p.m.

Business Applications

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

$375 CEUs 3.2 HRS: 32
50523 South Sa
Sep 09-Oct 28 8:30 a.m.-12:30 p.m.
50511 North TTh
Sep 26-Oct 18 8:30 a.m.-12:30 p.m.
70035 Central MW
Nov 27-Dec 20 6-10 p.m.

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

$230 CEUs 1.6 HRS: 16
50534 Central MW
Oct 09-Oct 18 6-10 p.m.

Excel - Basic Skills
ITSW 1022
Prerequisite: Windows for the Desktop or equivalent knowledge
Note: Textbook is required.; flash drive is 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.

$230 CEUs 1.6 HRS: 16
50509 North TTh
Sep 05-Sep 14 8:30 a.m.-12:30 p.m.
50532 Central MW
Sep 11-Sep 20 6-10 p.m.
70033 South MW
Dec 04-Dec 13 6-10 p.m.

Excel - Intermediate Skills
ITSW 1046
Prerequisite: Excel Basic Skills or equivalent knowledge
Note: Textbook is required.; flash drive is 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 create and modify your own Excel templates.

$230 CEUs 1.6 HRS: 16
50533 Central MW
Sep 25-Oct 04 6-10 p.m.
**Excel - One Day**

ITSW 1022

**Prerequisite:** Basic computing skills  
**Note:** Textbook is required; flash drive is 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 trend lines of your data on your charts.

$135 CEUs .7 HRS: 7  
50524 South F  
Sep 01-Sep 01 8:30 a.m.-4:30 p.m.  
50512 North F  
Oct 13-Oct 13 8:30 a.m.-4:30 p.m.  
50538 Central F  
Nov 10-Nov 10 8:30 a.m.-4:30 p.m.

**Excel Complete**

ITSW 1045

**Note:** Textbook is required.

This course provides the concepts and skills to be productive with Microsoft Excel starting with fundamentals and working up to advanced tools and techniques. This course maps to the objectives of the Microsoft Office Specialist and Expert exams for Excel. You will benefit most from this course if you want to use Excel to perform real-world tasks, from common workplace tasks to complex operations with large amounts of data. The course assumes students know how to use a computer and that they’re familiar with Microsoft Windows. It does not assume that they’ve used a different version of Excel or another spreadsheet program before.

$510 CEUs 4.8 HRS: 48  
50535 Central MW  
Sep 11-Oct 18 6-10 p.m.

**Excel: One Day-Intermediate**

ITSW 1046

**Prerequisite:** Excel One Day or equivalent knowledge  
**Note:** Textbook is required; flash drive is 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.

$135 CEUs .7 HRS: 7  
50513 North F  
Oct 27-Oct 27 8:30 a.m.-4:30 p.m.  
70037 Central F  
Dec 01-Dec 01 8:30 a.m.-4:30 p.m.  
70032 South F  
Dec 15-Dec 15 8:30 a.m.-4:30 p.m.

**Integrated Software Applications**

ITSC 1009

**Note:** Textbook is required; flash drive is recommended.

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

$334 CEUs 6.4 HRS: 64  
50076 North Th  
Aug 31-Dec 14 6:30-7:30 a.m.

**MOS Excel Basic Skills**

ITSW 2057

**Prerequisite:** Windows for the Desktop or equivalent knowledge and type 20 wpm.  
**Note:** Textbook is required; flash drive is 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.

$490 CEUs 4.0 HRS: 40  
50522 South MTWTh  
Oct 09-Nov 24 6-10 p.m.

**MOS Project**

ITSC 1018

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

$490 CEUs 4.0 HRS: 40  
50540 Central TTh  
Oct 17-Nov 16 6:30-10 p.m.

**PowerPoint-One Day**

ITSW 1037

**Prerequisite:** Basic computing skills  
**Note:** Textbook is required; flash drive is 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.

$135 CEUs .7 HRS: 7  
50525 South F  
Oct 06-Oct 06 8:30 a.m.-4:30 p.m.  
50515 North F  
Nov 03-Nov 03 8:30 a.m.-4:30 p.m.  
70056 Central F  
Dec 08-Dec 08 8:30 a.m.-4:30 p.m.
QuickBooks - Basic Skills
ACNT 1010
Prerequisite: Basic computer skills
Note: Textbook is required.; flash drive is 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.

$375 CEUs 3.2 HRS: 32
50529 Central TTh
Sep 05-Sep 28 6-10 p.m.
50517 North MW
Oct 23-Nov 15 8:30 a.m.-12:30 p.m.

QuickBooks Advanced
ACNT 1054
Prerequisite: QuickBooks Basic Skills or equivalent knowledge.
Note: Textbook is required.; flash drive is 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.

$375 CEUs 3.2 HRS: 32
50530 Central TTh
Oct 10-Nov 02 6-10 p.m.

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

$230 CEUs 1.6 HRS: 16
50514 North TTh
Oct 24-Nov 02 8:30 a.m.-12:30 p.m.

Word - One Day
POFI 1024
Prerequisite: Basic computing skills
Note: Textbook is required.; flash drive is 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.

$135 CEUs .7 HRS: 7
50536 Central F
Sep 08-Sep 08 8:30 a.m.-4:30 p.m.
50526 South F
Oct 13-Oct 13 8:30 a.m.-4:30 p.m.
50516 North F
Nov 17-Nov 17 8:30 a.m.-4:30 p.m.

Word: One Day - Intermediate
POFI 1042
Prerequisite: Windows for the Desktop or equivalent knowledge; Word: One Day or equivalent knowledge
Note: Textbook is required.; flash drive is recommended.
In the first course in this series, Word: One Day, students gain 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.

$135 CEUs .7 HRS: 7
50537 Central F
Sep 22-Sep 22 8:30 a.m.-4:30 p.m.
50527 South F
Oct 27-Oct 27 8:30 a.m.-4:30 p.m.
70031 North F
Dec 08-Dec 08 8:30 a.m.-4:30 p.m.
**DRAFTING**

**ARCHITECTURAL DRAFTING-RESIDENTIAL**
DFTG 1017
Prerequisite: DFTG 1405 or DFTG 1413 and DFTG 1409 or department chair approval.
Note: Textbook is 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)

$382  
50068  
Aug 28-Dec 13 6-9 p.m.
50057  
Aug 28-Dec 13 6:45-9:45 p.m.

**BASIC COMPUTER-AIDED DRAFTING**
DFTG 1009
Note: Textbook is required. Additional fees may apply for online and hybrid classes.
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)

$382  
50061  
Aug 28-Dec 13 6:45-9:45 p.m.
50067  
Aug 29-Dec 14 6-8:55 p.m.

**BLUEPRINT READING FOR MANUFACTURING**
DFTG 1023
Note: Materials are provided.
In this course you will be introduced to engineering drawings and blueprints that are used in the manufacturing environment. You will discover all types of lines and their uses, a title block and its contents, datum planes and the use of drawing symbology. You will discover isometric drawings and view placements.

$159  
50543  
Sep 26-Oct 05 6-10 p.m.

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

$397  
50071  
Aug 28-Dec 11 6 p.m.-8:45 p.m.

**MECHANICAL ENGINEERING**

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

$382  
50070  
Aug 28-Dec 11 8:30-11:25 a.m.
50063  
Aug 28-Dec 13 12-3 p.m.

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

$382  
50062  
Aug 28-Dec 13 8:30 a.m.-11:30am
50069  
Aug 28-Dec 11 6 p.m.-8:45 p.m.

**PIPE DRAFTING**
DFTG 2023
Prerequisite: DFTG 1405 and DFTG 1409 or department chair approval.
Note: Textbook is 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 use in flow diagrams, plans elevations and isometrics. (DFTG 2423)

$382  
50072  
Aug 29-Dec 14 6-8:55 p.m.
50065  
Aug 29-Dec 14 6:45-9:45 p.m.

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

$382  
50073  
Aug 29-Dec 14 12-2:55 p.m.
**Structural Drafting**

**ARCE 1052**  
**Prerequisite:** DFTG 1305 or DFTG 1405 and DFTG 1409 or department chair approval  
**Note:** Textbook is 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)  
$382  
CEUs 9.6  
HRS: 96  
50058  
Central  
Aug 28-Dec 13  
8:3011:30 a.m.

**Technical Drafting**

**DFTG 1005**  
**Prerequisite:** None  
**Note:** Textbook is 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 and auxiliary views. (DFTG 1305)  
$330  
CEUs 9.6  
HRS: 96  
50066  
North  
Aug 28-Dec 13  
6-9 p.m.  
50059  
Central  
Aug 29-Dec 14  
8:30-11:30 a.m.  
50060  
Central  
Aug 29-Dec 14  
6:45-9:45 p.m.

**Topographical Drafting**

**DFTG 2021**  
**Prerequisite:** DFTG 1405 or DFTG 1409 or department chair approval.  
**Note:** Textbook is required.  
The course focuses on plotting of surveyors' field notes including drawing elevations, contour lines, plan and profiles and laying out traverses. (DFTG 2421)  
$382  
CEUs 9.6  
HRS: 96  
95461  
North  
Aug 28-Dec 15  
8:05-10 a.m.  
50064  
Central  
Aug 30-Dec 13  
6:45-9:30 p.m.

**Electronics**

**Programmable Logic Controllers I**

**ELPT 2019**  
**Prerequisite:** None  
**Note:** Textbook is required.  
Fundamental concepts of programmable logic controllers, principles of operation and numbering systems as applied to electrical controls. It includes history, terminology, typical applications, hardware and software and incorporates lab and project activities that address operating, monitoring programming, troubleshooting and repairs of PLC controlled lab trainers as well as actual industrial equipment. (ELPT 2319)  
$319  
CEUs 6.4  
HRS: 64  
50074  
North  
Aug 31-Dec 14  
6-9:50 p.m.

**Networking**

**A+ Fast Track**

**CPMT 2050**  
**Prerequisite:** A working knowledge of PC applications is required and some experience using and maintaining PC hardware/software is highly recommended.  
**Note:** Textbook is required.; flash drive is recommended.  
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.  
$770  
CEUs 6.4  
HRS: 64  
50521  
South  
Sep 11-Oct 05  
6-10 p.m.  
MTWTh  
Sep 11-Oct 05  
6-10 p.m.

**Intro to PC Operating Systems**

**ITSC 1046**  
**Prerequisite:** Basic Computer skills  
**Note:** Textbook is required.; flash drive required.  
This course covers a study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices and use of utilities. Operating systems covered include DOS, Windows and UNIX. (ITSC 1305)  
$329  
CEUs 6.4  
HRS: 64  
50075  
North  
Aug 29-Dec 14  
10:10 a.m.-12 p.m.
NETWORK + BOOT CAMP
ITNW 1016
Prerequisite: A+ certification is recommended.
Note: Textbook is required.; flash drive is 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. This vendor-neutral foundation program meets the objectives set forth in the CompTIA Network+ Body of Knowledge. Completion of this program provides training required to pass the Network + exam.

$805
CEUs 6.4
HRS: 64
Oct 16-Nov 09
6-10 p.m.
MTWTh

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

$334
CEUs 6.4
HRS: 64
Aug 30-Dec 13
6 p.m.-7:40 p.m.

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

$329
CEUs 6.4
HRS: 64
Aug 31-Dec 14
6-9:50 p.m.

PERSONAL COMPUTER HARDWARE
ITSC 1025
Prerequisite: ITSC 1305 or department chair approval
Note: Textbook is required.
This course is a study of current personal computer hardware, including personal computer assembly and upgrading, setup and configuration and troubleshooting. Major topics include an overview of the computer system, installing and configuring hardware and software, troubleshooting hardware and software problems, management of the computer’s resources, (including hard drive space and memory), data storage on hard drives, data recovery methods and installing peripheral equipment. (ITSC 1325)

$329
CEUs 6.4
HRS: 64
Aug 29-Oct 19
6 p.m.-9:50 p.m.

PROGRAMMING
ITSE 1029
Prerequisite: None
Note: Textbook is required., flash drive required.
Learn to develop executable programs; create appropriate documentation using object-oriented programming techniques. This course emphasizes the fundamental syntax and semantics of JAVA for applications and web applets. (ITSE 2317)

$309
CEUs 9.6
HRS: 96
Aug 29-Dec 14
12:30-2:20 p.m.

Java Programming
ITSE 2017
Prerequisite: ITSE 1307 or department chair approval
Note: Textbook is required., flash drive required.
Learn to develop executable programs; create appropriate documentation using object-oriented programming techniques. This course emphasizes the fundamental syntax and semantics of JAVA for applications and web applets. (ITSE 2317)

$344
CEUs 6.4
HRS: 64
Sep 13-Dec 06
8-9:50 p.m.

ITSE 1029
Prerequisite: None
Note: Textbook is required., flash drive required.
Learn to develop executable programs; create appropriate documentation using object-oriented programming techniques. This course emphasizes the fundamental syntax and semantics of JAVA for applications and web applets. (ITSE 2317)

$309
CEUs 9.6
HRS: 96
Aug 29-Dec 14
12:30-2:20 p.m.
Health Occupations

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Health Occupations

CERTIFIED NURSE AIDE

CERTIFIED MEDICATION AIDE

NURA 1013
Prerequisites: Nursing home employment as CNA or non-licensed direct care staff is required by first day of class. Background check required before registration. Cost is not included in the course cost and must be through San Jacinto College specified provider. Proof of HS diploma/GED is also required.

Note: Textbook is required. Background check confirmation number and signed copy of the Texas Department of Aging and Disability Services (DADS) application requirements for the exam to be presented when registering for the class. Registration after the first class meeting is not allowed.

Learn how to prepare and administer drugs in a licensed health care agency. Topics include: drug legislation, drug references, basic anatomy and physiology and common diseases. You will learn medical abbreviations, symbols, terminology and common equivalents (apothecary, metric and household measurements) required for medication administration. After completion of the class, you will be prepared to take the Texas Department of Human Services Medication Aide Licensure Exam. Includes 10 hours of clinical practice. (Two 5-hour days)*This course of study prepares candidates to be certified. Candidates become “certified” by passing the required certifying agency exam.

$995 CEUs 14.4 HRS: 144
50635 Central MTWTh
Sep 13-Nov 16 6-10 p.m.
Nov 16 6-8 p.m. Last Class

$895 CEUs 10.8 HRS: 108
50636 Central MTWThF
Aug 30-Oct 4 8 a.m.-12 p.m.
Sep 22-Oct 03 Clinical Dates-5 days 6 a.m.-3 p.m.

50637 South MTWTh
Aug 30-Sep 26 8 a.m.-5 p.m.
Sep 14-Sep 25 Clinical Dates-5 days 6 a.m.-3 p.m.
Sep 26 Last Class 8 a.m.-12 p.m.

50638 North MTWTh
Sep 07-Oct 17 6-10 p.m.
Oct 10-Oct 16 Clinical Dates-5 days 6 a.m.-3 p.m.

50639 South MTWThF
Sep 18-Oct 23 8 a.m.-12 p.m.
Oct 10-Oct 20 Clinical Dates-5 days 6 a.m.-3 p.m.

50640 North MTWThF
Oct 23-Nov 30 8 a.m.-12 p.m.
Nov 14-Nov 29 Clinical Dates-5 days 6 a.m.-3 p.m.

50641 South MTWThF
Oct 25-Dec 11 6-10 p.m.
Nov 27-Dec 07 Clinical Dates-5 days 6 a.m.-3 p.m.

50642 Central MTWTh
Nov 06-Dec 18 6-10 p.m.
Dec 06-Dec 16 Clinical Dates-5 days 6 a.m.-3 p.m.

Certified Nurse Aide Training
NURA 1001
Prerequisites: Current negative TB and American Heart Association Health Care Provider (BLS) CPR is required.
Background check through PreCheck is required and is an additional student expense.

Note: GED/HS diploma is not required. Students ages 16-17 are eligible for certification by the state agency, DADS. Parental wavier is required if under 18. 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. The course includes 40 hours of clinical practice (Five 8-hour days). After completion of the class, you will be eligible to take the State of Texas Certified Nurse Aide Certification Exam. *This course of study prepares candidates to be certified. Candidates become “certified” by passing the required certifying agency exam. The cost of the certification exam is not included in the cost of the course.

$995 CEUs 14.4 HRS: 144
50635 Central MTWTh
Sep 13-Nov 16 6-10 p.m.
Nov 16 6-8 p.m. Last Class

$895 CEUs 10.8 HRS: 108
50636 Central MTWThF
Aug 30-Oct 4 8 a.m.-12 p.m.
Sep 22-Oct 03 Clinical Dates-5 days 6 a.m.-3 p.m.

50637 South MTWTh
Aug 30-Sep 26 8 a.m.-5 p.m.
Sep 14-Sep 25 Clinical Dates-5 days 6 a.m.-3 p.m.
Sep 26 Last Class 8 a.m.-12 p.m.

50638 North MTWTh
Sep 07-Oct 17 6-10 p.m.
Oct 10-Oct 16 Clinical Dates-5 days 6 a.m.-3 p.m.

50639 South MTWThF
Sep 18-Oct 23 8 a.m.-12 p.m.
Oct 10-Oct 20 Clinical Dates-5 days 6 a.m.-3 p.m.

50640 North MTWThF
Oct 23-Nov 30 8 a.m.-12 p.m.
Nov 14-Nov 29 Clinical Dates-5 days 6 a.m.-3 p.m.

50641 South MTWThF
Oct 25-Dec 11 6-10 p.m.
Nov 27-Dec 07 Clinical Dates-5 days 6 a.m.-3 p.m.

50642 Central MTWTh
Nov 06-Dec 18 6-10 p.m.
Dec 06-Dec 16 Clinical Dates-5 days 6 a.m.-3 p.m.
EMERGENCY HEALTH

CPR FOR HEALTHCARE PROVIDERS
EMSP 1019
Prerequisites: Student must arrive at class on time with current textbook. The San Jacinto College bookstore is not open on weekends and closes at 4:30 p.m. on Friday. See note.
Note: The current Textbook is required. to attend class. Students MUST arrive at class on time. Late students or students without books will be sent home. Students sent home for these reasons will NOT be transferred to another class or receive a refund. The cost of the textbook is NOT included in the course cost.
This CPR course is for health care providers and professional rescuers. It will meet the requirements for initial certification and recertification for industrial rescue workers, nurses, nursing students, EMTs 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. The certification card for this course is titled Basic Life Support (AHA).

$95
<table>
<thead>
<tr>
<th>CEUs</th>
<th>HRS: 8</th>
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<tbody>
<tr>
<td>50626</td>
<td>North</td>
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<tr>
<td>Sep 01-Sep 01</td>
<td>8 a.m.-5 p.m.</td>
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<td>50627</td>
<td>Central</td>
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<td>Sep 09-Sep 09</td>
<td>8 a.m.-5 p.m.</td>
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<td>50628</td>
<td>Central</td>
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<td>Sep 23-Sep 23</td>
<td>8 a.m.-5 p.m.</td>
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<td>50629</td>
<td>Central</td>
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<td>Oct 07-Oct 07</td>
<td>8 a.m.-5 p.m.</td>
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<td>50630</td>
<td>North</td>
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<tr>
<td>Oct 13-Oct 13</td>
<td>8 a.m.-5 p.m.</td>
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<td>50631</td>
<td>Central</td>
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<td>Oct 28-Oct 28</td>
<td>8 a.m.-5 p.m.</td>
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<td>50632</td>
<td>Central</td>
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<td>Nov 18-Nov 18</td>
<td>8 a.m.-5 p.m.</td>
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<tr>
<td>70048</td>
<td>Central</td>
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<tr>
<td>Dec 09-Dec 09</td>
<td>8 a.m.-5 p.m.</td>
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<tr>
<td>70049</td>
<td>North</td>
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<tr>
<td>Dec 15-Dec 15</td>
<td>8 a.m.-5 p.m.</td>
</tr>
</tbody>
</table>

HEALTH CARE PROFESSIONAL

EKG Technician
ECRD 1011
Prerequisites: None
Note: Textbook is 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 Health Care Professionals Certification Exam for ECG Technician. Certification fee is not included in the cost of the course.

$595
| CEUs 5.2 | HRS: 52 |
| 95528| Central |
| Aug 29-Oct 19| 6:30-9:30 p.m. |
| Oct 19| Last Class |
| 50633| North |
| Sep 08-Dec 08| 8 a.m.-12 p.m. |
| 50634| Central |
| Oct 16-Dec 13| 6:30-9:30 p.m. |
| Dec 13| Last Class |
| 70048| Central |
| Aug 29-Oct 17| 6-9 p.m. |

MEDICAL IMAGING

Mammography - Essentials
MAMT 2037
Prerequisites: Department approval is required. Contact 281-476-1501 ext. 1714 for approval and additional information.
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.
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).

$330
| CEUs 4.8 | HRS: 48 |
| 50052| Central |
| Aug 29-Oct 17| 6-9 p.m. |
**Clinical - Mammography Technologist**

MAMT 2063

Prerequisites: Successful completion of Mammography Essentials. Course approval is required. Call 281-476-1501 ext. 1714.

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.

Students will be provided with a health-related work experience that will enable them 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)

$337  CEUs  16.0  HRS: 160
50053  Central  MWF
Oct 23-Dec 15  8 a.m.-3:30 p.m.

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**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, ext. 1354 for approval to register.

Note: Textbook is 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).

$330  CEUs  4.8  HRS: 48
95455  Central  TBA
Aug 28-Dec 15  -

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**Clinical - Radiologic Technology/Science - Radiographer**

MRIT 2061

Prerequisites: Department approval required. Call 281-476-1501, ext. 1354 for approval to register.

Note: No ASRT CE hours. Textbook is required.

This course is a health-related work-based learning experience that enables a student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. (MRIT 2361)

$327  CEUs  32.0  HRS: 320
50056  Central  TWTh
Aug 28-Dec 15  8 a.m.-2 p.m.

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**Clinical I - Magnetic Resonance Imaging Technology**

MRIT 2061

Prerequisite: ARRT registered or registry eligible and department approval is required. Call 281-476-1501, ext. 1354 for approval to register.

Note: No ASRT CE hours. Textbook is 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).

$337  CEUs  28.8  HRS: 288
50055  Central  MWF
Aug 28-Dec 15  8 a.m.-2 p.m.
**Health Occupations**

**Computed Tomography Equipment and Methodology**
CTMT 2036

Prerequisites: Clinical I - Computed Tomography current national registration in X-ray (ARRT), Nuclear Medicine (NMTCB or ARRT) or Radiation Therapy (ARRT) or department approval at 281-476-1501, ext. 1418 are required.

Note: Textbook is required.
The concepts and physical principles employed in computed tomography are discussed. The course material emphasizes interactions between X-rays and matter with concepts of radiation detectors and digital imaging. Current knowledge and theory of the biological effects of X-rays 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).

$330 CEUs 4.8 HRS: 48
50049 Central W
Aug 30-Dec 13 6-9 p.m.

**Clinical I Computed Tomography**
CTMT 2060

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

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

$337 CEUs 16.0 HRS: 160
50051 Central TTh
Aug 29-Dec 14 8 a.m.-2 p.m.

**Clinical II Computed Tomography**
CTMT 2060

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

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

$337 CEUs 16.0 HRS: 160
50051 Central TTh
Aug 29-Dec 14 8 a.m.-2 p.m.

**Sectional Anatomy for Medical Imaging**
RADR 2040

Prerequisites: Current national registration in X-ray (ARRT), Nuclear Medicine (NMTCB or ARRT) or Radiation Therapy (ARRT) are required. Contact 281-476-1501, ext. 1446 for approval to register.

Note: Textbook is required.
This class is online. 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).

$345 CEUs 4.8 HRS: 48
95456 Central TBA
Aug 28-Dec 15 -

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

**AAPC Professional Medical Coding Curriculum for CPC Certification**

**HITT 1041**

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

Note: Courses includes AAPC textbooks, AAPC Membership and CPC exam. You must bring your own current CPT, ICD-10 and HCPCS Coding manuals.

The AAPC’s Professional Medical Coding Curriculum is developed to present the latest information related to medical or insurance reimbursement. You will learn the theory of coding, gain an understanding of the coding fundamentals and then incorporate this learning by using the lab book to work coding reports. The cost of the CPC certification exam is included and will be administered the Saturday after the last class day.

$1595  CEUs 9.0  HRS: 90
50620  Central  TTh
Aug 31-Dec 14  6:30-9:30 p.m.

**Medical Office Professional**

**MDCA 1021**

**Prerequisite:** None

Note: Textbook is 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
50619  Central  MW
Aug 28-Dec 14  6:30-9:30 p.m.

**OCCUPATIONAL HEALTH & SAFETY**

**Certified Occupational Safety Manager (COSM)**

**OSHT 2009**

**Prerequisites:** Must have a minimum of two years of safety, health and environmental work experience. Materials are 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
50617  Central  MTWThF
Oct 16-Oct 20  8 a.m.-5 p.m.

**Certified Occupational Safety Specialist (COSS)**

**OSHT 1003**

**Prerequisite:** None

Note: Materials are 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. This is a challenging class requiring study time outside of the classroom hours.

$1699  CEUs 4.0  HRS: 40
50615  Central  MTWThF
Sep 18-Sep 22  8 a.m.-5 p.m.

50616  Central  MTWThF
Nov 06-Nov 10  8 a.m.-5 p.m.

**Safe Supervisor**

**OSHT 1003**

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

$1599  CEUs 2.4  HRS: 24
50618  Central  MTW
Nov 13-Nov 15  8 a.m.-5 p.m.

**Phlebotomy Technician**

**Phlebotomy Technician Basic**

**PLAB 1023**

**Prerequisites:** Proof of high school diploma/GED completion is required.

Note: Must also enroll in the Phlebotomy Practicum; Textbook is 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
50621  Central  TTh
Aug 29-Oct 19  4-7 p.m.

50623  Central  MW
Sep 25-Nov 15  5-8 p.m.

50625  Central  TTh
Oct 24-Dec 19  4-7 p.m.
Phlebotomy Technician Practicum
PLAB 1064
Prerequisites: Proof of high school diploma/GED completion, proof of a current negative TB skin test and Hepatitis B vaccine are required. Background check and drug screening through PreCheck are required and is an additional student expense. See website for instructions. Additional immunizations are required to attend clinicals. Note: Must also be enrolled in Phlebotomy Technician Basic. Course begins after successful completion of Phlebotomy Technician Basic. Clinicals are usually eight-hour weekdays. Dates, times and location determined by instructor.
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.

$515
CEUs 12.0
HRS: 120
50622
Central MTWThF
Oct 23-Nov 21 7 a.m.-4 p.m.

50624
Central MTWThF
Nov 27-Dec 21 7 a.m.-4 p.m.

70047
Central MTWThF
Jan 06-Feb 02 7 a.m.-4 p.m.
Health Career Pathways Partnership Grant

→ Earn a degree or certificate in healthcare-Tuition Free!
→ Some programs can be completed in less than 6 months
→ Work-based learning & job search assistance
→ One-on-one career counseling with participants that are chosen for the program provide better direction when choosing a career path

Grant Approved Courses

- Medical Billing & Coding Certificate
- Radiography AAS
- Sonography AAS
- Medical Lab Technician AAS
- Medical Assistant Certificate & AAS
- Eye Care Technology AAS
- Surgical Technician AAS
- Registered Nurse AAS
- Health Information Technology AAS
- Home Health Aide
- Certified Medication Aide
- EKG Technician
- Certified Nurse Aide
- Phlebotomy Technician
- Pharmacy Technician
- Medical Office Professional
- Licensed Vocation Nurse
- Electronic Health Record

For more information, please contact:

HPOG Grant Staff
281.478.2723
hcp -grant@sjcd.edu
www.sanjac.edu/cpd/hpog

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. 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.

The San Jacinto College District is committed to equal 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. The following College official has been designated to handle inquiries regarding the College’s non-discrimination policies: Vice President of Human Resources, 4620 Fairmont Pkwy., Pasadena, TX 77504, 281-991-2659; Sandra.Ramirez@sjcd.edu.
August - December 2017

Applied Technologies & Trades

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Applied Technologies & Trades

The Pipefitters Blue Book
TECM 1013
This course is a study of the Pipefitters Bluebook, by W.V. Graves, including its use the when taking the written assessment leading to the NCCER Certified-Plus designation. The book will be used alongside NCCER modules and a basic, non-function, non-printing calculators allowed during the exam. In order to be prepared for examination formats and the use a basic, non-function, non-printing calculators allowed during the exam. Course cost includes a copy of the Bluebook and a calculator.

$285 CEUs 2.0 HRS: 20
50653 Central TTh
Sep 26-Oct 05 6-10 p.m.

Auto Body Collision

Auto Body M & E Service
ABDR 2002
Prerequisite: Reading level 4; textbook is 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)

$439 CEUs 12.8 HRS: 128
95465 North MTWThF
Aug 28-Oct 20 12-3 p.m.

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

$439 CEUs 12.8 HRS: 128
95463 North MTWThF
Aug 28-Oct 20 9-11:55 a.m.
95464 North MTWThF
Aug 28-Oct 20 12 -3 p.m.
50088 North MW
Aug 28-Dec 15 6-9:55 p.m.

Basic Refinishing
ABDR 1031
Prerequisite: Reading level 4; textbook is 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)

$386 CEUs 9.6 HRS: 96
50086 North TTh
Aug 29-Dec 15 6-8:55 p.m.
50087 North MTWThF
Oct 23-Dec 15 9:05 a.m.-11:25 a.m.

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

$256 CEUs 4.8 HRS: 48
50089 North MTWThF
Nov 20-Dec 15 12-3 p.m.

Collision Repair Welding
ABDR 1007
Prerequisite: None This course covers examination of shop management functions and decision-making processes including planning, organizing, leading and staffing used in collision repair shops to ensure operational profitability. (ABDR 2257)

$256 CEUs 4.8 HRS: 48
50090 North MTWThF
Nov 20-Dec 15 12-3 p.m.

Collision Shop Management
ABDR 2057
Prerequisite: None This course covers examination of shop management functions and decision-making processes including planning, organizing, leading and staffing used in collision repair shops to ensure operational profitability. (ABDR 2257)

$256 CEUs 4.8 HRS: 48
50090 North MTWThF
Nov 20-Dec 15 12-3 p.m.

Front and Rear Wheel Alignment
ABDR 1023
Prerequisite: Reading level 4; no textbook is required. The study of vehicle steering components including alignment, tire rotation and balancing. (ABDR 1323)

$333 CEUs 6.4 HRS: 64
50085 North MTWThF
Oct 23-Nov 17 12-3 p.m.
### Vehicle Design & Structural Analysis

**ABDR 1003**

**Prerequisite:** Reading level 4; textbook is required.

An introduction to the collision repair industry with emphasis on safety, professionalism and vehicle structural design. (ABDR 1303)

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<td>Oct 23-Nov 17</td>
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<td>12-3 p.m.</td>
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### Construction

#### NCCER Basic Rigging

**CNSE 1091**

**Prerequisite:** NCCER CORE

This module introduces the uses of slings and common rigging hardware. Trainees will learn basic inspection techniques, hitch configurations and load-handling safety practices, as well as how to use American Society of Mechanical Engineers hand signals.

NCCER Module 00106-09.

<table>
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#### NCCER Intermediate Rigging

**CNSE 1091**

**Prerequisite:** NCCER Basic Rigging

This module provides an overview of personnel lifting and lift planning and introduces crane load charts and load balancing. It explains how the center of gravity is calculated and affects the lift. It also covers sling selection and explains the uses of jacks, tuggers, hoists, skids and rollers. NCCER Module 38201-11.

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#### NCCER Advanced Rigging

**CNSE 1091**

**Prerequisite:** NCCER Intermediate Rigging

This module covers specialized rigging techniques and equipment. Load dynamics are explained. The use of specialized equipment including cribbing, slings and beams is described. NCCER Module 38301-11.

<table>
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#### NCCER Electrical Level 1

**CETT 1002**

**Prerequisites:** None

Note: Includes CORE curriculum. Personal protective equipment to be purchased at student's expense.

This course prepares the trainee for certification in Level 1 NCCER Electrical.

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#### NCCER Electrical Level 2

**ELPT 1045**

**Prerequisite:** NCCER Electrical Level 1

Note: Personal protective equipment to be purchased at student's expense.

Electricians install electrical systems in structures. They install wiring and other electrical components, such as circuit breaker panels, switches and light fixtures. They also learn to follow blueprints and learn about the National Electrical Code and state and local codes. To prepare trainees for careers in the electrical field, NCCER offers a comprehensive, four-level electrical curriculum.

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#### NCCER Electrical Level 3

**ELPT 1045**

**Prerequisites:** NCCER Electrical Level 2

Note: Personal protective equipment to be purchased at student's expense.

Electricians install electrical systems in structures. They install wiring and other electrical components, such as circuit breaker panels, switches and light fixtures. They also learn to follow blueprints and learn about the National Electrical Code and state and local codes. To prepare trainees for a career in the electrical field, NCCER offers a comprehensive, our-level electrical curriculum.

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#### NCCER Electrical Level 4

**ELPT 1045**

**Prerequisite:** NCCER Electrical Level 3

Note: Personal protective equipment to be purchased at student's expense.

This course prepares the trainee for certification in Level 4 NCCER Electrical.

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</table>
NCCER Instrumentation Level 1  
INTC 1005  
**Prerequisite:** None  
This course prepares the trainee for certification in the NCCER instrumentation, including instruction into the orientation of the trade, electrical systems, terminology, drawings, documentation, flow, pressure level and temperature. Course includes NCCER CORE.  
$700 CEUs 12.0 HRS: 120  
50658 Central TTh  
Sep 05-Dec 19 6-10 p.m.  

NCCER Millwright Level 1 & Core  
MCHN 1025  
**Prerequisite:** None  
**Note:** Includes Core Curriculum  
This course prepares the trainee for credit in Level 1 NCCER Millwright training and includes instruction in orientation of the trade, specific-hand and power tools, blueprint reading for millwrights, valves, gaskets, packing and lubrication for pumps, flow, pressure level and temperature. Course includes NCCER CORE.  
$700 CEUs 12.0 HRS: 120  
50659 Central MW  
Sep 06-Dec 20 6-10 p.m.  

NCCER Millwright Level 2  
MCHN 1029  
**Prerequisite:** NCCER Core, Millwright Level 1  
Millwrights install, repair, replace and dismantle machinery and heavy equipment used in a wide range of industries. This course focuses on the principles of rotating equipment, power transmission equipment, compressors, cutting and welding, trade math and print reading.  
$700 CEUs 12.0 HRS: 120  
50660 Central TTh  
Sep 05-Dec 19 6-10 p.m.  

NCCER Millwright Level 3  
MCHN 2005  
**Prerequisite:** NCCER Core, Millwright Level 1, Level 2 or employer permission  
Millwrights install, repair, replace and dismantle machinery and heavy equipment used in a wide range of industries. This course focuses on the principles of rotating equipment, power transmission equipment, compressors, cutting and welding, trade math and print reading.  
$700 CEUs 12.0 HRS: 120  
50661 Central MW  
Sep 06-Dec 20 6-10 p.m.  

NCCER Millwright Level 4  
MCHN 2007  
**Prerequisite:** NCCER Core, Millwright Levels 1-3 or employer permission  
Millwrights install, repair, replace and dismantle machinery and heavy equipment used in a wide range of industries. This course focuses on the principles of rotating equipment, power transmission equipment, compressors, cutting and welding, trade math and print reading.  
$700 CEUs 12.0 HRS: 120  
50662 Central TTh  
Sep 05-Dec 19 6-10 p.m.  

NCCER Pipefitting Level 1  
PFPB 1001  
**Prerequisite:** None  
**Note:** Personal protective equipment to be purchased at student's expense.  
Instruction in to the orientation of the trade, pipefitting hand and power tools, oxyfuel cutting, ladders and scaffolds and motorized equipment.  
$700 CEUs 12.0 HRS: 120  
50649 Central MW  
Sep 06-Dec 20 6-10 p.m.  

NCCER Pipefitting Level 2  
PFPB 1043  
**Prerequisite:** NCCER Pipefitting 1  
**Note:** Personal protective equipment to be purchased at student's expense.  
This course prepares the trainee for certification in Level 2 NCCER Pipefitting Certification. Students will learn to explain the procedures of identifying and installing valves, piping systems, drawing and detail sheets, pipefitting trade math, threaded pipe fabrication and excavations.  
$700 CEUs 12.0 HRS: 120  
50650 Central TTh  
Sep 05-Dec 19 6-10 p.m.  

NCCER Pipefitting Level 3  
PFPB 2032  
**Prerequisite:** NCCER Pipefitting 1 and 2  
**Note:** Personal protective equipment to be purchased at student's expense.  
This course prepares the trainee for certification in Level 3 NCCER Pipefitting Certification. Including skill development in rigging practices and equipment, standards and specs, advanced trade math, motorized equipment and aboveground pipe installation.  
$700 CEUs 12.0 HRS: 120  
50651 Central MW  
Sep 06-Dec 20 6-10 p.m.  

To register: All campuses 281-542-2020
NCCER Pipefitting Level 4  
PPFB 2033  
Prerequisite: NCCER Pipefitting 1, 2 and 3  
Note: Personal protective equipment 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.  
$700  
CEUs 12.0  
HRS: 120  
50652  
Central  
TTh  
Sep 05-Dec 19  
6-10 p.m.  

NCCER Scaffolding  
CBFM 1021  
Prerequisites: None  
Note: Textbook is required. PPE to be purchased at the student’s expense.  
Elevated work situations including ladders, scaffolding and work platforms. Also covers personal protective equipment. Demonstrate procedures for the use of ladders, scaffolds and fall protection; demonstrate the ability to erect, climb, descend and work from elevated work platforms; and identify hazards associated with elevated work platforms.  
$700  
CEUs 12.0  
HRS: 120  
50663  
Central  
TTh  
Sep 05-Dec 19  
6-10 p.m.  

NCCER Signal Person  
CNSE 1091  
Prerequisite: NCCER CORE  
Signal persons are a crane operator’s eyes and ears on the ground. Their signals and communications with the operator are crucial in preventing crane accidents. While crane operators should never work without a qualified person, it is required when the point of operation is not in full view of the operator, the operators view is obstructed in the direction the equipment is traveling or the operator or the person handling the load determines that a signal person is needed because of site specific safety concerns.  
$275  
CEUs 2.0  
HRS: 20  
50665  
Central  
MW  
Oct 02-Oct 16  
6-10 p.m.  

DIESEL  
Advanced Diesel Tune-up and Troubleshooting  
DEM 2034  
Prerequisite: Reading level 4; textbook is 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)  
$333  
CEUs 9.6  
HRS: 96  
50098  
North  
MW  
Aug 28-Dec 15  
6-9 p.m.  

Basic Brake Systems  
DEMR 1017  
Prerequisite: Reading level 4; textbook is required.  
This is an introduction to the basic principles of brake systems of diesel powered equipment with an emphasis on maintenance, repairs and troubleshooting. (DEMR 1317)  
$333  
CEUs 9.6  
HRS: 96  
95466  
North  
MTWThF  
Aug 28-Oct 20  
7:20-9:35 a.m.  
95470  
North  
MTWThF  
Aug 28-Oct 20  
12:30-2:45 p.m.  

Basic Electrical Systems  
DEMR 1005  
Prerequisite: Reading level 4; textbook is required.  
This is an introduction to the basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, batteries and regulators. (DEMR 1405)  
$386  
CEUs 9.6  
HRS: 96  
95468  
North  
MTWThF  
Aug 28-Oct 20  
7:20-9:35 a.m.  
50094  
North  
MTWThF  
Oct 23-Dec 15  
7:15-9:35 a.m.  

Diesel Engine I  
DEMR 1006  
Prerequisite: Reading level 4; textbook is required.  
This is an introduction to the basic principles of diesel engines and systems. (DEMR 1306)  
$333  
CEUs 9.6  
HRS: 96  
95467  
North  
MTWThF  
Aug 28-Oct 20  
9:40-11:55 a.m.  

Diesel Engine Testing I  
DEMR 1010  
Prerequisite: Reading level 4; textbook is required.  
Introduces student to diesel engine testing and repair including associated systems and specialized tools. (DEMR 1410)  
$386  
CEUs 9.6  
HRS: 96  
50095  
North  
MTWThF  
Oct 23-Dec 15  
9:40 a.m.-12 p.m.  

Diesel Engine Testing and Repair II  
DEMR 2012  
Prerequisite: Reading level 4; textbook is required.  
This course is a continuation of Diesel Engine Testing and Repair I. It includes coverage of testing and repairing diesel engines including related systems and specialized tools. (DEMR 2412)  
$386  
CEUs 9.6  
HRS: 96  
50099  
North  
TTh  
Aug 29-Dec 15  
6-8:55 p.m.  

To register: All campuses 281-542-2020
### HVAC Troubleshooting Repair
**DEMR 1023**
This course is an introduction to heating, ventilation and air conditioning theory, testing and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools and repairs. (DEMR 1423)

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### Power Train I
**DEMR 1021**
Prerequisite: Reading level 4; textbook is required.
This is an introduction to fundamentals, repair and theory of power trains including clutches, transmissions, drive shafts and differentials, with an emphasis on inspection and repair. Specific attention will include the Allison V-Drive, HD 740, World Transmission and the 1000 and 2000 Series Transmissions. (DEMR 1421)

<table>
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### Preventative Maintenance
**DEMR 1029**
No Prerequisite. Textbook is 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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### Electrical/Electronics

#### Commercial Wiring
**ELPT 1045**
Prerequisite: None
Note: Textbook is required.
This course provides instructions in commercial wiring methods. It includes overcurrent protection, raceway panel board installation, proper grounding techniques and associated safety procedures. The National Electrical Code (NEC) is used to size branch circuits, feeders, service equipment, outlet and junction boxes and conduit; and installation of lighting and utilization of equipment. Students gain experience in safe workplace practices, the proper use of hand tools and ladders, interpreting blueprints and specifications, bending and installation of conduit, installation of armored cable and wiring of devices, load centers and service equipment. (ELPT 1345)

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

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

<table>
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<th>HRS</th>
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### Electrical Machines
**ELPT 1051**
Prerequisite: ELPT 1311; textbook is required.
This is a study of direct current (DC) motors, single-phase and polyphase alternating current (AC) motors, generators and alternators. Emphasis will be on construction, characteristics, efficiencies, starting and speed control. (ELPT 1351)

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### Electricity Principles
**CETT 1002**
Prerequisite: Reading level 6, Writing level 6, Math level 6.
This course covers principles of electricity including proper use of test equipment, A/C and D/C circuits and component theory and operation. (CETT 1302)

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<td>Aug 28-Dec 15</td>
<td>6-9:50 p.m.</td>
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INDUSTRIAL WIRING
ELPT 1057
Prerequisite: None
Note: Textbook is required.
This course covers wiring methods used for industrial installations. It includes motor circuits, raceway and bus way installations, proper grounding techniques and associated safety procedures. (ELPT 1357)
$333 CEUs 6.4 HRS: 64
50107 North T
Aug 29-Dec 15 6-9:40 p.m.

MOTOR CONTROLS
ELPT 1041
Prerequisite: ELPT 1311 or approval of department chair; textbook is required.
A study of operating principles dealing with solid-state and conventional controls along with their practical applications. Includes braking, jogging, plugging, safety wiring, ladder diagrams, relay logic and timers. (ELPT 1441)
$387 CEUs 9.6 HRS: 96
50109 North TTh
Aug 29-Dec 15 10-11:15 a.m.

MOTORS & TRANSFORMERS
ELPT 2005
This course focuses on motors and transformers operation of single and three-phase motors and transformers. It includes transformer banking, power factor correction and protective devices. Also included are three-phase power concepts, transformer and motor connections, transformer and motor metering. (ELPT 2405)
$319 CEUs 6.4 HRS: 64
50111 North TTh
Aug 29-Dec 15 8-9 a.m.

NATIONAL ELECTRIC CODE I
ELPT 1025
Prerequisite: None
Note: Textbook is required.
An introductory study of the National Electric Code (NEC). Emphasis will be on wiring design, protection, methods and materials, equipment for general use and basic calculations. (ELPT 1325)
$309 CEUs 4.8 HRS: 48
50104 North TTh
Aug 29-Oct 20 12:20-3:05 p.m.

NATIONAL ELECTRIC CODE II
ELPT 2025
Prerequisite: ELPT 1325 or department chair approval. Textbook is required.
This course includes in-depth coverage of the National Electrical Code (NEC) for those employed in the fields requiring knowledge of the Code, with an emphasis on wiring protection and methods, special conditions and advanced calculations.
$309 CEUs 4.8 HRS: 48
50112 North TTh
Oct 24-Dec 15 12:15-3:05 p.m.

RESIDENTIAL Wiring
ELPT 1029
Note: Textbook is required.
This course focuses on wiring methods for single family and multi-family dwellings. It includes load calculations, service entrance sizing, proper grounding techniques and associated safety procedures. (ELPT 1429)
$386 CEUs 9.6 HRS: 96
50108 North MW
Aug 28-Dec 15 12:05-3:05 p.m.

HVAC/REFRIGERATION

AC & Refrigeration Codes
HART 2001
Prerequisite: HART 1441 or department chair approval. Textbook is 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)
$336 CEUs 4.8 HRS: 48
95473 North TBA
Aug 28-Dec 15 -

Advanced Electricity
HART 2031
Prerequisite: HART 1441, HART 1445 or department chair approval; textbook is required.
This course provides advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment, including detailed instruction in motors and power distribution motors, motor controls and applications of solid state devices. (HART 2431)
$326 CEUs 9.6 HRS: 96
95474 North MTWTh
Aug 28-Oct 20 12-2:45 p.m.
50122 North TTh
Aug 29-Dec 15 6-8:55 p.m.
**Air Conditioning Troubleshooting**

HART 2036  
**Prerequisite:** HART 1441 and HART 1445 or department chair approval; textbook is required.  
An advanced course in application of troubleshooting principles and use of test instruments to diagnose a/c and refrigeration components and system problems, including conducting performance tests. (HART 2436)  
$326  
50123  
Oct 23-Dec 15  
12:2:50 p.m.

**Basic Electricity for HVAC**

HART 1001  
**Prerequisite:** None  
**Note:** Textbook is required.  
This course focuses on principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits and component theory and operation. (HART 1401)  
$378  
95471  
Aug 28-Oct 20  
12:2:45 p.m.  
50115  
Aug 28-Dec 15  
6-9 p.m.

**Commercial Air Conditioning:**  
**HART 4B**

HART 2041  
**Prerequisite:** HART 1441 and HART 2431 or department chair approval  
**Note:** Textbook is required.  
This course focuses on the study of components, applications and installation of air conditioning systems with capacities of 25 tons or less. (HART 2441)  
$378  
50120  
Aug 28-Dec 15  
6-9 p.m.  
50119  
Oct 23-Dec 15  
8:10-11 a.m.

**Refrigeration Principles:**  
**HVAC 1B**

HART 1007  
**Prerequisite:** None  
**Note:** Textbook is required.  
This course is an introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling and refrigeration components and safety. (HART 1407)  
$378  
50117  
Aug 25-Dec 15  
6-8:55 p.m.  
50116  
Oct 23-Dec 15  
12:2:50 p.m.

**Gas Electrical Heating**

HART 1045  
**Prerequisite:** HART 1401 and HART 1407 or department chair approval; textbook is required.  
This course is a study of the procedures and principles used in servicing heating systems including gas-fired furnaces and electric heating systems. (HART 1445)  
$378  
95472  
Aug 28-Oct 20  
8:15-11 a.m.  
50118  
Aug 29-Dec 15  
6-8:55 p.m.

**Non-Destructive Testing**

**Advanced Ultrasonics**

NDTE 2001  
**Prerequisite:** NDTE 1454; no textbook is required.  
Emphasis is placed on examination of components and characterization of flaws using advanced techniques. (NDTE 2401)  
$382  
50200  
Sep 16-Dec 10  
8-11:30 a.m.  
50197  
Sep 16-Dec 10  
12-3:30 p.m.

**Eddy Current Testing**

NDTE 1040  
**Prerequisite:** None  
**Note:** Textbook is required.  
This course covers the general principles of Eddy Current Testing including theory, knowledge and skills for basic examination and the effects of material properties, probe types, calibration standards and equipment selection. (NDTE 1440)  
$382  
50197  
Aug 29-Dec 15  
4:15-7 p.m.
**Film Interpretation of Weldments**  
NDTE 1001  
**Prerequisite:** None  
**Note:** Textbook is 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)  
$330  
50182  
Aug 28-Dec 15  
5:30-7:20 p.m.  
50188  
Aug 29-Dec 15  
5:30-7:15 p.m.  

**Intermediate Ultrasonics: Flaw Detection & Sizing**  
NDTE 1054  
**Prerequisite:** NDTE 1405; textbook is required.  
This course covers applications of the ultrasonic techniques of materials testing for flaw sizing and characterization. (NDTE 1454)  
$382  
50189  
Aug 29-Dec 15  
7:30-10:15 p.m.  

**Introduction to Corrosion**  
METL 1013  
**Prerequisite:** None  
**Note:** Textbook is required.  
An introduction to internal, external and atmospheric corrosion including terminology, causes of common corrosion problems in industry and general remedies such as cathodic protection, protective coatings, material selection and chemical treatments. (METL 1313)  
$330  
50196  
Aug 28-Dec 15  
5:30-7:20 p.m.  

**Introduction to Ultrasonics 1 & 2**  
NDTE 1005  
**Prerequisite:** None  
**Note:** Textbook is required.  
The course covers the basic theory and applications of the ultrasonic techniques of materials testing covering the theoretical material from the certification test for Ultrasonic Level 1 American Society of Non-Destructive Testing. (NDTE 1405)  
$382  
50185  
Aug 28-Dec 15  
7:30-10:20 p.m.  
50186  
Aug 29-Dec 15  
2-5 p.m.  
50199  
Sep 16-Dec 10  
8-11:30 a.m.  
Sep 16-Dec 10  
12-3:30 p.m.  

**Liquid Penetrant & Magnetic Particle**  
NDTE 1010  
**Prerequisite:** None  
**Note:** Textbook is required.  
This course is a theoretical study and practical application of the non-destructive testing techniques of penetrant and magnetic particle testing required by quality assurance and test personnel. (NDTE 1410)  
$382  
50183  
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7:30-10:20 p.m.  
50190  
Aug 29-Dec 15  
7:30-10:15 p.m.  
50198  
Sep 16-Dec 10  
8-11:30 a.m.  

**Metrology**  
QCTC 1048  
**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)  
$382  
50195  
Aug 29-Dec 15  
7:30-10:20 p.m.  

**Preparation for Certified Welding Inspector Exam**  
NDTE 2011  
**Prerequisite:** Three years of technical experience; textbook is 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)  
$382  
50184  
Aug 28-Dec 15  
7:30-10:20 p.m.  

**Standards**  
QCTC 2031  
**Prerequisite:** None  
**Note:** Textbook is required.  
This is a study of philosophy and theory of standards, appropriate standard organizations and systems and integration to the application of standards criteria in society. (QCTC 2331)  
$330  
50191  
Aug 28-Dec 15  
5:30-7:20 p.m.  
50193  
Aug 29-Dec 15  
5:30-7:15 p.m.  

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To register: All campuses 281-542-2020
Testing and Inspection Systems
QCTC 1046
Prerequisite: None  Textbook is 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)
$330  CEUs 9.6  HRS: 96
50192  Central  MW
Aug 28-Dec 15  7:30-10:20 p.m.

Pipefitting
Advanced Pipefitting Standards, Specifications and Installation
PFPB 2032
Prerequisite: PFPB 1308 and PFPB 1343
The course covers skill development in motorized equipment, above-ground pipe installation valves, field routing and vessel trim, spring can supports, testing piping systems and equipment, basic plumbing, planning work activities and non-destructive testing (NDT).  (PFPB 2332)
$386  CEUs 9.6  HRS: 96
50129  North  MWF
Oct 23-Dec 15  8-11:50 a.m.

Basic Pipefitting Skills
PFPB 1008
Prerequisite: None
This course covers mathematical operations necessary to calculate laying lengths of pipe fittings for fabrication. It includes identification and use of hand tools and power tools and identification of pipe, pipe fittings, flanges and fasteners used in the trade.  (PFPB 1308)
$386  CEUs 9.6  HRS: 96
50124  North  MWF
Aug 28-Oct 20  8-11:40 a.m.
50125  North  MW
Aug 28-Dec 15  6-9 p.m.

Pipefitting Fabrication & Blueprint Reading
PFPB 1043
Prerequisite: PFPB 1308
This course is a continuation of pipe fabrication, rigging, pipe hangers and supports, blueprint reading, standards and specifications and trade math.  (PFPB 1343)
$386  CEUs 9.6  HRS: 96
50126  North  TTh
Aug 29-Oct 20  8 a.m.-12 p.m.
TTh
Aug 29-Oct 20  1-2:20 p.m.
50128  North  TTh
Aug 29-Dec 15  6-8:55 p.m.

Pressure Piping Inspection
NDTE 2039
Prerequisite: None
Note: Textbook is required.
This course covers the general principles of pressure vessel inspection. It covers American Society of Mechanical Engineers (ASME) and American Petroleum Institute (API) documents that pertain to pressure piping inspection. It prepares students to take the API 570 certification examination. (NDTE 2339)
$330  CEUs 6.4  HRS: 64
50187  Central  TTh
Aug 29-Dec 15  7:30-9:15 p.m.

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. A Texas Class A Restricted license is recommended before 1st day of class, cost is $11 and the student must pass Sections 6 and 14 of the written exam. If not obtained by the 8th day of class, student will be dropped and no refund or transfer will be granted. Contact the Texas Department of Motor Vehicles for more information on this process.
This course focuses on 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.
$1800  CEUs 12.6  HRS: 126
50667  Central  MTWTh
Sep 18-Oct 26  7 a.m.-6 p.m.
50669  Central  MTWTh
Oct 30-Dec 14  7 a.m.-6 p.m.
**Professional Truck Driver Two**

CVOP 1040

Prerequisite: Must sign up for Professional Truck Driver 1 at the same time AND contact SJC Commercial Truck Driving Department at (281)476-1886.

Note: Textbook required. A Texas Class A Restricted license is recommended before 1st day of class, cost is $11 and the student must pass Sections 6 and 14 of the written exam. If not obtained by the 8th day of class, student will be dropped and no refund or transfer will be granted. Contact the Texas Department of Motor Vehicles for more information on this process.

This course is 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.

$1500  CEUs 12.0  HRS: 120

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**WELDING**

**Advanced Gas Tungsten ARC Welding GTAW**

WLDG 2051

Prerequisite: WLDG 1430 or approval of department chair

Note: Textbook is required.

This course covers advanced topics in GTAW welding, including welding in various positions and directions. (WLDG 2451)

$406  CEUs 12.8  HRS: 128

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**Advanced Shielded Metal Arc Welding SMAW**

WLDG 2043

Prerequisite: WLDG 1428 or approval of department chair

Note: Textbook is 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 2443)

$406  CEUs 12.8  HRS: 128

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### Intermediate Pipe Welding

**WLDG 2006**  
**Prerequisite:** WLDG 1428.  
**Note:** Textbook is required.  
This is 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 2406)  

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### Intermediate Welding Using Multiple Processes

**WLDG 2013**  
**Prerequisite:** WLDG 1434, WLDG 1430, WLDG 1428  
**Note:** Textbook is 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 2413)  

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### Intro Blueprint Reading

**WLDG 1013**  
**Prerequisites:** None  
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. (WLDG 1413)  

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### Intro to FCAW

**WLDG 1012**  
**Prerequisites:** None  
An overview of terminology, safety procedures and equipment set-up. Practice in performing T-joints, lap joints and butt joints using Flux Cored Arc Welding (FCAW) equipment. (WLDG 1412)  

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

**WLDG 1030**  
This course includes a study of the principles of gas metal arc welding, setup and the use of GMAW equipment and safe use of tools and equipment. It also includes instruction in various joint designs. (WLDG 1430)  

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**Introduction to Gas Tungsten ARC Welding GTAW**

WLDG 1034

**Prerequisite: None**
**Note: Textbook is required.**

This course is an introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment and safe use of tools and equipment. It includes welding instruction in various positions on joint designs. (WLDG 1434)

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<td>50172</td>
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<td>8-11:50 a.m.</td>
<td>50151</td>
</tr>
</tbody>
</table>

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

WLDG 1028

**Prerequisite: None**
**Note: Textbook is required.**

This course is an introduction to shielded metal arc welding process. Emphasis is placed on power sources, electrode selection, oxy-fuel cutting and various joint designs. Instruction provided in SMAW fillet welds in various positions. (WLDG 1428)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEUs</th>
<th>HRS</th>
<th>Section 1</th>
<th>Section 2</th>
<th>Section 3</th>
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<td>8 a.m.-1:15 p.m.</td>
<td>50177</td>
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</table>

**Metal Sculpture**

WLDG 1008

**Prerequisite: None**

This course covers techniques and methods of oxy-acetylene and electric welding and cutting to produce metal sculptures. It includes skill development in material forming, welding, brazing and finishing techniques. It also covers work ethics, artistic styles and professionalism. (WLDG 1308)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEUs</th>
<th>HRS</th>
<th>Section 1</th>
<th>Section 2</th>
<th>Section 3</th>
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<td>50079</td>
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</table>

**Oxyfuel Cut and Weld**

WLDG 1004

This course covers Oxy-fuel welding and cutting equipment. Includes equipment safety, setup and maintenance. (WLDG 1204)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEUs</th>
<th>HRS</th>
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<th>Section 2</th>
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<td>Central</td>
<td>8-10:20 a.m.</td>
<td>50078</td>
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</tbody>
</table>

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

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workforce/ready2work/form

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www.sanjac.edu/GCRTW-Grant

Qualifications
• 18 years of age and older
• U.S. Citizen/Permanent Resident
• High School Diploma/GED
• Unemployed (Six months or more)
• Drug Screen/Background check
  (Sponsorship available)

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THE TRAINING CONNECTION

Training and Educational Solutions for Workers and Employers

August - December 2017

Maritime

MARITIME ................................................................. 44

For more information: 281-974-2200

A Publication of the Continuing & Professional Development division of the San Jacinto Community College District
Able Bodied Seaman

A mariner who successfully completes our Able Seaman course within one 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 Cargo Handling and Stowage

USCG & STCW approved, this course will cover the principles of materials handling and their application to the movement of marine cargoes, safe cargo operations, certification of cargo gear, stresses on cargo gear, mathematical calculations of safe and efficient cargo stowage, de-humidification units and prevention of moisture damage due to cargo and ship sweat. In addition, this course will examine ship stability and trim and the practical application of these principles in the loading of vessels carrying break bulk, bulk and container cargoes. A container loading project will be completed involving computing stowage, trim, KG, GM and LCG. The objective of this course is to provide students with the detailed knowledge to support the training outcomes related to Cargo Handling and Stowage at the Management Level and in doing so, satisfy company, national and international regulations for candidates for certification as master or Chief Mate.

Advanced Fire Fighting

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 USCG-approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.
**Advanced Meteorology**

**SCIT 1093**

This course encompasses the following: the earth-atmosphere system, weather elements: atmospheric thermodynamics; wind systems; cyclones and anti-cyclones, air masses, fronts and middle-latitude cyclones; violent local storms; tropical storms; the synoptic weather map; weather service for merchant shipping; weather forecasting; ocean waves; sea ice and ice accretion; weather map construction and analysis; optimum ship routing utilizing the prevailing and projected weather conditions to advantage; weather routing to avoid adverse conditions; practice of practical shipboard reporting procedures. Forecasting and hurricane avoidance techniques. Students will be able to understand and interpret synoptic charts and forecast area weather. This syllabus covers the requirements of the 1995 STCW Convention Chapter II, Section A-II/2. This functional element provides the detailed knowledge to support the training outcomes related to the navigation at the management level.

Any applicant who has successfully completed this 40-hour Advanced Meteorology course will satisfy the Advanced Meteorology training requirements for STCW certification as Master or Chief Mate on vessels of 500 or more gross tonnage (ITC). The practical assessments in this course will be accepted as the equivalent of the following assessments from the National Assessment Guidelines for Table A-II/2 of the STCW Code: M-6-1A; M-6-2A. Applicants who have successfully completed the course need not present completed Control Sheets for these assessments in application for STCW certification.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEUs</th>
<th>HRS</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>50441</td>
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<td>40</td>
<td>Oct 02-Oct 06 8 a.m.-5 p.m.</td>
</tr>
<tr>
<td>50481</td>
<td>4.0</td>
<td>40</td>
<td>Nov 06-Nov 10 8 a.m.-5 p.m.</td>
</tr>
<tr>
<td>70011</td>
<td>4.0</td>
<td>40</td>
<td>Dec 04-Dec 08 8 a.m.-5 p.m.</td>
</tr>
</tbody>
</table>

**Advanced Stability**

**MARS 2074**

**USCG & STCW approved**

Trainees will become proficient in stability and trim theory and its practicable applications. The course objectives are also aimed at providing the ship’s senior officers with the knowledge and competence sufficient to make full use of the stability booklet required for a vessel by 46 CFR 170.110. This course requires the trainee to have a fundamental understanding of basic stability and trim theory, as well as basic math and trigonometry.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEUs</th>
<th>HRS</th>
<th>Schedule</th>
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<tbody>
<tr>
<td>50407</td>
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<td>Sep 05-Sep 08 7 a.m.-6 p.m.</td>
</tr>
<tr>
<td>50482</td>
<td>4.0</td>
<td>40</td>
<td>Oct 23-Nov 03 8 a.m.-5 p.m.</td>
</tr>
</tbody>
</table>

**Apprentice Mate**

**MARS 1075**

**Prerequisite: 540 days sea time**

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 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 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEUs</th>
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<td>Sep 05-Sep 08 7 a.m.-6 p.m.</td>
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<td>50448</td>
<td>4.0</td>
<td>104</td>
<td>Oct 09-Oct 25 8 a.m.-5 p.m.</td>
</tr>
<tr>
<td>50492</td>
<td>4.0</td>
<td>104</td>
<td>Nov 27-Dec 06 8 a.m.-5 p.m.</td>
</tr>
</tbody>
</table>

**Advanced Shiphandling**

**MARS 2075**

The objective of this course is to provide students with the detailed knowledge to support the training outcomes related to the training requirements of 46 CFR 11.305(a)(3)(i) and 11.307(a)(3)(i) for STCW endorsements as Chief Mate or Master on vessels of 3,000 GT or more and 46 CFR 11.311(a)(3)(i) and 11.313(a)(3)(i) for STCW Code, as amended 2010, endorsements as Master or Chief Mate on vessels of more than 500 GT and less than 3,000 GT, and the specific tasks from the National Assessment Guidelines found in NVIC 10-14 and 11-14 (Tasks 4.1.B and 8.1.A through 9.17.A). Applicants are not required to present the completed record of assessment sheets when applying for the STCW endorsement.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CEUs</th>
<th>HRS</th>
<th>Schedule</th>
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<tbody>
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<td>50406</td>
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<td>80</td>
<td>Sep 11-Sep 22 8 a.m.-5 p.m.</td>
</tr>
<tr>
<td>50681</td>
<td>8.0</td>
<td>80</td>
<td>Nov 06-Nov 17 8 a.m.-5 p.m.</td>
</tr>
</tbody>
</table>
**Apprentice Mate (Steering) Western Routes**

**MARS 1078**

**Prerequisite: 540 days seatime**

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 by law; 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 any course.

<table>
<thead>
<tr>
<th>$400</th>
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<tr>
<td>50474</td>
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<td>ThF</td>
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<td>70054</td>
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<tr>
<td>Dec 07-Dec 08</td>
<td>8 a.m.-5 p.m.</td>
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</table>

**Automatic Radar Plotter Aid**

**MARS 2076**

**Prerequisite: Previously passed USCG approved RADAR class**

Trainees who 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 any course.

<table>
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<td>50470</td>
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<tr>
<td>Oct 23-Oct 26</td>
<td>8 a.m.-6 p.m.</td>
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</tbody>
</table>

**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.

<table>
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<tr>
<th>$750</th>
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<td>50461</td>
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<tr>
<td>70055</td>
<td>Central</td>
<td>MTW</td>
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<tr>
<td>Dec 18-Dec 20</td>
<td>8 a.m.-5 p.m.</td>
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</tbody>
</table>

**Basic Safety Refresher**

**MART 1077**

This course is for applicants who cannot meet the requirement for one year of sea service within the last five 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(c) 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 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.

<table>
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<tr>
<th>$750</th>
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<th>HRS: 24</th>
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<tr>
<td>Sep 11-Sep 13</td>
<td>8 a.m.-5 p.m.</td>
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<tr>
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<td>MTW</td>
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<td>8 a.m.-5 p.m.</td>
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<td>70055</td>
<td>Central</td>
<td>MTW</td>
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<tr>
<td>Dec 18-Dec 20</td>
<td>8 a.m.-5 p.m.</td>
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</tbody>
</table>
**Basic Shiphandling & Steering Control Systems**  
**MARS 2077**

The completion of this course will satisfy the competency requirements of Table A-II/1 of the STCW, as amended 2010 and the tasks listed below from NVIC 12-14, for Officer in Charge of a Navigational Watch on Vessels of 500 GT or More and will satisfy the training requirements of 46 CFR 11.309(a)(4)(x); and The following Tasks from Enclosure (3) to NVIC 12-14: 1.8.A, 1.8.B, 9.1.A, 9.2.A, 9.3.A, 9.4.A and 9.5.A.

**$2000 CEUs 4.0 HRS: 40**

- 50679 Central MTWThF
  - Sep 11-Sep 15 8 a.m.-5 p.m.
  - Oct 02-Oct 06 8 a.m.-5 p.m.
  - Nov 06-Nov 10 8 a.m.-5 p.m.

**Basic Training Revalidation**  
**MARI 1079**

The completion of Basic Training Revalidation course will satisfy the continued competency requirements for Personal Survival Techniques and Fire Prevention and Fire Fighting in STCW as amended 2010, Section A-VI/1, 46 CFR 11.302(d) and 46 CFR 12.602(d), provided that they have at least one year of sea service in the last five years.

**$300 CEUs .8 HRS: 8**

- 50419 Central T  
  - Sep 12-Sep 12 8 a.m.-5 p.m.
- 50464 Central T  
  - Oct 17-Oct 17 8 a.m.-5 p.m.
- 50499 Central T  
  - Nov 21-Nov 21 8 a.m.-5 p.m.
- 70056 Central T  
  - Dec 19-Dec 19 8 a.m.-5 p.m.

**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 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.

**$600 CEUs 2.4 HRS: 24**

- 50426 Central MTW  
  - Sep 18-Sep 20 8 a.m.-5 p.m.
- 50477 Central MTW  
  - Oct 30-Nov 01 8 a.m.-5 p.m.
- 70017 Central MTW  
  - Dec 11-Dec 13 8 a.m.-5 p.m.

**Cargo Handling & Stowage (Operation Level)**  
**LMGT 1093**

USCG & STCW approved, this course will satisfy the candidate with reliable knowledge of technical principles of sea transport of cargo and skills in the assessment of cargo securing arrangements. Also covered are the duties undertaken by the deck watch while loading and discharging cargo in port and the care of cargo in transit. Subjects include: inspection and preparation of holds, cargo segregation, securing cargo, cargo handling equipment and safety, confined space entry and an overview of ship types (tankers, bulk carrier, container etc).

**$900 CEUs 4.0 HRS: 40**

- 50462 Central MTWThF  
  - Oct 16-Oct 20 8 a.m.-5 p.m.

**DDE 1000/4000 HP**  
**MARS 1075**

This four-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**

- 50449 Central MTWThF  
  - Oct 09-Nov 03 8 a.m.-5 p.m.

**Designated Duty Engineer (DDE) Unlimited**  
**MARI 1073**

The completion of this course will receive 45 days of sea service credit that can be applied towards the service requirements of 46 CFR 11.524(b)(1) for a credential as Designated Duty Engineer of Motor Propelled Vessels of Unlimited Horsepower; and satisfy the following TASKs from the Officer in Charge of an Engineering Watch 4.3.A; 4.3.C; 4.3.F; 6.1.A; 6.2.A and 6.3.A Applicants who have successfully completed your course need not present completed Task Control Sheets for these assessments in application for STCW certification.

**$4000 CEUs 16.0 HRS: 160**

- 50450 Central MTWThF  
  - Oct 09-Nov 03 8 a.m.-5 p.m.

To register: All campuses 281-542-2020
**Electrical Machinery and Basic Electronics**  
MARI 1076  
The completion of the Electrical Machinery and Basic Electronics (SANJCC-861) course will satisfy the training requirements of 46 CFR 11.329(a)(4)(x) for STCW endorsements as OICEW on vessels on vessels powered by main propulsion machinery of 750 kW I 1,000 HP propulsion power or more. The following specific TASKs from the OICEW NVIC 17-14: 6.1.A; 6.1.B; 6.1.C; 6.1.D; 6.1.E and 6.2.A. applicants are not required to present completed Task Control sheets in application for an STCW endorsement.  
$4000 CEUs 16.0 HRS: 160  
95507 Central MTWThF  
Aug 28-Sep 22 8 a.m.-5 p.m.

**Electronic Chart Display and Information Systems (ECDIS)**  
MART 1075  
Prerequisite: Previously passed USCG approved RADAR class  
This 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 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.  
$1000 CEUs 4.0 HRS: 40  
95242 Central MTWThF  
Aug 28-Sep 01 8 a.m.-5 p.m.  
50438 Central MTWThF  
Sep 25-Sep 29 8 a.m.-5 p.m.  
50471 Central MTWThF  
Oct 23-Oct 27 8 a.m.-5 p.m.  
50682 Central MTWThF  
Nov 13-Nov 17 8 a.m.-5 p.m.  
70057 Central MTWThF  
Dec 04-Dec 08 8 a.m.-5 p.m.

**Electronic Navigation**  
MARS 2076  
This five-day USCG-approved course covers theory and practical use of electronic navigational aids. Possible errors and limitations are stressed along with methods of resolving position ambiguity. Planning and conducting a passage and determine position. Basic theory and use of Electronic Chart Display and Information Systems (ECDIS) for officers in charge of a navigational watch (OICNW) on ECDIS-equipped ships. Detailed knowledge to support the training outcomes related to navigation at the operational level and be able to use ECDIS for their navigational watch, operate ECDIS equipment, use the navigational functions of ECDIS, select and assess all relevant information and then take proper action.  
$900 CEUs 4.0 HRS: 40  
50429 Central MTWThF  
Sep 18-Sep 22 8 a.m.-5 p.m.

**Engine Resource Management**  
MARS 1075  
The completion of this course will satisfy the Engine Resource Management training requirements of 46 CFR 11.325(a)(3)(i) and (b)(1);46 CFR 11.327(a)(3)(i) and (b)(1);46 CFR 11.329(a)(4)(iv);46 CFR 11.331(a)(3)(i) and (b)(1);46 CFR 11.333(a)(3)(i) and (b)(1); and leadership and Team Working Skills requirements of 46 CFR 11.329(c); AND Satisfy the Engine Resource Management knowledge requirement of Table A-III/1 of the STCW Code, as amended 2010, within Function: Marine engineering at the operational level; Competence: Maintain a safe engineering watch. Specific tasks from NVIC 17-14 Officer in Charge of an Engineering Watch: 1.1.F; 1.4.A; 3.1.A; 16.1.A; 16.2.A; 16.3.A; 16.4.A.  
$1000 CEUs 4.0 HRS: 40  
95246 Central MTWThF  
Aug 28-Sep 01 8 a.m.-5 p.m.  
50438 Central MTWThF  
Sep 25-Sep 29 8 a.m.-5 p.m.  
50471 Central MTWThF  
Oct 23-Oct 27 8 a.m.-5 p.m.  
50682 Central MTWThF  
Nov 13-Nov 17 8 a.m.-5 p.m.  
70057 Central MTWThF  
Dec 04-Dec 08 8 a.m.-5 p.m.
First Aid & CPR (BST Part 2)
EMSP 1026
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 USCG-approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

$100 CEUs .8 HRS: 8
50420 Central W
Sep 13-Sep 13 8 a.m.-5 p.m.
50465 Central W
Oct 18-Oct 18 8 a.m.-5 p.m.
70027 Central W
Dec 20-Dec 20 8 a.m.-5 p.m.

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 USCG-approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

$1500 CEUs 7.0 HRS: 70
95251 Central MTWThF
Aug 28-Sep 07 8 a.m.-5 p.m.
50683 Central MTWThF
Sep 25-Oct 05 8 a.m.-5 p.m.
50684 Central MTWThF
Nov 06-Nov 16 8 a.m.-5 p.m.
70012 Central MTWThF
Dec 04-Dec 14 8 a.m.-5 p.m.

Instrumentation
MARI 1075
The completion of the Instrumentation (SANJCC-230) course will satisfy the Control System training requirements of 46 CFR 11.329(a)(4)(xi) for STCW endorsements as OICEW on vessels on vessels powered by main propulsion machinery of 750 kW I 1,000 HP propulsion power or more. The following specific TASKs from the OICEW NVIC 17-14: 6.3.A; 7.1.A; 7.2.A; 7.2.B; 7.3.A; 7.4.A; 7.5.A; 7.5.B; and 7.5.C. Applicants are not required to present the completed record of assessment sheets when applying for the STCW endorsement.

$4000 CEUs 16.0 HRS: 160
50451 Central MTWThF
Oct 09-Nov 03 8 a.m.-5 p.m.

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 USCG-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
95255 Central MTWThF
Aug 21-Aug 25 8 a.m.-5 p.m.
50414 Central MTWThF
Sep 11-Sep 15 8 a.m.-5 p.m.
50443 Central MTWThF
Oct 02-Oct 06 8 a.m.-5 p.m.
50472 Central MTWThF
Oct 23-Oct 27 8 a.m.-5 p.m.
50493 Central MTWThF
Nov 13-Nov 17 8 a.m.-5 p.m.
70013 Central MTWThF
Dec 04-Dec 08 8 a.m.-5 p.m.

To register: All campuses 281-542-2020
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/1 or A-III/1 of the STCW Code, As Amended; 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 USCG-approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

$300  CEUs 0.8  HRS: 8
50434  Central  F
Sep 22-Sep 22  8 a.m.-5 p.m.
50479  Central  F
Nov 03-Nov 03  8 a.m.-5 p.m.
70021  Central  F
Dec 15-Dec 15  8 a.m.-5 p.m.

MANAGEMENT OF ELECTRICAL & ELECTRONIC CONTROL EQUIPMENT (MEECE)
MARI 1070
This course will satisfy the Management of Electrical & Electronic Control Equipment training requirements of 46 CFR 11.325(a)(3) (iii) for original and (b)(3) for renewal; 46 CFR 11.327(a)(3)(ii) for original and (b)(3) for renewal; 46 CFR 11.331(a)(3)(iii) for original and (b)(3) for renewal; and 46 CFR 11.333(a)(3)(ii) for original and (b)(3) for renewal.

$1000  CEUs 4.0  HRS: 40
50415  Central  MTWThF
Sep 11-Sep 15  8 a.m.-5 p.m.
50453  Central  MTWThF
Oct 09-Oct 13  8 a.m.-5 p.m.
50483  Central  MTWThF
Nov 06-Nov 10  8 a.m.-5 p.m.
70014  Central  MTWThF
Dec 04-Dec 08  8 a.m.-5 p.m.

MASTER 100 TONS/MATE 200 TONS
MART 1072
The student presents their Certificate of Training within one year of the completion of training, will satisfy the examination requirements of 46 CFR 11.201(j) for original issuance, 46 CFR 10.227(c)(1)(iii) for renewal and 46 CFR 10.227(j) for reissuance, of a merchant mariner endorsement as Master or Mate of not more than 100 gross tons Upon Near Coastal or Great Lakes & Inland or Inland Waters; AND, the examination requirements of 46 CFR 11.201(j) for original issuance, 46 CFR 10.227(c)(1)(iii) for renewal and 46 CFR 10.227(j) for reissuance, of a merchant mariner endorsement as Operator of Uninspected Passenger Vessels (OUPV) Upon Near Coastal or Great Lakes & Inland or Inland Waters.

$1200  CEUs 8.0  HRS: 80
50409  Central  MTWThF
Sep 05-Sep 08  7 a.m.-6 p.m.
50452  Central  MTWThF
Oct 09-Oct 20  8 a.m.-5 p.m.
50494  Central  MTWThF
Nov 27-Dec 08  8 a.m.-5 p.m.

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 five 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 USCG-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
50430  Central  MTW
Sep 18-Sep 20  8 a.m.-5 p.m.
70019  Central  MTW
Dec 11-Dec 13  8 a.m.-5 p.m.
**Meteorology (Operation Level)**
SCIT 1093

This course provides the background knowledge in will have a thorough understanding of meteorology. The course provides an introduction to meteorology with specific emphasis on marine applications. Focuses on ocean weather phenomena as they impact vessel operations and the role of the ship’s officer in observing, recording and analyzing developing weather patterns. Knowledge of the characteristics of various weather systems, reporting procedures and recording systems.

$850 CEUs 4.0 HRS: 40
50484 Central MTWTh
Nov 06-Nov 10 8 a.m.-5 p.m.

**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 USCG-approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

$100 CEUs .4 HRS: 4
50423 Central F
Sep 15-Sep 15 12:00pm-4:00pm
50467 Central F
Oct 20-Oct 20 12:00pm-4:00pm

**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). 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.

$300 CEUs 1.2 HRS: 12
50421 Central Th
Sep 14-Sep 14 8 a.m.-5 p.m.
F
Sep 15-Sep 15 8:00am-12:00pm
50466 Central Th
Oct 19-Oct 19 8 a.m.-5 p.m.
F
Oct 20-Oct 20 8:00am-12:00pm

**Proficiency in Survival Craft**
MART 2074

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

$700 CEUs 3.2 HRS: 32
95508 Central MTWTh
Aug 28-Aug 31 8 a.m.-5 p.m.
50444 Central MTWTh
Oct 02-Oct 05 8 a.m.-5 p.m.
50485 Central MTWTh
Nov 06-Nov 09 8 a.m.-5 p.m.
70020 Central MTWTh
Dec 11-Dec 14 8 a.m.-5 p.m.

**Proficiency in Survival Craft Refresher**
MARS 1075

Prerequisite: Previously passed Basic Safety Training

The completion of Proficiency in Survival Craft Refresher course will satisfy the competency requirements of Table A-VI/2-1 of the STCW Code, as amended 2010, for Proficiency in Survival Craft and Rescue Boats Other Than Fast Rescue Boats (PSC), for those seafarers not having evidence of one year of sea service within the last five years provided that the applicant had previously been issued a Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats endorsement and will satisfy the professional examination and practical demonstration requirements of 46 CFR 12.407(b)(3) for endorsements for Lifeboatman and PSC. Applicants are not required to present completed record of assessment sheets when applying for the STCW endorsement.

$500 CEUs 1.6 HRS: 16
95544 Central WTh
Aug 30-Aug 31 8 a.m.-5 p.m.
50677 Central WTh
Oct 04-Oct 05 8 a.m.-5 p.m.
50678 Central WTh
Nov 08-Nov 09 8 a.m.-5 p.m.
70053 Central WTh
Dec 13-Dec 14 8 a.m.-5 p.m.

**Qualified Member of the Engineering Department-Oiler**
MARS 1075

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

$3500 CEUs 14.5 HRS: 145
50416 Central MTWThF
Sep 11-Oct 05 8 a.m.-5 p.m.
50687 Central MTWThF
Oct 09-Nov 01 8 a.m.-5 p.m.
Radar Observer Unlimited (Renewal)  
MART 2075  
Prerequisite: Must have held a RADAR certificate within the past five 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 USCG-approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.  
$225  CEUs .8  HRS: 8  
50422  Central  F  
Sep 15-Sep 15  8 a.m.-5 p.m.  
50487  Central  F  
Nov 10-Nov 10  8 a.m.-5 p.m.  
70028  Central  F  
Dec 08-Dec 08  8 a.m.-5 p.m.  

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 watch-keeping. 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 USCG-approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.  
$400  CEUs 3.2  HRS: 32  
50417  Central  MTWTh  
Sep 11-Sep 14  8 a.m.-5 p.m.  
50486  Central  MTWTh  
Nov 06-Nov 09  8 a.m.-5 p.m.  
70058  Central  MTWTh  
Dec 04-Dec 07  8 a.m.-5 p.m.  

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 watch-keeping. 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 USCG-approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.  
$600  CEUs 4.0  HRS: 40  
50489  Central  MTWThF  
Sep 11-Sep 15  8 a.m.-5 p.m.  
50488  Central  MTWThF  
Nov 06-Nov 10  8 a.m.-5 p.m.  
70062  Central  MTWThF  
Dec 04-Dec 08  8 a.m.-5 p.m.  

Ratings Forming Part of Navigational Watch (Lookout Only)  
MARS 2072  
Prerequisite: 90 days seetime  
This course is required for all mariners assigned to lookout and watch-keeping support duties on ocean going vessels. An ordinary seaman assigned to either the deck department or the maintenance department who either stands navigational watches or may be assigned to stand navigational watches, must also be qualified as a RFPNW.  
$300  CEUs .8  HRS: 8  
50405  Central  F  
Sep 01-Sep 01  8 a.m.-5 p.m.  
50447  Central  F  
Oct 06-Oct 06  8 a.m.-5 p.m.  
50490  Central  F  
Nov 10-Nov 10  8 a.m.-5 p.m.  
70022  Central  F  
Dec 15-Dec 15  8 a.m.-5 p.m.
Rose Point ECS Training

MARI 1077

This course will provide you the knowledge and the capability and limitations of Rose Point Electronic Charting System (ECS) operations, including: a thorough understanding of ECS data, data accuracy, presentation rules, display options and other chart data formats; the dangers of over-reliance; & familiarity with the functions of ECS required by performance standards in force

$300 CEUs .8 HRS: 8

95506 Central T
Aug 22-Aug 22 8 a.m.-5 p.m.
50446 Central T
Oct 03-Oct 03 8 a.m.-5 p.m.
50500 Central T
Nov 21-Nov 21 8 a.m.-5 p.m.
70023 Central F
Dec 15-Dec 15 8 a.m.-5 p.m.

Search and Rescue

MARS 2076

This course will satisfy the training requirements of 46 CFR 11.309(a)(4)(iii) for an STCW endorsement as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC). The following practical assessment performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks, as documented in NVIC 12-14 Guidelines on Qualifications for Officer in Charge Of a Navigational Watch on Vessels of 500 GT or More: 6.1.A. The following practical assessment performed during this course have been determined to be equivalent of National Assessment Guidelines Tasks, as documented in NVIC 13-14 Master and Officer in Charge of a Navigational Watch of Vessels of Less Than 500 GT Limited to Near-Coastal Waters: 4.1.A. Applicants are not required to present completed Task Control Sheets when applying for an STCW endorsement.

$500 CEUs 1.6 HRS: 16

50403 Central ThF
Aug 31-Sep 01 8 a.m.-5 p.m.
50458 Central ThF
Oct 12-Oct 13 8 a.m.-5 p.m.

Ship Construction & Basic Stability

(MANAGEMENT LEVEL)

MARS 2078

This course of instruction designed to familiarize and assist the trainee in gaining knowledge and understanding in ship construction and design and becoming proficient in the methods and procedures to determine the initial stability condition of vessels. This course covers basic ship construction features and terminology and principles of stability. Subjects include ship dimensions, ship stresses, hull structure, rudders and propellers, displacement, buoyancy, statical and initial stability, list, trim and free surface effect.

$800 CEUs 4.0 HRS: 40

50439 Central MTWThF
Sep 25-Sep 29 8 a.m.-5 p.m.

Ship Management

MARS 1075


$1500 CEUs 4.0 HRS: 40

50463 Central MTWThF
Oct 16-Oct 20 8 a.m.-5 p.m.
Tankerman PIC-Barge (DL)
MART 2076

Prerequisite: 90 days seetime 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 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 USCG-approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

$900
95504 Central MTWThF
Aug 21-Aug 25 8 a.m.-5 p.m.
50410 Central MTWThF
Sep 05-Sep 08 7 a.m.-6 p.m.
50454 Central MTWThF
Oct 09-Oct 13 8 a.m.-5 p.m.
50495 Central MTWThF
Nov 13-Nov 17 8 a.m.-5 p.m.
70059 Central MTWThF
Dec 11-Dec 15 8 a.m.-5 p.m.

Tankerman PIC-Tankship
MART 2076
San Jacinto College Maritime Tank Ship Dangerous Liquids (SANJCC 501) cover all subjects in Table 2 to 46 CFR 13.121(e) and STCW Code Tables A-V/1-1-2 and A-V/1-1-3. This course also provides training to have the knowledge and understanding of the aspects of transferring dangerous liquid cargo safely, following the environmental protection measures. How to respond to emergencies and ensuring compliance with the applicable regulations for oil and chemical tanker cargo operations on tank ships and tank barges. This course is intended to provide the training to the prospective Tankerman, Person in Charge Dangerous Liquids, which will satisfy the training requirements of 46 CFR 13.201(c)(4), 13.301, 13.401 or 13.501 for any Tankerman endorsement; AND satisfy the basic and advanced oil tanker cargo operations and chemical tanker cargo operations training requirements of 46 CFR 13.603 and 13.605 for an STCW endorsement; AND satisfy the training requirements of 46 CFR 13.120(b)(2) for renewal of a merchant mariner credential as Tankerman PIC Dangerous Liquids.

Any applicant who successfully completes your Tank Ship Dangerous Liquids (SANJCC 501) course will satisfy: the training requirements of 46 CFR 13.201(c)(4) for an endorsement as Tankerman-PIC DL and 13.201(c)(4) for an endorsement as Tankerman-PIC (Barge) DL; the requirements of 46 CFR 13.501(C)(4) for an endorsement as Tankerman Engineer DL; the requirements of 46 CFR 13.603(a)(2), 46 CFR 13.603(b)(2), 46 CFR 13.603(c)(2) and STCW Code Table A-V/1-1-2 for an STCW endorsement for Advanced Oil Tanker Cargo Operations; and the requirements of 46 CFR 13.605(a)(2), 46 CFR 13.605(b)(2), 46 CFR 13.605(c)(2) and STCW Code Table A-V/1-1-3 for an STCW endorsement for Advanced Chemical Tanker Cargo Operations.

NOTE: The course will also satisfy training requirements for endorsements as Tankerman-Assistant DL, Tankerman-Engineer DL and Basic Oil and Chemical Tanker Cargo Operations. This course covers all subjects in Table 2 to 46 CFR 13.121(e) and STCW Code Tables A-V/1-1-1, A-V/1-1-2 and A-V/1-1-3. 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 through 13.605, 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 USCG-approved course. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

$900
95505 Central MTWThF
Aug 21-Aug 25 8 a.m.-5 p.m.
50411 Central MTWThF
Sep 05-Sep 08 7 a.m.-6 p.m.
50455 Central MTWThF
Oct 09-Oct 13 8 a.m.-5 p.m.
50496 Central MTWThF
Nov 13-Nov 17 8 a.m.-5 p.m.
70060 Central MTWThF
Dec 11-Dec 15 8 a.m.-5 p.m.
**Terrestrial & Coastal Navigation**

MARS 1072

USCG & STCW approved, this course covers every aspect of traditional navigation. This course is designed to teach the student the technical and practical concepts of Terrestrial Navigation. Areas covered include terrestrial coordinates, nautical charts, navigation publications, plotting and position lines, navigation aids, compass corrections including Azimuths and Amplitudes, charts and chart work, logbooks and voyage planning, the computation of tides and tidal currents.

$2500  CEUs 12.0  HRS: 120  
50503  Central  MTWThF  
Nov 27-Dec 15  8 a.m.-5 p.m.

**Upgrade - Master, 100 GRT to Master, 200 GRT**

MART 1076

Prerequisite: Student must hold 100 Ton Master License

Upon completion of this USCG-approved course, the student shall have a good understanding of the subjects for upgrade from not more than 100-Ton to not more than 200-Ton Great Lakes, Inland and Near Coastal Master licenses. This course builds upon and further advances the learning objectives for the Master 100 GRT class.

$400  CEUs 2.4  HRS: 24  
50431  Central  MTW  
Sep 18-Sep 20  8 a.m.-5 p.m.  
50473  Central  MTW  
Oct 23-Oct 25  8 a.m.-5 p.m.  
50504  Central  MTW  
Nov 27-Nov 29  8 a.m.-5 p.m.

**Upgrade to Apprentice Mate**

MART 1074

Prerequisite: Student must take this class with the upgrade to have 200 Master class.

Upon completion of this USCG-approved course the student shall have a good understanding of the subjects pertaining to a mariner in training to become master or mate (pilot) of towing vessels or master of towing vessels (harbor assist).

$400  CEUs 1.6  HRS: 16  
50433  Central  ThF  
Sep 21-Sep 22  8 a.m.-5 p.m.  
50475  Central  ThF  
Oct 26-Oct 27  8 a.m.-5 p.m.  
70061  Central  ThF  
Dec 07-Dec 08  8 a.m.-5 p.m.

**VPSSD - Vessel Personnel with Specific Security Duties**

MARS 1075

A mariner who successfully completes our Vessel Personnel with Designated Security Duties (VPSSD) 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 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  CEUs .8  HRS: 8  
95293  Central  W  
Aug 30-Aug 30  8 a.m.-5 p.m.  
50457  Central  W  
Oct 11-Oct 11  8 a.m.-5 p.m.  
50685  Central  W  
Nov 15-Nov 15  8 a.m.-5 p.m.  
70029  Central  W  
Dec 20-Dec 20  8 a.m.-5 p.m.
**Vessel Security Officer**

**MARS 1073**

**Prerequisite: 90 days sea time**

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. It shall be the policy of this school that all students provide appropriate photo identification upon enrollment.

**$500 CEUs 1.6 HRS: 16**

95509 Central MT 8 a.m.-5 p.m.

Aug 28-Aug 29

50456 Central MT 8 a.m.-5 p.m.

Oct 09-Oct 10

50498 Central MT 8 a.m.-5 p.m.

Nov 20-Nov 21

70026 Central MT 8 a.m.-5 p.m.

Dec 18-Dec 19

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**Watchkeeping (Operational Level)**

**MARS 2076**

This course will satisfy the approved training requirements for Watchkeeping, COLREGS and IMO standard marine communication phrases (SMCP) of 46 CFR 11.309(a)(4)(ix), for an STCW endorsement as Officer in Charge of a Navigational watch (OICNW) of vessels of 500 GT or more (operational level); and of 46 CFR 11.319(a)(4)(iii), for an STCW endorsement as Officer in Charge of a Navigational watch (OICNW) of vessels of less than 500 GT (operational level). Satisfy the approved training requirements for Bridge Resource Management of 46 CFR 11.309(a)(4)(vii) for an STCW endorsement as Officer in Charge of a Navigational watch (OICNW) of vessels of 500 GT or more (operational level); and of 46 CFR 11.319(a)(4)(vii); for an STCW endorsement as Officer in Charge of a Navigational watch (OICNW) of vessels of less than 500 GT (operational level); and 46 CFR 11.321(a)(5)(iv) for an STCW endorsement as Officer in Charge of a Navigational watch (OICNW) of vessels of less than 500 GT limited to near-coastal waters (operational level). The Leadership and Teamworking Skills requirements of 46 CFR 11.309(c)(1), 11.319(b)(1), 11.321(b)(1) and 11.329(c). The specific assessment tasks from the National Assessment Guidelines from NVIC 12-14; Tasks 2.1.A - 2.7.G, 7.1.A and 18.1.A - 18.5.A.

**$2700 CEUs 12.0 HRS: 120**

50435 Central MT 8 a.m.-5 p.m.

Sep 25-Oct 13

50686 Central MT 8 a.m.-5 p.m.

Nov 27-Dec 15

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**Voyage Planning and Electronic Navigation**

**MARS 2076**

This course will satisfy the Navigation at the Management Level training requirements of Section A-II/2 of the STCW Code, as amended, for certification as Master or Chief Mate on vessels of 500 or more gross tonnage (ITC). The practical assessments in this course will be accepted as the equivalent of the following NVIC 10-14 assessments from the National Assessment Guidelines for Table A-II/2 of the STCW Code, as amended: 1.1.A, 1.2.A, 1.2.B, 1.2.C, 2.1.A, 2.1.B, 2.1.C, 2.2.A, 3.1.A, 3.1.B, 3.1.C, 3.1.D, 3.2.A, 3.3.A, 7.3.A, 7.4.A, 7.4.B and 7.4.C.

**$1100 CEUs 4.0 HRS: 40**

50440 Central MT 8 a.m.-5 p.m.

Sep 25-Sep 29

50505 Central MT 8 a.m.-5 p.m.

Nov 27-Dec 01

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Health Career Pathways Partnership Grant

→ Earn a degree or certificate in healthcare-Tuition Free!
→ Some programs can be completed in less than 6 months
→ Work-based learning & job search assistance
→ One-on-one career counseling with participants that are chosen for the program provide better direction when choosing a career path

Grant Approved Courses

- Medical Billing & Coding Certificate
- Radiography AAS
- Sonography AAS
- Medical Lab Technician AAS
- Medical Assistant Certificate & AAS
- Eye Care Technology AAS
- Surgical Technician AAS
- Registered Nurse AAS
- Health Information Technology AAS
- Home Health Aide
- Certified Medication Aide
- EKG Technician
- Certified Nurse Aide
- Phlebotomy Technician
- Pharmacy Technician
- Medical Office Professional
- Licensed Vocation Nurse
- Electronic Health Record

For more information, please contact:

HPOG Grant Staff
281.478.2723
hcpp-grant@sjcd.edu
www.sanjac.edu/cpd/hpog

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. 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.

The San Jacinto College District is committed to equal 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. The following College official has been designated to handle inquiries regarding the College's non-discrimination policies: Vice President of Human Resources, 4620 Fairmont Pkwy, Pasadena, TX 77504; 281-991-2699; Sandra.Ramirez@sjcd.edu.
FREE TRAINING CAREER SUPPORT SERVICES

Upcoming Courses Will Include:

- NCCER Welding
- NCCER Pipefitting
- NCCER Electrical
- NCCER Industrial Maintenance
- Engineering Design Graphics
- Non-Destructive Testing
- Project Management Professional
- Lean Six Sigma Green / Black Belt
- Computer Numerical Control (CNC)
- Programmable Logic Controllers (PLC)

and MORE!

Participating Grant Colleges:

- San Jacinto College
- College of the Mainland
- Lee College
- Brazosport College

For more information on the Ready to Work Petrochem Grant, please email GCRTW-Grant@sjcd.edu or fax 281-542-2097.

www.sanjac.edu/GCRTW-Grant

Qualifications

- 18 years of age
- U.S. Citizen/Permanent Resident
- High School Diploma/GED
- Unemployed/Underemployed
- Drug Screen/Background check (Sponsorship Available)

These programs are funded by a grant awarded by the U.S. Department of Labor’s Employment & Training Administration. The information contained in this product was created by the grantee organization and does not necessarily reflect the official position of the U.S. Department of Labor. All references to non-governmental companies or organizations, their services, products or resources are offered for information purposes and should not be construed as an endorsement by the Department of Labor.

It is the policy of San Jacinto Community College District not to discriminate on the basis of 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.
August - December 2017

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**Child Development Associate Training II**

CDEC 2022

Prerequisite: Child Development Associate Training I

Note: Textbook is required.

This course is a continuation of the study of the requirements for the Child Development Association (CDA). The six functional areas of study include, safe, healthy, learning environment, self and social guidance. It provides educational training for persons interested in teaching young children and/or directing child care centers. (CDEC 2422)

$388  
CEUs 11.2  
HRS: 112  
50399  
Central  
TBA  
Oct 02-Nov 03  
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50007  
North  
Sa  
Oct 27-Dec 10  
8-10:45 a.m.

**Child Development Associate Training III**

CDEC 2024

Prerequisite: Child Development Associate Training II

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

This course is a continuation of the requirements for the Child Development Association (CDA). The three functional areas of study include family, program management and professionalism. It provides educational training for persons interested in teaching young children and/or directing child care centers. (CDEC 2424)

$388  
CEUs 11.2  
HRS: 112  
50400  
Central  
TBA  
Nov 06-Dec 08  
-

**Child Guidance**

CDEC 1019

This is an exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. (CDEC 1319)

$321  
CEUs 6.4  
HRS: 64  
50395  
Central  
W  
Aug 28-Dec 15  
6-8:55 p.m.

**Creative Arts for Early Childhood**

CDEC 1058

This course is an exploration of principles, methods and materials for teaching music, movement, visual arts and dramatic play through process-oriented experiences to support divergent thinking for children birth through age eight. (CDEC 1458)

$393  
CEUs 9.6  
HRS: 96  
50398  
Central  
Th  
Aug 28-Oct 02  
6-8:40 p.m.
CURRICULUM RESOURCES FOR EARLY CHILDHOOD PROGRAMS

CDEC 1013
This course is a study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight. (CDEC 1413)
$393  CEUs 9.6  HRS: 96
50397  Central  Th
Oct 23-Dec 15  6-8:40 p.m.

EMERGENT LITERACY FOR EARLY CHILDHOOD

CDEC 1056
This course explores the principles, methods and materials for teaching young children language and literacy through a play-based, integrated curriculum. (CDEC 1356)
$336  CEUs 4.8  HRS: 48
50396  Central  TBA
Sep 11-Dec 08 -

ENGLISH COMMUNICATION SKILLS

ENGLISH AS A SECOND LANGUAGE - BEGINNING A
COMG 1000
Prerequisite: Pre-assessment preferred but not required.
Note: Textbook and workbook required. If age 17, parental or guardian consent is required.
Designed for students whose primary language is other than English, this course presents industry-related basic reading, writing, speaking and listening skills. The emphasis is on high-frequency vocabulary (basic sight words) and phonics; refining oral and written production; assists with listening skills for enhanced job productivity; and increasing the control of the English sound system to minimize on-the-job miscommunication or misinterpretation due to foreign accent. This is the first class in our sequence of “Everyday English” language instruction. The students will have an additional one hour of conversational practice once a week.
$250  CEUs 3.2  HRS: 32
50223  Central  MTWTh
Sep 05-Oct 02  9-11:00 a.m.
50227  South  MTWTh
Sep 05-Oct 02  9-11:00 a.m.
50231  North  MTWTh
Sep 05-Oct 02  9-11:00 a.m.
50225  Central  MTWTh
Sep 05-Oct 02  5:45-7:45 p.m.
50229  South  MTWTh
Sep 05-Oct 02  5:45-7:45 p.m.
50233  North  MTWTh
Sep 05-Oct 02  5:45-7:45 p.m.
50235  Central  MTWTh
Oct 04-Oct 31  9-11:00 a.m.
50239  South  MTWTh
Oct 04-Oct 31  9-11:00 a.m.
50243  North  MTWTh
Oct 04-Oct 31  9-11:00 a.m.
50237  Central  MTWTh
Oct 04-Oct 31  5:45-7:45 p.m.
50241  South  MTWTh
Oct 04-Oct 31  5:45-7:45 p.m.
50245  North  MTWTh
Oct 04-Oct 31  5:45-7:45 p.m.
50247  Central  MTWTh
Nov 06-Dec 05  9-11:00 a.m.
50251  South  MTWTh
Nov 06-Dec 05  9-11:00 a.m.
50255  North  MTWTh
Nov 06-Dec 05  9-11:00 a.m.
50249  Central  MTWTh
Nov 06-Dec 05  5:45-7:45 p.m.
50253  South  MTWTh
Nov 06-Dec 05  5:45-7:45 p.m.
50257  North  MTWTh
Nov 06-Dec 05  5:45-7:45 p.m.

Creative Writing

NFND 0000
Prerequisite: Writing level 7
Note: Textbook is required.
This elective composition course provides an opportunity for students to create imaginative works for pleasure and publication within the supportive atmosphere of a writing workshop. The workshop may emphasize a single genre, such as poetry, fiction or drama. Alternatively, the workshop may allow individual students to write original compositions in genres of their interest in response to classroom assignments. Students analyze significant contemporary literature, finding models of successful forms and effective technique. In addition, they critique the work of classmates. Literary theory and strategies for publication are discussed. Students are also encouraged to participate as editors of the College literary magazines and to submit their best work for publication. (ENGL 2307)
$336  CEUs 4.8  HRS: 48
50585  Central  TTh
Aug 28-Dec 15  10-10:11-12:30 a.m.
95527  Central  TBA
Aug 28-Dec 15 -
Education
**ENGLISH AS A SECOND LANGUAGE - BEGINNING B**

COMG 1000

**Prerequisite:** Pre-assessment required

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

This is a continuation of Beginning English level. The emphasis is on high-frequency vocabulary (basic sight words) and phonics; refining oral and written production; assists with listening skills for enhanced job productivity; and increasing control of the English sound system to minimize on-the-job miscommunication or misinterpretation due to foreign accent. This is the second class in our sequence of “Everyday English” language instruction. The students will have an additional one hour of conversational practice once a week.

$250

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**ENGLISH AS A SECOND LANGUAGE - INTERMEDIATE A**

COMG 1001

**Prerequisite:** Pre-assessment required

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

This intermediate course will provide a communicative English practice. Students will learn to match vocabulary words with their respective definitions when terms and definitions are presented in writing. Students will learn to select the correct meaning of a word based on the context of the word; give examples of the pronunciation, meaning and part of speech of vocabulary words that relate to work or everyday life activities. This level will provide the student with skills to summarize the main idea in writing. This is the third class in our sequence of “Everyday English” language instruction. The students will have an additional one hour of conversational practice once a week.

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</tr>
</tbody>
</table>
**ENGLISH AS A SECOND LANGUAGE - INTERMEDIATE B**

**COMG 1002**

**Prerequisite:** Pre-assessment required  
**Note:** Textbook and workbook required; if age 17, parental or guardian consent is required.

This course will provide dynamic communicative practice for students whose primary language is other than English, exposing students to the uses of language in a variety of situations. This level will provide the student with skills to summarize the main idea in writing. This is the fourth class in our sequence of “Everyday English” language instruction. The students will have an additional one hour of conversational practice once a week.

$250  
**CEUs:** 3.2  
**HRS:** 32

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<td>North</td>
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<td>Nov 06-Dec 05</td>
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**ENGLISH AS A SECOND LANGUAGE - HIGH INTERMEDIATE A**

**COMG 1003**

**Prerequisite:** Pre-assessment required  
**Note:** Textbook and workbook required; if age 17, parental or guardian consent is required.

This level focuses on the improvement in reading and vocabulary/comprehension skills, as well as speaking, writing and listening skills for job or academic success. The emphasis is on recognition and comprehension of idioms, analogies, antonyms and synonyms and context clues. The interpretation of factual material and opinions associated with job-related and daily life communications is the focus of this course. This is the fifth class in our sequence of “Everyday English” language instruction. The students will have an additional one hour of conversational practice once a week.

$250  
**CEUs:** 3.2  
**HRS:** 32

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**English as a Second Language - High Intermediate B**

COMG 1004

**Prerequisite:** Pre-assessment required  
**Note:** Textbook and workbook required; if age 17, parental or guardian consent is required.

This is a continuation of the high intermediate English Level. This course focuses on the improvement in reading and vocabulary/comprehension skills, as well as speaking, writing and listening skills for job or academic success. This is the sixth class in our sequence of “Everyday English” language instruction. The students will have an additional one hour of conversational practice once a week.

$250

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**English as a Second Language - Advanced A**

COMG 1005

**Prerequisite:** Pre-assessment required  
**Note:** Textbook and workbook required; if age 17, parental or guardian consent is required.

This course is designed for the students to focus on comprehending challenging materials for the workplace or for academic success. This level will prepare the student with the skills to determine meaning from written text, identify word forms and variation in meaning, synonyms and antonyms, context clues, connotation and denotation and fact and opinion. It is designed for advancing students into higher level English language skills. This is the seventh class in our sequence of “Everyday English” language instruction. The students will have an additional one hour of conversational practice once a week.

$250

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To register: All campuses 281-542-2020
English as a Second Language - Advanced B  
COMG 1005  
Prerequisite: Pre-assessment required  
Note: Textbook and workbook required; if age 17, parental or guardian consent is required.

This course is designed for the students to focus on comprehending challenging materials, texts or practical discussions for fluency in the English language. This is the eighth class in our sequence of "Everyday English" language instruction. The students will have an additional one hour of conversational practice once a week. After the completion of this class, the students will transition into either the LEAP or STEP courses. LEAP and STEP courses are ESL specialized programs focused on workforce or academic ESL in preparation for college credit classes.

$250  
50332 Central MTWTh  
Sep 05-Oct 02 11:15 a.m.-1:15 p.m.  
50336 South MTWTh  
Sep 05-Oct 02 11:15 a.m.-1:15 p.m.  
50340 North MTWTh  
Sep 05-Oct 02 11:15 a.m.-1:15 p.m.  
50334 Central MTWTh  
Sep 05-Oct 02 8-10:00 p.m.  
50338 South MTWTh  
Sep 05-Oct 02 8-10:00 p.m.  
50342 North MTWTh  
Sep 05-Oct 02 8-10:00 p.m.  
50344 Central MTWTh  
Oct 04-Oct 31 11:15 a.m.-1:15 p.m.  
50348 South MTWTh  
Oct 04-Oct 31 11:15 a.m.-1:15 p.m.  
50352 North MTWTh  
Oct 04-Oct 31 11:15 a.m.-1:15 p.m.  
50346 Central MTWTh  
Oct 04-Oct 31 8-10:00 p.m.  
50350 South MTWTh  
Oct 04-Oct 31 8-10:00 p.m.  
50354 North MTWTh  
Oct 04-Oct 31 8-10:00 p.m.  
50356 Central MTWTh  
Nov 06-Dec 05 11:15 a.m.-1:15 p.m.  
50360 South MTWTh  
Nov 06-Dec 05 11:15 a.m.-1:15 p.m.  
50364 North MTWTh  
Nov 06-Dec 05 11:15 a.m.-1:15 p.m.  
50358 Central MTWTh  
Nov 06-Dec 05 8-10:00 p.m.  
50362 South MTWTh  
Nov 06-Dec 05 8-10:00 p.m.  
50366 North MTWTh  
Nov 06-Dec 05 8-10:00 p.m.

GED 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. The student must be age 18 or older. If you are 16, you must have a court order from a judge; also, you 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, you 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.

$555  
50211 Central MTWTh  
Oct 02-Nov 28 6-9:00 p.m.  
50212 South MTWTh  
Oct 02-Nov 28 6-9:00 p.m.  
50213 North MTWTh  
Oct 02-Nov 28 6-9:00 p.m.

GED Preparation: Language Arts  
NFND 0000  
Note: Textbook is required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. The student must be age 18 or older. If you are 16, you must have a court order from a judge; also, you 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, you 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.

$300  
50217 Central MTWTh  
Oct 23-Nov 09 6-9:00 p.m.  
50218 South MTWTh  
Oct 23-Nov 09 6-9:00 p.m.  
50219 North MTWTh  
Oct 23-Nov 09 6-9:00 p.m.
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. The student must be age 18 or older. If you are 16, you must have a court order from a judge; also, you 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, you 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.

$300 CEUs 3.6 HRS: 36
50214 Central MTWTh
Oct 02-Oct 19 6-9:00 p.m.
50215 South MTWTh
Oct 02-Oct 19 6-9:00 p.m.
50216 North MTWTh
Oct 02-Oct 19 6-9:00 p.m.

GED Preparation: Social Studies/Science

NFND 0000

Note: Textbook is required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. You must be age 18 or older. If you are 16, you must have a court order from a judge; also, you 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, you 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.

$205 CEUs 2.4 HRS: 24
50220 Central MTWTh
Nov 13-Nov 28 6-9:00 p.m.
50221 South MTWTh
Nov 13-Nov 28 6-9:00 p.m.
50222 North MTWTh
Nov 13-Nov 28 6-9:00 p.m.

LANGUAGES

Beginning French I

NFND 0000

Note: Textbook is required. Fundamental skills in listening comprehension, speaking, reading and writing. Also, includes basic vocabulary, grammatical structures and culture.

$365 CEUs 3.6 HRS: 36
50207 South MTWTh
Aug 28-Oct 20 10:10 a.m.-12:30 p.m.

Beginning French II

NFND 0000

This course continues the introduction to the French language begun in FREN 1411. Students who have had two or more years of French in high school or can demonstrate adequate proficiency may begin with this course, provided they have approval from the department chair. Students will spend three hours a week learning language patterns and forms and two hours a week in lab activities. (FREN 1412) Prerequisite: FREN 1411. Note: Textbook is required.

$365 CEUs 8.0 HRS: 80
50208 South MW
Oct 23-Dec 15 10:10 a.m.-12:30 p.m.
**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 a formal local academic assessment. Upon successful mastery of the content, participants will receive certification.

**$295**  
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**CEUs 1.8 | HRS: 18**  
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<td>8 a.m.-1:30 p.m.</td>
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<tr>
<td>70007</td>
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<td>Dec 16-Dec 16</td>
<td>8 a.m.-1:30 p.m.</td>
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<tr>
<td>70010</td>
<td>North</td>
<td>Dec 16-Dec 16</td>
<td>8 a.m.-1:30 p.m.</td>
</tr>
</tbody>
</table>

**Para Educator Certification Re-take**

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

**$70**  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Location</th>
<th>Dates</th>
<th>Time</th>
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<tr>
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<td>Oct 21-Oct 21</td>
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<tr>
<td>50381</td>
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<td>50387</td>
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<td>Nov 18-Nov 18</td>
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<td>70010</td>
<td>North</td>
<td>Dec 16-Dec 16</td>
<td>8 a.m.-1:30 p.m.</td>
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</tbody>
</table>

**CEUs .6 | HRS: 6**  

To register: All campuses 281-542-2020
**Para Educator Institute Training ISD**

CDEC 1032  
**Prerequisite:** High School Diploma or GED from Texas accredited institution  
**Note:** Materials provided  
The first two days of each institute will consist of training in four modules. On day three, participants will take a formal local academic assessment. Upon successful mastery of the content, participants will receive certification.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Location</th>
<th>Dates</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>50368</td>
<td>South</td>
<td>Sep 09-Sep 23</td>
<td>8 a.m.-3:30 p.m.</td>
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<tr>
<td>50371</td>
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<td>Sep 09-Sep 23</td>
<td>8 a.m.-3:30 p.m.</td>
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<tr>
<td>50374</td>
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<td>Sep 09-Sep 23</td>
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<td>50377</td>
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<td>Oct 07-Oct 21</td>
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<td>50380</td>
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<td>Dec 02-Dec 16</td>
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**$280 CEUs 1.8 HRS: 18**

To register: All campuses 281-542-2020
FREE TRAINING
CAREER SUPPORT SERVICES

Upcoming courses will include:
• NCCER Instrumentation
• NCCER Millwright
• Computer Numerical Control (CNC)
• Programmable Logic Controls (PLC)

Participating partner colleges training offered:
NCCER Crafts/Project Management/Lean Six Sigma

College of the Mainland
409-933-8643
www.com.edu/ce/gcrtw-grant

Lee College
832-556-4527
www.lee.edu/workforce/ready2work/form

Brazosport College
979-230-2342
www.brazosport.edu/jumpstart

Funding for the TWIC card is available.

For more information on the DOL H-1B Ready to Work Grant, please email GCRTW-Grant@sjcd.edu or fax 281-542-2097.

www.sanjac.edu/GCRTW-Grant

Qualifications
• 18 years of age and older
• U.S. Citizen/Permanent Resident
• High School Diploma/GED
• Unemployed (Six months or more)
• Drug Screen/Background check (Sponsorship available)

These programs are funded by a grant awarded by the U.S. Department of Labor’s Employment & Training Administration. The information contained in this product was created by the grantee organization and does not necessarily reflect the official position of the U.S. Department of Labor. All references to non-governmental companies or organizations, their services, products or resources are offered for information purposes and should not be construed as an endorsement by the Department of Labor.
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

To register: All campuses 281-542-2020
August - December 2017

Life Long Learning

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Cake Decorating ......................................................... 72
Dance ........................................................................ 73
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Sports & Recreation .................................................... 74
Wellness .................................................................... 74
Motorcycle ................................................................. 75
### ARTS & CRAFTS

#### Ceramics I

**NFND 0000**  
**Note:** No textbook is required; must be approved by the credit department.  
**Studio Course** - This is an introduction to basic ceramic processes and an exploration of clay as an artistic medium. It includes mechanical (wheel-thrown) and hand-built techniques and glazing and firing processes. (ARTS 2346)  

<table>
<thead>
<tr>
<th>Course</th>
<th>CEUs</th>
<th>HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceramics I</td>
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<td>96</td>
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<th>Time</th>
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<tbody>
<tr>
<td>Central</td>
<td>Aug 28-Dec 15</td>
<td>6-9 p.m.</td>
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</table>

#### Ceramics II

**NFND 0000**  
**Prerequisite:** ARTS 2346  
**Note:** No textbook is required; must be approved by the credit department.  
**Studio course** - This is a continuation of ARTS 2346. The class includes an exploration of clay as an artistic medium, concentrating on combinations of mechanical and hand-built techniques. (ARTS 2347)  

<table>
<thead>
<tr>
<th>Course</th>
<th>CEUs</th>
<th>HRS</th>
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<tbody>
<tr>
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<tr>
<td>Central</td>
<td>Aug 25-Dec 15</td>
<td>6-9 p.m.</td>
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</table>

### Introduction to Essential Oils and Aromatherapy

**NFND 0000**  
**Note:** Student will bring their own materials. List of materials will be given to the students the first day of class after the orientation.  
This class provides an excellent foundation in essential oils: safety, common methods of use and hands-on blending techniques. By the end of the class, you will be able to make blends for yourself, family and friends! Essential oils can enhance so many areas of your daily life, sleep, relaxation, stress relief, emotional balance, immune support, respiratory health, muscle tension and pain and skin care.  

<table>
<thead>
<tr>
<th>Course</th>
<th>CEUs</th>
<th>HRS</th>
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<tr>
<td>Introduction to Essential Oils and Aromatherapy</td>
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<table>
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<tr>
<td>Central</td>
<td>Sep 09-Sep 16</td>
<td>1-3 p.m.</td>
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<tr>
<td>Central</td>
<td>Oct 07-Oct 14</td>
<td>1-3 p.m.</td>
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<tr>
<td>Central</td>
<td>Nov 11-Nov 18</td>
<td>1-3 p.m.</td>
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</table>

#### CAKE DECORATING

### Wilton Course 1: Building Buttercream Skills

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

<table>
<thead>
<tr>
<th>Course</th>
<th>CEUs</th>
<th>HRS</th>
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<tbody>
<tr>
<td>Wilton Course 1: Building Buttercream Skills</td>
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<tr>
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<td>North</td>
<td>Sep 18-Oct 09</td>
<td>6:30-8:30 p.m.</td>
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<td>North</td>
<td>Nov 01-Nov 29</td>
<td>6:30-8:30 p.m.</td>
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</table>

### Wilton Course 2: Flowers and Cake Design

**NFND 0000**  
**Prerequisite:** Wilton Course 1  
**Note:** Wilton textbook and Wilton Student Kit are required (available in San Jacinto College 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.  

<table>
<thead>
<tr>
<th>Course</th>
<th>CEUs</th>
<th>HRS</th>
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<tbody>
<tr>
<td>Wilton Course 2: Flowers and Cake Design</td>
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<tbody>
<tr>
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<td>Oct 04-Oct 25</td>
<td>6:30-9:30 p.m.</td>
</tr>
<tr>
<td>North</td>
<td>Oct 16-Nov 06</td>
<td>6:30-8:30 p.m.</td>
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</tbody>
</table>

### Wilton Course 3: Gum Paste and Fondant

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

<table>
<thead>
<tr>
<th>Course</th>
<th>CEUs</th>
<th>HRS</th>
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</thead>
<tbody>
<tr>
<td>Wilton Course 3: Gum Paste and Fondant</td>
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<th>Location</th>
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<td>North</td>
<td>Nov 13-Dec 04</td>
<td>6:30-8:30 p.m.</td>
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To register: All campuses 281-542-2020
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!
$90 CEUs .6 HRS: 6
50587 Central Th
Sep 07-Sep 28 7:45-9:15 p.m.
50589 Central Th
Oct 19-Nov 09 7:45-9:15 p.m.

Social Dance - Country Western
NFND 0000
Are you ready to dance? Learn a country western dance in four lessons. Taught by an accomplished dance duo - no prior dance skill needed. Partner preferred but not required. Must wear leather shoes or shoes that will slide. Great exercise!
$90 CEUs .6 HRS: 6
50586 Central Th
Sep 07-Sep 28 6-7:30 p.m.
50588 Central Th
Oct 19-Nov 09 6-7:30 p.m.

FINANCIAL MANAGEMENT

Retirement Planning Today
NFND 0000
Prerequisite: None
This course examines many aspects of personal finance and how they can work together to create an integrated successful retirement plan. Shows you how to assess your financial situation and develop a personalized plan to achieve your financial and retirement goals.
$80 CEUs .9 HRS: 9
50573 South Th
Sep 28-Oct 12 6:30-9:30 p.m.

LIFE LONG LEARNING

Open and Concealed Handgun Carry License Course (Classroom Session Only)
NFND 0000
Note: No firearms are allowed to be brought to class.
Take a four-hour class for original license from a State Certified Instructor. The course will cover the legal and practical aspects of concealed carry, safe firearm handling and storage, the use of force and deadly force and nonviolent dispute resolution. During the day you will take a written test in which 70 percent is required for passing. No firearms are permitted in this class as you will need to take the shooting portion with another instructor. Concealed Handgun License Requirements: 21 years of age and legally able to purchase a handgun; have not been convicted of a felony in any state; have NO convictions of Class A or B misdemeanors in the last five years; are NOT subject to a restraining or protective order; are NOT delinquent in the payment of taxes, child support or any other fees levied and collected by the State; are NOT chemically dependent or of unsound mind.
$45 CEUs 0.4 HRS: 4
50604 Central Sa
Sep 23-Sep 23 8 a.m.-12 p.m.

Refuse to be a Victim
NFND 0000
Refuse To Be A Victim is an NRA, award-winning personal safety and crime prevention program. This instructor development workshop will provide you with the training and credentials required to teach Refuse To Be A Victim Seminars in your community. These sought-after seminars teach participants how to improve their personal safety strategies and what techniques and tactics can be used to help avoid becoming easy victims of crime. In general, seminars heighten public awareness of what can and should be done to stay safe. The topics include: Psychology of Criminal Predators, Mental Preparedness, Home Security, Physical Security, Workplace Security, Parents and Children From Pre-School to College, Senior Citizens, Automobile Security, Out-Of-Town Travel Security, Technological Security, Self-Defense Physical Training, Personal Protection Devices, Persons With Physical Disabilities, Domestic Violence and Stalking.
$45 CEUs 0.4 HRS: 4
50603 Central Sa
Sep 09-Sep 09 8 a.m.-12 p.m.
50605 Central Sa
Nov 04-Nov 04 8 a.m.-12 p.m.
**PAINTING/DRAWING**

**Drawing I**
NFND 0000
This is a beginning course investigating a variety of media, techniques and subjects, exploring perceptual and descriptive possibilities with consideration of drawing as a developmental process, as well as an end in itself. (ARTS 1316)

$319  CEUs 9.6  HRS: 96
50202  Central  TTh
Aug 28-Dec 15  8:35-11:35 a.m.
50201  Central  MW
Aug 28-Dec 15  2:55-5:55 p.m.

**Painting I**
NFND 0000
This class explores the potentials of painting media with emphasis on color and composition. (ARTS 2316)

$319  CEUs 9.6  HRS: 96
50203  Central  TTh
Aug 28-Dec 15  11:45 a.m.-2:45 p.m.

**Painting II**
NFND 0000
Prerequisite: ARTS 2316 or approval of department chair
This class is a continuation of Painting I with emphasis on individual expression. (ARTS 2317)

$319  CEUs 9.6  HRS: 96
50204  Central  TTh
Aug 28-Dec 15  11:45 a.m.-2:45 p.m.

**SPORTS & RECREATION**

**Aikido Martial Arts**
NFND 0000
Note: Textbook is 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.

$130  CEUs 1.5  HRS: 15
50572  South  TTh
Oct 17-Nov 28  7-8:30 p.m.

**Tai Chi**
NFND 0000
Note: No textbook is required.; dress in loose-fitting clothing and be capable of mild exertion and slow, rhythmic movements.
Students will learn and practice the popular Yang-style short form of Tai Chi. Classes will include an explanation of the background of the art. Beginners are welcome.

$40  CEUs .4  HRS: 4
50606  South  M
Sep 04-Sep 25  6-7 p.m.
50612  Central  T
Sep 05-Sep 26  12-1 p.m.
50609  Central  Th
Sep 07-Sep 28  6-7 p.m.
50607  South  M
Oct 02-Oct 23  6-7 p.m.
50613  Central  T
Oct 03-Oct 24  12-1 p.m.
50610  Central  Th
Oct 15-Oct 26  6-7 p.m.
50608  South  M
Oct 30-Nov 20  6-7 p.m.
50614  Central  T
Oct 31-Nov 21  12-1 p.m.
50611  Central  Th
Nov 02-Nov 30  6-9 p.m.
70045  South  M
Nov 27-Dec 18  6-7 p.m.
70046  Central  T
Nov 28-Dec 19  12-1 p.m.

**Wellness**

**Gentle Yoga**
NFND 0000
This is an introduction to basic yoga postures, breathing and relaxation techniques. It is a gentle and relaxed workout that takes in consideration students physical capabilities.

$40  CEUs .4  HRS: 4
50590  Central  Th
Sep 07-Sep 28  5-6 p.m.
50591  Central  Th
Oct 05-Oct 26  5-6 p.m.
50592  Central  Th
Nov 02-Nov 30  5-6 p.m.
Motorcycle Riders Course

NFND 0000
Prerequisite: Student must have a valid driver's license or instructional permit. Students must be able to ride a bicycle.
Note: Motorcycle and helmet for class will be provided. Full attendance for each class day is required. No rescheduling or refunds allowed once class begins.

Upon successful course completion, certificate is issued for submission to the Texas Department of Public Safety (DPS). Motorcycles are furnished (250cc). Students must wear over-the-ankle leather shoes/boots with heels, gloves, long sleeve shirt, long pants, glasses or face shield. Provided helmet must be worn. Depending on student skill level and size of class, hours may vary.

No refunds are given after the course begins.

$230 CEU 1.9 HRS: 19
Meets Friday 6-9 p.m. Saturday and Sunday 7 a.m.-4 p.m.

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<thead>
<tr>
<th>Central Campus</th>
<th>North Campus</th>
<th>South Campus</th>
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<tr>
<td>50579 Sep 08-Sep 10</td>
<td>50567 Sep 08-Sep 10</td>
<td>50574 Sep 15-Sep 17</td>
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<td>70041 Dec 15-Dec 17</td>
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<td>70041 Dec 15-Dec 17</td>
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**INTRODUCTION TO MASSAGE THERAPY**
NFND 0000

Note: Each student needs to bring one bed sheet for the massage table. This class is for students new to massage therapy.

Massage therapy is manual manipulation of soft body tissues (muscle, connective tissue, tendons and ligaments) to enhance a person's health and well-being. In this class students will be learn about Swedish massage. This eight-hour introductory course will provide foundational training in, strokes, body mechanics, draping techniques and lecture and hands-on training.

$75 CEUs .8 HRS: 8
50593 Sep 09-Sep 16 Central Sa
50595 Sep 23-Sep 30 Central Sa
50597 Oct 07-Oct 14 Central Sa
50599 Oct 21-Oct 28 Central Sa
50601 Nov 11-Nov 18 Central Sa
70043 Dec 02-Dec 09 Central Sa

**USING ESSENTIAL OILS FOR MUSCLE PAIN**
NFND 0000

Note: Students will receive a list of materials needed (approximately $17). This class is for personal enrichment only. It does not provide professional CEUs for massage therapists.

Walk away with a working knowledge of these chosen essential oils by learning the various benefits of them. Combining certain oils help with common complaints such as general aches and pains, tight muscles, headaches, tension, stress, spasms, inflammation and pain relief. Students will determine if adding the essential oils make a difference in the reduction of discomfort or simply aid in well-being.

$40 CEUs .4 HRS: 4
50596 Sep 23-Sep 30 Central Sa
50600 Oct 21-Oct 28 Central Sa
70044 Dec 02-Dec 09 Central Sa
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](http://www.sanjac.edu/life-long-learning) or call 281-478-3634.

**Seniors 55+ take 10 percent off all Life Long Learning classes!**
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/sanjac. After selecting your course(s), please contact your nearest CPD Registration office to request your class to be created. You must make payment for all Continuing and Professional Development (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 usernames and passwords.

After the login 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!

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 Adobe Reader). 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
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 (Building 1), 8060 Spencer Hwy., Pasadena, TX 77505

North Campus: 281-542-2020, Room N-12.212, Slovacek Student Center (Building 12), 5800 Uvalde Road, Houston, TX 77049

South Campus: 281-542-2020, Room S-8.1052, Academic Administration Building (Building 8), 13735 Beamer Road, Houston, TX 77089

Office hours at all campuses are: Mon-Thurs: 8 a.m.-6:30 p.m.
Fri: 8-11:30 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 ésta información.

Registration Is Easy
You can register at any time for most Continuing and Professional Development (CPD) classes. There are normally no special registration days. Registration is accepted in person (photo identification required) or web/online (for those who have previously enrolled in credit or non-credit classes at San Jacinto College). If a course has a prerequisite you may be required to show proof of completion and will need 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
To register by phone, please have the student is personal information and all course information when you call. For hours, see preceding How to Contact Us section.

Central, North and South Campus: 281-542-2020

Fax or Email Registration
Fax or email your completed registration form at any time. A blank registration form is located in this schedule. Fax and email access are available 24 hours a day. Registration forms can be received any time, but will not be processed until normal office hours.

Central Campus: Fax: 281-476-1833
North Campus: Fax: 281-459-7196
South Campus: Fax: 281-922-3422

Email: registration.cpd@sjcd.edu

In Person Registration
Identification is required / Se require ID al registrarse en persona.

Visit our offices at the following locations
Central Campus: Interactive Learning Center (Building 1), Room C-1.128, 8060 Spencer Hwy., Pasadena

North Campus: Slovacek Student Center Building (Building 12), Room N-12.212, 5800 Uvalde Road, Houston

South Campus: Administration Building (Building 8), Room S-8.1052, 13735 Beamer Road, Houston

For hours, see preceding How to Contact Us section.
**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

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**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.

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**Student Web Payment Process**

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

- Access the San Jacinto College website at www.sanjac.edu and go to the SOS Login located under the “My SanJac” link.

- First enter your User ID# (Student ID number G00XXXXXX)

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

- Current student: You will need your student ID (G00XXXXXX) and your password to access SOS.

**To Make a Payment on a Student Account:**

**Step 1:** Select My Student Records, Registration and Financial Aid

**Step 2:** Select My Registration

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

**Step 4:** Select a Term. Please make sure to choose a Continuing Education term then submit to process. Example: If your class starts between Sept 2016 and Nov 2016, you would choose Continuing Ed 2016 Sept-Nov. If your class starts between Dec 2016 and Feb 2017, you would choose Continuing Ed 2016-17 Dec-Feb.
Step 5: Select Student Account Suite (another webpage will open after selecting this option)
- CPD students must make payment at the time of registration
- You can view the Refund Policy from this screen.
- Classes at least four weeks in length are eligible for a Convenient Payment Plan (CPP). Payment plans can be set up by selecting this payment option and entering your information by following the directions given.

Step 6: Select Make a Payment

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

Step 8: Select Payment Method then Select Go button

Step 9: Process Payment according to online directions.
- 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 setup 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. 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 & Sun: Closed

**North:** 281-459-7116  
M-Th: 7:30 a.m.-8:45 p.m.  
Fri: 7:30-11:45 a.m.  
Sat & Sun: Closed

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**Cancelled Classes**

If San Jacinto College cancels a class, a 100 percent tuition refund is automatically processed for students who do not choose to transfer to another available class. CPD personnel will make every attempt to contact you in the event a class cancels using contact information you have provided. 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.

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**Transfer Requests**

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

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**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 281.542.2020.

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**Screening Requirements for Classes with Clinicals**

A criminal background check and drug screen for phlebotomy courses are 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.

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**Linked Classes**

Proof of Meningitis vaccine required for students 21 and under.

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

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

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

- Photo identification required for all in person registrations. Se require ID para todas las registraciones en persona.

- Information contained in the schedule is subject to the policies and procedures of the San Jacinto College District and is subject to change without notice, including course pricing.

- All courses are taught in English, unless specified otherwise.

- Classes may be cancelled because of low enrollment.

- Instructors may be changed as conditions warrant.

- Room assignments and building locations may be changed as conditions warrant.

- Students must attend the class section for which they are registered.

- CPD staff and instructors provide information, not advice.

- San Jacinto College requires that its instructors not solicit business for personal gain in the classroom. Any business transaction resulting from a class is the responsibility of the student, not the College.

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

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

- ESL assessments will not be started after 5 p.m. and are done in the CPD offices.

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

- **September 4 – Labor Day**
- **November 22-26 – Thanksgiving**
- **December 21-January 1 – Winter Break**

**NO CLASSES WILL MEET ON THESE DAYS**
Campus Carry

Purpose

The purpose of this policy is to comply with the requirements of S.B. 11, which is generally referred to as the “campus carry” law, to allow the concealed carrying of handguns by license holders on the campuses of certain institutions. The policy grants permission for a valid Texas License to Carry holder (LTC) to generally carry a concealed handgun on campus. The policy also identifies certain campus locations and activities that a valid LTC holder may be excluded from carrying a handgun due to previously existing State of Texas Statutes or exclusion zones identified by the College.

Policy Statement

The San Jacinto Community College District is committed to providing a safe environment for students, employees, affiliates and visitors and to respecting the right of individuals licensed to carry a handgun in the state of Texas. Individuals licensed to carry may do so on campus except in locations and at activities prohibited by law or by this policy. The carrying of any handgun by an unlicensed person or the open carry of a handgun is not permitted in any place at the College.

1. Individuals who hold a valid Texas License to Carry a Handgun (LTC), including a valid Texas Concealed Handgun License, (“license holders”) may (1) carry a handgun on campus so long as the handgun is not in plain view, on or about their person at all times and under their control (e.g., purse, backpack, bag, etc.) or (2) secure their handgun in a locked motor vehicle. The carrying of an unconcealed handgun on campus is restricted to authorized law enforcement officers and other persons who may be designated by appropriate law enforcement agencies.

All other weapons are strictly prohibited for students, faculty, staff and visitors; their possession on campus is grounds for immediate action by law enforcement. See Section 46.05 of the Texas Penal Code for a list of weapons.

A license holder’s handgun must be concealed at all times. In compliance with Texas Penal Code §46.035(a-1), a license holder may not carry a partially or wholly visible handgun on campus premises or on any college driveway, street, sidewalk or walkway, parking lot, parking garage or other parking area. Anyone intentionally or knowingly displaying a handgun in plain view for others to see is in violation of Texas law.

A license holder must display his or her License to Carry when directed by a law enforcement officer in accordance with section 411.205 of the Texas Government Code. Otherwise, an individual is not required to disclose whether he or she is a license holder in order to participate in any program or service offered by the College, except as required by law.

A license holder may not carry a handgun if he/she is intoxicated under Texas Penal Code 46.035(d).

2. It is the responsibility of license holders to carry their handguns on or about their person at all times. “About” the person means that a license holder may carry a holstered handgun in a backpack or handbag, but the backpack or handbag must be close enough that the license holder can grasp it without materially changing position. A license holder who carries a handgun on campus must carry it in a holster that completely covers the trigger and the entire trigger guard area. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling.

The College does not provide storage for handguns.

The open carry of handguns is not permitted on college premises.

3. The College is often the site of Pre-K-12 school-sponsored activities, such as field trips. When a Pre-K-12 school-sponsored activity is conducted at a particular location, the carrying of concealed handguns is prohibited. A sign shall be posted reading “Pre-K-12 school-sponsored activity in progress” during these activities. “School-sponsored activities” for purposes of this policy are defined as: tours, demonstrations, field trips, events, clubs, camps, clinics, programs, etc., held on College property that are authorized by a K-12 school district or individual school(s) as a curricular, co-curricular or interscholastic activity and are managed or supervised in part by the district or school or district or school employee.

Upon a survey of the College campuses, areas identified as routinely hosting such school-sponsored activities shall be posted on the College’s rules and regulations regarding campus carry.

4. Texas Penal Code §46.03(a)(2) excludes license holders of handguns from carrying a handgun on premises of a polling place on the day of an election or while early voting is in progress according to Policy 2-19. A sign shall be posted at any polling place located on campus from the commencement of early voting through Election Day that reads either “Polling Place” or “Vote Here.” (See Electioneering Procedure 2-19A)

5. Texas Penal Code §46.035(b)(6) excludes license holders of handguns from carrying a handgun on the premises of a church, synagogue or other established place of religious worship. A sign shall be posted that conforms to Section 30.06 of the Texas Penal Code.

To register: All campuses 281-542-2020
6. Texas Penal Code §46.035(b)(2) excludes license holders of handguns from carrying a handgun where a high school, collegiate or professional sporting event or interscholastic event is taking place, unless the license holder is a participant in the event and a handgun is used in the event. Notice shall be given for all collegiate sporting events. If possible, for ticketed sporting events this notice should be given by means of a written communication on the back of or appended to, the ticket. Vendors and others who are permitted to enter the premises without a ticket shall be provided written notice through other means. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

7. The concealed carry of handguns shall be prohibited in areas for which state or federal law, licensing requirements or contracts require exclusion at the exclusive discretion of the state or federal government or are required by a campus accrediting authority. Where appropriate, signage must conform to the overriding federal or state law requirements. Otherwise, notice conforming to Texas Penal Code §30.06 must be provided.

8. The concealed carry of handguns shall be prohibited in patient-care areas, including those in which professional mental health and counseling services are provided. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

9. The concealed carry of handguns shall be prohibited in areas in which formal hearings are being conducted pursuant to Code of Student Conduct (Student Handbook); Academic Hearings; Veterans Appeal Hearings; Financial Aid Appeal Hearings; Employee Hearings; and Employee Grievances. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

10. The concealed carry of handguns shall be prohibited in areas where the discharge of a firearm might cause great harm, such as laboratories with extremely dangerous chemicals, biologic agents, explosive agents, critical infrastructure and areas with equipment that is incompatible with metallic objects, such as magnetic resonance imaging machines. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

11. Counselors, staff and volunteers who work in a campus program for minors must, as a condition of their participation, agree not to carry a concealed handgun on the grounds or in buildings where the program is conducted. Parents of attendees must also agree, as a condition of their child’s participation, not to carry a concealed handgun on the grounds or in buildings where the program is conducted. “Campus program for minors” is defined as to provide oversight and training for camps and programs involving minors held on College premises or operated by the College which have recreational, athletic, religious or educational activities for the campers. This includes all camps or programs covered by Texas Education Code, Chapter 51, Section 51.976, as well as any day camp, activity or University Interscholastic League (“UIL”) event sponsored by the College. A sign shall be posted that conforms to Texas Penal Code, Section 30.06.

This policy does not apply to College course-based academic service learning or research approved by the Institutional Review Board (“IRB”).

12. The College shall amend the Code of Student Conduct, Faculty Handbook and San Jacinto Policy and Procedure Manual to provide that causing the accidental or intentional showing of a firearm or the accidental discharge of a firearm is conduct subject to disciplinary action.

13. Exclusion zones created by Texas Penal Code §§46.03 and 46.035 as well as by the rules and regulations enacted under S.B. 11 may sometimes comprise only a portion of a building. In some instances it may not be feasible to exclude concealed handguns only from the designated exclusion zones. The following factors and principles shall govern the implementation of these rules and regulations in those buildings in which some, but not all parts are designated as exclusion zones.

**Governing factors:** The percentage of assignable space or rooms in a building that are designated as exclusion zones.

- The extent to which the area (or areas) designated as exclusion zones are segregated from other areas of the building.

- The extent to which use of the building and hence its status as an exclusion zone, varies from day-to-day or week-to-week.

**Governing principles:** If a small number of rooms or a small fraction of assignable space in a building is subject to exclusion, only the rooms or areas that qualify for exclusion should be excluded.

- If 85% or more of the total building in terms of number of rooms or assignable space is subject to exclusion or if the excludable space is not segregated from other space, then as a matter of practicality, the whole building may be excluded.

- Appropriate signage shall be posted that conforms to Texas Penal Code, Section 30.06.

14. The College shall develop training materials particular to San Jacinto College on how to respond to an active shooter situation. These shall be incorporated in the active shooter training and all faculty and staff shall be required to complete this module. All students are encouraged to complete training on how to respond to an active shooter situation.

15. The College shall develop and post in a prominent place a detailed Campus Carry FAQ.
16. The College shall develop materials that educate and inform current and prospective San Jacinto College students about campus carry and how it is being implemented.

17. To the extent possible, areas within gun-exclusion zones should be made available on a scheduled basis to faculty and staff. These spaces can be used for conferences that faculty or staff would prefer to conduct in a gun-exclusion zone.

18. The following factors and principles shall govern the implementation of exclusions or allowances for Graduation ceremonies.

**Governing factors:** Off-campus location shall follow the venue’s rules and regulations in regards to the permitted carrying of firearms.

- On-campus location shall follow the use of the building and/or exclusion zone criteria set forth herein.

19. The Campus Safety and Security Council, appointed by the Chancellor, shall be established and tasked, at a minimum, with the following responsibilities: (1) Support the consistent implementation of these policies; (2) Provide a review process for recommendations to the Chancellor; and (3) Compile, maintain and provide a periodic review of the premises where license holders are prohibited from carrying a handgun.

A student or a member of the faculty or staff of the College may appeal a decision regarding the implementation of a policy or procedure contained herein to the Campus Safety and Security Council for consideration. A further appeal of the decision of the Campus Safety and Security Council may be submitted to the Vice Chancellor of Fiscal Affairs for consideration. The Vice Chancellor of Fiscal Affairs may choose to make a final decision or submit the appeal to the Chancellor for consideration. The Chancellor may approve, reject or modify the decision in question or may submit the issue to the Campus Safety and Security Council for reconsideration. The decision of the Chancellor to approve, reject or modify a decision is final.

Additional policies or exclusion areas not provided for in this policy will not be the subject of or considered as a matter of appeal. In accordance with Texas Government Code, Section 411.2031, the Chancellor is authorized to enact reasonable rules and regulations regarding the concealed carry of handguns on campus.

20. Not later than September 1 of each even-numbered year, the College shall submit a report to the Texas Legislature and to the standing committees of the Legislature with jurisdiction over the implementation of these policies that: (1) Describes the rules and regulations adopted by the College regarding the carrying of concealed handguns on its campuses; and (2) Outlines the reasons the College established the provisions adopted.

**Definitions**

**Campus:** All land and buildings owned or leased by the San Jacinto Community College District.

**College:** The San Jacinto Community College District.

**Concealed Carry:** The Texas Department of Public Safety defines a concealed handgun as a handgun not openly discernable to the ordinary observation of a reasonable person.

**Employee:** A full-time or part-time employee of the San Jacinto Community College District as defined by Human Resources policy and procedure.

**Exclusion Zones:** An area of campus, building or room where the possession of a handgun is prohibited by current Texas statute; or an area of campus, building or room designated and approved by the SLT and Board of Trustees in which the possession of a handgun is prohibited.

**Handgun:** A handgun is any firearm that is designed, made or adapted to be fired with one hand.

**License to Carry Holder:** A person licensed to carry a concealed handgun under Chapter 411 of the Texas Government Code.

“On or about their person”: Means a person licensed to carry a handgun must carry a handgun in a manner that the handgun is close enough to the license holder that he or she can reach it without materially changing position.

**Patient-Care Areas:** An area, including research areas, that involves the treatment or evaluation of a medical or mental health condition of a patient by a licensed health care provider or under the supervision or direction of a licensed health care provider and that results in a formal record of treatment.

**Student:** A currently enrolled student of the San Jacinto Community College District as defined by instruction policy and procedure.
Campus Carry Facts and Helpful Hints

Campus Carry takes effect for San Jacinto College on August 1, 2017.

- License to carry holders may carry a concealed handgun on campus.
- The handgun must remain concealed and within arm’s reach of the license to carry holder.
- Handguns may not be openly carried.
- Handguns may not be openly displayed at any time.
- No other prohibited weapons may be carried.
- Only members of the San Jacinto College Police Department may ask someone if they are licensed to carry a concealed handgun.
- San Jacinto College does not provide handgun storage.
- Handguns may be stored in a locked motor vehicle.
- There will be several areas of campus called gun exclusion zones where a license to carry holder may not enter with a concealed handgun.
- License to carry holders are responsible for knowing gun exclusion zone locations.

Gun exclusion zones will be clearly marked by signs like this sample:

Where may a License to Carry holder carry a concealed handgun?
Any area that is not designated as a gun exclusion zone. Examples:
- Public or private driveway
  - Streets
  - Sidewalk or walkway
  - Parking lot, parking garage or other parking area
  - Hallways
  - Classrooms
  - Offices open to the general public
  - Financial Aid
  - Nursing Labs
  - Culinary Labs
  - Gym/Wellness Centers

If you see someone with a handgun on campus: Do not confront them!
- Call San Jacinto College Police Department immediately at 5555 from college phones or 281-476-9128
- Hearing impaired text 713-469-1071

What is a Gun Exclusion Zone?
An area of campus, building or room where the possession of a handgun is prohibited by current Texas statute; or an area of campus, building or room designated and approved by the SLT and Board of Trustees in which the possession of a handgun is prohibited.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Fast Track</td>
<td>19</td>
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To register: All campuses 281-542-2020

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<thead>
<tr>
<th>Student Information-REQUIRED</th>
<th>Demographics/Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Last First Ml</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>If known, provide your San Jacinto College ID Number</td>
<td>RACE (SELECT ALL THAT APPLY) (MARK WITH AN X)</td>
</tr>
<tr>
<td>Or Social Security No.</td>
<td>(1) White</td>
</tr>
<tr>
<td>Home Address</td>
<td>(2) Black or African American</td>
</tr>
<tr>
<td>City State Zip code</td>
<td>(3) Asian or Pacific Islander</td>
</tr>
<tr>
<td>County or Country</td>
<td>(4) American Indian or Alaskan Native</td>
</tr>
<tr>
<td>Home Phone ()</td>
<td>(5) Native Hawaiian</td>
</tr>
<tr>
<td>Work Phone ()</td>
<td>(6) Not reported</td>
</tr>
<tr>
<td>Email</td>
<td>CHECK ONE ☐ Non-Hispanic ☑ Hispanic</td>
</tr>
<tr>
<td>Gender M F Birth Date MM DD YY</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Emergency Contact</td>
<td></td>
</tr>
<tr>
<td>Name Relationship Phone No.</td>
<td></td>
</tr>
<tr>
<td>Additional Information (Optional—Mark all that apply)</td>
<td>Please include area code and work extension</td>
</tr>
<tr>
<td>(1) Academically Disadvantage</td>
<td></td>
</tr>
<tr>
<td>(2) Economically Disadvantaged</td>
<td></td>
</tr>
<tr>
<td>(3) Disability</td>
<td></td>
</tr>
<tr>
<td>(4) Limited English Skills</td>
<td></td>
</tr>
<tr>
<td>(5) Displaced Homemaker</td>
<td></td>
</tr>
<tr>
<td>(6) Single Parent</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Signature Date

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

Registration Office and Fax Numbers
- Central Campus: 281.542.2020; Fax: 281.476.1320
- North Campus: 281.542.2020; Fax: 281.458.7196
- South Campus: 281.542.2020; Fax: 281.922.3422

Office Use Only
- Staff ID: Date: Refund Request Date:
- Transfer/Refund From CRN: To CRN: Date: Staff ID:
Maps

SAN JACINTO COLLEGE

CENTRAL CAMPUS

1 Interactive Learning Center
2 West Classroom Building
3 Administration Building
4 East Classroom Building
5 Music Building
6 Education Center-Lab School
11 Health Science
12 Slocomb Auditorium
13 Fine Arts
14 Student Center
15 Davison Tech
16 Ball Tech
17 Anderson Tech
18 Gymnasium
19 Science Building
20 Frels Building
21 Library
26 Transportation Center
27 Athletic Track
30 Non-Destructive Testing
31 Technical Education
32 Welding and CTD
34 Campus Police and Maintenance
36 Tennis Courts
37 Volleyball Courts
38 Pro Shop
a Switch Gear Building
b Central Plant
Designated Campus Entry
Designated Smoking Area
Emergency Assistance Phone

SAN JACINTO COLLEGE

NORTH

1 Fine Arts Center
2 Interactive Learning Center
6 Welcome Center
7 Burleson Classroom
8 Spencer Building
9 Brightwell Technical
14 Library
16 Gymnasium
17 Science/Allied Health
18 Industrial Technology - Diesel/Auto Collision
19 Industrial Technology - Welding
20 Industrial Technology - Crafts/Trades
21 Tennis Courts
22 Baseball Field
23 Industrial Technology Center (under construction)
M1 Maintenance/Deliveries
a Central Plant
b Central Plant
Designated Campus Entry
Designated Smoking Area
Emergency Assistance Phone

An equal opportunity institution

To register: All campuses 281-542-2020
To register: All campuses 281-542-2020
San Jacinto College Community College District
Mission and Vision Statements

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

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

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

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

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

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

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

A hard copy of the report is available for review at each of the three campus police offices.

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

North Campus
Slovacek Student Center
N12.205
5800 Uvalde Road
Houston, Texas 77049

South Campus
J.D. Bruce Student Center
S11.100
13735 Beamer Road
Houston, Texas 77089

Maritime Campus
on the Maritime Campus
3700 Old Highway 146
Room M1.210q
La Porte, Texas 77571

The website and report contain information regarding campus police, personal safety, sexual assault awareness and prevention, crime reporting policies and statistics, information on compliance with the Jeanne Clery Act, crime prevention techniques, incident reporting and response, College emergency notification procedures and the annual fire/safety report.

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.

Equal Opportunity Statement
The San Jacinto College District is committed to equal 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, Human Resources
Stephen Trncak - Equal Opportunity Compliance Officer
4624 Fairmont Parkway
Pasadena, Texas 77504
stephen.trncak@sjcd.edu
281-998-6348

Associate Vice Chancellor, Student Services
Joanna Zimmermann (students) - Co-Lead Title IX Coordinator
8060 Spencer Highway
Pasadena, Texas 77505
joanna.zimmermann@sjcd.edu
281-476-1863

Vice President, Human Resources
Sandra Ramirez (employees) - Co-Lead Title IX Coordinator
4620 Fairmont Parkway
Pasadena, Texas 77504
sandra.ramirez@sjcd.edu
281-991-2648

Vice Chancellor, Strategic Initiatives, Workforce Development, Community Relations and Diversity
Allatia Harris (equity in athletics)
8060 Spencer Highway
Pasadena, Texas 77505
allatia.harris@sjcd.edu
281-459-7140
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

**Technology and Training Center**
3234 East Pasadena Fwy.
Pasadena, Texas 77503

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