THE TRAINING CONNECTION

Training and Educational Solutions for Workers and Employers

Continuing Education
Professional Development
Workforce Training

August - December 2015
Training and Educational Solutions for Workers and Employers

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

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

### Linked Classes

Classes labeled “Linked” are held in conjunction with academic/credit classes. Enrollment into these sections is limited and is on a space-available basis. CPD students in linked CE sections do not have to be admitted into the College and are TASP/THEA exempt. Courses that are linked with academic courses will adhere to the stated Continuing & Professional Development refund policy.

### Key to Days of Week

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### Take Your Choice

More than 1,500 courses offered from our credit schedule may be taken for non-credit. Contact the appropriate credit division for more information.
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### Introduction to International Business & Trade

**IBUS 1005**

- **Prerequisites:** None
- **Note:** Textbook required. Study techniques for entering the international marketplace. Emphasis on the impact and dynamics of socio-cultural, demographic, economic, technological, and political-legal factors in the foreign trade environment.

**Cost:** $220

**CEU:** 4.8  **HRS:** 48

- **Course Reference Number:** #50514
- **North**  
  - Sept. 5-Sept. 8  
  - 7 p.m.-10 p.m.  
  - *Skip 11/21*

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

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

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

**NO CLASSES WILL MEET ON THESE DAYS.**

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

ACCOUNTING SPECIALIST FAST TRACK CERTIFICATE PROGRAM

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

Note: Textbook required.

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

$525 CEUs 5.6 HRS: 56
50185 North MW
Oct 05-Dec 14 6:30 p.m.-9:30 p.m.
50170 Central TTh
Oct 06-Dec 03 6 p.m.-9 p.m.

FUNDAMENTALS OF PAYROLL CERTIFICATION EXAM REVIEW

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

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

BUSINESS & PROFESSIONS

BUSINESS ETHICS

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

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

COSMETOLOGY

ADVANCED HAIR DESIGN

CSME 2039
Prerequisite: None

Note: Textbooks & supplies required Advanced concepts in the theory and practice of hair design. (CSME 2539)

$406 CEUs 17.6 HRS: 176
50127 North T
Aug 25-Dec 11 8 a.m.-4:30 p.m.
50128 Central Th
Aug 27-Dec 11 7:45 a.m.-11:45 a.m.
**Advanced Haircutting & Related Theory**  
CSME 2010  
Advanced concepts and practice of haircutting. Topics include hair cuts utilizing scissors, razor, and/or clippers. (CSME 2310)  
$\text{312}$  
CEUs 11.2  
HRS: 112  
50124  
North  
M  
Aug 24-Dec 11  
8 a.m.-4 p.m.

**Application of Eyelash Extensions I**  
NFND 0000  
Prerequisites: Reading Level 4, CSME 1575 and CSME 1376 or approval of Department chair  
This course provides the student with the skills necessary to perform client services using current techniques and business practices. (CSME 1477)  
$\text{359}$  
CEUs 9.6  
HRS: 96  
50132  
Central  
Th  
Aug 27-Dec 11  
6:21 p.m.-10 p.m.  
F  
Aug 28-Dec 11  
5:30 p.m.-8:16 p.m.

**Applications of Facial and Skin Care Technology I**  
CSME 1002  
This is a laboratory-based learning experience that enables students to apply specialized occupational theory, skills and concepts. (CSME 1302)  
$\text{300}$  
CEUs 8.0  
HRS: 80  
95526  
North  
MT  
Aug 24-Dec 11  
12:30 p.m.-3:10 p.m.

**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)  
$\text{306}$  
CEUs 11.2  
HRS: 112  
50119  
North  
F  
Aug 28-Dec 11  
8 a.m.-4:20 p.m.

**Artistry of Hair Design II**  
CSME 1055  
A continuation of hair design. Topics include the additional theory and applications of current trends in hair design.  
End-of-Course Outcomes: Practice and mastery of workplace competencies related to hair design; and demonstrate the professional skills related to hair design. (CSME 1355)  
$\text{312}$  
CEUs 11.2  
HRS: 112  
50120  
North  
F  
Aug 28-Dec 11  
8 a.m.-4:20 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)  
$\text{396}$  
CEUs 17.6  
HRS: 176  
50123  
North  
W  
Aug 26-Dec 11  
8 a.m.-4:30 p.m.  
Th  
Aug 27-Dec 11  
12:15 p.m.-4 p.m.

**Introduction to Haircutting & Related Theory**  
CSME 1010  
Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques. (CSME 1310)  
$\text{304}$  
CEUs 11.2  
HRS: 112  
50118  
North  
M  
Aug 24-Dec 11  
8 a.m.-4 p.m.

**Orientation to Cosmetology**  
CSME 1001  
Prerequisite: None  
Note: Textbook & supplies required  
This is an overview of the skills and knowledge necessary for the field of cosmetology. Topics to include the theory and/or skills related to service preparation, braiding, brush and scalp techniques, shampooing, conditioning, etc. (CSME 1501)  
$\text{400}$  
CEUs 17.6  
HRS: 176  
50122  
North  
T  
Aug 25-Dec 11  
8 a.m.-4 p.m.  
Th  
Aug 27-Dec 11  
8 a.m.-11:45 a.m.
**Orientation to Eyelash Extensions**

NFND 0000

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

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

$406 CEUs 14.4 HRS: 144

95533 Central M

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

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

**Orientation to Facial Specialist**

CSME 1020

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

$394 CEUs 17.6 HRS: 176

95527 North MT

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

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

**Principles of Eyelash Extensions**

NFND 0000

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

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

$312 CEUs 8.0 HRS: 80

50131 Central W

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

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

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

CSME 1021

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

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

$347 CEUs 12.8 HRS: 128

50121 North ThF

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

**Principles of Hair Color & Related Theory**

CSME 2001

Prerequisite: None

Note: Textbook & supplies required

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

$406 CEUs 17.6 HRS: 176

50126 North T

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

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

**Principles of Skin Care**

CSME 1056

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

$261 CEUs 8.0 HRS: 80

50117 North W

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

**Salon Development**

CSME 2043

Prerequisite: None

Note: Textbook & materials required

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

$312 CEUs 9.6 HRS: 96

50125 North F

Aug 28-Dec 11 8 a.m.-9:15 a.m.
CULINARY ARTS

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

$352 CEUs 9.6 HRS: 96
50115 North TTh
Aug 25-Dec 11 7:30 a.m.-10:30 a.m.
50116 North TTh
Aug 25-Dec 11 6 p.m.-9:20 p.m.

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

$305 CEUs 9.6 HRS: 96
95529 North M
Aug 24-Dec 11 7:30 a.m.-1:15 p.m.
W
Aug 26-Dec 11 12 p.m.-3:15 p.m.
95530 North M
Aug 24-Dec 11 5:30 p.m.-9:50 p.m.
W
Aug 26-Dec 11 5:30 p.m.-9:50 p.m.

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

$305 CEUs 9.6 HRS: 96
95528 North MW
Aug 24-Dec 11 6 p.m.-9:30 pm.
50128 North TTh
Aug 25-Dec 11 12:30 p.m.-3:20 p.m.

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

$311 CEUs 4.8 HRS: 48
95531 North Online
Aug 24-Dec 11
50130 North TTh
Aug 25-Dec 11 10:45 a.m.-12:20 p.m.

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

$311 CEUs 4.8 HRS: 48
95532 North Online
Aug 24-Dec 11
Quantity Bakeshop Production
PSTR 1042
Co-requisites: PSTR 1301 and CHEF 1205
This course is a study of advanced baking techniques to include volume production of a variety of breads and desserts.

$305  CEUs 9.6  HRS: 96
50129  North  WF
Aug 26-Dec 11  7:30 a.m.-8:30 a.m.
Aug 26-Dec 11  8:31 a.m.-11:45 a.m.
Aug 28-Dec 11  8:31 a.m.-12:15 p.m.

Sanitation and Safety
CHEF 1005
Prerequisite: Reading Level 4.
Note: Additional distance learning fees for online or hybrid courses will be assessed at time of payment. Textbook required.
This is a study of personal cleanliness; sanitary practices in food preparation; causes, investigation and control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. Students learn fundamental principles and related legal, moral, and economic issues of sanitation and safety management in public health as related to food service institutions, hospitality industries, and other related operations. (CHEF 1205)

$234  CEUs 3.2  HRS: 32
50114  North  M
Aug 24-Dec 11  12 p.m.-2 p.m.
95525  North  Online
Aug 24-Dec 11

Dietetics/Dietitian
Dietary Manager I
NFND 0000
Note: Concurrent enrollment in the Practicum (FDNS 1168) is required. Textbook required.
This preparation for supervisory roles in food service departments emphasizes normal and therapeutic nutrition and food service systems management. Major topics include dietary and meal planning guidelines, sources and functions of nutrients, diet therapy, nutritional assessment and care, food production management and purchasing, and regulatory agencies. (DITA 1400)

$328  CEUs 6.4  HRS: 64
50142  Central  T
Aug 25-Dec 11  1:20 p.m.-5:10 p.m.

Practicum-Dietetics/Dietitian I (RD)
NFND 0000
Note: Concurrent enrollment in the Dietary Manager I (DITA 1400) is required.
This course provides practical experience workplace training supported by an individualized plan developed by employer, the College and student. The plan relates the workplace training and experiences to the student, Aos general and technical course of study. The guided external experiences may be paid or unpaid. The course may be repeated if topics and learning outcomes vary. (FDNS 1168)

$47  CEUs 1.0  HRS: 10
95535  Central  Online
Aug 25-Dec 11

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

$575  CEUs 8.0  HRS: 80
50171  Central  MW
Sep 14-Nov 18  6 p.m.-10 p.m.

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

$575  CEUs 8.0  HRS: 80
50172  Central  Online
Oct 05-Dec 16
**Human Relations**

HRPO 1011

Note: Additional distance learning fees for online or hybrid course will be assessed at time of payment. Textbook Required. Learn practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. (HRPO 1311)

$281  CEUs 4.8  HRS: 48
50135  North  TTh
Aug 25-Dec 11 11:45 a.m.-1:10 p.m.
50139  Central  Th
Aug 27-Dec 11 6 p.m.-7:20 p.m.

**Human Resources Management**

HRPO 2001

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

$281  CEUs 4.8  HRS: 48
50140  Central  T
Aug 25-Dec 11 6:30 p.m.-9:30 p.m.

**Leadership Institute**

**Leadership Skills for Managers Certification Program**

BMGT 1020

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

$750  CEUs 2.4  HRS: 24
50179  Central  MTW
Sep 14-Sep 16 8 a.m.-5 p.m.
50180  Central  MTW
Sep 21-Sep 23 8 a.m.-5 p.m.
50181  Central  MTW
Oct 12-Oct 14 8 a.m.-5 p.m.
50182  Central  MTW
Oct 19-Oct 21 8 a.m.-5 p.m.
50183  Central  MTW
Nov 09-Nov 11 8 a.m.-5 p.m.
50184  Central  MTW
Nov 16-Nov 18 8 a.m.-5 p.m.
70003  Central  MTW
Dec 07-Dec 09 8 a.m.-5 p.m.
70004  Central  MTW
Dec 14-Dec 16 8 a.m.-5 p.m.

**Management**

**Principles of Management**

BMGT 1012

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

$296  CEUs 4.8  HRS: 48
95534  Central  MW
Aug 24-Dec 11 11:45 a.m.-1:10 p.m.

**Small Business Financing**

BUSG 1041

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

$281  CEUs 4.8  HRS: 48
50137  Central  W
Aug 26-Dec 11 7 p.m.-10 p.m.

**Small Business Management**

BUSG 2009

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

$281  CEUs 4.8  HRS: 48
50138  Central  TTh
Aug 25-Dec 11 10:10 a.m.-11:35 a.m.
50133  Central  T
Aug 25-Dec 11 6:30 p.m.-7:55 p.m.
50300  South  T
Aug 25-Dec 08 7 p.m.-9:55 p.m.

**Key to Days of Week**

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PHOTOGRAPHY TECHNICIAN

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

$295  CEs 3.2  HRS: 32
50005  South TTh
Sept 1-Sep 29  6 p.m.-10 p.m.
50188  South  MW
Sep 28-Oct 21  6 p.m.-10 p.m.

Adobe PhotoShop II for Photographers
ARTC 1051
Prerequisites: Introductory Professional Photography, Intermediate Professional Photography, Portrait Photography, Windows for the Desktop or equivalent knowledge, Photoshop I for Photographers.
This course for the Portrait/Wedding Photographers provides additional hands-on experience and systematic instructions on how to use Adobe Photoshop to enhance digital images. Each student will learn retouching techniques and the effective use of the clone, eraser, patch and healing tools, color correction using levels, curves and actions, to add borders and torn edges to images, sharpen soft photos and to add soft focus to smooth the skin, red-eye correction, the use of filters, merging images, and much more.

$295  CEs 3.2  HRS: 32
50186  South TTh
Oct 1-Oct 27  6 p.m.-10 p.m.
50189  South  MW
Oct 26-Nov 18  6 p.m.-10 p.m.

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

$250  CEs 2.4  HRS: 24
70005  South TTh
Dec 01-Dec 17  6 p.m.-10 p.m.

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

$250  CEs 2.4  HRS: 24
50187  South TTh
Oct 29-Nov 17  6 p.m.-10 p.m.
70006  South  MW
Nov 30-Dec 16  6 p.m.-10 p.m.

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

$350  CEs 3.2  HRS: 32
50004  South MW
Aug 26-Sep 21  6 p.m.-10 p.m.

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

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

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

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

SALES/MARKETING

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

Computer/IT Training

BEGIN HERE/FOUNDATIONS

Digital Literacy-IC3
POFI 1001
Learn to use a computer in a business environment. Begin with the keyboard; learning typing skills. Then get an introduction to the computer hardware. Learn how to use the Windows operating system. Gain a basic understanding of the most popular business applications - MS Word, MS Excel and PowerPoint. Additionally, learn to use the internet and email. All of these skills prepare you to take the optional IC3 certification exam.
$1000 CEUs 9.6 HRS: 96
50235 North MTW
Sep 14-Nov 04 8:30 a.m.-12:30 p.m.
50248 South MTW
Oct 19-Dec 14 6 p.m.-10 p.m.

BUSINESS APPLICATIONS

Access - One Day
ITSW 1053
Prerequisite: Basic computer skills.
Note: Textbook required; flash drive recommended.
In this basic course, you will use Microsoft Access 2013 to design a simple database, build a new database with related tables, manage data in a table, query a database using different methods, design forms and generate reports.
$110 CEUs .7 HRS: 7
50251 South F
Sep 18-Sep 18 8:30 a.m.-4:30 p.m.

Basic Business Applications
ITSC 1022
Prerequisite: Windows for the desktop or equivalent knowledge
Note: Textbook required; flash drive recommended
Learn the commonalities of the Microsoft Office Program and practice using the basic features of Windows Microsoft Word, Excel, and PowerPoint programs.
$300 CEUs 3.2 HRS: 32
50256 South Sa
Oct 10-Oct 31 8 a.m.-5 p.m.
70014 Central MTTh
Dec 01-Dec 22 6 p.m.-10 p.m.

To register: All campuses 281-542-2020
**Excel - Basic Skills**

ITSW 1022  
Prerequisite: Windows for the Desktop or equivalent knowledge.  
Note: Textbook required; flash drive recommended.  
In this course, you will work with Excel 2010, a powerful spreadsheet application. You will begin with preparing and formatting techniques. You will learn how to insert text and formulas into cells. You will use simple functions. You will construct charts for your data. You will learn formatting and printing of selected ranges. You will learn about workbooks and moving data between workbooks.  
$180 CEUs 1.6 HRS: 16  
50244 Central Sa  
Sep 12-Oct 03 8 a.m.-12 p.m.  
50238 North TTh  
Nov 10-Nov 19 8:30 a.m.-12:30 p.m.

**Excel - Intermediate Skills**

ITSW 1046  
Prerequisite: Excel Basic Skills or equivalent knowledge.  
Note: Textbook required; flash drive recommended.  
As a student in this course, you will learn the most important topics of Microsoft Excel. First you will go over how to manage workbook data and data using tables. Next you will move onto how to analyze table data. Then you will read about automating worksheet tasks. You will wrap up the course with how to enhance charts and use What-If analysis. You will gain skills to freeze columns and rows, sort data in tables using conditional formatting, to use the DGET, HLOOKUP and MATCH functions; create, run and edit macros; and to use the Goal Seek feature to perform a what-if-analysis.  
$180 CEUs 1.6 HRS: 16  
50245 Central Sa  
Oct 10-Oct 31 8 a.m.-12 p.m.

**Excel - One Day**

ITSW 1022  
Prerequisite: Basic computing skills.  
Note: Textbook required; flash drive recommended.  
In this course you will create and edit basic Microsoft Excel worksheets and workbooks. You will learn to create basic formulas and perform basic calculations. You will learn to format worksheets and cell content and then you will learn how to create charts using worksheet data. In addition, you will explore line charts and pie charts and learn how to display trendlines of your data on your charts.  
$110 CEUs .7 HRS: 7  
95579 Central F  
Aug 28-Aug 28 8:30 a.m.-4:30 p.m.  
50255 South F  
Nov 13-Nov 13 8:30 a.m.-4:30 p.m.

**Excel: One Day-Intermediate**

ITSW 1046  
Prerequisite: Excel One Day or equivalent knowledge.  
Note: Textbook required; flash drive recommended.  
In the first course in this series, Excel - One Day, students gained all the basic skills needed to create, edit, format, and print basic spreadsheets. This continuation provides the next step: to apply conditional formatting and manage multiple-sheet workbooks. In this course, students will use Microsoft Office Excel to enhance spreadsheets with templates, charts, graphics, and advanced formulas.  
$110 CEUs .7 HRS: 7  
70015 South F  
Dec 04-Dec 04 8:30 a.m.-4:30 p.m.

**Integrated Software Applications**

ITSC 1009  
Note: Textbook required, flash drive recommended.  
A study of the integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software is presented. Fundamentals of personal computer operations and the Windows operating system will be covered. (ITSC 1309)  
$306 CEUs 6.4 HRS: 64  
50165 Central W  
Sep 09-Dec 02 1:30 p.m.-4 p.m.

**Introduction to Database**

ITSC 1007  
Prerequisite: ITSC 1309 or department chair approval.  
Note: Textbook required.  
This course is an introduction to database theory and the practical applications of a database. Students will plan, define and design a database; design and generate tables, forms and reports; and devise and process queries. (ITSC 1307)  
$316 CEUs 6.4 HRS: 64  
70015 South F  
Aug 27-Dec 10 10 a.m.-11:50 a.m.

To register: All campuses 281-542-2020
MOS Excel
ITSW 2057
Prerequisite: Windows for the Desktop or equivalent knowledge, and type 20 wpm.
Note: Textbook required, flash drive recommended.
MOS Excel teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and situations. You will learn to construct cell data, format worksheets, work with charts and graphics. This course teaches the skills you will need to successfully complete the MOS Excel Certification Core exam.

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

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

$265  CEUs 2.4  HRS: 24
50239  Central  TTh
Sep 01-Sep 17  6 p.m.-10 p.m

MOS Word
ITSW 2058
Prerequisite: Windows for the desktop or equivalent knowledge. Type 20 wpm. Note: Textbook required, flash drive recommended
MOS Word teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and format business documents such as letters, forms, newsletters, memos and proposals. As you begin to build your skills, you will then create a variety of flyers and other promotional materials as well as explore different ways to share the information with internal and external customers. These are all skills needed to successfully complete the MOS Word Certification Core Exam.

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

Outlook - One Day
ITSW 1030
Prerequisite: Windows for the desktop or equivalent knowledge; Type 20 wpm.
Note: Textbook required, flash drive recommended.
Learn to create new messages, schedule appointments and tasks, manage messages, create and manage contacts, and create and manage tasks and notes. Communicate and coordinate your schedule with family, friends and colleagues.

$110  CEUs .7  HRS:  7
50254  South  F
Nov 06-Nov 06  8:30 a.m.-4:30 p.m.

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

$110  CEUs .7  HRS:  7
50252  South  F
Oct 02-Oct 02  8:30 a.m.-4:30 p.m.
QuickBooks - Basic Skills  
ACNT 1010  
Prerequisite: Basic computer skills.  
Note: Textbook required, flash drive recommended.  
Become productive with QuickBooks as you learn to create a company and develop its chart of accounts. Learn banking procedures, how to track customers, vendors, bills, invoices, inventory, employees, and payroll, finish by learning to run reports and create graphs.  
$350 CEUs 3.2 HRS: 32  
50234 North TTh  
Sep 02-Oct 01 6 p.m.-9:12 p.m.  
50242 Central MW  
Oct 19-Nov 11 6 p.m.-10 p.m

QuickBooks Advanced  
ACNT 1054  
Prerequisite: QuickBooks Basic Skills or equivalent.  
Note: Textbook required; flash drive recommended.  
In this advanced course, you will expand your reporting knowledge as you learn how to analyze financial data using QuickReport, preset reports and graphs. You will learn to track and pay sales tax, set up and run payroll, create and write payroll checks, practice paying payroll taxes. You will create estimates and learn how to invoice from estimates. You will also learn how to set up the software to track time and mileage.  
$350 CEUs 3.2 HRS: 32  
50236 North TTh  
Oct 06-Nov 05 6 p.m.-9:12 p.m.  
50243 Central MW  
Nov 16-Dec 14 6 p.m.-10 p.m

Word-One Day  
POFI 1024  
Prerequisite: Basic computing skills.  
Note: Textbook required, flash drive recommended.  
Learn the basics of Word and be able to create and edit a simple document, format text and paragraphs, add tables, graphics, watermarks, headers and footers.  
$110 CEUs .7 HRS: 7  
50250 South F  
Sep 04-Sep 04 8:30 a.m.-4:30 p.m.

Word: One Day-Intermediate  
POFI 1042  
Prerequisite: Windows for the Desktop or equivalent knowledge; Word- One Day or equivalent knowledge.  
Note: Textbook required, flash drive recommended.  
In the first course in this series, Word: One Day, students gained all the basic skills needed to create a wide range of standardized business documents. This continuation provides the next step: to improve proficiency. To do so, one can customize and automate the way Microsoft Word works, and improve the quality of work by enhancing documents with customized Microsoft Word elements such as newsletter columns. In this course, participants will increase the complexity of their Microsoft Word documents by adding components such as customized lists, tables, charts and graphics, Mail Merge, headers, footers, indexes and tables of contents. Participants will also create personalized Microsoft Word efficiency tools.  
$110 CEUs .7 HRS: 7  
95285 South Th  
Aug 13-Aug 13 8:30 a.m.-4:30 p.m.  
50253 South F  
Oct 16-Oct 16 8:30 a.m.-4:30 p.m.

Games  
Introduction to Game Design and Development  
GAME 1003  
This course is an introduction to electronic game development and game development careers and includes an examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry. The course includes designing and implementing simple computer games. (GAME 1303)  
$301 CEUs 6.4 HRS: 64  
50451 South TTh  
Aug 25-Dec 10 10 a.m.-11:50 a.m.

Linked Object Oriented Design  
ITSE 2021  
Prerequisite: GAME 1303  
This course is a study of large system analysis and design concepts from the object-oriented perspective. It includes determining required objects and their interfaces, and it also covers relationships between objects. (INEW 2340)  
$301 CEUs 6.4 HRS: 64  
50452 South TTh  
Aug 25-Dec 10 11 p.m.-12:50 p.m.

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

A+ Fast Track
CPMT 2050
Prerequisite: A working knowledge of PC applications is required, and some experience using and maintaining PC hardware/software is highly recommended.
Note: Textbook required, flash drive required.
Prepare yourself for the A+ Certification exams. This course focuses on the A+ exam objectives by the Computing Technology Industry Associate (CompTIA) and is designed for those responsible for the installation, upgrade, repair, configuration, and troubleshooting of PC systems hardware and software.
Participants will demonstrate their ability to diagnose, maintain, and perform minor repairs on PC systems and peripherals.
$750 CEUs 6.4 HRS: 64
50246 South TTh
Sep 01-Oct 06 6 p.m.-10 p.m
Sep 03-Oct 03 8:30 a.m.-12:30 p.m.

Cisco Exploration 1 - Network Fundamentals
ITCC 1001
Prerequisite: ITSC 1305 or department chair approval
Note: Textbook required, flash drive required.
This course introduces the architecture, structure, functions, components, and models of the Internet. It describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. It covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. The students will build simple LAN topologies by applying basic principles of cabling; performing basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. (ITCC 1401)
$301 CEUs 6.4 HRS: 64
50160 Central TTh
Aug 25-Dec 10 10 a.m.-12:29 p.m.

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

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

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

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

To register: All campuses 281-542-2020
**Intermediate PC Operating Systems**
ITSC 1021
Prerequisite: Introduction to PC Operating Systems
Note: Textbook required, flash drive required.
This course covers advanced operating system installation, configuration, and troubleshooting. Topics include installation and configuration, file management, memory and storage management, continued study in advanced installation, configuration troubleshooting, advanced file management, memory, storage management, update peripheral device drivers, and use of utilities to increase system performance. (ITSC 1321)

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

**Personal Computer Help Desk**
ITSC 2039
Prerequisite: ITSC 2331 Integrated Software Applications II or Department Chair approval
Note: Textbook required, flash drive recommended.
Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects. (ITSC 2339)

**Programming**
**Intro Visual BASIC Programming**
ITSE 1031
Prerequisite: ITSE 1329 or department chair approval.
Note: Textbook required. Additional distance learning fees for online or hybrid courses will be assessed at time of payment.
Learn fundamentals of structured design, development, and documentation, language syntax, data structures, input/output devices, loop control, and interactive screen processing. (ITSE 1331)

**Introduction to C++ Programming**
ITSE 1007
Prerequisite: Department chair approval or ITSE 133.
Note: Textbook required.
Learn structured design, development, testing, and implementation; syntax; data and file structures; coding; testing; and debugging. (ITSE 1307)

**Programming Logic & Design**
ITSE 1029
Prerequisite: None
Note: Textbook required, flash drive required.
Take a disciplined approach to problem solving with techniques and algorithms using design tools such as charts and pseudo code. (ITSE 1329)

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To register: All campuses 281-542-2020
SECURITY

**Information Tech Security**

**ITSY 1042**

Prerequisite: Fundamentals of Networking or Cisco Expl1 NW Fundamentals.

Note: Textbook required; flash drive required.

This course provides instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools, encryption; and protection from viruses. (ITSY 1342)

$316  CEUs 6.4  HRS: 64

50454  South  T

Aug 25-Oct 13  6 p.m.-9:50 p.m.

**Operating System Security**

**ITSY 2000**

Prerequisite: ITSY 1342. Note: Textbook required, flash drive required.

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

$311  CEUs 6.4  HRS: 64

95558  Central  Online

Aug 24-Dec 11

WEB DEVELOPMENT

**Internet/Web Page Development**

**ITSC 1019**

Note: Textbook required

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

$301  CEUs 6.4  HRS: 64

95596  South  MW

Aug 24-Dec 09  10:30 a.m.-12:20 p.m.

95552  Central  Online

Aug 24-Dec 11

Health Occupations

EMERGENCY HEALTH

**CPR for Healthcare Providers**

**EMSP 1019**

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

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

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

$85  CEUs .8  HRS: 8

95031  North  F

Aug 14-Aug 14  8 a.m.-5 p.m.

95032  Central  Sa

Aug 15-Aug 15  8 a.m.-5 p.m.

95033  Central  Sa

Aug 22-Aug 22  8 a.m.-5 p.m.

95034  Central  Sa

Aug 29-Aug 29  8 a.m.-5 p.m.

50210  Central  F

Sep 11-Sep 11  8 a.m.-5 p.m.

50211  Central  F

Oct 02-Oct 02  8 a.m.-5 p.m.

50212  North  Sa

Oct 17-Oct 17  8 a.m.-5 p.m.

50213  Central  F

Nov 06-Nov 06  8 a.m.-5 p.m.

50214  North  Sa

Nov 21-Nov 21  8 a.m.-5 p.m.

70009  Central  F

Dec 11-Dec 11  8 a.m.-5 p.m.

To register: All campuses 281-542-2020
**First Responder Training (ECA)**

EMSP 1005

Prerequisites: 18 years old, high school or GED.

Note: Textbook required.

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

$630 CEUs 5.6 HRS: 56
50201 Central MTWTh
Oct 19-Oct 28 8 a.m.-5 p.m.

**Certified Nurse Aide Training**

NURA 1001

Prerequisites: Current negative TB, American Heart Association Health Care Provider CPR, Background check through PreCheck is required & is an additional student expense. No GED/HS diploma is required. Students 16-17 are eligible for certification by the state agency, DADS. Parental waiver is required if under 18.

Note: Textbook and clinical scrubs are required. Registration after the first class meeting is not allowed. Physical requirements: Must be able to squat, bend and lift or assist with 100 pounds. Students with medical conditions, including pregnancy, must have a release from their physician, prior to class start date. Enter the field of nursing by becoming a Certified Nurse Aide. This class will teach you the skills, knowledge and abilities to care for residents of long-term care facilities. You will learn how to provide safety and preventive measures in the care of residents as well as how to function as a member of the health care team. You will be prepared for entry level employment in long-term care facilities, hospitals, and doctor’s offices. After completion of the class, you will be eligible to take the State of Texas Certified Nurse Aide Certification Exam. Includes 40 hours of clinical practice (Five 8 hour days). *This course of study prepares candidates to be certified. Candidates become “Certified” by passing the required certifying agency exam.

$855 CEUs 10.8 HRS: 108
50216 South Sa
Aug 29-Nov 07 8 a.m.-5 p.m.
Oct 25-Nov 03 Clinical dates
50217 Central MTWThF
Aug 31-Sep 29 8 a.m.-12 p.m.
Sep 23-Sep 28 Clinical dates
50218 Central MTWThF
Sep 09-Oct 12 1 p.m.-5 p.m.
Oct 01-Oct 10 Clinical dates
50219 South MTWThF
Sep 10-Nov 16 3 p.m.-5 p.m.
Nov 06-Nov 15 Clinical dates
50220 South MTWThF
Sep 23-Oct 26 8 a.m.-12 p.m.
Oct 15-Oct 24 Clinical dates
50221 North MTWThF
Oct 09-Nov 10 8 a.m.-12 p.m.
Oct 31-Nov 09 Clinical dates
50222 South MTWTh
Oct 26-Dec 07 6 p.m.-10 p.m.
Nov 22-Dec 06 Clinical dates
50223 North MTWTh
Nov 09-Dec 21 6 p.m.-10 p.m.
Dec 09-Dec 18 Clinical dates

**Certified Nurse Aide Refresher - 24 Hour CE**

NURA 2000

Prerequisite: Current Certified Nurse Aide/Assistant or Certified Medication Aide or Approval from the Nurse Aide Registry (DADS) - 512.438.2050.

Note: Materials Included.

This course will meet the DADS requirement for 24 Continuing Education hours for Nurse Aides and Medication Aides. Topics will include DADS mandated course material, in addition to training in geriatrics and the care of residents with a dementia disorder, including Alzheimer’s disease. Students will have hands-on practice of new and/or challenging skills. Changes to Nurse Aide regulations will be discussed.

$240 CEUs 2.4 HRS: 24
70010 Central ThFSa
Dec 17-Dec 19 8 a.m.-5 p.m.
HEALTH CARE PROFESSIONAL

CERTIFIED MEDICATION AIDE
NURA 1013
Prerequisites: Nursing home employment required as CNA or non-licensed direct care staff on first day of class. Proof of HS diploma/GED. Course cost includes the state testing fee for certification. Call 281-542-2088 for more Info.

Note: Signed copy of the Texas Department of Aging and Disability Services (DADS) application requirements for the exam will be discussed during first class meeting. Registration after the first class meeting is not allowed. Textbook required.

Learn how to prepare and administer drugs in a licensed health care agency. Topics include: drug legislation, drug references, basic anatomy and physiology and common diseases. You will learn medical abbreviations, symbols, terminology, and common equivalents (apothecary, metric, and household measurements) required for medication administration. After completion of the class, you will be prepared to take the Texas Department of Human Services Medication Aide Licensure Exam. Includes 10 hours of clinical practice, (2 five hour days)*This course of study prepares candidates to be certified. Candidates become “Certified” by passing the required certifying agency exam.

Exam fee is included in the cost of the course.

$865    CEUs 14.4    HRS: 144
50215    Central    MTWTh
Sep 30-Dec 14 8 a.m.-12 p.m.
Dec 03-Dec 10 Clinical dates

EKG TECHNICIAN
ECRD 1011
Prerequisites: None.

Learn the fundamentals of anatomy and physiology of the cardiovascular system and the role of the electrocardiograph in patient assessment. As an EKG Technician, you will perform diagnostic tests to assess the heart rhythm and rate in patients. The EKG technician is an integral part of the management of patients with heart disease and is employed by hospitals, medical/surgical clinics, and insurance companies. This class will prepare you to take the American Certification Agency for Healthcare Professionals Certification Exam for ECG Technician. Certification fee is not included in the cost of the course.

$575    CEUs 5.2    HRS: 52
50198    North    MW
Aug 31-Oct 28 6:30 p.m.-9:30 p.m.
50199    Central    Sa
Sep 12-Dec 12 8 a.m.-12 p.m.
50200    Central    TTh
Oct 06-Dec 08 6:30 p.m.-9:30 p.m.

MEDICAL OFFICE

MEDICAL OFFICE PROFESSIONAL
MDCA 1021
Prerequisite: None.

Note: Textbook required.

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

$1399    CEUs 9.0    HRS: 90
50193    Central    MW
Aug 31-Dec 16 6:30 p.m.-9:30 p.m.

AAPC PROFESSIONAL MEDICAL CODING CURRICULUM FOR CPC CERTIFICATION
HITT 1041
Prerequisites: Successful completion of Medical Office Professional or prior medical office/coding experience. Call for waiver info, 281-542-2067.

Note: Includes AAPC textbooks, AAPC Membership and CPC exam. You must bring your own current CPT and ICD 9 and HCPCS Coding Manuals. ICD-10 will not be tested until 2015. The AAPC’s Professional Medical Coding Curriculum is developed to present the latest information related to medical or insurance reimbursement. You will learn the theory of coding, gain an understanding of the coding fundamentals and then incorporate this learning by using the lab book to work coding reports. The CPC certification exam is included and will be administered the last class day.

$1595    CEUs 9.0    HRS: 90
50194    Central    TTh
Aug 27-Dec 10 6:30 p.m.-9:30 p.m.

Key to Days of Week

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

To register: All campuses 281-542-2020
ICD-10 Coding Workshop
HITT 2000
Prerequisites: Prior Coding Experience.
Note: Call 281-478-2766 for textbook info and additional details.
This course will provide a comprehensive view of the transition of ICD-9 to ICD-10 coding practices and offer hands-on coding practice. Bring a current copy of the ICD-9 and ICD-10 coding books for reference. This course is approved by the AAPC for 16 CEUs.

$375 CEUs 1.6 HRS: 16
50207 Central Sa
Sep 05-Sep 12 8 a.m.-5 p.m.
50208 Central Sa
Oct 10-Oct 17 8 a.m.-5 p.m.
50209 Central Sa
Nov 07-Nov 14 8 a.m.-5 p.m.
70008 Central Sa
Dec 05-Dec 12 8 a.m.-5 p.m.

Leadership in Healthcare - Executive
HPRS 2031
Note: Textbook Required.
This training level is designed for top-level managers. Building on the knowledge gained in the Leadership for Healthcare, Mid-Manager courses, participants will focus on Individual Leadership Styles, Cultural Differences in Leadership, Revenue Management, Disruptive Employee or Physician Behavior, Case Studies including practical application of Leadership Theory in Complex Healthcare Organizations, and Coaching and Mentoring the Next Leaders in your organization. Who should attend this training: Top level leaders, such as Directors and Executives, who are responsible for the direction or administration of a project, activity, department, clinic, or business, and/or may also be responsible for ensuing plans, orders, regulations, etc. that are carried out into practical effect. Leaders who have successfully completed the Leadership for Healthcare, Mid-Manager course, are highly encouraged to continue building leadership skills.

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

Pharmacy Technician

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

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

Phlebotomy Technician

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

To register: All campuses 281-542-2020
Phlebotomy Technician Practicum
PLAB 1064
Prerequisites: Proof of high school diploma/GED completion. Proof of a current negative TB skin test and Hepatitis B vaccine. Background check through PreCheck is required and is an additional student expense. See website for instructions.
Note: Must also be enrolled in Phlebotomy Technician Basic. Course begins after successful completion of Phlebotomy Technician Basic. Clinicals are usually 8-hour weekdays. Dates, times, and location determined by instructor. No textbook required.
This is a work-based learning experience with direct client care. This course enables the student to apply the theory, skills and concepts learned in the basic phlebotomy class in a supervised clinic or lab setting. Specific learning objectives are developed by the faculty.
$320 CEUs 12.0 HRS: 120
50203 Central MTWThF
Oct 19-Nov 13 7 a.m.-4 p.m.
50205 Central MTWThF
Nov 16-Dec 18 7 a.m.-4 p.m.
70007 Central MTWThF
Jan 04-Jan 29 7 a.m.-4 p.m.

Applied Technologies & Trades

Applied Technologies & Trades

Field Engineering I
CNBT 1015
This course will focus on surveying equipment, sketches, proper field note taking, methods of staking, layout of building sites, and horizontal and vertical controls at a construction site. (CNBT 1315)
$281 CEUs 6.4 HRS: 64
50081 North MTWThF
Aug 25-Dec 11 12 p.m.-1:50 p.m.

Safe Supervisor
OSHT 1003
Achieving an injury-free workplace takes a team effort. Your frontline supervisors interact with more employees on a daily basis and therefore, must understand their role in creating and maintaining a safe work environment. Safe Supervisor is a 3-day certificate course designed to enhance a frontline supervisor’s understanding of their safety responsibilities.
$525 CEUs 2.4 HRS: 24
95578 Central MTW
Aug 10-Aug 12 8 a.m.-5 p.m.
50233 Central MTW
Oct 19-Oct 21 8 a.m.-5 p.m.

Auto Body Collision

Basic Metal Repair
ABDR 1019
Prerequisite: Reading level 4. Textbook Required.
Covers metal principles and working techniques including proper tool usage and product application. (ABDR 1519)
$399 CEUs 12.8 HRS: 128
95487 North MWF
Aug 24-Dec 11 9 a.m.-11:40 a.m.
95488 North MTWThF
Aug 24-Dec 11 10:50 a.m.-12:20 p.m.
95489 North MW
Aug 24-Dec 11 6 p.m.-10 p.m.

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

ABDR 1031

Prerequisite: Reading level 4. Textbook Required.

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

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95485  North  MTWThF
Aug 24-Dec 11  9:30 a.m.-10:40 a.m.
50077  North  TTh
Aug 25-Dec 11  9:40 a.m.-12:40 p.m.
95486  North  TTh
Aug 25-Dec 11  6 p.m.-9 p.m.

**Collision Repair Welding**

ABDR 1007

Prerequisite: Reading level 4. Textbook Required.

This is a study of collision repair welding and cutting procedures. (ABDR 1307)

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95484  North  MTWThF
Aug 24-Dec 11  8:30 a.m.-9:20 a.m.
50075  North  TTh
Aug 25-Sep 01  7:30 a.m.-9:30 a.m.
50076  North  Sa
Sep 12-Dec 06  12:30 p.m.-5 p.m.

**Vehicle Design & Structural Analysis**

ABDR 1003

Prerequisite: Reading level 4. Textbook Required.

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

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

**Construction**

**Basic Construction Safety**

CNBT 1010

Basic job construction safety in residential, commercial, and industrial construction. (CNBT 1210)

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95490  North  MW
Aug 24-Dec 11  12:25 p.m.-1:20 p.m.

**Commercial/Industrial Blueprint Reading**

CBNT 2010

Introductory blueprint reading for commercial/industrial construction. (CNBT 2310)

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50083  North  TTh
Aug 25-Dec 11  6:05 p.m.-9:05 p.m.

**Construction Estimating I**

CNBT 1046

Learn to explain estimating procedures; estimate materials from blueprints; estimate cost of waste removable and recycling related to sustainable construction processes; and calculate labor units and costs. (CNBT 2317)

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50082  North  TTh
Aug 25-Dec 11  8:35 a.m.-11:20 a.m.

**Construction Management I**

CBNT 2042

Management skills on the job site with topics including leadership and motivation, problem solving, and decision making. (CNBT 2042)

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95492  North  MW
Aug 24-Dec 11  1:30 p.m.-2:55 p.m.
95493  North  Online
Aug 24-Dec 11

**Construction Methods and Materials I**

CNBT 1011

Introduction to construction materials and methods and their applications. (CNBT 1311)

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95491  North  Online
Aug 24-Dec 11

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**Key to Days of Week**

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NCCER CORE Curriculum: Introductory Craft Skills

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

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

NCCER Electrical Level 1
ELPT 1045
Prerequisites: None
Note: Textbook required. PPE to be purchased at students expense.
This course prepares the trainee for certification in Level 1 NCCER Electrical.

$665 CEUs 12.8 HRS: 128
50463 Central TTh
Aug 25-Dec 17 6 p.m.-10 p.m.

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

$665 CEUs 12.8 HRS: 128
50464 Central TTh
Aug 25-Dec 17 6 p.m.-10 p.m.

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

$655 CEUs 12.8 HRS: 128
95611 Central MW
Aug 24-Nov 02 6 p.m.-10 p.m.

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

$680 CEUs 8.0 HRS: 80
95613 Central MW
Aug 24-Dec 17 6 p.m.-10 p.m.

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

$475 CEUs 12.8 HRS: 128
95609 Central MW
Aug 24-Dec 21 6 p.m.-10 p.m.

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

$665 CEUs 12.8 HRS: 128
50462 Central TTh
Aug 25-Dec 17 6 p.m.-10 p.m.

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

### Basic Electrical Systems

**DEMR 1005**

Prerequisite: Reading level 4. Textbook Required.

This is an introduction to the basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, batteries, and regulators. (DEMR 1405)

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### Diesel Engine I

**DEMR 1006**

Prerequisite: Reading level 4. Textbook Required.

This is an introduction to the basic principles of diesel engines and systems. (DEMR 1306)

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### Diesel Engine Testing I

**DEMR 1010**

Prerequisite: Reading level 4. Textbook Required.

Introduces student to diesel engine testing and repair including associated systems and specialized tools. (DEMR 1410)

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### Diesel Engine Testing and Repair II

**DEMR 2012**

Prerequisite: Reading level 4. Textbook Required.

This course is a continuation of Diesel Engine Testing and Repair I. It includes coverage of testing and repairing diesel engines including related systems and specialized tools. (DEMR 2412)

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**Electronic Controls**

**DEMR 2032**

Prerequisite: Reading level 4. Textbook Required.

This course covers advanced skills in diagnostic and programming techniques of electronic control systems. (DEMR 2432)

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**HVAC Troubleshooting Repair**

**DEMR 1023**

Introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs. (DEMR 1423)

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### Power Train I

**DEMR 1021**

Prerequisite: Reading level 4. Textbook Required.

This is an introduction to fundamentals, repair and theory of power trains including clutches, transmissions, drive shafts, and differentials, with an emphasis on inspection and repair. Specific attention will include the Allison V-Drive, HD 740, World Transmission, and the 1000 and 2000 Series Transmissions. (DEMR 1421)

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### Drafting

**Advanced Computer-Aided Drafting**

**DFTG 2032**

Prerequisite: DFTG 1409 or department chair approval.

This course covers advanced techniques, including the use of a customized system, and presentation of advanced drawing applications, such as three dimensional solids modeling and linking graphic entities to external non-graphic data. (DFTG 2432)

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To register: All campuses 281-542-2020
Advanced Technologies in Pipe Design and Drafting

DFTG 2057
Prerequisite: DFTG 2423 or department chair approval. No Textbook Required.
Advanced design and production techniques using specialized process plant based design software. (DFTG 2457)
$343 CEUs 9.6 HRS: 96
95498 North MW
Aug 24-Dec 11 6:45 p.m.-9:45 p.m.

Basic Computer-Aided Drafting

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

Descriptive Geometry

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

Instrumentation Drafting

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

Parametric Modeling and Design

DFTG 1045
Prerequisite: DFTG 1409 or DFTG 1413 or department chair approval. Textbook Required.
This course offers training with a parametric-basic software for 3D design and drafting. (DFTG 1445)
$367 CEUs 9.6 HRS: 96
50026 Central M
Aug 24-Dec 11 6:45 p.m.-9:45 p.m.

Pipe Drafting

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

Specialized Basic Computer-Aided Drafting

DFTG 1010
Prerequisite: DFTG 1405 and DFTG 1409. Textbook Required.
This is a supplemental course to Basic Computer-Aided Drafting using an alternative computer-aided drafting (CAD) software to create detail and working drawings. (DFTG 1410)
$367 CEUs 9.6 HRS: 96
50025 Central T
Aug 25-Dec 11 6:45 p.m.-9:45 p.m.

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

ARCE 1052

A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute. (ARCE 1452)

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<td>12 p.m.-2:45 p.m.</td>
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</table>

**Technical Drafting**

DFTG 1005

Prerequisite: None

Note: Textbook Required.

This course is an introduction to the principles of drafting to include terminolgy and fundamentals, including size and shape descriptions, projections methods, geometric construction, sections, auxiliary views and reproduction processes. (DFTG 1405)

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**Topographical Drafting**

DFTG 2021

Prerequisite: DFTG 1405 or DFTG 1409 or department chair approval. Textbook Required.

The course focuses on plotting of surveyors’ field notes including drawing elevations, contour lines, plan and profiles, and laying out traverses. (DFTG 2421)

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**Electrical/Electronics**

**AC Circuits**

CETT 1005

A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. (CETT 1305)

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**Commercial Wiring**

ELPT 1045

Prerequisite: None

Note: Textbook Required

This course provides instructions in commercial wiring methods. It includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures. The National Electrical Code (NEC) is used to size branch circuits, feeders, service equipment, outlet and junction boxes, and conduit; and installation of lighting and utilization of equipment. Students gain experience in safe workplace practices, the proper use of hand tools and ladders, interpreting blueprints and specifications, bending and installation of conduit, installation of armored cable, and wiring of devices, load centers and service equipment. (ELPT 1345)

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**Electrical Calculations I**

ELPT 1015

Prerequisite: None. Textbook Required.

Introduction to mathematical applications utilized to solve problems in the electrical field. Topics include fractions, decimals, percentages, simple equations, ratio and proportion, metric conversion, and applied geometry. Electrical calculations to solve DC and AC electrical circuits are included. (ELPT 1215)

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

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

Electrical Systems Design
ELPT 2043
Prerequisite: ELPT 2325 or approval by department chair.
Textbook Required.
This is a course in electrical design of commercial and/or industrial projects, including building layout, types of equipment, placement, sizing of electrical equipment, and all electrical calculations according to the requirements of the National Electrical Code (NEC).
(ELPT 2343)
$281 CEUs 4.8 HRS: 48
50033 Central M
Aug 24-Dec 11 6 p.m.-8:55 p.m.

To register: All campuses 281-542-2020
**National Electric Code I**

ELPT 1025  
Prerequisite: None  
Note: Textbook Required.  
An introductory study of the National Electric Code (NEC). Emphasis will be on wiring design, protection, methods and materials; equipment for general use, and basic calculations. (ELPT 1325)  

$281 CEUs 4.8 HRS: 48  
95500 North MWF  
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50027 Central TTh  
Aug 25-Dec 11 8 a.m.-9:20 a.m.  
50028 Central T  
Aug 25-Dec 11 6 p.m.-9:45 p.m.

**National Electric Code II**

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

$311 CEUs 4.8 HRS: 48  
95503 North Online  
Aug 24-Dec 11

**Programmable Logic Controllers I**

ELPT 2019  
Prerequisite: None  
Note: Textbook Required.  
Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls. It includes history, terminology, typical applications, hardware and software, and incorporates lab and project activities that address operating, monitoring programming, troubleshooting, and repairs of PLC controlled lab trainers as well as actual industrial equipment. (ELPT 2319)  

$291 CEUs 6.4 HRS: 64  
50092 North W  
Aug 26-Dec 11 6 p.m.-9:40 p.m.

**Residential Wiring**

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

$352 CEUs 9.6 HRS: 96  
95501 North MWF  
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95453 Central MW  
Aug 24-Dec 11 9 a.m.-12 p.m.  
95454 Central MW  
Aug 24-Dec 11 6 p.m.-9 p.m.

**Sensors and Automation**

RBTC 1091  
Prerequisite: Reading level 4.  
This course is a study of the basic principles of industrial sensors for automated systems with an emphasis on the operation and application of position, rate, proximity, opto-electronics, ranging, and pressure switches. (RBTC 1355)  

$305 CEUs 6.4 HRS: 64  
50057 Central W  
Aug 26-Dec 11 6 p.m.-8 p.m.

**HVAC/Refrigeration**

**Advanced AC Controls**

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

$328 CEUs 4.8 HRS: 48  
50099 North F  
Aug 28-Dec 11 6 p.m.-10 p.m.

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**Key to Days of Week**

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## ADVANCED ELECTRICITY
**HART 2031**
Prerequisite: HART 1441, HART 1445 or department chair approval. Textbook Required.
This course provides advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment, including detailed instruction in motors and power distribution motors, motor controls, and applications of solid state devices. (HART 2431)

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

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

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

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## PREPARATION for EPA RECOVERY Certification
**HART 1056**
Prerequisite: None. No Textbook Required.
This course covers certification training for HVAC refrigerant recovery and recycling. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems. (HART 1356)

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## REFRIGERATION PRINCIPLES: HVAC 1B
**HART 1007**
Prerequisite: None. Textbook Required.
This course is an introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, and refrigeration components and safety. (HART 1407)

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To register: All campuses 281-542-2020
**Residential Air Conditioning**

HART 1041

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

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

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**Film Interpretation of Weldments**

NDTE 1001

Prerequisite: None. Textbook Required.

This is the study of radiographic film interpretation, including exploration of radiographic basics, interpretation of indications, and causes of indications. Film indications are evaluated according to the structural, piping, and pressure vessel codes. (NDTE 1301)

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**Non-Destructive Testing**

**Advanced Ultrasonics**

NDTE 2001

Prerequisite: NDTE 1454. No Textbook Required.

Emphasis is placed on examination of components and characterization of flaws using advanced techniques. (NDTE 2401)

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**Intermediate Ultrasonics: Flaw Detection & Sizing**

NDTE 1054

Prerequisite: NDTE 1405. Textbook Required.

This course covers applications of the ultrasonic techniques of materials testing for flaw sizing and characterization. (NDTE 1454)

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**Film Interpretation of Weldments**

NDTE 1001

Prerequisite: None. Textbook Required.

This is the study of radiographic film interpretation, including exploration of radiographic basics, interpretation of indications, and causes of indications. Film indications are evaluated according to the structural, piping, and pressure vessel codes. (NDTE 1301)

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**Fundamentals of Non-Destructive Testing**

NDTE 2002

Prerequisite: NDTE 1454. No Textbook Required.

This course covers the general principles of non-destructive testing including basic techniques of ultrasonic testing, magnetic testing, and radiographic testing. (NDTE 2402)

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**Eddy Current Testing**

NDTE 1040

Prerequisite: None. Textbook Required.

This course covers the general principles of Eddy Current Testing including theory, knowledge, and skills for basic examination; effects of material properties, probe types, calibration standards, and equipment selection. (NDTE 1440)

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**Film Interpretation of Weldments**

NDTE 1001

Prerequisite: None. Textbook Required.

This is the study of radiographic film interpretation, including exploration of radiographic basics, interpretation of indications, and causes of indications. Film indications are evaluated according to the structural, piping, and pressure vessel codes. (NDTE 1301)

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**Intermediate Ultrasonics: Flaw Detection & Sizing**

NDTE 1054

Prerequisite: NDTE 1405. Textbook Required.

This course covers applications of the ultrasonic techniques of materials testing for flaw sizing and characterization. (NDTE 1454)

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<td>1:45 p.m.-4:40 p.m.</td>
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<td>Aug 25-Dec 11</td>
<td>7 p.m.-9:55 p.m.</td>
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</table>

**Introduction to Corrosion**

METL 1013

Prerequisite: None. Textbook Required.

An introduction to internal, external, and atmospheric corrosion including terminology, causes of common corrosion problems in industry, and general remedies such as cathodic protection, protective coatings, material selection, and chemical treatments. (METL 1313)

$305

<table>
<thead>
<tr>
<th>CEUs 6.4</th>
<th>HRS: 64</th>
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<tr>
<td>50037</td>
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<tr>
<td>Aug 25-Dec 11</td>
<td>5 p.m.-6:50 p.m.</td>
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</tbody>
</table>
**Introduction to Ultrasonics 1 & 2**
NDTE 1005
Prerequisite: None. Textbook Required.
The course covers the basic theory and applications of the ultrasonic techniques of materials testing covering the theoretical material from the certification test for Ultrasonic Level 1 American Society of Non-Destructive Testing (NDTE 1405)

$352  CEUs 9.6  HRS: 96
95456  Central  MW
Aug 24-Dec 11  1:45 p.m.-4:45 p.m.
95457  Central  MW
Aug 24-Dec 11  7 p.m.-10 p.m.
50045  Central  Sa
Sep 12-Dec 06  4 p.m.-11:40pm
50044  Central  MTWThF
Oct 19-Dec 11  11:00am-1:20 p.m.

**Liquid Penetrant & Magnetic Particle**
NDTE 1010
Prerequisite: None. Textbook Required.
This course is a theoretical study and practical application of the non-destructive testing techniques of penetrant and magnetic particle testing required by quality assurance and test personnel. (NDTE 1410)

$352  CEUs 9.6  HRS: 96
95461  Central  MTWThF
Aug 24-Oct 16  8 a.m.-10:15 a.m.
95462  Central  MW
Aug 24-Dec 11  1:45 p.m.-4:45 p.m.
95463  Central  MW
Aug 24-Dec 11  7 p.m.-10 p.m.
50047  Central  Sa
Sep 12-Dec 06  8 a.m.-3:40 p.m.
50046  Central  MTWThF
Oct 19-Dec 11  8 a.m.-10:20 a.m.

**Metrology and Blueprint Reading**
QCTC 1048
Prerequisite: None. Textbook Required.
This is the study of the terminology, methodology, and practice of measurement systems and equipment in the calibration and use of basic measuring tools. (QCTC 1448)

$305  CEUs 9.6  HRS: 96
50052  Central  FSa
Sep 11-Dec 06  6 p.m.-9:35 p.m.

**Preparation for Certified Welding Inspector Exam**
NDTE 2011
Prerequisite: Three years technical experience. Textbook Required.
This course covers welding fundamentals, welding inspection and code interpretation and the principle portion in preparation of the certified welding inspector examination. (NDTE 2411)

$305  CEUs 9.6  HRS: 96
95465  Central  MW
Aug 24-Dec 11  7 p.m.-10 p.m.

**Quality Assurance**
QCTC 1043
Prerequisite: None. Textbook Required.
Information on quality assurance principles and applications; designed to introduce the student to the quality assurance profession. (QCTC 1343)

$305  CEUs 6.4  HRS: 64
95467  Central  MW
Aug 24-Dec 11  5 p.m.-6:50 p.m.

**Standards**
QCTC 2031
Prerequisite: None. Textbook Required.
A study of philosophy and theory of standards, appropriate standard organizations and systems, integration to the application of standards criteria in society. (QCTC 2331)

$305  CEUs 6.4  HRS: 64
95471  Central  MW
Aug 24-Dec 11  5 p.m.-6:50 p.m.
50055  Central  TTh
Aug 25-Dec 11  5 p.m.-6:50 p.m.
50056  Central  TTh
Aug 25-Dec 11  8 p.m.-9:50 p.m.
50053  Central  MTWThF
Oct 19-Dec 11  2:00pm-4:20pm

**Statistical Process Control**
QCTC 1041
Prerequisite: Math level 7. Textbook Required.
This course focuses on components of statistics including techniques of collection, presentation, analysis, and interpretation of numerical data as applied to statistical control. It stresses application of correlation methods, analysis of variance, dispersion, sampling quality control, reliability, mathematical models, and programming. (QCTC 1341)

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

To register: All campuses 281-542-2020
Testing and Inspection Systems

QCTC 1046
Prerequisite: None. Textbook Required.
This is a study of testing and inspection systems including pertinent specifications, inspection tools, gauges, instruments and mechanisms in illustrating the need for maintaining quality to establish standards. It covers the applications and methods of solving quality control and inspection problems using the appropriate testing and inspection methods such as AET, ET, LT, MT, PT, RT, UT, and VT. (QCTC 1446)

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

Welding Metallurgy I

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

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

Welding Metallurgy II

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

$305 CEUs 9.6 HRS: 96
50038 Central TTh
Aug 25-Dec 11 7 p.m.-9:55 p.m.

Occupational Health & Safety

Certified Occupational Safety Specialist (COSS)

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

$1699 CEUs 4.0 HRS: 40
50231 Central MTWThF
Sep 14-Sep 18 8 a.m.-5 p.m.
50232 Central MTWThF
Nov 09-Nov 13 8 a.m.-5 p.m.

Pipefitting

Advanced Pipefitting Standards, Specifications, and Installation

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

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

Basic Pipefitting Skills

PFPB 1008
Prerequisite: None.
This course covers mathematical operations necessary to calculate laying lengths of pipe fittings for fabrication. Includes identification and use of hand tools and power tools and identification of pipe, pipe fittings, flanges, and fasteners used in the trade. (PFPB 1308)

$305 CEUs 8.0 HRS: 80
95512 North MTWTh
Aug 24-Sep 18 6 p.m.-10 p.m.

To register: All campuses 281-542-2020
**Pipefitting Fabrication & Blueprint Reading**

PFPB 1043

Prerequisite: PFPB 1308

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

$305  CEUs 8.0  HRS: 80

500100  North  MTWTh

Sep 21-Oct 16  6 p.m.-10 p.m.

**Pipefitting: Advanced Fabrication and Installation**

PFPB 2033

Prerequisites: PFPB 1308 and PFPB 1343

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

$305  CEUs 8.0  HRS: 80

500102  North  MTWTh

Nov 16-Dec 11  6 p.m.-10 p.m.

**Pressure Piping Inspection**

NDTE 2039

Prerequisite: None. Textbook Required.

This course covers the general principles of pressure vessel inspection. It covers American Society of Mechanical Engineers (ASME) and American Petroleum Institute (API) documents that pertain to pressure piping inspection. It prepares students to take the API 570 certification examination. (NDTE 2339)

$305  CEUs 6.4  HRS: 64

500050  Central  F

Sep 11-Dec 06  5:30 p.m.-10:30 p.m.

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**TRUCK DRIVING**

**Professional Truck Driver One**

CVOP 1013

Prerequisite: Must sign up for Professional Truck Driver 2 at the same time AND contact SJC Commercial Truck Driving Department at (281)476-1886.

Note: Textbook Required

General truck driving with in the cab skills development and instruction coordinated with the Department of Transportation. This course includes the required six hour Defensive Driving course to meet state requirements.

$1647  CEUs 12.6  HRS: 126

950049  Central  MTWTh

Aug 10-Sep 17  7:00am-6 p.m.

500225  Central  SaSu

Sep 12-Dec 06  7:00am-6 p.m.

500227  Central  MTWTh

Sep 21-Oct 29  7:00am-6 p.m.

500229  Central  MTWTh

Nov 02-Dec 17  7:00am-6 p.m.

700011  Central  SaSu

Dec 12-Mar 13  7:00am-6 p.m.

**Professional Truck Driver Two**

CVOP 1040

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

Note: Textbook required

A continuation of Professional Truck Driver 1. General truck driving with in the cab skills development and instruction coordinated with the Department of Transportation. Instruction in the operation of a tractor-trailer combination in city and highway conditions, including control and maneuvering of the vehicle through various traffic situations in different conditions with numerous tractor-trailer combinations.

$1348  CEUs 12.0  HRS: 120

950050  Central  MTWTh

Aug 10-Sep 17  7:00am-6 p.m.

500226  Central  SaSu

Sep 12-Dec 06  7:00am-6 p.m.

500228  Central  MTWTh

Sep 21-Oct 29  7:00am-6 p.m.

500230  Central  MTWTh

Nov 02-Dec 17  7:00am-6 p.m.

700012  Central  SaSu

Dec 12-Mar 13  7:00am-6 p.m.

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*To register: All campuses 281-542-2020*
### Advanced Gas Tungsten ARC Welding GTAW

WLDG 2051

Prerequisite: WLDG 1530 or approval of department chair. No Textbook Required.

This course covers advanced topics in GTAW welding, including welding in various positions and directions. (WLDG 2551)

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<tr>
<td>Sep 12-Dec 06</td>
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### Advanced Pipe Welding

WLDG 2053

Prerequisite: WLDG 2506 or approval of department chair. No Textbook Required.

This course covers advanced topics involving welding of pipe using the shielded metal arc welding process. Topics include electrode selection, equipment setup, and safe shop practices, with an emphasis on weld positions 5G and 6G using various electrodes. (WLDG 2553)

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<td>Sep 12-Dec 06</td>
<td>8 a.m.-11:55am</td>
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### Advanced Shielded Metal Arc Welding SMAW

WLDG 2043

Prerequisite: WLDG 1528 or approval of department chair. No Textbook Required.

This course covers advanced topics based on accepted welding codes. Training is provided with various electrodes in shielded metal arc welding with open V-groove joints in all positions. (WLDG 2543)

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### Art Metals

WLDG 1005

Prerequisite: None. No Textbook Required.

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

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**To register:** All campuses 281-542-2020
Intermediate Pipe Welding
WLDG 2006
Prerequisite WLDG 1528. No Textbook Required.
A comprehensive course on welding of pipe using the shielded metal arc welding (SMAW) process. Welding will be done using various positions. Topics covered include electrode selection, equipment setup and safe shop practices. (WLDG 2506)

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| 50103 | North    | TTh |
| Aug 24-Dec 11 | 8 a.m.-12 p.m. |
| 95477 | Central  | MW  |
| Aug 24-Dec 11 | 6 p.m.-9:55 p.m. |
| 95517 | North    | MW  |
| Aug 24-Dec 11 | 6 p.m.-10 p.m. |
| 50065 | Central  | TTh |
| Aug 25-Dec 11 | 6 p.m.-9:50 p.m. |
| 50066 | Central  | F   |
| Sep 11-Dec 06 | 6 p.m.-9:55 p.m. |

+ Sep 12-Dec 06 8 a.m.-11:55 am

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

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| 95518 | North    | MW  |
| Aug 24-Dec 11 | 6 p.m.-10 p.m. |

Introduction to Shielded Metal Arc Welding - SMAW
WLDG 1028
Prerequisite: None. No Textbook Required.
A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools and equipment. Instruction provided in SMAW fillet welds in various positions. (WLDG 1530)

$423

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| 95474 | Central  | MW  |
| Aug 24-Dec 11 | 8 a.m.-11:55 am |
| 95475 | Central  | MW  |
| Aug 24-Dec 11 | 6 p.m.-9:55 p.m. |
| 50061 | Central  | TTh |
| Aug 25-Dec 11 | 1 p.m.-4:50 pm |
| 50104 | North    | TTh |
| Aug 25-Dec 11 | 6 p.m.-10 p.m. |

+ Sep 12-Dec 06 8 a.m.-11:55 am

Introduction to Gas Metal ARC Welding - GMAW
WLDG 1030
Prerequisite: None. No Textbook Required.
Focus on the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools and equipment. Instruction provided in various joint designs. (WLDG 1530)

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| 95513 | North    | MWF |
| Aug 24-Dec 11 | 7:30 a.m.-10:10 am |
| 95472 | Central  | MWF |
| Aug 24-Dec 11 | 8 a.m.-10:40 a.m. |
| 95473 | Central  | MW  |
| Aug 24-Dec 11 | 6 p.m.-9:55 p.m. |
| 95515 | North    | MW  |
| Aug 24-Dec 11 | 6 p.m.-10 p.m. |
| 50058 | Central  | TTh |
| Aug 25-Dec 11 | 8 a.m.-11:50 am |
| 50059 | Central  | TTh |
| Aug 25-Dec 11 | 6 p.m.-9:50 p.m. |
| 50060 | Central  | F   |
| Sep 11-Dec 06 | 6 p.m.-9:55 p.m. |

+ Sep 12-Dec 06 8 a.m.-11:55 am

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

$423

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| 95476 | Central  | MW  |
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| 95516 | North    | MW  |
| Aug 24-Dec 11 | 6 p.m.-10 p.m. |
| 50062 | Central  | TTh |
| Aug 25-Dec 11 | 8 a.m.-11:50 am |
| 50063 | Central  | TTh |
| Aug 25-Dec 11 | 6 p.m.-9:50 p.m. |
| 50064 | Central  | F   |
| Sep 11-Dec 06 | 6 p.m.-9:55 p.m. |

+ Sep 12-Dec 06 8 a.m.-11:55 am

To register: All campuses 281-542-2020
Maritime

MARITIME

ABLE BODIED SEAMAN
MART 2073
Prerequisite: 90 days seetime.
USCG & STCW approved, this course provides the student
with the knowledge, understanding and proficiency required
to work aboard vessels as an unlicensed watch stander.
Professional training includes marlinspike seamanship, inland
and international Rules of the Road, proficiency in survival
craft operations, deck safety, and basic navigation.

$800

95261 Central MTWThF
Aug 17-Aug 21 8 a.m.-5 p.m.
50303 Central MTWThF
Sep 21-Sep 25 8 a.m.-5 p.m.
50336 Central MTWThF
Nov 02-Nov 06 8 a.m.-5 p.m.
70021 Central MTWThF
Nov 30-Dec 04 8 a.m.-5 p.m.

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

$800

95260 Central TWThF
Aug 11-Aug 14 8 a.m.-5 p.m.
50327 Central TWThF
Oct 20-Oct 23 8 a.m.-5 p.m.
70030 Central TWThF
Dec 15-Dec 18 8 a.m.-5 p.m.

APPRENTICE MATE
MARS 1075
Prerequisite: 180 days seetime.
Providing that end of course examinations are passed, this 104 hour
Apprentice Mate (Steersman) course prepares the trainee
to pilot, under direct supervision of the vessel master, a tow-
boat or tugboat of up to 500 gross tons upon inland or near
coastal waters.

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

$1,600

50291 Central MTWThF
Aug 31-Sep 04 8 a.m.-5 p.m.
TWT
Sep 08-Sep 11 7:00am-6:00pm MTW
50309 Central MTWThF
Sep 14-Sep 16 8 a.m.-5 p.m.
50323 Central MTWThF
Oct 26-Nov 11 8 a.m.-5 p.m.
70022 Central MTWThF
Nov 30-Dec 16 8 a.m.-5 p.m.

APPRENTICE MATE (STEERING) WESTERN ROUTES
MARS 1078
Prerequisite: 180 days seetime.
Successful completion of this USCG approved 16-hour
Apprentice Mate (Steersman) Western Rivers Navigation course
and presentation of your Certificate of Training will satisfy the
Navigation General examination requirements to add a Western
Rivers route to a license as U.S. Coast Guard licensed Apprentice
Mate (Steersman), Mate (Pilot) of Towing Vessels or Master of
Towing Vessels Inland or Near Coastal (exam module 072XX).

$400

50327 Central ThF
Sep 17-Sep 18 8 a.m.-5 p.m.
50323 Central ThF
Oct 15-Oct 16 8 a.m.-5 p.m.
50343 Central ThF
Nov 12-Nov 13 8 a.m.-5 p.m.
70031 Central ThF
Dec 17-Dec 18 8 a.m.-5 p.m.

To register: All campuses 281-542-2020
**Automatic Radar Plotter Aid**

MARS 2076

Prerequisite: Previously passed USCG approved RADAR class. Subjects in this 5-day course include review and recertification of radar plotting, ARPA theory, ARPA errors and limitations. This course covers technical and practical applications of radar and ARPA for those who will be in charge of navigational watch or a member of a bridge team. Information is presented that is necessary for the deck officer or bridge team member to stand safe bridge watch. This includes the theory, operation, limitations and practical applications of radar navigation, collision avoidance and radar and ARPA systems. Students who complete this course will be able to extract the information needed on course, speed and CPA to enable early action to be taken to provide for a safe passing distance.

$700  
CEUs 3.2  
HRS: 32  
95264  
Central  
MTWTh
Aug 24-Aug 27  
8 a.m.-5 p.m.
50304  
8 a.m.-5 p.m.
Sep 21-Sep 24  
8 a.m.-5 p.m.
50320  
8 a.m.-5 p.m.
Oct 12-Oct 15  
8 a.m.-5 p.m.
50341  
8 a.m.-5 p.m.
Nov 09-Nov 12  
8 a.m.-5 p.m.
70023  
8 a.m.-5 p.m.
Nov 30-Dec 03  
8 a.m.-5 p.m.

**Basic Fire Fighting**

FIRS 1191

Prerequisite: None. This course provides the student with the knowledge and experience to handle a vessel fire emergency. Topics covered include the behavior of fire, prevention and suppression techniques, and the proper use of firefighting equipment, including the use of respirators.

$500  
CEUs 1.6  
HRS: 16  
50312  
Central  
MT
Oct 05-Oct 06  
8 a.m.-5 p.m.
50329  
8 a.m.-5 p.m.
Oct 26-Oct 27  
8 a.m.-5 p.m.
50351  
8 a.m.-5 p.m.
Nov 23-Nov 24  
8 a.m.-5 p.m.
70033  
8 a.m.-5 p.m.
Dec 21-Dec 22  
8 a.m.-5 p.m.

**Basic Safety Training**

MART 1077

Prerequisite: None. USCG & STCW approved, this 40 hours course consisting of the following four modules: (1) Basic Fire Fighting, (2) First Aid & CPR, (3) Personal Survival Techniques, and (4) Personal Safety and Social Responsibilities satisfies the USCG and STCW requirements for Basic Safety Training.

$1000  
CEUs 4.0  
HRS: 40
95257  
Central  
MTWThF
Aug 10-Aug 14  
8 a.m.-5 p.m.
50311  
Central  
MTWThF
Oct 05-Oct 09  
8 a.m.-5 p.m.
50328  
Central  
MTWThF
Oct 26-Oct 30  
8 a.m.-5 p.m.
70027  
Central  
MTWThF
Dec 14-Dec 18  
8 a.m.-5 p.m.

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

MART 1078

Prerequisite: AB, Mate or Master's license. USCG & STCW approved, this course focuses the student on the skills required to operate a vessel safely and efficiently. Teamwork, teamwork, communication, leadership, decision-making and resource management are incorporated into the larger operational picture of organizational and regulatory management. Also addressed is the management of operational tasks, risk, and stress.

$600  
CEUs 2.4  
HRS: 24
50294  
Central  
TWTh
Sep 01-Sep 03  
8 a.m.-5 p.m.
50457  
Central  
TWTh
Sep 29-Oct 01  
8 a.m.-5 p.m.
50330  
Central  
MT
Oct 26-Oct 28  
8 a.m.-5 p.m.

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

MART 1075

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

$1000  
CEUs 4.0  
HRS: 40
95256  
Central  
MTWThF
Aug 10-Aug 14  
8 a.m.-5 p.m.
50295  
Central  
TWThF
Sep 08-Sep 11  
7:00am-6:00pm
50325  
Central  
MTWThF
Oct 19-Oct 23  
8 a.m.-5 p.m.

To register: All campuses 281-542-2020
Global Maritime Distress and Safety Systems (GMDSS)
MARS 1077
Prerequisite: AB, Mate, or Masters License.
USCG & STCW approved, this course is required for officers who serve on vessels equipped with GMDSS. It is divided into one theory week and one practical week. Subjects include: satellite systems, terrestrial communications, transmission and reception of distress alerts and messages, and maritime safety information.

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

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

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

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

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

To register: All campuses 281-542-2020

Personal Safety and Social Responsibility
MART 1079

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Personal Survival Techniques
MART 2079

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

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

Qualified Member of the Engineering Department-Fireman/Oiler/Watertender
MARS 1075
This 5 week course includes hands-on practical and a classroom lecture portion for theory and familiarization.

$3000  CEUs 16.0  HRS: 160
50459  Central  MTWThF
Oct 26-Nov 20 8 a.m.-5 p.m.
Radar Observer Unlimited (Renewal)
MART 2075
Prerequisite: Must have held a RADAR certificate within the past 5 years.
USCG & STCW approved, this course provides the student the means by which to demonstrate proficiency in the use of radar for collision avoidance and navigation for the purpose of renewing this certification on their license.

$225  CEUs .8  HRS: 8
50306  Central  F
Sep 25-Sep 25  8 a.m.-5 p.m.
50324  Central  F
Oct 16-Oct 16  8 a.m.-5 p.m.
50344  Central  F
Nov 13-Nov 13  8 a.m.-5 p.m.
70024  Central  F
Dec 04-Dec 04  8 a.m.-5 p.m.
70032  Central  F
Dec 18-Dec 18  8 a.m.-5 p.m.

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

$600  CEUs 3.2  HRS: 32
50298  Central  MTWTh
Sep 14-Sep 17  8 a.m.-5 p.m.
50313  Central  MTWTh
Oct 05-Oct 08  8 a.m.-5 p.m.
50338  Central  MTWTh
Nov 02-Nov 05  8 a.m.-5 p.m.
50345  Central  MTWTh
Nov 16-Nov 19  8 a.m.-5 p.m.
70028  Central  MTWTh
Dec 14-Dec 17  8 a.m.-5 p.m.

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

$400  CEUs 4.0  HRS: 40
50299  Central  MTWThF
Sep 14-Sep 18  8 a.m.-5 p.m.
50314  Central  MTWThF
Oct 05-Oct 09  8 a.m.-5 p.m.
50339  Central  MTWThF
Nov 02-Nov 06  8 a.m.-5 p.m.
50346  Central  MTWThF
Nov 16-Nov 20  8 a.m.-5 p.m.
70029  Central  MTWThF
Dec 14-Dec 18  8 a.m.-5 p.m.

Ratings Forming Part of Navigational Watch (Lookout Only)
MARS 2072
Prerequisite: 90 days sea time.
This course is required for all mariners assigned to lookout and watchkeeping support duties on ocean going vessels. An ordinary seaman assigned to either the deck department or the maintenance department who either stands navigational watches, or may be assigned to stand navigational watches, must also be qualified as a RFPNW.

$300  CEUs .8  HRS: 8
95290  Central  Th
Aug 13-Aug 13  8 a.m.-5 p.m.
50310  Central  M
Sep 28-Sep 28  8 a.m.-5 p.m.

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

To register: All campuses 281-542-2020
**Tankerman PIC-Barge (DL)**

MART 2076

Prerequisite: 90 days seafaring on a towing vessel.

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

$900 CEUs 4.0 HRS: 40

50292 Central MTWThF
-Aug 31-Sep 04 8 a.m.-5 p.m.
50308 Central MTWThF
-Sep 28-Oct 02 8 a.m.-5 p.m.
50326 Central MTWThF
-Oct 19-Oct 23 8 a.m.-5 p.m.
50342 Central MTWThF
-Nov 09-Nov 13 8 a.m.-5 p.m.
70025 Central MTWThF
-Dec 07-Dec 11 8 a.m.-5 p.m.

**Vessel Security Officer**

MART 1073

Prerequisite: 90 days seafaring.

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

$500 CEUs 1.6 HRS: 16

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

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

MARS 1075

Note: Student guide provided.

This is the shipboard security course required for entry level mariners who will have any security duties anywhere on the ship.

$250 CEUs .8 HRS: 8

95259 Central W
-Aug 12-Aug 12 8 a.m.-5 p.m.
50297 Central Th
-Sep 10-Sep 10 8 a.m.-5 p.m.
50317 Central W
-Oct 07-Oct 07 8 a.m.-5 p.m.
70035 Central T
-Dec 22-Dec 22 8 a.m.-5 p.m.

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

**CHILD DEVELOPMENT**

**Child Development Associate Training I**

CDEC 1017

Note: Textbook required

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

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50143 North Sa

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

**Child Development Associate Training III**

CDEC 2024

Prerequisite: Child Development Associate Training II

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

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

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</table>

50144 North Sa

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

**ENGLISH**

**Advanced Grammar**

NFND 0000

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

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

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

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50151 North TTh

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

50152 North TTh

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

**Advanced Oral Communication**

NFND 0000

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

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

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

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50147 North MW

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

50148 North MW

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

**Advanced Reading & Writing**

NDNS 0000

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

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

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

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95538 North MW

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

95539 North MW

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

**COMG 1000**

Prerequisite: Pre-assessment required

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

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

**$250 CEUs 5.6 HRS: 56**

<table>
<thead>
<tr>
<th>Location</th>
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### English Communication Skills - Intermediate

**COMG 1001**

Prerequisite: Pre-assessment required

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

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

**$250 CEUs 5.6 HRS: 56**

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**ENGLISH COMMUNICATION SKILLS-ADVANCED**

**COMG 1004**

Prerequisite: Pre-assessment required

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

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

**$250**  

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**INTERMEDIATE GRAMMAR**

**NFND 0000**

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

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

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

**$281**  

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<th>Course Code</th>
<th>CEUs</th>
<th>HRS</th>
<th>Location</th>
<th>Time</th>
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<td>50149</td>
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<td>Oct 20-Dec 10</td>
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**INTERMEDIATE ORAL COMMUNICATION**

**NFND 0000**

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

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

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

**$281**  

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<td>Oct 19-Dec 11</td>
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**INTERMEDIATE READING & WRITING**

**NFND 0000**

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

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

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

**$281**  

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<th>CEUs</th>
<th>HRS</th>
<th>Location</th>
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<tr>
<td>Aug 24-Oct 16</td>
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</table>

**To register:** All campuses 281-542-2020
LEAP to Workforce English Success
COMG 1007
Prerequisite: ESL Advanced or pre-assessment.
Note: Textbook and workbook required. If age 17, parental or guardian consent is required.
This course prepares students to develop English language skills for workplace success. It provides a general exploration of career paths by bringing real life situations to the classroom. Experiential learning includes the exposure to a variety of workplace situations and paths such as health occupations, construction, banking and finance, oil and gas industry, information technology, and para-education, among others. Students will gain a better understanding of the processes to obtain and retain jobs in different fields including requirements such as GED and other credentials.

$250  CEUs 5.6  HRS: 56
50449  Central  MTWTh
Sep 01-Sep 29  9 a.m.-12:30 p.m.

STEP to Academic English - Listening & Speaking 1
COMG 1005
Note: Textbook and workbook required. If age 17, parental or guardian consent is required.
This course introduces students to listening and speaking English language for college achievement. Students will learn to recognize and use correct English sentence patterns and improve English pronunciation. Students will expand pre-academic English vocabulary in discussions involving familiar topics and immediate needs. Prerequisite: ESL Advanced or pre-assessment.

$250  CEUs 5.6  HRS: 56
50445  Central  MW
Sep 14-Oct 28  9 a.m.-1 p.m.

STEP to Academic English - Listening & Speaking 2
COMG 1005
Note: Textbook and workbook required. If age 17, parental or guardian consent is required.
This course prepares students to improve listening and comprehension in English. Students learn note-taking skills by recording appropriate notes from a variety of aural input (CDs, videos, lectures, etc.). Students will learn to recognize and use correct English sentence patterns and improve English pronunciation. Students will expand pre-academic English vocabulary in discussions involving familiar topics and immediate needs. Prerequisite: STEP Academic English - Listening & Speaking 1 or pre-assessment.

$250  CEUs 5.6  HRS: 56
50448  Central  MW
Nov 02-Dec 21  1:30pm-5:30 p.m.

LANGUAGES

Spanish for Health Occupations
SPNL 1001
Note: Textbook required
Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or a physician's office.

$175  CEUs 2.4  HRS: 24
50450  Central  Sa
Sep 05-Oct 10  8 a.m.-12:00pm
## PARAEDUCATOR TRAINING

### PARAEDUCATOR INSTITUTE TRAINING

**CDEC 1032**  
Prerequisite: High School Diploma or GED from Texas accredited institution  
Note: Materials provided

The first two days of each institute will consist of training in four modules. On day three, participants will take the Consortium for the Advancement of Professional Excellence (C.A.P.E.) Para Educator’s Assessment of Competencies. Based on test results, participants will either receive certification or an opportunity to receive tutorial and re-test support.

**$275**  
CEUs 1.8  
HRS: 18

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<td>Dec 05-Dec 19</td>
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**Paraeducator Certification Re-take**  
NFND 0000  
Prerequisite: Para Educator Training  
Note: Materials provided

Paraprofessional certification re-take provided for those students needing to retake paraprofessional exam.

**$65**  
CEUs .6  
HRS: 6

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**Key to Days of Week**

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

*To register: All campuses 281-542-2020*
Paraeducator Institute Training ISD
CDEC 1032
Prerequisite: High School Diploma or GED from Texas accredited institution
Note: Materials provided
The first two days of each institute will consist of training in four modules. On day three, participants will take the C.A.P.E. Para Educator’s Assessment of Competencies. Based on test results, participants will either receive certification or an opportunity to receive tutorial and re-test support. This class is geared toward the districts within our service region.

**$260**

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CEUs 1.8 HRS: 18

### TEST PREPARATION

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

The longer GED Preparation series allows for a greater focus on subject matter than the traditional GED Review. Subject matter is covered at a slower pace and a more in-depth level than the GED Review. The series includes Mathematics, Social Studies/Science, and Language Arts. Take each course separately or as a series.

**$395**

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<td>Oct 05-Dec 01</td>
<td>6 p.m.-9 p.m.</td>
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<td>North</td>
<td>Oct 05-Dec 01</td>
<td>6 p.m.-9 p.m.</td>
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CEUs 9.6 HRS: 96

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

$165 
95092 Central 6 p.m.-9 p.m. MTWTh
Aug 24-Sep 14
95093 South 6 p.m.-9 p.m. MTWTh
Aug 24-Sep 14
95127 North 6 p.m.-9 p.m. MTWTh
Aug 24-Sep 14
50358 Central 6 p.m.-9 p.m. MTWTh
Oct 26-Nov 12
50359 South 6 p.m.-9 p.m. MTWTh
Oct 26-Nov 12
50360 North 6 p.m.-9 p.m. MTWTh
Oct 26-Nov 12

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

$120 
50006 Central 6 p.m.-9 p.m. MTWTh
Sep 15-Sep 28
50007 South 6 p.m.-9 p.m. MTWTh
Sep 15-Sep 28
50361 Central 6 p.m.-9 p.m. MTWTh
Nov 16-Dec 01
50362 South 6 p.m.-9 p.m. MTWTh
Nov 16-Dec 01
50363 North 6 p.m.-9 p.m. MTWTh
Nov 16-Dec 01

GED Preparation: Math
NFND 0000
Note: Textbook and Texas Instruments TI-30 XS Multi-View calculator are required. GED registrations are accepted in person only. Photo ID (with date of birth) or birth certificate must be presented. Proof of Texas residency required. The student must be age 18 or older. If you are 16, you must have a court order from a judge; also, must have been withdrawn from high school for at least six months and not a high school graduate; if age 17, parental or guardian consent is required; also, must have been withdrawn from high school for at least six months and not a high school graduate.
This course is ideal for GED applicants who need more intense review in math including those who will be learning some mathematical concepts for the first time. The Math preparation includes test-taking techniques.

$165 
50355 Central 6 p.m.-9 p.m. MTWTh
Oct 05-Oct 22
50356 South 6 p.m.-9 p.m. MTWTh
Oct 05-Oct 22
50357 North 6 p.m.-9 p.m. MTWTh
Oct 05-Oct 22

Key to Days of Week

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

**ARTS & CRAFTS**

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

$296  CEUs 9.6  HRS: 96
50155  North  TTh
Aug 25-Dec 10  11:45am-2:45pm

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

$296  CEUs 9.6  HRS: 96
95551  North  MW
Aug 17-Sep 14  6:30pm-8:30pm
50274  Central  Th
Aug 27-Sep 17  6:00pm-8:00pm
50258  North  M
Sep 21-Oct 12  6:30pm-8:30pm
50277  Central  T
Sep 22-Oct 13  6:00pm-8:00pm

**CAKE DECORATING**

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

$49  CEUs .8  HRS: 8
95581  North  M
Aug 17-Sep 14  6:30pm-8:30pm
50275  Central  Th
Aug 27-Sep 17  6:00pm-8:00pm
50258  North  M
Sep 21-Oct 12  6:30pm-8:30pm
50277  Central  T
Sep 22-Oct 13  6:00pm-8:00pm

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

$49  CEUs .8  HRS: 8
50275  Central  Th
Sep 24-Oct 15  6:00pm-8:00pm
50260  North  M
Oct 19-Nov 09  6:30pm-8:30pm
50278  Central  T
Oct 20-Nov 10  6:00pm-8:00pm

To register: All campuses 281-542-2020
Wilton Course 3: Gum Paste and Fondant  
NFND 0000  
Prerequisite: Wilton Course 1.  
Note: Wilton textbook and Wilton Student Kit required (available in SJC bookstore prior to class starting).  
Develop your skills working with fondant and gum paste, and apply them to create shapes, borders and flowers. You’ll also learn how to cover a cake with fondant. Plus, you’ll design and create a complete project using all the techniques you were taught. You will also learn to create different types of bows and flowers, including the calla lily, rose and carnation.  
$49  
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| 50261 | 0.8 | North | W  
| Oct 21-Nov 11 | 6:30pm-8:30pm |  
| 50276 | 0.8 | Central | Th  
| Oct 22-Nov 12 | 6:00pm-8:00pm |  

Wilton Course 4: Advanced Gum Paste Flowers  
NFND 0000  
Prerequisite: Wilton Courses 1, 2 and 3.  
Note: Wilton textbook and Wilton Student Kit required (available in SJC bookstore prior to class starting).  
Take your gum paste flower-making skills to an advanced level! Learn how to use gum paste to make detailed, realistic-looking flowers as if they were freshly cut, including Gerbera daisies and stargazer lilies. Plus, you’ll learn how to create a variety of leaves, blossoms and bouquet designs.  
$49  
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| 70016 | 0.8 | North | W  
| Nov 18-Dec 16 | 6:30pm-8:30pm |  
| 70018 | 0.8 | Central | Th  
| Nov 19-Dec 17 | 6:00pm-8:00pm |  

Social Dance - Ballroom  
NFND 0000  
Are you ready to dance? Learn a Ballroom style dance in four lessons. Taught by an accomplished dance duo - no prior dance skill needed. Partner preferred but not required. Must wear leather shoes or shoes that will slide. Great exercise!  
$80  
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<th>HRS</th>
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| 50267 | 0.6 | Central | Th  
| Sep 10-Oct 01 | 7:30pm-9:00pm |  
| 50269 | 0.6 | Central | Th  
| Oct 22-Nov 12 | 7:30pm-9:00pm |  

Social Dance - Country Western  
NFND 0000  
Are you ready to dance? Learn a Country Western dance in four lessons. Taught by an accomplished dance duo - no prior dance skill needed. Partner preferred but not required. Must wear leather shoes or shoes that will slide. Great exercise!  
$80  
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<th>HRS</th>
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</table>
| 50266 | 0.6 | Central | Th  
| Sep 10-Oct 01 | 6:00pm-7:30pm |  
| 50268 | 0.6 | Central | Th  
| Oct 22-Nov 12 | 6:00pm-7:30pm |  

Financial Management  
Retirement Planning Today  
NFND 0000  
Prerequisite: None  
This course examines many aspects of personal finance and how they can work together to create an integrated successful retirement plan. Shows you how to assess your financial situation and develop a personalized plan to achieve your financial and retirement goals.  
$70  
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| 50289 | 0.9 | South | Th  
| Oct 01-Oct 15 | 6:30 p.m.-9:30 p.m. |  

Painting/Drawing  
Design I  
NFND 0000  
Emphasis upon two-dimensional art, including fundamentals of line, color, form, texture, shape, space and arrangement. (ARTS 1311)  
$291  
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<th>CEUs</th>
<th>HRS</th>
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| 50154 | 9.6 | North | MW  
| Aug 24-Dec 10 | 8:35am-10:00am |  

Jazz Dance I  
NFND 0000  
This course includes introduction to the theory, practice, and terminology of various styles of jazz dance technique with emphasis on development and refinement of bodily awareness, rhythmic structures, and performance qualities. (DANC 1347)  
$281  
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| 95587 | 9.6 | South | MTWTh  
| Aug 24-Dec 10 | 11:45am-2:45pm |  

DANCE
Drawing I

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

$291  CEUs 9.6  HRS: 96
95549  North  MW
Aug 24-Dec 09  10:10am-1:10pm

Drawing II

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

$291  CEUs 9.6  HRS: 96
95550  North  MW
Aug 24-Dec 09  10:10am-1:10pm

Motorcycle Riders Course

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

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

Meets Friday 6p.m.-9 p.m., Saturday and Sunday 7:30a.m.-3:30 p.m.
No refunds are given after the course begins.

$210  CEU 1.9  HRS: 19
SPORTS & RECREATION

Advanced Martial Arts
NFND 0000
Prerequisite: None.
Note: Textbook required.
A continuation of the Aikido introductory class. No prior experience is necessary, only the desire to learn. The class is a great way to learn a non-competitive self-defense Japanese Martial Art. Warm-up exercises, throws, pins, basic Aikido history, theory, and tradition are taught. Emphasis is on movement, stress control, and self-defense. You will learn how to redirect an attacker’s strength and momentum as a way to effectively deal with an aggressor. Male or female, big or small, anyone in reasonably good health or physical condition can participate and benefit from this Aikido class. (PHED 2140)
$187 CEUs 4.8 HRS: 48
50169 South TTh
Aug 25-Dec 10 7:05pm-8:30pm

Beginning Aikido Martial Arts
NFND 0000
This co-educational introductory course is open to beginners as well as experienced martial arts students. The class is a fun way to learn a non-competitive, non-aggressive, self-defense Japanese Martial Art. Warm-up exercises, throws, pins, basic Aikido history, theory, and tradition are taught. Emphasis is on movement, stress control, and self-defense. You will learn how to redirect an attacker’s strength and momentum as a way to effectively deal with an aggressor. Male or female, big or small, anyone in reasonably good health or physical condition can participate and benefit from this Aikido class.
$129 CEUs 2.4 HRS: 24
95582 Central MW
Aug 24-Oct 19 7 p.m.-8:30pm
50270 Central MW
Oct 21-Dec 16 7 p.m.-8:30pm

Beginning Tennis
NFND 0000
This course introduces students to beginning skills and strategies in tennis. Lecture topics include history, rules, strategy (both singles and doubles), etiquette, proper care and selection of equipment, and proper time. (PHED 1101)
$187 CEUs 4.8 HRS: 48
95542 Central MW
Aug 24-Dec 09 11:45am-1:10pm

Fitness Walking
NFND 0000
This course introduces students to walking as a lifetime fitness activity. Emphasis is placed on correct form and pacing to maintain working heart rate. Other topics covered are proper shoe selection, training principles for improved cardiovascular fitness, safety, and injury prevention. (PHED 1143)
$187 CEUs 4.8 HRS: 48
95546 Central MW
Aug 24-Dec 09 8:35am-10:00am
95547 Central MW
Aug 24-Dec 09 10:10am-11:35am

Golf - Beginning
NFND 0000
Basic skills and strokes are stressed. Rules and etiquette of the game are also included. Students must bring their own clubs and a few golf balls. Additional money will also be needed for purchase of golf balls at a driving range where some of the instruction will be conducted. First class meeting will be on campus. Subsequent classes at the driving range.
$70 CEUs .8 HRS: 8
50272 Central T
Sep 08-Oct 13 5:30 p.m.-6:50 p.m.

Golf - Intermediate
NFND 0000
Attention is given to proper stance, grip, swing, and game process. Supervised help in developing control and accuracy. Students must bring their own golf clubs and a few golf balls. Additional money will also be needed for purchase of balls at a driving range where some of the instruction will be conducted.
$70 CEUs .8 HRS: 8
50273 Central Th
Sep 10-Oct 15 5:30 p.m.-6:50 p.m.

Jogging
NFND 0000
Students’ cardiovascular and overall physical fitness are emphasized using a variety of methods and materials. (PHED 1114)
$187 CEUs 4.8 HRS: 48
95543 Central MW
Aug 24-Dec 09 8:35am-10:00am
95544 Central MW
Aug 24-Dec 09 8:35am-10:00am

To register: All campuses 281-542-2020
**Kickboxing for Fitness**

NFND 0000

Kickboxing is a fitness program designed to improve muscle tone and cardiovascular endurance through constant motion and repetition using martial arts techniques. A variety of combinations and some martial arts applications are taught. (PHED 1145)

$187  
CEUs 4.8  
HRS: 48  

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**Martial Arts**

NFND 0000

Prerequisite: None.

Note: Textbook required. This class is affiliated with the Aikido World Alliance. Certified rank promotion and testing are available through this class. Classes are coed, and anyone in reasonably good health can participate. No uniforms are required for the class. Instructor is certified through the Aikido World Alliance.

This martial arts course is open to beginners as well as experienced martial arts students. No prior experience is necessary, only the desire to learn. The class is a great way to learn a non-competitive self-defense Japanese Martial Art. Warm-up exercises, throws, pins, basic Aikido history, theory, and tradition are taught. Emphasis is on movement, stress control, and self-defense. You will learn how to redirect an attacker's strength and momentum as a way to effectively deal with an aggressor. Male or female, big or small, anyone in reasonably good health or physical condition can participate and benefit from this Aikido class. (PHED 1140)

$187  
CEUs 4.8  
HRS: 48  

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**Weight Training**

NFND 0000

Lectures, demonstrations and practice in the basic skills and techniques of weight training. (PHED 1123)

$187  
CEUs 4.8  
HRS: 48  

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All roads lead to the Life Long Learning Interchange

Senior Citizen Discounts!
Events for the whole family!

Join an Interchange group and explore new learning opportunities at San Jacinto College!

Beginning Spring 2015 –
The Life Long Learning Interchange will host monthly events and special learning opportunities for members! With three groups under the Interchange umbrella, there are ways for everyone to get involved at San Jacinto College!

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

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

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

To register: All campuses 281-542-2020
Online Learning
Partnership with Education to Go
Online learning anytime, anywhere...just a click away!

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

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

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

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

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

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

To Register: Call 281-542-2020
General Information

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

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

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

Información General
Para adquirir información en español sobre los programas, llame a los siguientes números:
Campo Central: 281-542-2020
Campo Norte: 281-542-2020
Campo Sur: 281-542-2020
y pida que se le envíe esta información.

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

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

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

Central Campus
Fax: 281-476-1833

North Campus
Fax: 281-459-7196

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

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

Central Campus: Interactive Learning Center,
Room C-1.128, 8060 Spencer Hwy., Pasadena

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

South Campus: Administration Bldg., Room S-8.1052,
13735 Beamer Road, Houston

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

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

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

Go to Sanjac.edu and select Continuing and Professional Development

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

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

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

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

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

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

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

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

Step 4: Enter credit card or electronic check information.
Step 5: Select Submit payment.

Student Web Payment Process

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

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

To Make a Payment on a Student Account:
Step 1. Select My Student Records, Registration and Financial Aid
Step 2. Select My Registration
Step 3. Select Step 6: review your changes and make a payment.

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

Step 5. Select Student Account Suite (another webpage will open after selecting this option)
- CPD Students must make payment at the time of registration
- You can view the Refund Policy from this screen.
- Classes at least four weeks in length are eligible for a Convenient Payment Plan (CPP). Payment plans can be set up by selecting this payment option and entering your information by following the directions given.

Step 6. Select Make a Payment
Step 7: Select Pay (please verify the class fees before Pay)
Step 8: Select Payment Method then Select Go button
Step 9: Process Payment according to online directions. Please verify that all of your information is correct before you submit your payment.

- Once processed, please print out the confirmation page for your records. If you should have any problems or questions, please contact your Continuing & Professional Development registration office or the campus business office.
Convenient Payment Plan (CPP)

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

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

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

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

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

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

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

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

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

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

Drops, Cancellations, and Transfers / Refund Policy

Need to drop your class?
• A 100 percent tuition refund is given if a withdrawal request is received before the class begins. No refund is given after the class begins.

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

• Withdrawal requests must come directly from the student or his/her designee. A Withdrawal/Transfer Request form will be completed by the person making the request (if the request is by telephone, the CPD registration staff will complete the form to include all pertinent information). The official receipt date is the day and time the request is received in the CPD office.

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

Bookstore Questions?

Please call any of the campus bookstores directly:
Central: 281.476.1898
North: 281.459.7414
South: 281.922.3410
M-Th: 7:45am-7pm
Fri: 7:45am-4:30pm

Library Information

Central: 281.476.1850
M-Th: 7:30am - 9pm
Fri: 7:30am-3pm
Sat: 10am-2pm
Sun: 1pm-5pm

South: 281.998.6150 x 3307
M-Th: 8am-9pm
Fri: 8am-3pm
Sat: 10am-1pm
Sun: Closed

North: 281.459.7116
M-Th: 7:30am-9pm
Fri: 7:30am-3pm
Sat: 11am-2pm
Sun: Closed

Cancelled Classes

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

Transfer Requests

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

Transcript Requests

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

You may request copies of your transcript in person or by mail by contacting one of the campus enrollment services offices. That office will need a completed Transcript Request Form and a copy of your photo ID. For questions call 281.998.6150.
Screening Requirements for Classes with Clinicals

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

Linked Classes

Proof of Meningitis required for students 21 and under.

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

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

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

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

Emergency Closings

Providing a safe and secure environment for our students, faculty and staff is a top priority at San Jacinto College. In the event the College needs to be closed for any situation, such as inclement weather, students and employees should refer to email, text and messages, and the College website at www.sanjac.edu. In addition, local television and radio stations may also broadcast bulletins announcing campus closings in emergency situations.

Students and employees are encouraged to sign up for the SJC Alert Me system to receive voice and text messages in the event of a College closure. SJC Alert Me will provide San Jacinto College with another communication tool to keep students, faculty, and staff informed during threatening situations and weather-related closings. In order to receive voice and text messages, you must provide your telephone and/or cell phone number. There is no cost to sign up for this notification service.

However, when the system sends a message to your personal phone, you are responsible for any charges from your phone service provider associated with receiving voice or text messages.

For more information, visit www.sanjac.edu/alert-me.

IMPORTANT NOTICES

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

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

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

San Jacinto College will be closed this semester:

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

No classes will meet on these days.
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Please Print Clearly and Complete ALL Unshaded Areas

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<td>Home Address</td>
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<td>City State Zip code</td>
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<td>County or Country</td>
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<td>Emergency Contact</td>
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<td>Name Relationship Phone No.</td>
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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.

Registration Information

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

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: __________
To register: All campuses 281-542-2020
SAN JACINTO COLLEGE COMMUNITY COLLEGE DISTRICT

MISSION AND VISION STATEMENTS

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

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

Our Values

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

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

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

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

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

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

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

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

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

Central Campus
W.M. Newton Student Center
8060 Spencer Highway
Pasadena, Texas 77505

North Campus
North Campus
5800 Uvalde Road
Houston, Texas 77049

South Campus
South Campus
13735 Beamer Road
Houston, Texas 7708

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

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

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

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

To register: All campuses 281-542-2020

SAN JACINTO COLLEGE
South

MISSION AND VISION STATEMENTS

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To register: All campuses 281-542-2020
Training and Educational Solutions for Workers and Employers

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

To register for training, call or visit:

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

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

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

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